

**COUNCIL MEETING**  
**MONDAY 7 JULY 2025**

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**BUSINESS TO BE CONDUCTED AT THIS MEETING IS TO BE CONDUCTED IN THE ORDER IN WHICH IT IS SET OUT IN THIS AGENDA UNLESS THE COUNCIL BY ABSOLUTE MAJORITY DETERMINES OTHERWISE**

**COUNCIL MEETINGS, NOT INCLUDING CLOSED MEETING, ARE AUDIO-VISUALLY RECORDED AND PUBLISHED TO COUNCIL’S WEBSITE**

**1. ACKNOWLEDGEMENT OF COUNTRY**

The Mayor will:

- make the following statement:

*“Before proceeding, I pay my respects to the Mumirimina people as the traditional and original custodians of the lands on which we meet, and I acknowledge the continuing connection of the Tasmanian Aboriginal people to the skies, land and waterways.*

*I pay respect to Elders past and present.”*

- invite those present to pause for a moment of quiet reflection and respect before commencing the council meeting.
- advise the Meeting and members of the public that Council Meetings, not including Closed Meeting, are livestreamed, audio-visually recorded and published to Council’s website. The meeting is not protected by privilege. A link to the Agenda is available via Council’s website.

**2. APOLOGIES**

Cr Hunter (Leave of Absence)

**3. DECLARATIONS OF INTERESTS OF COUNCILLORS OR CLOSE ASSOCIATE**

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

## 4. OMNIBUS ITEMS

### 4.1 CONFIRMATION OF MINUTES

#### RECOMMENDATION:

That the Minutes of the Council Meeting held on 16 June 2025, as circulated, be taken as read and confirmed.

### 4.2 MAYOR'S COMMUNICATION

### 4.3 COUNCIL WORKSHOPS

In addition to the Councillor's Meeting Briefing (workshop) conducted on Friday immediately preceding the Council Meeting the following workshops were conducted by Council since its last ordinary Council Meeting:

PURPOSE	DATE
Glebe Hill Bushland Reserve Management Plan	
Clarence Cycling Strategy	
Abandoned Shopping Trolleys	
South Arm Highway Upgrade Consultation Update	
Meeting Procedures and Regulations	23 June

#### RECOMMENDATION:

That Council notes the workshops conducted.

#### **4.4. TABLING OF PETITIONS**

(Note: Petitions received by Councillors are to be forwarded to the Chief Executive Officer within seven days after receiving the petition).

Petitions are not to be tabled if they do not comply with Section 57(2) of the Local Government Act, or are defamatory, or the proposed actions are unlawful.

**4.5 REPORTS FROM OUTSIDE BODIES**

This agenda item is listed to facilitate the receipt of both informal and formal reporting from various outside bodies upon which Council has a representative involvement.

**REPORTS FROM SINGLE AND JOINT AUTHORITIES**

Provision is made for reports from Single and Joint Authorities if required.

Council is a participant in the following Single and Joint Authorities. These Authorities are required to provide quarterly reports to participating Councils, and these will be listed under this segment as and when received.

- **COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY**

Representative: Cr James Walker

**Quarterly Reports**

March Quarterly Report pending.

**Representative Reporting**

- **TASWASTE SOUTH**

Representative: Cr Warren (Mayor's nominee)  
Cr Hunter (Proxy)

- **TASWATER CORPORATION**

- **GREATER HOBART COMMITTEE**

**REPORTS FROM COUNCIL AND SPECIAL COMMITTEES AND OTHER REPRESENTATIVE BODIES**

The following minutes from Special Advisory Committees are provided for information.

- Cultural Creative Advisory Committee dated 15 May 2025 (refer Attachment 1).



# Cultural Creative Advisory Committee

## Minutes

Thursday, 15 May 2025

3.31pm

Clarence City Council Chambers Library / Microsoft TEAMS

Formalities		
1	Acknowledgement of Country	<p>I acknowledge that we are meeting today on the unceded lands of the Mumirimina People of the Oyster Bay Nation whose connection to country spanned millennia. I recognise the deep spiritual link of the Tasmanian Aboriginal People to their land, skies and waterways, and acknowledge their continuing care of this island.</p> <p>I pay my respect to Elders past and present, and I extend that respect to any First Peoples here with us today.</p>
2	Record of attendees	<p>Councillor Wendy Kennedy (Chair), Councillor Heather Chong, David Ronaldson (CCC), Steve Harris (CCC), Mike Geard, Daryl Peebles, Jane Longhurst, Councillor Beth Warren (arrived 3.57pm)</p>

3	Apologies	Tracey Cockburn
4	Declaration of conflict of interest	N/A
5	Confirmation of previous meeting minutes	Minutes confirmed being read by all in attendance.
6	Actions arising from the minutes	<ol style="list-style-type: none"> <li>1. Contact Project Support Officer in relation to Richmond Public Art and provide update / information to Councillor Heather Chong for noting by RAC</li> <li>2. Jazz Festival 2025 – Draft memorandum to Councillors and circulate for their information.</li> </ol>
<b>General business</b>		
7	<p>Action Item:</p> <p>Contact Project Support Officer in relation to Richmond Public Art and provide update / information to Councillor Heather Chong for noting by RAC</p>	<p>Manager City Culture advises he has established a path forward for the Richmond Public Art Project with Council’s Landscape Team.</p> <p>In the coming weeks he will be meeting with Councils Cultural History Officer and the Designer to explore potential sites around Richmond.</p> <p>Councillor Chong added she can meet onsite when exploring sites around Richmond.</p>
8	<p>Action Item:</p> <p>Jazz Festival 2025 – Draft memorandum to Councillors and circulate for their information.</p>	<p>Manager City Culture advises the memorandum is progressing, awaiting finalisation of statistics from the Communications and Marketing Team, particularly around the successful marketing partnerships with ABC Radio and the Hobart Airport.</p> <p>Boasting 35,000 attendees, social media reach exceeding the previous year by 470% with a 174,000 reach. More than 5,000 unique visitors on our website. 303 media mention’s up 1400% with an estimated reach of 17 million people. 222 digital adds viewed and Corporate Communications have reported the Clarence Jazz Festival is the third most searched term on Councils website.</p>

9	Public Art Policy	<p>Manager City Culture presented and explained an overview of the updated proposed methodology / work plan for the Public Art Policy, noting the last policy was delivered in 2013.</p> <p>Adding a Consultant has been engaged and undertaking site visits and internal and external workshops to gain a sense of Council's position, values and to identify where opportunities for public art to be delivered around Clarence.</p> <p>Council's work around developing the Reconciliation Action Plan is foundational to the development of the new Public Art Policy and in consultation with the Cultural Practitioner, City Culture is currently exploring Palawa respect for country and perspectives as a foundational layer within the policy itself.</p> <p>The draft policy is anticipated to be presented to Councillors by end of the financial year.</p>
10	The Clarence Prize	<p>Manager City Culture presented the short list for The Clarence Art Prize, introducing the judges and advising a record number of applications were received. A total of 47 applications from 44 designers received from Artists all over Australia.</p> <p>The Clarence Art Prize Exhibition opening is scheduled Friday 5 September 2025. Invitations to be circulated once prepared.</p> <p>A design lead exhibition within the School House Gallery will also be on offer.</p> <p>Jane Longhurst informed the Committee of the newly appointed CEO, Travis Tiddy of Design Tasmania and it was agreed a note of congratulations would be sent on behalf of the Committee.</p>
11	Cultural and Creative Industries Precinct Update	<p>Manager City Culture advised the Urban Precinct Partnerships Program Grant Application is now pending assessment and the timeline is unknown. Currently in a holding pattern until the assessment outcome is received.</p>

		Next steps to be raised with the Committee at the next scheduled meeting.
12	Alma Street Activities Centre Update	<p>Manager City Culture informed minimal repairs are required for the Alma Street Activities Centre being open to the public and currently working with the Facilities Team to ensure the required works are underway.</p> <p>The Facilities Team is currently exploring taking bookings for small scale infrequent bookings within the space, resulting in a good outcome of the space being used and the usage will inform potential further works.</p>
13	Palawa Art Gallery Project	<p>Manager of City Culture excitedly announced the festival now has a name Nipirti – ti - Palawa, which is Palawa Kani for ‘Through Palawa Eyes’.</p> <p>The project has expanded to being statewide festival, onboarding approximately an excess of 20 galleries participating in the project. Governance framework to then be established.</p>
14	New City Culture Branding Update	<p>Manager of City Culture referred to the branding presentation at the last meeting, advising since endorsement from the Committee, the branding has been presented to our Communications and Marketing Team, Executive Leadership Team and the Chief Executive Officer.</p> <p>The new branding has been well supported and the branding guidelines have now been signed off, in addition to clear guidance from the CEO and preliminary designs being presented by the developer of Councils new website.</p>
15	Other Business	<p><b>Bellerive Community Arts Centre Update presented by Councillor Wendy Kennedy to the Committee.</b></p> <ul style="list-style-type: none"> <li>• Bellerive Community Arts Centre are celebrating their 50<sup>th</sup> anniversary this year.</li> <li>• Grants available to help capture some of their history.</li> <li>• Launch within the year, celebrating 50 years.</li> <li>• Tasked the group to develop a brand.</li> </ul>

- Committee Representative from City Culture to help formulise and liaise with our Communications and Marketing Team due to amazing stories that can be shared.
- Mike from the Cultural History Working Group can assist with connections.
- Manager City Culture offered his support around design and the logo as the anniversary deserves its own marketing plan and social campaign plan.
- **Action:** Councillor Kennedy to take offline, involve City Culture Rep and organise a meeting.

**Cultural History Working Group Updates presented by Mike Geard to the Committee.**

- **Shag Bay Project**  
Inspection recently carried out, new track on way to completion, expansive views, three to four interpretation displays to be positioned along the track bringing older stories to life. Public art approach to displays rather than just text. No wheelchair access, investigating the walk being available online.
- **Geilston Bay Interpretation Signage**  
Signage to be placed in Astor Park, Geilston Bay. Displays and stories still in progress.
- **Heritage Festival 2025 – “Unearthed” Guided Walking Tour, From Oak Dale Lodge Richmond**  
Councils Cultural History Officer working in conjunction with the National Trust for the Heritage Festival 2025 for the “Unearthed” Guided Walking Tour scheduled on 17 May 2025 from 9:30am.
- **Walks Program**  
Art Walk from Bellerive Beach to Kangaroo Bay Board Walk fishing at the 10 Days on the Island Taniwha Time Machine, attended by approximately 20 people and attendees were amazed at the number of well-known artists in the early days of the area.

		<ul style="list-style-type: none"><li>• <b>Council of the Ageing (COTA) Seniors Week Launch – 13 to 19 October 2025</b> Launch to be held at the Warrane Community Gardens – Theme connecting generations through food. Ideas expanded, in conjunction with workshops.</li><li>• <b>Ina Elliot Reserve</b> The reserve is now detailed on Councils website and the QR Code to be added to sign.</li><li>• <b>South Arm Walk</b> A future walk is being discussed and it was identified out at the old military base, Convict Trial sign needs repair. Not Council sign.</li><li>• <b>Cultural History Working Group 35<sup>th</sup> Anniversary</b> Upcoming Government Reception for the 35<sup>th</sup> Anniversary of the Cultural History Working Group in October 2025. Councillors to be invited once details and invitation are finalised.</li></ul> <p><b>Manager City Culture – Exploring New Partnerships</b></p> <ul style="list-style-type: none"><li>• Melbourne Jazz Partnership launching program mid-June for October 2025.</li></ul> <p><b>Tasmanian Symphony Orchestra (TSO) Choir – Councillor Beth Warren</b></p> <ul style="list-style-type: none"><li>• Shared her experience of the Tasmanian Symphony Orchestra (TSO) Choirs being invited to Birmingham to sign in Westminster Abbey concert hall on Anzac Day, performance in Whistler Cathedral and a reception at the High Commission.</li></ul>
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## Concluding

16	Review agreed actions	<ul style="list-style-type: none"><li>• Contact Project Support Officer in relation to Richmond Public Art and provide update / information to Councillor Heather Chong for noting by RAC</li><li>• Jazz Festival 2025 – Draft memorandum to Councillors and circulate for their information.</li><li>• Circulate Clarence Art Prize Exhibition Opening Invitations once prepared.</li><li>• Send note of congratulations to new CEO on behalf of Committee.</li><li>• Liaise with City Culture Representative for the Bellerive Community Arts Centre 50<sup>th</sup> Anniversary.</li><li>• Food to be considered for future meetings – Advise Councillor Kennedy as a reminder for next meeting.</li><li>• Manager Community Services will pass on the COTA information to a team member for follow up. Mike’s email to be shared out of session.</li></ul>
17	Date, time and location of next meeting	<p><b>Thursday 17 July 2025 at 3:30pm</b>, located at the <b>Clarence City Council Chambers Library / Microsoft TEAMS.</b></p> <p>2025 Meeting Date Schedule:</p> <ul style="list-style-type: none"><li>• Thursday 18 September 2025</li><li>• Thursday 20 November 2025</li></ul>
18	Meeting close	4:35pm

#### **4.6 WEEKLY BRIEFING REPORTS**

The Weekly Briefing Reports of 16, 23 and 30 June 2025 have been circulated to Councillors.

#### **RECOMMENDATION:**

That the information contained in the Weekly Briefing Reports of 16, 23 and 30 June 2025 be noted.

**5. PUBLIC QUESTION TIME**

Public question time at ordinary Council meetings will not exceed 15 minutes. An individual may ask questions at the meeting. Questions may be submitted to Council in writing on the Friday 10 days before the meeting or may be raised from the Public Gallery during this segment of the meeting.

The Chairman may request a Councillor or Council officer to answer a question. No debate is permitted on any questions or answers. Questions and answers are to be kept as brief as possible.

**5.1 PUBLIC QUESTIONS ON NOTICE**

(Seven days before an ordinary Meeting, a member of the public may give written notice to the Chief Executive Officer of a question to be asked at the meeting). A maximum of two questions may be submitted in writing before the meeting.

Questions on notice and their answers will be included in the minutes.

Mr Pat McMahon of Rosny has given notice of the following questions:

**KANGAROO BAY PLAYGROUND**

One of the boats in the playground at Kangaroo Bay is missing. I reported it missing on the 14 January 2025 and received feedback that council was aware and waiting for parts.

I reported it missing again on 21 June 2025 and received the same response with no indication on a possible timeframe for the play equipment to be returned to service.

1. What date was the replacement part ordered?
2. What is the lead time on the part?

**5.2 ANSWERS TO QUESTIONS ON NOTICE**

The Mayor may address Questions on Notice submitted by members of the public.

**5.3 ANSWERS TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil.

**5.4 QUESTIONS WITHOUT NOTICE**

The Chairperson may invite members of the public present to ask questions without notice.

Questions are to relate to the activities of the Council. Questions without notice will be dependent on available time at the meeting.

Council Policy provides that the Chairperson may refuse to allow a question on notice to be listed or refuse to respond to a question put at a meeting without notice that relates to any item listed on the agenda for the Council meeting (note: this ground for refusal is in order to avoid any procedural fairness concerns arising in respect to any matter to be determined on the Council Meeting Agenda).

When dealing with Questions without Notice that require research and a more detailed response the Chairman may require that the question be put on notice and in writing. Wherever possible, answers will be provided at the next ordinary Council Meeting.

Council's Public Question Time Policy can be found on Council's website at [Public Question Time - City of Clarence : City of Clarence \(ccc.tas.gov.au\)](https://www.cityofclarence.tas.gov.au/public-question-time)

**6. DEPUTATIONS BY MEMBERS OF THE PUBLIC**

(In accordance with Regulation 38 of the Local Government (Meeting Procedures) Regulations 2015 and in accordance with Council Policy, deputation requests are invited to address the Meeting and make statements or deliver reports to Council)

**7 PLANNING AUTHORITY MATTERS**

In accordance with Regulation 25 (1) of the Local Government (Meeting Procedures) Regulations 2015, the Mayor advises that the Council intends to act as a Planning Authority under the Land Use Planning and Approvals Act 1993, to deal with the following items:

**7.1 PLANNING APPLICATION PDPLANPMTD-2024/045511 – 207 TRANMERE ROAD, TRANMERE - TWO LOT SUBDIVISION****EXECUTIVE SUMMARY****PURPOSE**

The purpose of this report is to consider the application made for a two lot subdivision at 207 Tranmere Road, Tranmere.

**RELATION TO PLANNING PROVISIONS**

The land is zoned General Residential and subject to the Flood-prone Areas Hazard Code, the Natural Assets Code, the Safeguarding of Airports Code and the Parking and Sustainable Transport Code under the Tasmanian Planning Scheme - Clarence (the Scheme). In accordance with the Scheme the proposal is a Discretionary development.

**LEGISLATIVE REQUIREMENTS**

The report on this item details the basis and reasons for the recommendation. Any alternative decision by Council will require a full statement of reasons in order to maintain the integrity of the Planning approval process and to comply with the requirements of the Judicial Review Act and the Local Government (Meeting Procedures) Regulations 2015.

Council is required to exercise a discretion within the statutory period which expires on 9 July 2025.

**CONSULTATION**

The proposal was advertised in accordance with statutory requirements and two representations were received raising the following issues:

- Inaccuracy of site description in planning report;
- Loss of mature vegetation;
- Inappropriateness of infill development in area; and
- Lack of consideration of flood hazard.

**RECOMMENDATION:**

- A. That the Development Application for two lot subdivision at 207 Tranmere Road, Tranmere (Cl Ref PDPLANPMTD-2024/045511) be approved subject to the following conditions and advice.
1. GEN AP1 – ENDORSED PLANS.
  2. GEN POS1 – POS CONTRIBUTION [5%] [Lot 1].
  3. GEN F4 – BUILDING ENVELOPE [1] [as required by the Flood Hazard Report prepared by Flussig Engineers dated 7 November 2024 and shown by the plan of subdivision].
  4. ENG A3 – COMBINED ACCESSES [TSD-R09 (Urban)].
  5. ENG M2 – DESIGNS SD, delete “road design” and “road stormwater drainage”.
  6. ENG A5 – SEALED CAR PARKING.

7. ENG M5 – EROSION CONTROL.
  8. ENG S1 – INFRASTRUCTURE REPAIR.
  9. ENG S2 – SERVICES.
  10. ENG S4 – STORMWATER CONNECTION.
  11. ENG M8A – SERVICE EASEMENTS.
  12. The development must meet all required Conditions of Approval specified by TasWater notice dated 5 March 2025 (TWDA 2024/00797-CCC).
- B. That in addition to standard advice, the following advice be provided to the proponent:
- a. The proposed works are located within a mapped overland flow path and prone to flood. Please refer to Council’s flood mapping system <https://www.ccc.tas.gov.au/flood-maps/> as such and in accordance with the requirements of the Building Act and Regulations, the finished floor level FFL of all habitable rooms must be 300mm or more above the designated flood level for that land. You should seek advice on this from your designer and building surveyor at the earliest possible opportunity.
- C. That the details and conclusions included in the Associated Report be recorded as the reasons for Council’s decision in respect of the matter.

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## **ASSOCIATED REPORT**

### **1. BACKGROUND**

No relevant background.

### **2. STATUTORY IMPLICATIONS**

**2.1.** The land is zoned General Residential under the Scheme.

**2.2.** The proposal is discretionary because it does not meet all the Acceptable Solutions of the applicable standards under the Scheme and relies upon Performance Criteria.

**2.3.** The relevant parts of the Planning Scheme are:

- Section 5.6 – Compliance with Applicable Standards;
- Section 6.10 – Determining Applications;

- Section 8.0 – General Residential Zone;
- Section C2.0 – Parking and Sustainable Transport Code;
- Section C7.0 – Natural Assets Code;
- Section C12.0 – Flood-prone Areas Hazard Code; and
- Section C16.0 – Safeguarding of Airports Code.

**2.4.** Council’s assessment of this proposal must consider the issues raised in any representations received, the outcomes of the State Policies and the objectives of Schedule 1 of the *Land Use Planning and Approvals Act, 1993* (LUPAA).

### **3. PROPOSAL IN DETAIL**

#### **3.1. The Site**

The site is an 878m<sup>2</sup> lot with a 19.2m frontage to Tranmere Road, located within an established residential area at Tranmere. The site supports an existing single dwelling and associated landscaping, slopes gradually down to the west towards the River Derwent. The location of the site is included in Attachment 1 and shown in the photos at Attachment 3.

#### **3.2. The Proposal**

The proposal is for a two lot subdivision. Lot 1 would have an area of 442m<sup>2</sup> and frontage to Tranmere Road. The balance lot (Lot 2) would contain the existing dwelling, would have an area of 436m<sup>2</sup> and have access via a 6m wide right-of-way and services easement from Tranmere Road.

The development includes works to upgrade an existing stormwater main to the west of the site to cater for the proposed development involving Council land. The application was therefore reliant upon the granting of Council landowner consent for the works, which was obtained as required. Details of the proposed development are included in Attachment 2.

#### **4. PLANNING ASSESSMENT**

##### **4.1. Compliance with Applicable Standards [Section 5.6]**

*“5.6.1 A use or development must comply with each applicable standard in the State Planning Provisions and the Local Provisions Schedules.”*

##### **4.2. Determining Applications [Section 6.10]**

*“6.10.1 In determining an application for any permit for use or development the planning authority must, in addition to the matters required by section 51(2) of the Act, take into consideration:*

- (a) all applicable standards and requirements in this planning scheme; and*
- (b) any representations received pursuant to and in conformity with section 57(5) of the Act, but in the case of the exercise of discretion, only insofar as each such matter is relevant to the particular discretion being exercised.”*

References to these principles are contained in the discussion below.

##### **4.3. General Provisions**

The Scheme contains a range of General Provisions relating to specific circumstances not controlled through the application of Zone, Code or Specific Area Plan provisions.

There are no General Provisions relevant to the assessment of this proposal.

##### **4.4. Compliance with Zone and Codes**

The proposal satisfies exemption clause C16.4.1(a) of the Safeguarding of Airports Code, in that no development would occur that would exceed the obstacle limitation surface level of 147m AHD prescribed for the area.

The proposal meets the Scheme’s relevant Acceptable Solutions of the General Residential Zone and Parking and Sustainable Transport, Natural Assets and Flood-prone Areas Codes with the exception of the following.

**General Residential Zone**

- **Clause 8.4.6 (A1) and (A2) – lot design**

Both the proposed lots would be less than the 450m<sup>2</sup> minimum lot size prescribed by the acceptable solution, and Lot 1 would have a frontage of less than 12, also as prescribed.

Therefore, the proposal must be assessed against Performance Criteria (P1) and (P2) of Clause 8.4.6 as follows.

Performance Criteria	Assessment
"Clause 8.4.6	The proposal is assessed as satisfying the performance criteria as outlined below.
<p><i>P1</i>  <i>Each lot, or a lot proposed in a plan of subdivision, must have sufficient useable area and dimensions suitable for its intended use, having regard to:</i></p> <ul style="list-style-type: none"> <li><i>(a) the relevant requirements for development of buildings on the lots;</i></li> <li><i>(b) the intended location of buildings on the lots;</i></li> <li><i>(c) the topography of the site;</i></li> <li><i>(d) the presence of any natural hazards;</i></li> <li><i>(e) adequate provision of private open space; and</i></li> <li><i>(f) the pattern of development existing on established properties in the area.</i></li> </ul>	<p>The application proposes two lots of 442m<sup>2</sup> and 436m<sup>2</sup>, with the smaller of the lots to contain the existing dwelling. The submitted documentation shows that the new lot, Lot 1, includes a prescribed building envelope together with a private open space area.</p> <p>In the context of the development standards for the zone, it is considered that a reasonable single or two-storey dwelling could be developed on the subject lot together with appropriate parking areas and in an area clear of natural hazards. The gradient of the proposed Lot 1 is only gradually sloping, meaning that there would be no unreasonable restriction upon residential development.</p> <p>The surrounding area is generally residential with there being a number of lots in the order of 400m<sup>2</sup> in area that contain single dwellings and associated outbuildings.</p> <p>When considering the pattern of development in the area, however, it is beneficial to consider the type of development that is allowable on the site. The size of the lot provides that multiple dwellings may be capable of being a permitted use as the Acceptable Solution for density of one dwelling per 325m<sup>2</sup> would be met.</p> <p>Additionally, a secondary residence (ancillary dwelling) would be a "no permit required" development on the site if all relevant standards are met.</p>

	<p>Regardless of whether the lot obtains approval for a subdivision or a multiple dwelling, the form of development on the lot would appear the same when viewed from the street. This built form scenario of one building behind another is common on the larger lots on the waterside of Tranmere Road. On this basis, the development will not be inconsistent with the pattern of development in the area.</p> <p>It is considered that the proposal meets the objective of the standard as it has been demonstrated that the lot can be developed appropriately for residential use.</p>
<p><i>P2</i>  <i>Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must be provided with a frontage or legal connection to a road by a right-of-carriageway, that is sufficient for the intended use, having regard to:</i></p> <ul style="list-style-type: none"> <li><i>(a) the width of frontage proposed, if any;</i></li> <li><i>(b) the number of other lots which have the land subject to the right-of-carriageway as their sole or principal means of access;</i></li> <li><i>(c) the topography of the site;</i></li> <li><i>(d) the functionality and useability of the frontage;</i></li> <li><i>(e) the ability to manoeuvre vehicles on the site; and</i></li> <li><i>(f) the pattern of development existing on established properties in the area,</i></li> </ul> <p><i>and is not less than 3.6m wide.”</i></p>	<p>The proposed subdivision would result in a right-of-way access to the balance lot containing the existing dwelling, over the vacant lot, Lot 1. The right-of-way would have a width of 6m.</p> <p>Council’s development engineers are satisfied that a shared access through the proposed right-of-way arrangement is a reasonable and appropriate arrangement for the proposed development and likely future residential use of the vacant lot for an additional single dwelling. However, given shared use is proposed, it is considered reasonable to require that the right-of-way be sealed to a minimum width of 5.5m from the road carriageway to the property boundary, then constructed over the remaining length of the right-of-way. Such a condition has been included in the recommended conditions.</p> <p>There are no other adjacent lots with shared or reciprocal rights-of-way, nor do other access strips adjoin the site.</p> <p>It is considered that there are reasonable and appropriate sight distances for the proposed right-of-way access to the site, which is also the site of the existing driveway and crossover. It is considered that there is sufficient room for manoeuvring of vehicles on site for both proposed lots, and the right-of-way would exceed the specified 3.6m minimum requirement.</p>

**Natural Assets Code**

- **Clause C7.7.1 (A1) – subdivision within a waterway and coastal protection area**

Both proposed lots would be affected by the identified flood risk, and that the building area, vehicle access and services could not be contained wholly outside the flood-prone area as prescribed by the acceptable solution.

The proposal must be assessed against Performance Criteria (P1) of Clause C7.7.1 as follows.

Performance Criteria	Assessment
<p><i>“Clause C7.7.1</i></p>	<p>The proposal is assessed as satisfying the performance criteria as outlined below.</p>
<p><i>P1</i>  <i>Each lot, or a lot proposed in a plan of subdivision, within a waterway and coastal protection area or a future coastal refugia area, must minimise adverse impacts on natural assets, having regard to:</i></p> <p><i>(a) the need to locate building areas and any associated bushfire hazard management area to be outside a waterway and coastal protection area or a future coastal refugia area; and</i></p> <p><i>(b) future development likely to be facilitated by the subdivision.”</i></p>	<p>The proposed subdivision would result in the creation of a new lot between the existing dwelling and Tranmere Road. There are no physical changes proposed to the dwelling within the part of the site affected by this code; however, infrastructure works including sewer and stormwater works would be required within the affected area.</p> <p>Relevant considerations for the proposed vacant lot are, that the building area would be outside the waterway and coastal protection area, and that future development would not compromise the land to the west that is adjacent to the Derwent River. Future development of a likely single dwelling on the vacant lot would not significantly impact natural values within the extent of the code area.</p>

**Flood-prone Areas Hazard Code**

- **Clause C12.7.1 (A1) – subdivision within a flood-prone hazard area**

Both lots would be affected by the identified flood risk, and that the building area, vehicle access and services could not be contained wholly outside the flood-prone area as prescribed by the acceptable solution.

The proposal must be assessed against Performance Criteria (P1) of Clause C12.7.1 as follows.

Performance Criteria	Assessment
<p><i>“Clause C12.7.1</i></p>	<p>The proposal is assessed as satisfying the performance criteria as outlined below.</p>
<p><i>P1</i>  <i>Each lot, or a lot proposed in a plan of subdivision, within a flood-prone hazard area, must not create an opportunity for use or development that cannot achieve a tolerable risk from flood, having regard to:</i></p> <ul style="list-style-type: none"> <li><i>(a) any increase in risk from flood for adjacent land;</i></li> <li><i>(b) the level of risk to use or development arising from an increased reliance on public infrastructure;</i></li> <li><i>(c) the need to minimise future remediation works;</i></li> <li><i>(d) any loss or substantial compromise by flood of access to the lot, on or off site;</i></li> <li><i>(e) the need to locate building areas outside the flood-prone hazard area;</i></li> <li><i>(f) any advice from a State authority, regulated entity or a council; and</i></li> <li><i>(g) the advice contained in a flood hazard report.”</i></li> </ul>	<p>A flood hazard report prepared by Flussig Engineers was submitted in support of the proposed development. The report undertakes flood analysis to address the requirements of the code, considers the flood characteristics of the site, provides a pre and post development comparison of flooding for the site, and identifies any relevant flood mitigation recommendations for potential future development.</p> <p>Council’s development engineers are satisfied that the conclusions of the report are accurate and are of the view that the subdivision would allow for future development in a manner that could achieve tolerable risk from flood.</p> <p>The report concludes that the subdivision does not provide an opportunity for development that would cause an unacceptable risk of flooding. There is no identified increase in risk from flood for adjacent land, and there is no need to increased reliance on public infrastructure. Access to the site would not be compromised or lost in a flood event, and there is no requirement for identification of specific building areas outside the flood-prone hazard area.</p> <p>The report includes recommendations that all future proposed structures must be separately considered in the future, and that any future structure must be contained within the proposed “building compliance area” identified by the report, and the proposed plan of survey. A related condition has been included to ensure a building envelope is created and reflected by the schedule of easements, as part of the preparation and sealing of the final plan.</p>

## **5. REPRESENTATION ISSUES**

The proposal was advertised in accordance with statutory requirements and two representations were received. The following issues were raised by the representors.

### **5.1. Inaccuracy of Site Description in Planning Report**

Concern is raised by the representations that the site has been incorrectly described in the planning report submitted with the planning application. It is submitted that the site description should have correctly included reference to substantial native trees on the proposed Lot 1, and the presence of trees located adjacent to the northern boundary in the location of the new infrastructure.

- **Comment**

The perceived inaccuracy of the planning report, by omitting to clearly show vegetation existing on the site, is not a relevant consideration under the Scheme. Council officers' assessment of the application included a site visit, and the site has also been described accurately as part of this report, and consideration given to the relevant site characteristics as required by the Scheme.

### **5.2. Loss of Mature Vegetation**

The representations raise concern that mature vegetation would be lost from the site as a result of the development, and that there is a lack of appropriate Council and planning protection for mature vegetation on such a site.

- **Comment**

The appropriateness of the vegetation protection provisions within the planning scheme is not germane to the assessment of the application.

The mature trees located within the boundaries of the site are not identified by the Scheme as significant trees, therefore are not protected by the Natural Assets Code as being within a priority vegetation area within the General Residential Zone and Clause C7.2.1(c) determines that the code does not apply. This issue is therefore not of determining weight in relation to the application.

**5.3. Inappropriateness of Infill Development in Area**

The representations raise the density of development as a concern and submit that proposals of this nature have lowered the quality of housing Council has allowed historically, in that such proposals are creating localised pockets of undesirable housing.

- **Comment**

The proposal is considered to be compliant with the lot design requirements at Clause 8.6.1 (P1) of the Scheme for the reasons discussed above. Specifically, it is considered that the proposed vacant lot would have sufficient area for its intended use and would be consistent with a pattern of development on established properties in the area – which itself is characterised by a range of lot sizes and combination of single and multiple dwellings.

The planning scheme prescribe appropriate controls for future development. This issue does not justify the refusal of the proposal.

**5.4. Lack of Consideration of Flood Hazard**

Lack of appropriate consideration of flood hazard as part of the development was raised by the representations as an issue, in that the proposal does not include consideration of an identified safe building envelope for the vacant lot, does not consider the resultant change to local flood behaviour and impacts on nearby land or possible restriction of access during flood events.

- **Comment**

A flood hazard report was provided as part of the development application and included in the advertised documentation. It identifies a “building compliance area” as discussed and analysed within the report, and as reflected by the proposed plan of subdivision. With the inclusion of an appropriate condition requiring the creation of a building envelope consistent with the recommendations of the flood hazard report, it is considered that appropriate consideration of flood risk has been given and that the relevant requirements of the Flood-prone Areas Hazard Code are met by the proposal.

**6. EXTERNAL REFERRALS**

The proposal was referred to TasWater, who have provided a number of conditions to be included on the planning permit if granted.

**7. STATE POLICIES AND ACT OBJECTIVES**

**7.1.** The proposal is consistent with the outcomes of the State Policies, including those of the State Coastal Policy.

**7.2.** The proposal is consistent with and furthers the objectives of Schedule 1 of LUPAA.

**8. COUNCIL STRATEGIC PLAN/POLICY IMPLICATIONS**

There are no inconsistencies with Council's adopted Strategic Plan or any other relevant Council Policy.

Developer contributions are required to comply with Council's Public Open Space Policy, in that the subject site is zoned General Residential and will be afforded the highest level of access to both local and regional recreational opportunities. It is considered that the development resulting from an approval of this application will, or is likely to, increase residential density creating further demand on Council's public open space network and associated facilities.

No public open space land is proposed to be provided to Council as part of this application and nor is it considered desirable to require it on this occasion. Notwithstanding, it is appropriate that the proposal contributes to the enhancement of Council's existing network and associated facilities. In this instance, there are no discounting factors that ought to be taken into account that would warrant a reduction of the maximum contribution.

While Section 117 of the *Local Government Building and Miscellaneous Provision Act 1993* (LGBMP) provides for a maximum of up to 5% of the value the entire site to be taken as cash-in-lieu of POS, it is considered appropriate to limit the contribution only to each additional lot created, representing the increased demand for public open space generated by the proposal and not the entire site the subject of the application.

The relevant condition has therefore been included in the recommended conditions to reflect this requirement.

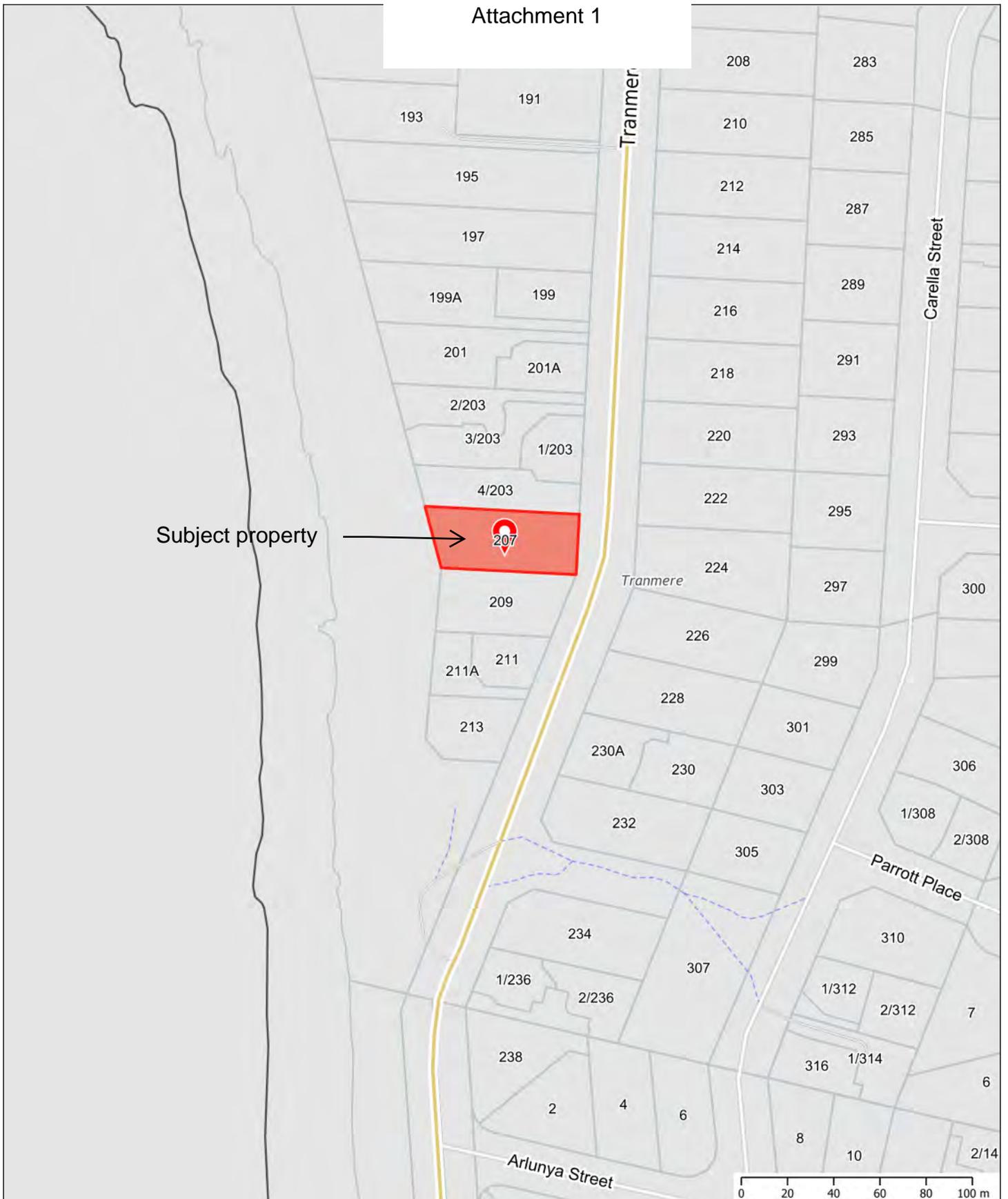
**9. CONCLUSION**

The proposal for a two-lot subdivision at 207 Tranmere Road, Tranmere satisfies the relevant requirements of the Scheme and is therefore recommended for approval.

Attachments: 1. Location Plan (1)  
2. Proposal Plan (1)  
3. Site Photo (2)

Daniel Marr  
**HEAD OF CITY PLANNING**

# Attachment 1



Subject property



This map has been produced by Clarence City Council using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no liability for its use by other parties.

19/06/2025

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**207 TRANMERE ROAD, TRANMERE**

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**Photo 1:** Existing dwelling viewed from Tranmere Road looking southwest.



**Photo 2:** Site viewed from Tranmere Road, looking west



**Photo 3:** Existing dwelling viewed from adjacent public path, looking southeast.

**7.2 PLANNING APPLICATION PDPLANPMTD-2025/049817 – 20 LOINAH CRESCENT, MONTAGU BAY - SIGNAGE (LED BILLBOARD)****EXECUTIVE SUMMARY****PURPOSE**

The purpose of this report is to consider the application made for a billboard sign at 20 Loinah Crescent, Montagu Bay.

**RELATION TO PLANNING PROVISIONS**

The land is zoned Recreation and subject to the Signs Code, the Flood-prone Areas Hazard Code, the Parking and Sustainable Transport Code, the Road and Railway Assets Code and the Safeguarding of Airports Code under the Tasmanian Planning Scheme - Clarence (the Scheme). In accordance with the Scheme the proposal is a Discretionary development.

**LEGISLATIVE REQUIREMENTS**

The report on this item details the basis and reasons for the recommendation. Any alternative decision by Council will require a full statement of reasons in order to maintain the integrity of the Planning approval process and to comply with the requirements of the Judicial Review Act and the Local Government (Meeting Procedures) Regulations 2015.

Council is required to exercise a discretion within the statutory period which expires on 9 July 2025.

**CONSULTATION**

The proposal was advertised in accordance with statutory requirements and two representations were received raising the following issues:

- Lighting impacts of the sign;
- The need for the sign;
- Control of advertising content;
- Time of operation; and
- Compromise road safety.

**RECOMMENDATION:**

A. That the Planning Application for Signage (LED Billboard) at 20 Loinah Crescent, Montagu Bay (Cl Ref PDPLANPMTD-2025/049817) be refused for the following reasons:

1. The proposal does not comply with clause C1.6.1 P1.1(b)(i), (vi) and P1.2(b), (c)(i) and (vi) of the Signs Code for reasons detailed in this report and does not achieve the objective of the standard because of the design and siting of the sign and its impact on visual amenity through its size and impact on the safe and efficient movement of vehicles within the road network.
2. The proposal does not comply with clause C1.6.2 P1(a), (b), (f) and (j) of the Signs Code, because the sign will not achieve the objective of the standard due to an unreasonable effect on the safety, appearance or efficiency of the road, and by not being compatible with the streetscape.

3. The proposal does not comply with clause C1.6.3 P1(b), (c), (d) and (e) of the Signs Code because it will not meet the objectives of third-party signs, by not being compatible with the streetscape and character of the area and by not minimising any potential impact on road safety.
- B. That the details and conclusions included in the Associated Report be recorded as the reasons for Council’s decision in respect of the matter.

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## **ASSOCIATED REPORT**

### **1. BACKGROUND**

The application was originally submitted with a Traffic Impact Assessment (TIA) prepared by Pitt & Sherry dated 14 January 2025. A revised TIA was submitted on 28 March 2025, in response to a further information request. On 2 June 2025, the applicant submitted a new TIA dated 23 May 2025, that supersedes the other two assessments. This latest TIA has been considered within this report, along with a driver distraction risk assessment prepared by Paul Roberts PhD dated 13 May 2025.

### **2. STATUTORY IMPLICATIONS**

- 2.1. The land is zoned Recreation under the Scheme.
- 2.2. The proposal is discretionary because it does not meet all Acceptable Solutions under the Scheme.
- 2.3. The relevant parts of the Planning Scheme are:
  - Section 5.6 – Compliance with Applicable Standards;
  - Section 6.10 – Determining Applications;
  - Section 28.0 – Recreation Zone;
  - Section C1.0 – Signs Code;
  - Section C2.0 – Parking and Sustainable Transport Code;
  - Section C3.0 – Road and Railway Assets Code;
  - Section C12.0 – Flood-prone Areas Hazard Code; and
  - Section C16.0 – Safeguarding of Airports Code.

- 2.4. While the Safeguarding of Airports Code is applicable, the proposal does not require an assessment against the Code because the proposed development height is below the Obstacle Surface Layer (OSL) height of 147m, and it is located outside the airport noise attenuation area.
- 2.5. The proposed location of the billboard sign is outside of the mapped flood prone hazard area. Therefore, the proposal is not subject to the requirements of the Flood Prone Hazard Areas Code.
- 2.6. The site is subject to the Road and Railway Assets Code. However, this Code is only applicable to categorised uses and buildings for sensitive uses, in which neither are applicable for the proposed sign.
- 2.7. Council’s assessment of this proposal must consider the issues raised in any representations received, the outcomes of the State Policies and the objectives of Schedule 1 of LUPAA.

### **3. PROPOSAL IN DETAIL**

#### **3.1. The Site**

The site consists of two titles with a total land area of 5,186m<sup>2</sup>, bound by the state-controlled Tasman Highway to the north. The surrounding area on the south side of the Tasman Highway is an established residential area. Directly south of the subject property is the Clarence Aquatic Centre and an overflow carpark that is shared by the aquatic centre and the sports centre.

The site contains a large 2,176m<sup>2</sup> building that supports the Clarence Sports Centre and associated car parking. The building is orientated toward the Loinah Crescent frontage, with a car parking area located along this frontage. Both the site and the building do not engage with the Tasman Highway, in terms of pedestrian and vehicle access, existing signage and the building’s front facade.

The carpark, as well as the land in general, slopes down from the Tasman Highway to the south.

### **3.2. The Proposal**

The proposal is for an 8.5m high x 5.9m wide, free standing, light emitting diode (LED) billboard sign and supporting structure, to be located within the site boundary facing the Tasman Highway. The sign will have a setback of approximately 0.2m to the northern boundary that adjoins the Tasman Highway.

The proposal comprises of a 3.5m high x 5.9m wide electronic billboard that sits on top of a 4.9m high supporting structure, making the overall height of the sign 8.5m. The billboard will digitally display third party advertising that will change image every 45 seconds.

The sign is designed to face north-east to attract the attention of those travelling westbound on the Tasman Highway, approaching the Tasman Bridge, which is located approximately 800m to the west of the sign.

## **4. PLANNING ASSESSMENT**

### **4.1. Compliance with Applicable Standards [Section 5.6]**

*“5.6.1 A use or development must comply with each applicable standard in the State Planning Provisions and the Local Provisions Schedules.”*

### **4.2. Determining Applications [Section 6.10]**

*“6.10.1 In determining an application for any permit for use or development the planning authority must, in addition to the matters required by section 51(2) of the Act, take into consideration:*

- (a) all applicable standards and requirements in this planning scheme; and*
- (b) any representations received pursuant to and in conformity with section 57(5) of the Act, but in the case of the exercise of discretion, only insofar as each such matter is relevant to the particular discretion being exercised.”*

References to these principles are contained in the discussion below.

#### 4.3. General Provisions

In accordance with subclause 6.2.6 of the Scheme, a sign is not required to be classified into a Use Class. Accordingly, General Provision 7.10 Development is relevant to the assessment of this proposal which provides that such an application may be approved at the discretion of the planning authority, if the following clauses can be met:

*“7.10.2 An application must only be approved if there is no unreasonable detrimental impact on adjoining uses or the amenity of the surrounding area.*

*7.10.3 In exercising its discretion under sub-clauses 7.10.1 and 7.10.2 of this planning scheme, the planning authority must have regard to:*

- (a) The purpose of the applicable zone;*
- (b) The purpose of any applicable code;*
- (c) Any relevant local area objectives; and*
- (d) The purpose of any applicable specific area plan.”*

In relation to sub-clause 7.10.2, the application is considered to have an unreasonable detrimental impact on adjoining uses and the amenity of the surrounding area, particularly concerning the safe and efficient movement of vehicles. This is discussed in detail within the assessment section of this report.

In considering sub-clause 7.10.3(a), the Recreation zone purpose is as follows:

*“28.1.1 To provide for active and organised recreational use and development ranging from small community facilities to major sporting facilities.*

*28.1.2 To provide for complementary uses that do not impact adversely on the recreational use of the land*

*28.1.3 To ensure that new major sporting facilities do not cause unreasonable impacts on adjacent sensitive uses.”*

The subject site contains an indoor sporting centre that meets the purpose of the zone. However, it is assessed that the proposed billboard will not impact on the centre or the site’s ability to continue meeting these objectives. As a result, the proposed billboard does not conflict with the purpose of the zone.

In considering sub-clause 7.10.3(b), the Signs Code purpose statement is as follows:

*“C1.1.1 To provide for appropriate advertising and display of information for business and community activity.*

*C1.1.2 To provide for well-designed signs that are compatible with the visual amenity of the surrounding area.*

*C1.1.3 To ensure that signage does not disrupt or compromise safety and efficiency of vehicular or pedestrian movement.”*

The application is assessed as not meeting the above-mentioned clauses due to the location, design and siting of the sign and that the sign will compromise the safety and efficiency of vehicular movements. These points are discussed in detail within the assessment section of this report.

Sub-clause 7.10.3(c) and (d) are not relevant to the proposed site due to there being no local area objectives or specific area plans.

It is considered that the proposed billboard does not meet the requirements of sub-clause 7.10.2 and 7.10.3, for reasons discussed above and within the assessment section of this report. Therefore, the application should be refused at the discretion of the planning authority. **Compliance with Zone and Codes**

The proposal meets the Scheme’s applicable Acceptable Solutions of the Recreation Zone, Signs Code, Flood Prone Hazard Areas Code, Road and Railway Assets Code and the Parking and Sustainable Transport Code with the exception of the following.

#### **Signs Code**

- **Clause C1.6.1 (A1) in relation to design and siting of signs**

There are no Acceptable Solutions for billboard signs, therefore the proposal must be assessed against Performance Criteria P1 of Clause C1.6.1 as follows.

Performance Criteria	Assessment
"Clause C1.6.1 P1	The proposal is assessed as not satisfying the performance criteria as outlined below.
<p>P1.1 A sign must:</p> <p>(a) be located within an applicable zone for the relevant sign type as set out in Table C1.6;</p>	The proposed sign is located in an applicable zone that allows billboard signs as set out in Table C1.6.
<p>(b) be compatible with the streetscape or landscape, having regard to:</p> <p>(i) the size and dimensions of the sign;</p>	<p>The sign being 8.5m high x 5.9m wide is considered too large, and out of proportion in relation to the streetscape with the Tasman Highway in the immediate area, to which the sign fronts. Along this section of highway, large trees, the pedestrian bridge, the Derwent River, Hobart CBD and Mt Wellington in the distance dominate the streetscape and provides visual amenity. A billboard sign of 8.5m in height and 5.9m wide will detract from the view of the surrounding area and would not be compatible with the streetscape and landscape.</p> <p>As such, it is deemed that the size and dimensions of the sign will be too dominant within this streetscape and will not integrate into the surrounding area.</p>
<p>(ii) the size and scale of the building upon which the sign is proposed;</p>	Not applicable due to the sign being freestanding and not attached to a building.
<p>(iii) the amenity of surrounding properties;</p>	The amenity of the surrounding properties is discussed in detail below, under P1.2(c)(iii) of this clause.
<p>(iv) the repetition of messages or information;</p>	The proposed sign would be the only sign on this property facing the Tasman Highway, and the only billboard sign for some kilometres. Therefore, a billboard sign by itself would not involve the repetition of messages, when travelling along the highway. Additionally, the advertisements displayed on the billboard would change at a rate of 1 per 45 seconds, which is expected to be different messages and information.

<p>(v) <i>the number and density of signs on the site and on adjacent properties; and</i></p>	<p>The total number of signs on the subject site is two, while on the adjoining property, being Clarence Aquatic Centre, there are three signs. It is therefore assessed that the number and density of signs on the site given the nature of the use is not unreasonable.</p>
<p>(vi) <i>the impact on the safe and efficient movement of vehicles and pedestrians.</i></p>	<p>The impact on the safe and efficient movement of vehicles and pedestrians is discussed in detail below, under P1.2(c)(vi) of this clause.</p>
<p><b>P1.2</b> <i>If a roof sign, sky sign or billboard, the sign must:</i></p> <p>(a) <i>be located within the applicable zone for the relevant sign type set out in Table C1.6;</i></p>	<p>The proposed sign is located in an applicable zone that allows billboard signs as set out in Table C1.6.</p>
<p>(b) <i>meet the sign standards for the relevant sign type in Table C1.6; and</i></p>	<p>The sign standards in Table C1.6 require a billboard sign to have a maximum vertical dimension of 3m and maximum horizontal dimension of 6m. Whilst the sign will meet the horizontal dimension of 6m, it will not meet the vertical dimension, given the total height of the sign will be 8.5m. Accordingly, the proposed sign does not meet the sign standard set out in table C1.6.</p> <p>The applicant argues that the sign dimensions are for the LED billboard component only, and not the frame of the LED component nor the support structure. However, the definition of a sign within the Signs Code states:</p> <p style="padding-left: 40px;"><i>“a device, structure, depiction, or the like, that is intended to give information, advertise or attract attention to a place, product, service or event”.</i></p> <p>Additionally, the definition of a billboard under the code is:</p> <p style="padding-left: 40px;"><i>“a structure either freestanding or attached to a <u>building</u> designed to accommodate <u>standard</u> billboards, the message of which may be changeable and variable”.</i></p>

	<p>Given both definitions include the structure to be considered as part of a sign, a freestanding sign like that proposed, should include the dimensions of the structure the LED Display sits upon. In taking this approach, the total height of the billboard, including the supporting structure, must have a maximum height of 3m for the performance criteria to be met.</p>
<p>(c) <i>not contribute to visual clutter or cause unreasonable loss of amenity to the surrounding area, having regard to:</i></p> <p>(i) <i>the size and dimensions of the sign;</i></p>	<p>As discussed above, the proposed billboard does not meet the sign standards due to the height being 8.5m instead of the required 3m height limit. Therefore, it is considered in this regard that the size and dimensions of the sign are oversized and not in keeping with the provisions of the code.</p> <p>However, should the sign be assessed on its own merits without regard to the sign standards of C1.6 and in relation to amenity, which is a defined term within the Scheme that means “<i>in relation to a locality, place or building, any quality, condition or factor that makes or contributes to making the locality, place or building harmonious, pleasant or enjoyable</i>”.</p> <p>The sign is considered too large, and out of proportion in relation to the streetscape with the Tasman Highway in the immediate area, to which the sign fronts. Along this section of highway there are several dwellings and the Clarence Sports Centre that are visible when travelling west by vehicle. These buildings have generous setbacks to the highway ranging from approximately 2.7m – 16m, unlike the 0.2m setback of the proposed billboard. Also, along this section of highway, large trees, the pedestrian bridge, the Derwent River, Hobart CBD and Mt Wellington in the distance dominate the streetscape and provide visual amenity. A billboard sign of 8.5m in height and 5.9m wide will detract from the view of the surrounding area, resulting in a loss of visual <u>amenity</u> to the immediate area.</p>

	<p>As such, it is deemed that the size and dimensions of the sign will be too dominant within this streetscape and will not integrate into the surrounding area. Therefore, it is assessed the proposed sign will not meet the performance criteria for size and dimension.</p>
<p><i>(ii) the size and scale of the building upon which the sign is proposed;</i></p>	<p>Not applicable due to the sign being freestanding and not attached to a building.</p>
<p><i>(iii) The amenity of surrounding properties;</i></p>	<p>As discussed above, the surrounding properties that are located on the southern side of the Tasman Highway, primarily dwellings, would have restricted views of the proposed billboard, generally due to the large sports centre building blocking many properties direct view to the proposed billboard. However, the two properties that are located on the high side of Loinah Crescent near the highway (22 and 24 Loinah Crescent) will be most impacted by the billboard due to their elevation overlooking the sports centre building. Nevertheless, the billboard is positioned to predominately face the highway and situated over 140m away, thus alleviating the negative impacts of the sign on the amenity of the surrounding properties.</p> <p>Adjacent to the subject site, on the opposite side of the highway, in a much more elevated position, is Rose Bay High School and a state owned, student residence building. These sites are located 70m and 230m respectively from the proposed sign. The sites will have views to the billboard; however, given the distance between the sign and the properties, their relative elevation and the orientation of the buildings, it is assessed that there would not be an unreasonable loss of amenity to these properties.</p>

<p><i>(iv) The repetition of messages or information;</i></p>	<p>The billboard sign would be the only sign on this property facing the Tasman Highway, and the only billboard sign for some kilometres. Therefore, the proposed billboard by itself would not involve the repetition of messages. Additionally, the advertisements displayed on the billboard would change at a rate of 1 per 45 seconds, which is expected to be different messages and information.</p>
<p><i>(v) The number and density of signs on the site and on adjacent properties; and</i></p>	<p>The total number of signs on the subject site is two, while on the adjoining property, being Clarence Aquatic Centre, there are three signs. It is therefore assessed that the number and density of signs on the site given the nature of the use is not unreasonable.</p>
<p><i>(vi) The impact on the safe and efficient movement of vehicles and pedestrians.”</i></p>	<p>The sign will be located on the southern side of the Tasman Highway, approximately 800m east of the Tasman Bridge. This section of the highway is a multi-lane, divided, arterial road with a variable speed limit (although outside of peak periods or incidents the speed limit is posted as 70-kilometer per hour).</p> <p>Traffic along this section of the Tasman Highway travelling westbound consists of merging vehicles from Rosny Park in the two lefthand side lanes, as well as vehicles merging over to the righthand lane to exit the highway via the Lindisfarne slip lane.</p> <p>Furthermore, vehicles travelling on the main carriageway often merge into the far-left lane where the traffic light to enter the bridge is predominantly green. As well as being an area of actively merging vehicles, this section of road, directly adjacent to the proposed billboard, is a bus stop, where buses are merging into the flow of traffic.</p> <p>It is evident from the above that this section of the highway has a high level of traffic movements across lanes, which is the main consideration of the impact of the proposed sign on the safe and efficient movement of vehicles and pedestrians.</p>

	<p>The application was supported by a Traffic Impact Assessment (TIA) prepared by Pitt &amp; Sherry dated 23 May 2025 (Attachment 4). The TIA provided the following information in support of the application:</p> <ul style="list-style-type: none"><li>• Between January 2019 and April 2025, 24 crashes occurred in the locations where the sign will be visible;</li><li>• This crash data is not considered particularly high given the number of vehicles that travel along the highway;</li><li>• The vast majority of crashes are rear-end crashes of low severity;</li><li>• The report concluded that the sign would not be expected to considerably worsen the crash risk.</li></ul> <p>A driver distraction risk assessment was provided by the applicant, prepared by Paul Roberts and dated 13 May 2025 (Attachment 5). The assessment provided the following observations:</p> <ul style="list-style-type: none"><li>• The billboard will become visible to through traffic travelling west on the Tasman Highway from approximately 270m away, or less when entering from Rosny Hill Road;</li><li>• In general, the road environment on approach to the billboard is low demand with a high degree of intrinsic safety as a result of the relatively low speed limit (70km/h) combined with freeway standard infrastructure;</li><li>• The one element of significant demand arises from the need to merge;</li><li>• The crash data shows there are crashes in this area, mostly rear-end; however, they are all minor crashes, with no serious injury reported;</li><li>• The distraction risk from the billboard accrues mainly from exposure to the image change;</li><li>• Drivers are good at regulating their off-road glances under most circumstances; however, they are less able to suppress attentional capture by a sudden environmental change, such as a digital billboard image change;</li></ul>
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- Therefore, it is critical for safe driving to control drivers' exposure to image changes as much as possible;
- With an image change every 45 seconds in the proposed environment, it is calculated that 30% of drivers will see an image change on approach, and even less while in the merge conflict zone; and
- The assessment concludes that a digital billboard at this location is unlikely to have a measurable impact on traffic behaviour and safety.

The proposal was referred to the Department of State Growth (DSG) who own and manage the Tasman Highway. DSG have provided the following comments in relation to the submitted TIA, road distraction assessment and to the overall road safety impacts:

- This is a section of the Tasman Highway that is already a demanding driving environment for motorists. There is a great deal of weaving activity with motorists entering from the Rosny Hill Road interchange, and westbound through traffic wanting to merge across into the left-hand lane on the approach to the Tasman Bridge. The demanding driving environment is reflected in its elevated crash rate.
- The consultant states that the proposed LED advertising sign will first become visible to through traffic from approximately 270m away. On this 270m long section of the westbound carriageway of the Tasman Highway there have been 22 reported crashes during the last five years (2020-2024), comprising 6 minor injury, 1 first aid, and 15 property damage crashes. The predominant crash type is rear end collisions.

	<ul style="list-style-type: none"><li>• The number of reported crashes exceeds the Australian Government’s criteria for being categorised as a <u>Black Spot</u>. The Austroads Research Report, AP-R420-13 Impact of Roadside Advertising on Road Safety, Section 6.4.1 states “Black spot locations should not be sites for roadside advertising, especially where crash types are likely to be exacerbated by distraction (e.g. rear end).”</li><li>• The proposed LED advertising sign is substantially offset from the travel lanes on the Tasman Highway. Motorists looking at the sign would have their attention taken away from the vehicle in front and the risk of rear end collisions would be further increased.</li></ul> <p>Further to DSG’s comments, the application was also assessed by Council’s Head of Infrastructure and Natural Assets, who raised the following concerns:</p> <ul style="list-style-type: none"><li>• The sign is proposed to be located between two existing traffic signs (including in close proximity of an existing variable LED speed sign). Unimpeded vision to these signs needs to be maintained, especially to important regulatory road signage such as the speed limit. The Australian Standard AS1742.2 (Appendix D, Table D.1) suggests a sign spacing of 50m between signs, which in this case the proposed billboard will be located approximately 7m from the speed sign;</li><li>• The proposed LED sign has the potential to create a significant distraction in this location where there is a high level of “weaving” activity on the Tasman Highway and is a location where drivers should be focused on the driving task (rather than being distracted by advertising);</li></ul>
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- The crash data provided by the Department of State Growth (DSG) indicates there are a number of rear end crashes already occurring on this section of the Tasman Highway, which could be exacerbated as a result of distraction associated with the proposed LED advertising sign.

It is considered that the evidence provided by the applicant has failed to demonstrate that there will not be an increase in vehicle crashes as a result of the proposed billboard - it is just stated that it is “not expected to considerably worsen the crash risk”. These statements do not conclude the risk is low or acceptable.

Additionally, in the opinion of DSG this area is a black spot. Therefore, it is considered that adding the proposed billboard will create a new and greater potential source of distraction to an area that already experiences crashes is inappropriate.

There is little guidance available from Tasmanian case law or appeal, given the low numbers of applications. However, when considering other recent appeals on the mainland there has generally been a conservative approach adopted given the risk to safety.

It is considered that also adopting a conservative approach in this case is reasonable, where sufficient evidence has not been provided to ensure that the proposed sign would not have an unacceptable impact on road safety or would not result in an unacceptable increase in the risk of accidents.

In relation to pedestrian safety, there is a concrete pedestrian footpath provided alongside the bus stop. Risks to pedestrians would be in the form of a car/s crashing on the other side of the bus lane, thus reducing pedestrian safety as the bus lane would normally form a buffer between pedestrians and the car lanes.

- **Clause C1.6.2 (A1) in relation to illuminated signs**

There are no Acceptable Solutions for illuminated signs, therefore the proposal must be assessed against Performance Criteria P1 of Clause C1.6.2 as follows.

<b>Performance Criteria</b>	<b>Assessment</b>
<p><i>“Clause C1.6.2 P1</i></p>	<p>The proposal is assessed as not satisfying the performance criteria as outlined below.</p>
<p><i>An illuminated sign must not cause an unreasonable loss of amenity to adjacent properties or have an unreasonable effect on the safety, appearance or efficiency of a road, and must be compatible with the streetscape, having regard to:</i></p> <p><i>(a) the location of the sign;</i></p>	<p>As discussed above, the sign will be located along the rear boundary of the subject site, in a prominent position facing the Tasman Highway and visible to westbound traffic. This section of the highway is dominated by large trees, the pedestrian bridge, Derwent River, Hobart CBD, and Mt Wellington in the distance.</p> <p>The proposed location of the sign would result in the billboard appearing as the second highest structure along the highway, the tallest structure being the pedestrian bridge. The billboard will protrude above the rooftops of buildings of adjoining sites on the southern side of the highway. It is evident that a large, protruding, LED advertising billboard placed within these surrounds would be visually dominant due to its disparate scale and would have a negative visual impact on this section of the highway. Furthermore, the billboard has not been designed to be integrated into this streetscape, but rather designed to stand out, attract attention and be a dominating feature. This would result in the sign not complementing the existing character and amenity of the area. Additionally, the location of the sign will interrupt the vistas of the Derwent River, Hobart City and Mt Wellington in the distance.</p> <p>The proposed location of the billboard is generally within a residential area, where dwellings are the dominant built form while there are pockets of more community-based uses such as the sports stadium and the school. It is considered the placement of a large billboard sign within a residential area is not appropriate, as there is no correlation between quiet suburban streets and large commercial advertisements. A billboard is considered a commercial activity and therefore would be more suitable in a commercial or industrial location.</p>

	<p>Not only is the sign location inappropriate in relation to the amenity of the area, the proposed location of the sign will also have a negative impact on the efficient operation of the Tasman Highway for westbound traffic, as discussed within clause C1.6.1 P2 (c)(vi) above. Where the crash data for this area of the highway was considered, along with this section of the road being complex with vehicles merging, and the potential source of distraction. Upon review of this data, both the Department of State Growth and Council’s Head of Infrastructure and Natural Assets assessed that the proposed billboard will have the potential to negatively impact the safe and efficient movement of vehicles travelling along the Tasman Highway westbound. Especially given this section of the highway is considered a <u>Black Spot</u> and not suitable for roadside advertising.</p> <p>Having regard to the above, it is considered that the sign will not be compatible to the streetscape of this location.</p>
<i>(b) the size of the sign;</i>	<p>As discussed above, the size of the sign, being 8.5m high x 5.9m wide, does not meet the sign standards for a billboard sign within Table C1.6. Thus, indicating the sign is of a size greater than the Scheme recognises as reasonable.</p>
<i>(c) the intensity of the lighting;</i>	<p>The applicant states the following in relation to the lighting:</p> <p><i>“the sign’s lighting, as per AS/NZS 4282:2023 the max average night-time luminance for areas considered to have medium district brightness (Environmental Zone A3) is 250cd/m<sup>2</sup>”.</i></p> <p>The billboard is proposed to have a night-time luminance of 150cd/m<sup>2</sup>, thus meeting the Australian Standard.</p> <p>The applicant further stated that “during the day, the sign is proposed to have a lux level of 6000cd/m<sup>2</sup>, which is significantly less bright than ambient sunlight. As the Tasman Highway is a national/state highway with existing medium levels of lighting, this signage is not expected to be significantly brighter than the surrounds”.</p> <p>The applicant noted that <i>“the brightness of the billboard should be less than the existing LED speed limit sign located adjacent, so that it does not distract from this sign”.</i></p>

<i>(d) the hours of operation of the sign;</i>	The sign will operate between sunrise and 11.00pm, 7 days a week. This is considered reasonable in terms of the amenity to the adjacent properties, which consists of the Clarence Aquatic Centre, Rose Bay High School and several dwellings.
<i>(e) the purpose of the sign;</i>	The purpose of the billboard sign is to primarily advertise various unspecified commercial enterprises.
<i>(f) the sensitivity of the area in terms of view corridors, the natural environment and adjacent residential amenity;</i>	<p>The proposed billboard will be located in a prominent position facing the Tasman Highway on approach to the Tasman Bridge. This section of the highway has a view corridor of large trees on both sides of the road, a pedestrian bridge, the Derwent River, Hobart CBD and Mt Wellington in the distance, offering high levels of visual amenity. A large, 8.5m high x 5.9m wide, LED advertising billboard sign placed within these surrounds will disrupt the vista, by the structure being unsympathetic to the surrounds and placed in the middle of this view corridor.</p> <p>The proposed sign will detract from this experience when travelling along the highway, which currently presents as one of the more unique views across the river to the city and Mt Wellington, a highly sensitive view corridor.</p> <p>Having regard to the above, it is considered that the sign will have a detrimental impact on the highly sensitive view corridor to the city and beyond.</p>
<i>(g) the intended purpose of the changing message of the sign;</i>	The purpose of the billboard sign is to have the ability to advertise multiple commercial enterprises, which can be periodically changed.
<i>(h) the percentage of the sign that is illuminated with changing messages;</i>	<p>The proposed sign will have an area of 16m<sup>2</sup> that is illuminated with an image changing every 45 seconds.</p> <p>It is assessed that the potential for driver distraction is heightened as the proposed billboard is both illuminated and not static with changing advertisements.</p>
<i>(i) proposed dwell time; and</i>	The initial application proposed a dwell time of 10 seconds per image; however, Council engineers raised concerns that the proposed dwell time of 10 seconds would not be supported based on the high traffic flow along the Tasman Highway.

	<p>Council engineers referred to the Advertising Signs Assessment Guidelines for Road Safety produced by the Department of Planning, Transport and Infrastructure, Government of South Australia. Appendix 5 of the report discusses the dwell time for electronic signs, which is a minimum of 45 seconds, dependent on various factors. It was requested that the dwell time be amended to 45 seconds, to ensure appropriate dwell time should the application be approved.</p> <p>The applicant agreed and the proposed dwell time is the minimum one image per 45 seconds.</p>
<p><i>(j) whether the sign is visible from the road and if so the proximity to and impact on an electronic traffic control device.”</i></p>	<p>The proposed billboard sign will be visible from the Tasman Highway and located in close proximity to a variable electronic speed limit sign.</p> <p>Council’s traffic engineer raised concern about the location of the proposed billboard in relation to the speed limit sign, stating it would be undesirable for drivers to be distracted from this regulatory speed limit signage by a LED billboard sign.</p> <p>Furthermore, the Australian Standard AS1742.2 (Appendix D, Table D.1) suggests a sign spacing of 50m between signs, which will not be achieved with the location of the proposed billboard, that is approximately 7m from the speed limit sign.</p>

- **Clause C1.6.3 (A1) in relation to third party signs**

There are no Acceptable Solutions for third party signs, therefore the proposal must be assessed against Performance Criteria P1 of Clause C1.6.3 as follows.

Performance Criteria	Assessment
<p><i>“Clause C1.6.3 P1</i></p>	<p>The proposal is assessed as satisfying the performance criteria as outlined below.</p>
<p><i>A third party sign must be compatible with the natural and built environment of the surrounding area, having regard to:</i></p> <p><i>(a) the content of the sign;</i></p>	<p>The exact content of the billboard is unknown. However, it is understood that it will be primarily for advertising of a commercial nature.</p>
<p><i>(b) the necessity for the advertisement to be in the location;</i></p>	<p>The Tasman Highway is a high volume category 2 road that is the main route from the airport to the city for westbound traffic. The proposed sign will take advantage of this prominent location to achieve high visibility to large amounts of traffic.</p>

	<p>The advertisements displayed on the sign will not necessarily relate to the subject site or to the surrounding area, therefore, it is considered that there is no necessity for the sign to be in this location. This location is more a desirable location to capture maximum exposure. This sign could be located on any high traffic area throughout Hobart and the surrounds.</p> <p>The applicant provided a letter of support from the owners of the Clarence Sports Centre, that states the location of the sign will help the centre to raise funds in order for them to provide indoor sporting facilities to community groups at affordable prices.</p> <p>Any community benefit is not considered to outweigh the community benefit of providing a safe and efficient road in this location.</p>
<p><i>(c) opportunities for alternative locations or other methods to achieve the intended purpose (e.g. eligibility for Tasmanian Visitor Information System (TVIS) signs); and</i></p>	<p>As stated above, the billboard could be located on any high volume road to capture maximum exposure to drivers travelling along that road. Due to the sign not being restricted to this site in that sense, there could be other more suitable locations within Greater Hobart that are not in a merging conflict zone on a state highway.</p>
<p><i>(d) the likely impact on the operation and safety of a railway, road, footpath, or navigable water ; and</i></p>	<p>The proposed billboard will be located on a section of the Tasman Highway that is multi-lane, divided, arterial road with a 70-kilometer per hour signed speed limit. Traffic along this section of the road travelling westbound consists of merging vehicles from Rosny Park in the two lefthand side lanes, as well as vehicles merging over to the righthand lane to exit the highway via the Lindisfarne slip lane. Furthermore, vehicles travelling on the main carriageway often merge into the far-left lane where the traffic light to enter the bridge is predominantly green. As well as being an area of actively merging vehicles, this section of road, directly adjacent to the proposed billboard, is a bus stop, where buses are merging into the flow of traffic.</p>

	<p>The proposal was referred to DSG who stated that this is a section of the Tasman Highway that is already a demanding driving environment for motorists, where there is a great deal of weaving activity. This demanding driving environment is reflected in the elevated crash data, which exceeds the Australian Government’s criteria for being categorised as a <u>Black Spot</u>. As such, black spot locations are considered not suitable sites for roadside advertising.</p> <p>Further to DSG’s comments, the application was also assessed by Council’s Head of Infrastructure and Natural Assets, who agreed that this location is not suitable for the proposed billboard sign.</p> <p>As discussed above in detail under clause C1.6.1 P1.2(c)(vi) and within this clause, the proposed billboard is considered to negatively impact on the operation and safety of the Tasman Highway, which will result in a loss of amenity within the surrounding area.</p>
(e) any advice from a State authority.”	<p>As discussed in clause C1.6.1 P1.2(c)(vi) above, DSG provided comment in relation to the proposed billboard. DSG concluded it is <u>not</u> satisfied that the proposal will not have a negative impact on the Tasman Highway.</p>

## 5. REPRESENTATION ISSUES

The proposal was advertised in accordance with statutory requirements and two representations were received. The following issues were raised by the representors.

### 5.1. Lighting Impacts of the Sign

Concerns were raised by the representations around the brightness of the sign, in particular one representation stated the brightness should be kept as low as possible, to reduce night-time driving glare or distraction.

- **Comment**

Matters concerning the illumination of the proposed billboard have been addressed in detail under the assessment section of this report in clause C1.6.2 P1 of the Signs Code. In accordance with the Scheme tests, it is assessed that the proposed LED billboard satisfies the relevant performance criteria in terms of the intensity of the lighting.

However, the proposal is recommended for refusal because it does not satisfy the performance criteria due to location, size, impact to a sensitive view corridor and proximity to an electronic traffic device.

## **5.2. Need for the Sign**

A concern was raised by a representor about the need for the sign.

- **Comment**

This matter was discussed in the assessment section of this report under clause C1.6.3 P1. However, this does not mean that third-party advertising is inappropriate in all locations.

## **5.3. Control of Advertising Content**

One representor raised concern about who controls what is displayed on the billboard sign and is there any vetting of what is displayed.

- **Comment**

The content of the proposed sign is assessed against the Signs Code clause C1.6.3 P1(a) for third party signage. The applicant has not submitted specific information about the content of the advertisements to be displayed. However, it is understood that the content will be primarily for advertising of a commercial nature. Advertising is regulated by the Australian Competition and Consumer Commission and content is not regulated by Council.

## **5.4. Time of Operation**

Concerns were raised by a representor about why the sign is shutoff at 11pm as most traffic occurs well before 11pm. The representor suggests a more appropriate time for the sign to turn off would be 8.30pm-9pm.

- **Comment**

Matters relating to the hours of operation were discussed in the assessment section of this report under clause C1.6.2 P1(d).

**5.5. Compromise Road Safety**

Concerns were raised by a representor about roadways being for driving and not being distracted by electronic signage. There are a significant number of accidents that occur on this part of the highway where there are multiple lanes and traffic moving in and out of the lanes. The sign will add another layer of distraction for drivers and divert their attention away from the road and important safety signage, such as speed limits.

- **Comment**

This matter was discussed in the assessment section of this report under clause C1.6.1 P1.2(c)(vi). In accordance with the Scheme tests, it is assessed that the proposed billboard sign will compromise the road safety, and therefore does not satisfy the relevant performance criteria.

**6. EXTERNAL REFERRALS**

The proposal was referred to the Department of State Growth who provided comments in response to the proposal. These comments can be found in the assessment section under clause C1.6.1 P1.2 (c)(vi).

The proposal was referred to TasWater, who have provided a number of conditions to be included on the planning permit if granted.

**7. STATE POLICIES AND ACT OBJECTIVES**

**7.1.** The proposal is consistent with the outcomes of the State Policies, including those of the State Coastal Policy.

**7.2.** For reasons discussed in this report, the proposal is inconsistent with objectives of Schedule 1 of LUPAA, in that the proposal would not provide for the fair, orderly and sustainable use and development of air, land and water.

**8. COUNCIL STRATEGIC PLAN/POLICY IMPLICATIONS**

There are no inconsistencies with Council's adopted Strategic Plan or any other relevant Council Policy.

**9. CONCLUSION**

The proposed billboard is not considered to meet the applicable standards of the Scheme due to the sign's size, location, and will adversely impact upon the character, amenity and streetscape of the immediate and wider locality which is contrary to the Signs Code. Furthermore, the proposed billboard sign will result in an unacceptable traffic safety risk and diminish efficiency of a State controlled road. Based on these grounds, the proposal is recommended for refusal.

- Attachments:
1. Location Plan (1)
  2. Proposal Plan (5)
  3. Site Photo (1)
  4. All Urban Planning Report (10)
  5. Traffic Impact Assessment (29)
  6. Driver Distraction Assessment (2)

Daniel Marr  
**HEAD OF CITY PLANNING**

Attachment 1



This map has been produced by Clarence City Council using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no liability for its use by other parties.

28/05/2025

1:5000



Attachment 2



General Notes:  
 (to be read in conjunction with all associated schedules)  
 Verify all dimensions on site before commencing work or shop drawings.  
 Do not scale drawings.  
 Drawings shall be read in conjunction with Engineer's drawings and computations and all structure specified by the Engineer shall be designed.  
 All work must comply with the National Construction Code Series and Australian Standards, and all other relevant by-laws and authorities.  
 No work shall be undertaken prior to approval by a registered Certifier.  
 No footing, or built form to encroach the title boundary.  
 Location of inground services and overhead power are to be confirmed on site. Achieving minimum clear distances from all services is the responsibility of the contractor.  
 All works are to be in accordance with relevant local authority approvals.



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 QLD Registration # 4566 & #4928  
 NSW Registration # 12694 Sarah Mahon

**BISHOPP OUTDOOR ADVERTISING**

20 LOINAH CRESCENT MONTAGU BAY TAS 7018

**LOCATION PLAN**

1:1 @ A3  
 21/03/2025

This drawing is copyright and the property of the author and must not be retained, copied or used without the authority of the author. Larger scale drawings and written dimensions take preference. Do not scale from drawings. All dimensions to be checked on site prior to commencement of work. All discrepancies to be brought to the attention of the author.

REV	DATE	DESCRIPTION	AUTHOR
01	21/03/2025	For Review	XX

**NOT FOR CONSTRUCTION  
 FOR AUTHORITIES APPROVALS ONLY**

Drawing No	<b>100</b>
Revision	<b>01</b>
Project No	<b>2409_22</b>
Stage	<b>DD</b>

TASMAN HIGHWAY

EXISTING PATH

APPROXIMATE BOUNDARY LINE

SITE ID 5085023

APPROXIMATE BOUNDARY LINE

TO VERTICAL EDGE OF PYLON (COS)

DIGITAL DISPLAY

RL32.00

RL31.25

RL31.00

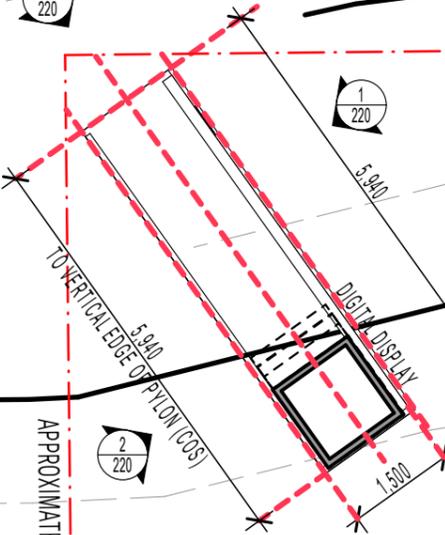
RL30.75

RL30.50

RL30.00

RL29.00

EXISTING BUILDING



NOTE: SITE PLAN IS INDICATIVE ONLY.  
LOCATION OF EXISTING BOUNDARY LINES TO BE IDENTIFIED AND MARKED BY A LICENCED SURVEYOR.  
FINAL SETOUT DIMENSIONS TO BE CONFIRMED ON SITE.

General Notes:  
(to be read in conjunction with all associated schedules)  
Verify all dimensions on site before commencing work or shop drawings.  
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Drawings shall be read in conjunction with Engineer's drawings and computations and all structure specified by the Engineer shall be designed.  
All work must comply with the National Construction Code Series and Australian Standards, and all other relevant by-laws and authorities.  
No work shall be undertaken prior to approval by a registered Certifier.  
No footing, or built form to encroach the title boundary.  
Location of inground services and overhead power are to be confirmed on site. Achieving minimum clear distances from all services is the responsibility of the contractor.  
All works are to be in accordance with relevant local authority approvals.



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**BISHOPP OUTDOOR ADVERTISING**  
20 LOINAH CRESCENT MONTAGU BAY TAS 7018

**SITE PLAN**  
BILLBOARD PLAN

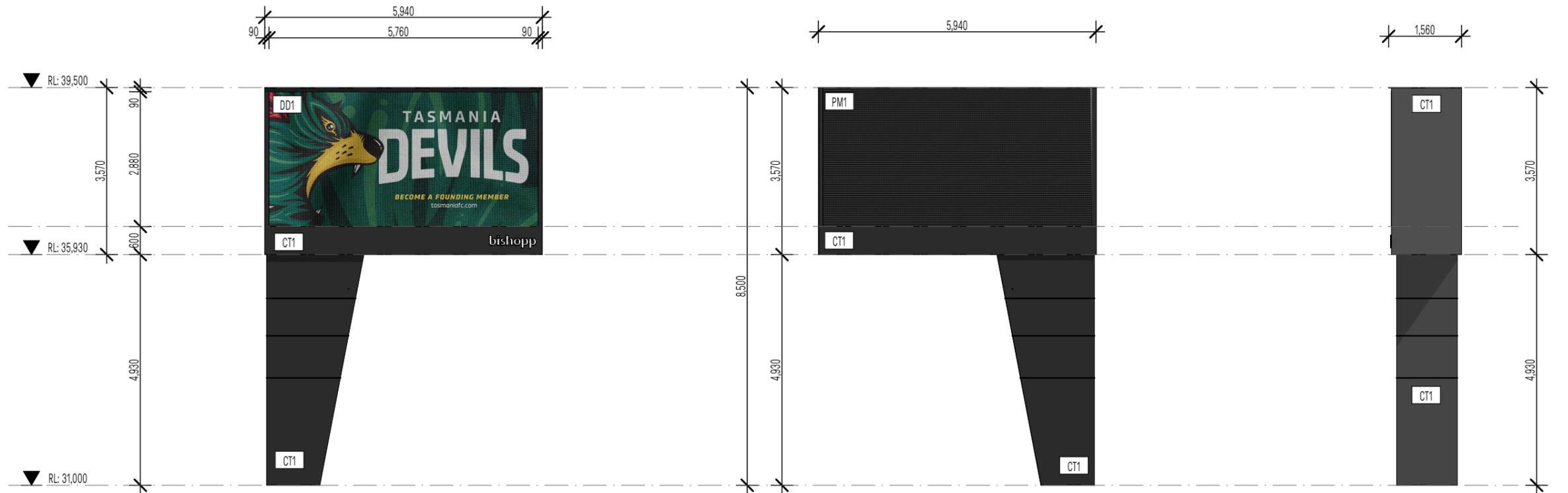


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REV	DATE	DESCRIPTION	AUTHOR
01	21/03/2025	For Review	XX

**NOT FOR CONSTRUCTION**  
**FOR AUTHORITIES APPROVALS ONLY**

Drawing No	<b>200</b>
Revision	<b>01</b>
Project No	<b>2409_22</b>
Stage	<b>DD</b>



1  
-  
6x3 FRONT ELEVATION (DIGITAL DISPLAY)  
1:100

2  
-  
6x3 REAR ELEVATION  
1:100

3  
-  
6x3 SIDE ELEVATION  
1:100

CODE	DESCRIPTION	SPECIFICATION	COLOUR	IMAGE
CT1	CLADDING TYPE ONE	SOLID ALUMINIUM CLADDING SPECIFICATION Thickness: to fabricator's specification Finish: proprietary powdercoat system for marine environments.	Colour to match Colorbond 'Monument'	
CT2	CLADDING TYPE TWO	PYLON CLADDING SPECIFICATION Vitrapanel Thickness: 9mm Finish: Pre-finished Coating: Single-sided	Colour to match Colorbond 'Monument'	
PM1	PERFORATED METAL TYPE	PERFORATED METAL SPECIFICATION Locker Group Perforated Aluminium screening Code: R09540A530. Open Area: 40% Thickness: to fabricator's specification. Finish: Powdercoat (marine grade finish to coastal environments) Proprietary rubber separation system at all fixing points. All screens are to custom made. Allow for 50mm margin at perimeter.	Colour to match Colorbond 'Monument'	
DD1	DIGITAL DISPLAY TYPE	DIGITAL DISPLAY SCREEN SPECIFICATION Refer to fabricator's specification		

General Notes:  
(to be read in conjunction with all associated schedules)  
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Do not scale drawings.  
Drawings shall be read in conjunction with Engineer's drawings and computations and all structure specified by the Engineer shall be designed.  
All work must comply with the National Construction Code Series and Australian Standards, and all other relevant by-laws and authorities.  
No work shall be undertaken prior to approval by a registered Certifier.  
No footing, or built form to encroach the title boundary.  
Location of inground services and overhead power are to be confirmed on site. Achieving minimum clear distances from all services is the responsibility of the contractor.  
All works are to be in accordance with relevant local authority approvals.



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20 LOINAH CRESCENT MONTAGU BAY TAS 7018

**LANDSCAPE DIGITAL BILLBOARD DETAIL DRAWINGS**

1:100 @ A3  
21/03/2025

This drawing is copyright and the property of the author and must not be retained, copied or used without the authority of the author. Larger scale drawings and written dimensions take preference. Do not scale from drawings. All dimensions to be checked on site prior to commencement of work. All discrepancies to be brought to the attention of the author.

REV	DATE	DESCRIPTION	AUTHOR
01	21/03/2025	For Review	XX

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Drawing No	<b>220</b>
Revision	<b>01</b>
Project No	<b>2409_22</b>
Stage	<b>DD</b>



INDICATIVE TASMAN HIGHWAY VIEW LOOKING WEST

General Notes:  
 (to be read in conjunction with all associated schedules)  
 Verify all dimensions on site before commencing work or shop drawings.  
 Do not scale drawings.  
 Drawings shall be read in conjunction with Engineer's drawings and computations and all structure specified by the Engineer shall be designed.  
 All work must comply with the National Construction Code Series and Australian Standards, and all other relevant by-laws and authorities.  
 No work shall be undertaken prior to approval by a registered Certifier.  
 No footing, or built form to encroach the title boundary.  
 Location of inground services and overhead power are to be confirmed on site. Achieving minimum clear distances from all services is the responsibility of the contractor.  
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**BISHOPP OUTDOOR ADVERTISING**

20 LOINAH CRESCENT MONTAGU BAY TAS 7018

**PERSPECTIVE VIEW - TASMAN HIGHWAY**

1:0.89, 1:0.77, 1:0.83, 1:90.91 @ A3  
 21/03/2025

This drawing is copyright and the property of the author and must not be retained, copied or used without the authority of the author. Larger scale drawings and written dimensions take preference. Do not scale from drawings. All dimensions to be checked on site prior to commencement of work. All discrepancies to be brought to the attention of the author.

REV	DATE	DESCRIPTION	AUTHOR
01	21/03/2025	For Review	XX

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Drawing No	<b>300</b>
Revision	<b>01</b>
Project No	<b>2409_22</b>
Stage	<b>DD</b>

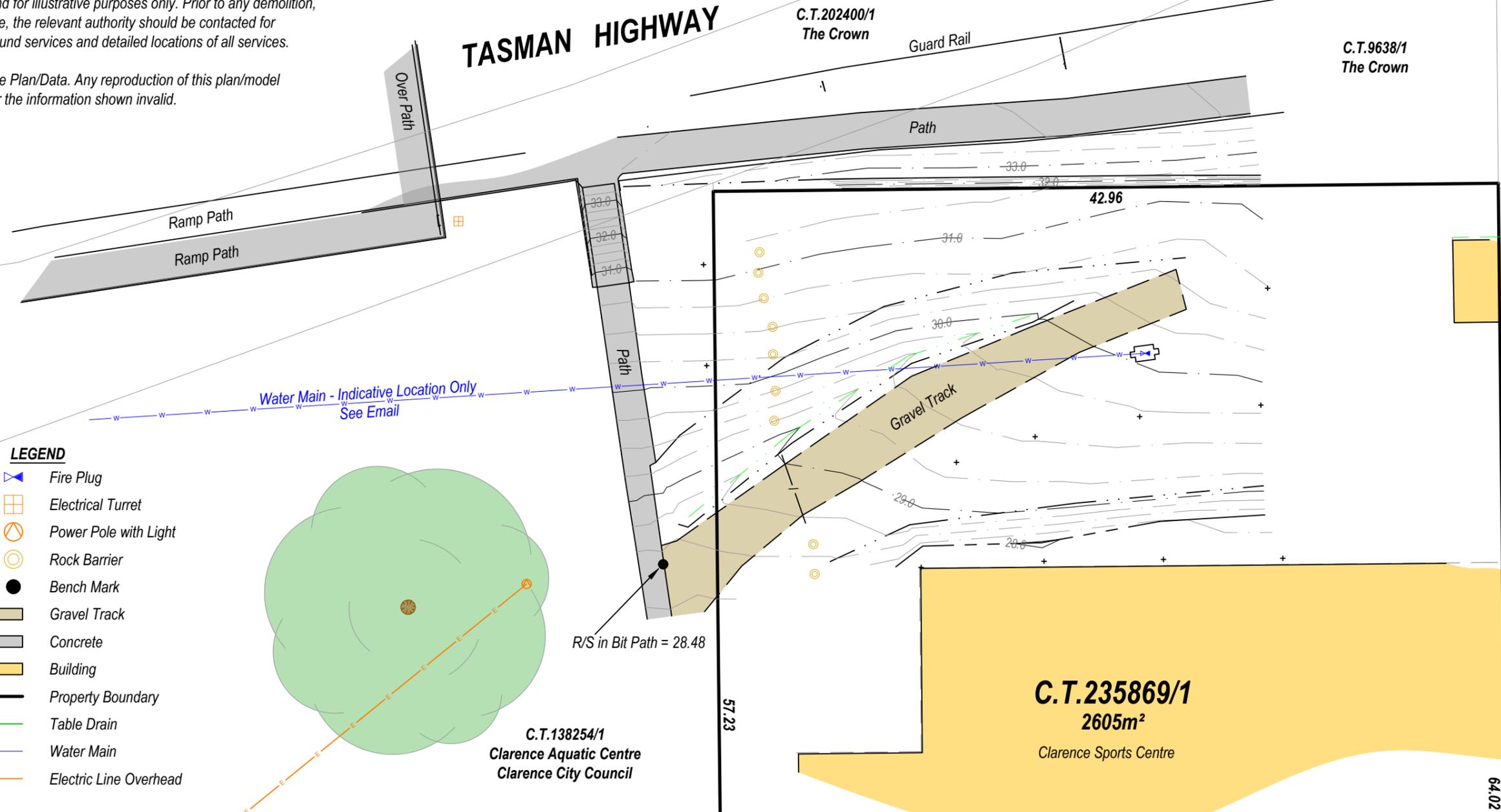
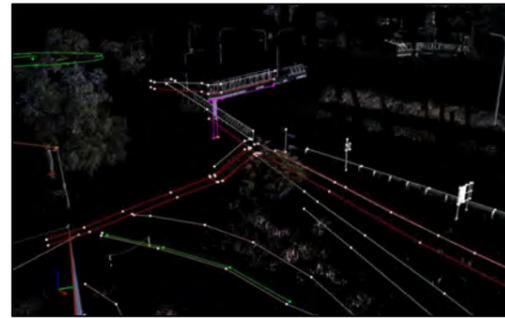
**NOTES:**

This plan and associated digital model is prepared for AllUrban Planning from a combination of field survey and existing records for the purpose of designing new constructions on the land and should not be used for any other purpose.

The title boundaries as shown on this plan were not marked at the time of the survey and have been determined by plan dimensions only and not by field survey. No measurements or offsets are to be derived between the features on this plan and the boundary layer. The relationship between the features in this model and the boundary layers cannot be used for any set out purposes or to confirm the position of the title boundaries on site.

Services shown have been located where visible by field survey. Services denoted as being "Per DBYD only" are approximate and for illustrative purposes only. Prior to any demolition, excavation or construction on the site, the relevant authority should be contacted for possible location of further underground services and detailed locations of all services.

This note forms an integral part of the Plan/Data. Any reproduction of this plan/model without this note attached will render the information shown invalid.



- LEGEND**
- Fire Plug
  - Electrical Turret
  - Power Pole with Light
  - Rock Barrier
  - Bench Mark
  - Gravel Track
  - Concrete
  - Building
  - Property Boundary
  - Table Drain
  - Water Main
  - Electric Line Overhead



HORIZONTAL DATUM is GDA2020, Coordinates are Plane  
 Coordinate Origin: TBM R/S in Path  
 E 529391.263 N 5254316.031 PER RTK GPS

REV	AMENDMENTS	DRAWN	DATE	APPR.
E				
D				
C				
B				
A				

**ROGERSON & BIRCH SURVEYORS**  
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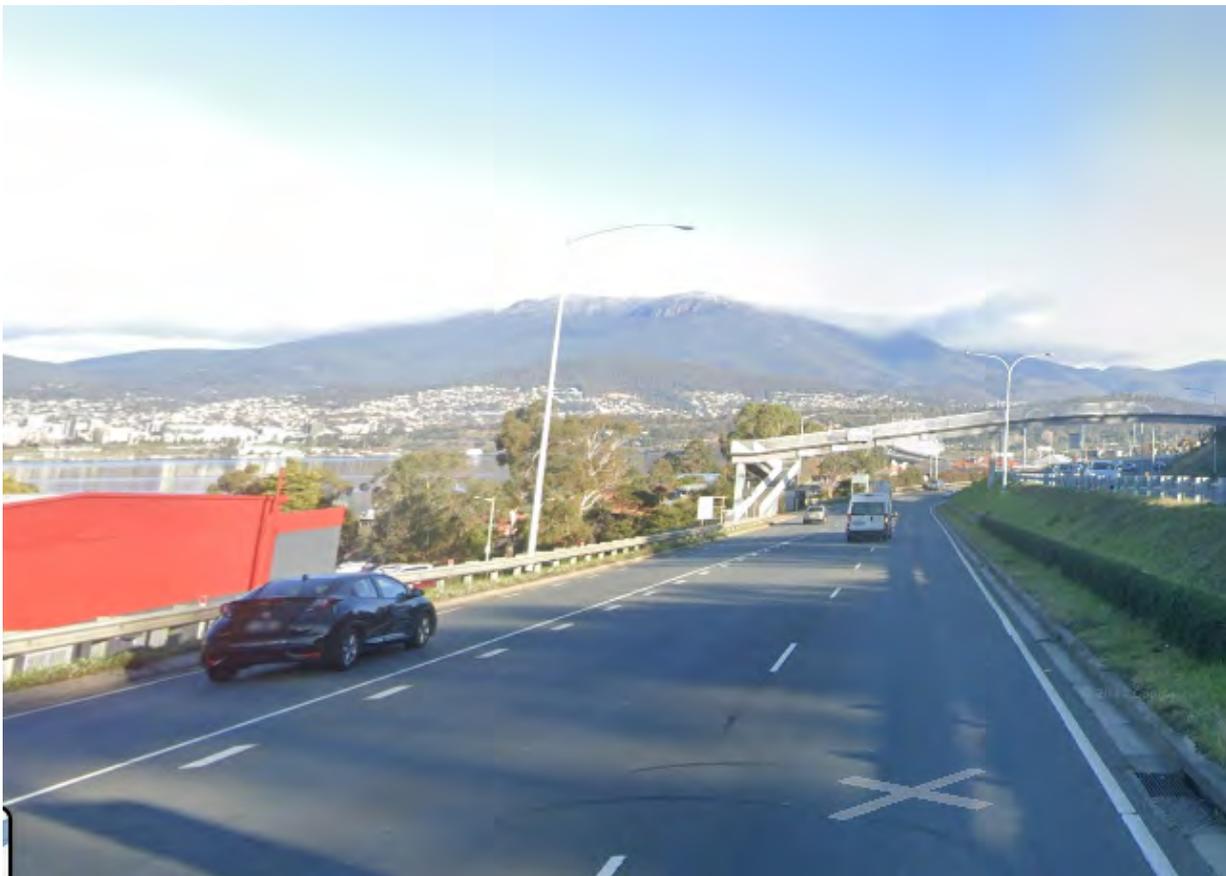
**Contour & Detail Plan**  
 FOR: ALLURBAN PLANNING  
 LOCATION: CLARENCE SPORTS CENTRE  
 MONTAGU BAY

Date: 20-03-2025	Contour interval: 0.25m	Reference: ALLUR02 15997-01
Drawn: AH	Scale: 1:250 (A3)	Bearing Datum: M.G.A
Approved: AB	C.T. Reference: 235869/1	Vertical Datum: AHD

Attachment 3



20 Loinah Crescent, Montagu Bay looking south on the Tasman Highway. Reference Google Street View, June 2024



20 Loinah Crescent, Montagu Bay looking west along the Tasman Highway. Reference Google Street View, June 2024

1 April 2025

Daniel Marr  
Head of City Planning  
Clarence City Council  
PO Box 96  
ROSNY PARK 7018

Dear Dan

**Application for Planning Permit – New LED billboard sign Clarence Sports Centre, Montagu Bay**

Please see attached an application for a planning permit for a new LED billboard sign to be located at the Clarence Sports Centre site facing the Tasman Highway at Montagu Bay.

**Proposal**

The proposal is for a new freestanding 6m (W) x 3m (H) LED billboard sign to be sited within the title of the Clarence Sports Centre at 20 Loinah Crescent, Montagu Bay. The sign is to face an easterly direction and will be visible to westbound traffic on the Tasman Highway approximately 800m from the Tasman Bridge. A site plan is shown in Figure 1 attached to this letter.

The LED screen will operate on a minimum 'dwell time' of 45 seconds on each message to be shown on the sign with zero transition time between messages.

The sign will have no motion, changes in luminance or any effects that create the illusion of movement such as 'fade', 'zoom', or 'fly in' type effects and there will be no flashing lights.

The sign will be equipped with a light sensor that reads the ambient light and adjusts the brightness of the screen accordingly. The maximum brightness of the sign is to be 6000 cd/m<sup>2</sup> which is significantly less bright than ambient sunlight. As the Tasman Highway is a national/state highway with existing medium levels of lighting, this signage is not expected to be significantly brighter than the surrounds. The brightness of the billboard should be less than the existing LED speed limit sign located adjacent so that it does not distract from this sign.

As a failsafe, if the light sensor in the sign fails the brightness level will default to the night time levels.

The applicant would support conditions on the operation of the sign similar to those set out under Attachment A.

**Planning Scheme**

The site is located within the Recreation Zone under the Tasmanian Planning Scheme – Clarence Local Provisions Schedule (planning scheme).

Under Clause C1.3.2.1 of the Signs Code each sign must be categorised into one of the definitions listed and described under C1.3. If a sign does not readily fit any defined sign, it must be categorised as the most similar defined sign.

The proposed sign is considered to fall within the definition of a *Billboard* meaning:

*a structure either freestanding or attached to a building designed to accommodate standard billboards, the message of which may be changeable and variable.*

The proposal is considered as an illuminated third-party billboard sign and assessed against the relevant standards of the Signs Code as follows:

**Design and siting of signs (C1.6.1)**

*Objective:*

*That:*

- (a) *signage is well designed and sited; and*
- (b) *signs do not contribute to visual clutter or cause an unreasonable loss of visual amenity to the surrounding area.*

<b>Use Standard</b>	<b>Assessment</b>
<p>P1.2</p> <p><i>If a roof sign, sky sign or billboard, the sign must:</i></p> <ul style="list-style-type: none"> <li>(a) <i>be located within the applicable zone for the relevant sign type set out in Table C1.6;</i></li> <li>(b) <i>meet the sign standards for the relevant sign type in Table C1.6; and</i></li> <li>(c) <i>not contribute to visual clutter or cause unreasonable loss of amenity to the surrounding area, having regard to:</i> <ul style="list-style-type: none"> <li>(i) <i>the size and dimensions of the sign;</i></li> <li>(ii) <i>the size and scale of the building upon which the sign is proposed;</i></li> <li>(iii) <i>the amenity of surrounding properties;</i></li> <li>(iv) <i>the repetition of messages or information;</i></li> <li>(v) <i>the number and density of signs on the site and on adjacent properties; and</i></li> <li>(vi) <i>the impact on the safe and efficient movement of vehicles and pedestrians.</i></li> </ul> </li> </ul>	<p>As the proposed sign is a billboard sign, it is unable to comply with Acceptable Solutions A1. The proposal however is considered to comply with P1.2 in that:</p> <ul style="list-style-type: none"> <li>a) Table C1.6 includes the subject Recreation Zone as an applicable zone for a Billboard Sign.</li> <li>b) The sign conforms to the dimensions of 3m (H) x 6m (W) under Table C1.6 and is mounted on its own structure.</li> <li>c) The proposed sign is not expected to contribute to visual clutter or cause unreasonable loss of amenity to the surrounding area, having regard to: <ul style="list-style-type: none"> <li>(i) The proposed sign is 3m (h) x 6m (w) which is considered appropriate for the location</li> <li>(ii) The sign will be secured on the ground and is not building mounted</li> <li>(iii) The sign will be predominantly visible to drivers on the Tasman Highway and is not expected to adversely affect the amenity of surrounding properties</li> <li>(iv) The sign will carry unique messaging that does not repeat any other signs in the vicinity</li> </ul> </li> </ul>

	<p>(v) The site is located in a large open space and the proposed sign will be located between an existing LED speed sign and an existing static billboard sign that is currently folded and is not regularly used; and</p> <p>(vi) The sign will be offset from the side of the road and will not impact sight lines of vehicles along the Tasman Highway or any other side road. The sign will be located adjacent to the pedestrian footpath facing the roadway not interfering with pedestrian sight lines.</p>
<p>A2</p> <p><i>A sign must be not less than 2m from the boundary of any lot in the General Residential Zone, Inner Residential Zone, Low Density Residential Zone, Rural Living Zone or Landscape Conservation Zone</i></p>	<p>Complies. The proposed sign is separated approximately 50m from the closest residential zone, being 2A Loinah Road to the west.</p>
<p>A3</p> <p><i>The number of signs for each business or tenancy on a road frontage of a building must be no more than:</i></p> <p>(a) <i>1 of each sign type, unless otherwise stated in Table C1.6;</i></p> <p>(b) <i>1 window sign for each window;</i></p> <p>(c) <i>3 if the street frontage is less than 20m in length; and</i></p> <p>(d) <i>6 if the street frontage is 20m or more,</i></p> <p><i>excluding the following sign types, for which there is no limit:</i></p> <p>(i) <i>name plate; and</i></p> <p>(ii) <i>temporary sign.</i></p>	<p>The proposal sign is the only billboard sign on the building and is the only sign on the Tasman Highway frontage of the site complies with A3a) and d)</p>

**illuminated signs (C1.6.2)**

Objective:

That:

- (a) illuminated signs are compatible with the streetscape;
- (b) the cumulative impact of illuminated signs on the character of the area is managed, including the need to avoid visual disorder or clutter of signs; and
- (c) any potential negative impacts of illuminated signs on road safety and pedestrian movement are minimised.

Development Standard	Assessment
<p>A1</p> <p>No Acceptable Solution.</p>	<p>The proposed illuminated sign is to be assessed under P1.</p>
<p>P1</p> <p>An illuminated sign must not cause an unreasonable loss of amenity to adjacent properties or have an unreasonable effect on the safety, appearance or efficiency of a road, and must be compatible with the streetscape, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the location of the sign;</li> <li>(b) the size of the sign;</li> <li>(c) the intensity of the lighting;</li> <li>(d) the hours of operation of the sign;</li> <li>(e) the purpose of the sign;</li> <li>(f) the sensitivity of the area in terms of view corridors, the natural environment and adjacent residential amenity;</li> <li>(g) the intended purpose of the changing message of the sign;</li> <li>(h) the percentage of the sign that is illuminated with changing messages;</li> <li>(i) proposed dwell time; and</li> <li>(j) whether the sign is visible from the road and if so the proximity to and impact on an electronic traffic control device.</li> </ul>	<p>The proposed sign satisfies Performance Criteria P1 as follows:</p> <ul style="list-style-type: none"> <li>(a) The sign will be located between two existing signs offset from the edge of the Tasman Highway at 20 Loinah Crescent, Montagu Bay</li> <li>(b) The proposed sign is 3m (h) x 6m (w) which is permitted in Table C6.1</li> <li>(c) As per AS/NZS 4282:2023 the max average night time luminance for areas considered to have medium district brightness (Environmental Zone A3) is 250cd/m<sup>2</sup>. During the day, the sign is proposed to have a lux level of 6000cd/m<sup>2</sup> which is significantly less bright than ambient sunlight. As the Tasman Highway is a national/state highway with existing medium levels of lighting, this signage is not expected to be significantly brighter than the surrounds. The brightness of the billboard should be less than the existing LED speed limit sign located adjacent so that it does not distract from this sign. Should the sign have light levels that are not consistent with the surrounds it will be required to be switched off.</li> </ul>

	<p>(d) The sign will operate between sunrise and 11:00pm, 7 days a week. During the summer months this would align with mostly daylight hours</p> <p>(e) The purpose of the sign is to offer advertising</p> <p>(f) Existing streetlights and illuminated signs are present along the Tasman Highway and the sign is not visible from all surrounding residential use properties, thus the sign is not considered highly sensitive</p> <p>(g) As the sign is electronic, messaging can be periodically changed and kept relevant for higher influence. The sign can offer advertising to multiple businesses compared to only a single business with a static sign which reduces the overall number of signs required overall within an area</p> <p>(h) 100% of the sign is illuminated with a still image that changes periodically</p> <p>(i) The proposed dwell time will be a minimum of 45 seconds which would not imitate flashing; and</p> <p>(j) The proposed sign will be erected from the ground and offset above the footpath. The sign will be visible from the road but well above and offset from the sight line to the downstream traffic. The sign will not interfere with pedestrian sight lines.</p>
<p>A2</p> <p><i>An illuminated sign visible from public places in adjacent roads must not create the effect of flashing, animation or movement, unless it is providing direction or safety information.</i></p>	<p>The proposed slow image rotation will avoid undue distraction to passing motorists.</p>

**Third party sign (C1.6.3)**

The proposal is a third party sign as defined under Clause C1.3.1.

Objective:

To:

- (a) provide for third party signs that are compatible with the streetscape and the character of the area in which it is proposed to be located;
- (b) manage the cumulative impact of third party signs on the character of an area; and
- (c) minimise any potential impact of third party signs on road safety.

Acceptable Solution	Performance Criteria
<p>A1</p> <p>No Acceptable Solution.</p>	<p>P1</p> <p>A third party sign must be compatible with the natural and built environment of the surrounding area, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the content of the sign;</li> <li>(b) the necessity for the advertisement to be in the location;</li> <li>(c) opportunities for alternative locations or other methods to achieve the intended purpose (e.g. eligibility for Tasmanian Visitor Information System (TVIS) signs); and</li> <li>(d) the likely impact on the operation and safety of a railway, road, footpath, or navigable water; and</li> <li>(e) any advice from a State authority.</li> </ul>
<p><b>Assessment:</b></p> <p>It is considered that the proposal satisfies the relevant Performance Criteria P1 as follows:</p> <ul style="list-style-type: none"> <li>(a) The sign content will be varying commercial advertising</li> <li>(b) The proposed location provides a highly visible site suitable for advertising</li> <li>(c) The site is unique in its placement adjacent to a busy national/ state highway providing unobstructed views of the advertising. The speed limit in this area varies based on traffic conditions with a maximum speed limit of 70km/h. Alternative locations would likely not achieve the high visibility of large traffic flows travelling at a reduced speed</li> </ul>	

(d) As discussed above, the proposed sign is not expected to negatively impact the safety of the road or footpath in the vicinity. The sign will not be in the sight line of traffic or pedestrians to the road and intersections. There is no rail or waterway in the area; and

(e) To our knowledge, no advice has been received from Council or a State authority.

### **Conclusion**

The proposed LED billboard sign is considered to satisfy the relevant planning scheme standards as set out above and addressed in the accompanying assessment prepared by Pitt and Sherry.

The applicant would support conditions on the permit similar to set out in Attachment A.

I trust Council has sufficient information to determine this application however please contact the undersigned as necessary for further information or clarification.

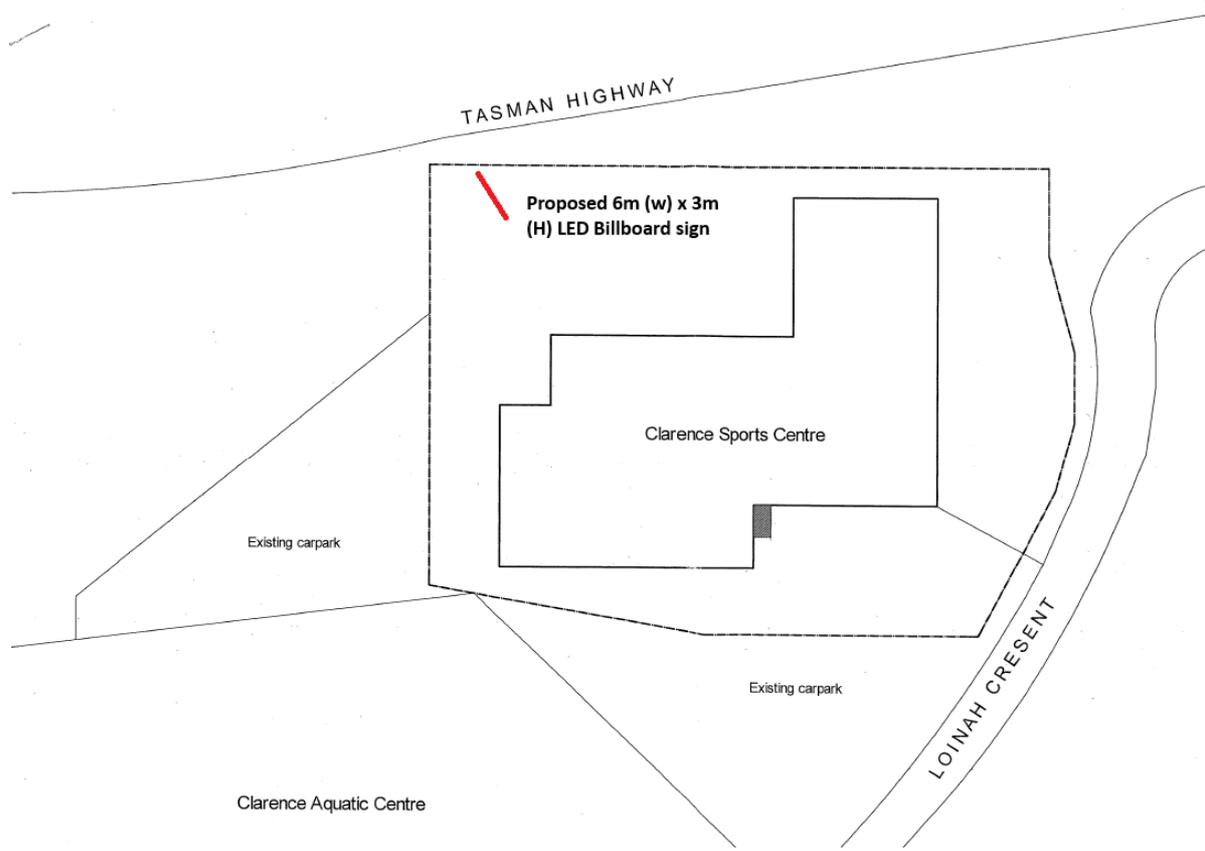
Yours sincerely



Frazer Read

**Principal**

All Urban Planning Pty Ltd



**Figure 1 – Site Plan**

## Attachment A

### LUMINANCE STANDARD

During the operation of the sign, the maximum average luminance and threshold increment values as specified in below must not be exceeded:

- Daytime luminance: 6000 cd/m<sup>2</sup>
- Overcast weather: 700 cd/m<sup>2</sup>
- Morning and evening twilight 350 cd/m<sup>2</sup>
- Night time 150 cd/m<sup>2</sup>

### BRIGHTNESS LEVELS

- a) The signs must be dimmable and have a suitable control system to enable maximum lighting levels to be set or adjusted if deemed necessary by Council.
- b) Where illuminated during the day, the sign must be fitted with Photocell/s (light sensor/s) that measure the ambient light and control system technology that enables the luminance of the sign to automatically adjust relative to the measured ambient light level.
- c) Any change in brightness levels must be applied during an image transition, not while an image is being displayed.

### IMAGE TRANSITIONS

- a) Where the graphical content or colours can change (such as for digital/electronic signage), any changes in image must occur in 0.1 seconds or less.

### LIGHTING COMPLIANCE REPORT

Prior to the operation of the sign, a Lighting Compliance Report must be submitted to and approved by the Head of city Planning. The Lighting Compliance Report must demonstrate that the sign has been commissioned according to the Luminance Standard. The Compliance Report must include the following:

- i. On site luminance measurements for Daytime, Evening/Morning Twilight and Night Time, based on a 100% white screen set to the maximum value for each lighting condition.
- ii. Photos of the sign for each sky condition with a date, time, and luminance value.

### SIGNAGE CONTENT (ELECTRONIC)

- The images displayed must be static and change between static images must be instantaneous.
- The sign must not be coloured like an official traffic sign, imitate a traffic control device or give instructions to traffic such as 'give way' or 'stop.'
- The sign must have a minimum dwell time of 45 seconds.
- Apart from the above, content of the sign may be updated or changed without separate approval of Council, subject to:

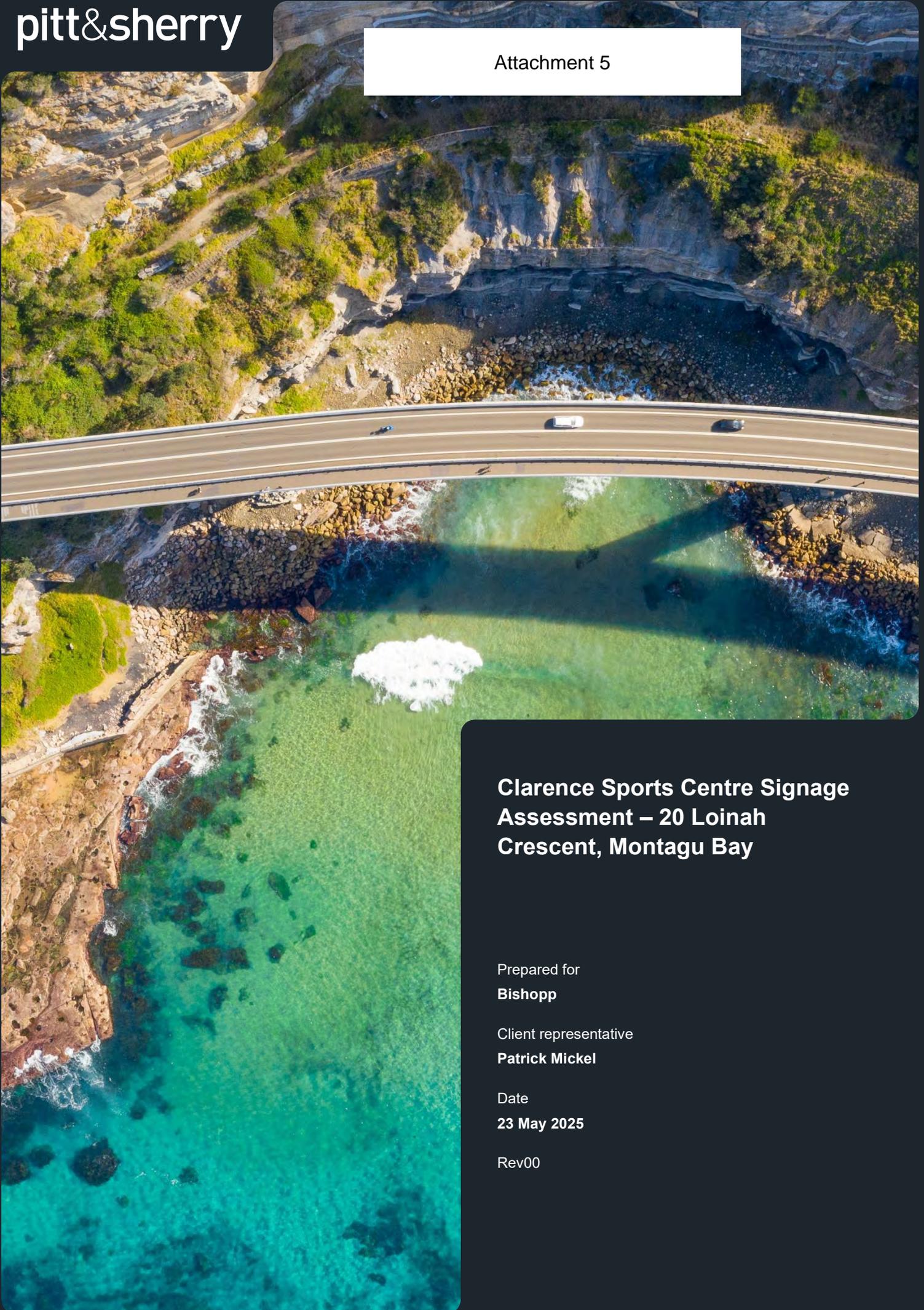
1. The structure, location and size of the signage not changing.
2. The content of the signage relating to the site.
3. Compliance with the requirements of the planning scheme.

**SIGN MAINTENANCE (ELECTRONIC)**

The sign must be constructed and maintained in good condition to the satisfaction of the Council. The LED screen must incorporate an automatic error detection system which will turn the display off or switch to a blank, black screen should the screen or system malfunction.

**NO FLASHING LIGHT - (ELECTRONIC SIGNS)**

Flashing or intermittent lighting must not be used in the signs permitted by this permit.



**Clarence Sports Centre Signage  
Assessment – 20 Loinah  
Crescent, Montagu Bay**

Prepared for  
**Bishopp**

Client representative  
**Patrick Mickel**

Date  
**23 May 2025**

Rev00

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## Appendices

**Appendix A — Proposed LED Billboard Designs**

**Appendix B — AusRAP Inputs**

<b>Prepared by</b> — Liling Lyu		<b>Date</b> — 23 May 2025
<b>Reviewed by</b> — Rebekah Ramm		<b>Date</b> — 23 May 2025
<b>Authorised by</b> — Rebekah Ramm		<b>Date</b> — 23 May 2025

**Revision History**

Rev No.	Description	Prepared by	Reviewed by	Authorised by	Date
00	Signage assessment report	LL	RR	RR	23/05/2025
01	Signage assessment report	LL	RR	RR	23/05/2025

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# 1. Introduction

## 1.1 Background

It is proposed to erect an illuminated Light Emitting Diode (LED), freestanding billboard sign at 20 Loinah Crescent, Montagu Bay.

To support the planning application for the billboard sign, Bishopp have engaged pitt&sherry to address the applicable clauses of the *Tasmanian Planning Scheme* (the Planning Scheme), namely the following:

- Clause C1.6.1: Design and siting of signs
- Clause C1.6.2: Illuminated signs; and
- Clause C1.6.3: Third party sign.

Along with assessing the sign in accordance with the planning scheme, a traffic safety assessment has also been completed which:

- Reviews details of the proposed sign
- Considers technical guidance reports; and
- Assesses the impact of the proposed sign on the safety of any adjacent roads.

In preparing this assessment, reference has been made to the following:

- Daytime and nighttime site visits undertaken by a pitt&sherry traffic engineer on Tuesday 10 December 2024; and
- Austroads Research Report AP-R420-13 – Impact of Roadside Advertising on Road Safety (Austroads Research Report).

## 2. Assessment

### 2.1 Proposed sign

The proposed billboard has an LED display, the LED display will be 2.88m high by 5.76m wide and display a still image that changes periodically. There is a static border around the sign, bringing the total billboard size to 3.57m high by 5.94m wide. A set of drawing plans providing further detail of the proposed sign is included in Appendix A.

Figure 1 and Figure 2 show similar existing LED signs in Hobart.



Figure 1: Sign located on Brooker Highway at Elwick Racecourse



Figure 2: Sign located at Cambridge Road, Bellerive

#### 2.1.1 Offset and height

The sign will be horizontally offset from the road by a distance of 7 metres.

There is an elevation difference of 4m between the sign post location at RL 31m, and the Tasman Highway surface at RL 35m.

The sign will have a total height of 8.5m including the supporting sign post which is 4.93m high.

The base of the main portion of the billboard will sit approximately 93cm above the Tasman Highway, there is also a 0.6m solid bar below the LED image, with the LED image sitting 1.53m above the Tasman Highway. The top of the billboard would be 4.5m above the Tasman Highway.

#### 2.1.2 Dwell time, movement and transitions

The sign will have a minimum dwell time of 45 seconds.

It is understood that the sign will display a still image that changes periodically. There will be no flashing or special effects.

#### 2.1.3 Luminance

During the day, the sign is proposed to have a lux level of 6000cd/m<sup>2</sup> which is significantly less bright than ambient sunlight.

As per AS/NZS 4282:2023 the maximum average nighttime luminance for areas considered to have medium district brightness (Environmental Zone A3) is 250cd/m<sup>2</sup>. The sign would have luminance below this level at nighttime.

### 2.1.4 Operation times

The sign will operate between sunrise and 11:00pm, 7 days a week. During the summer months this would align with mostly daylight hours and during winter this would align with a maximum of 6 hours of darkness.

### 2.1.5 Content

It is intended that the sign will display a still image that changes periodically and the messages will be advertising a third-party business or goods and tailored for the local audience.

## 2.2 Site location and road environment

### 2.2.1 Overview

The sign is proposed to be located on the southern side of the Tasman Highway, on private land at 20 Loinah Crescent as shown in Figure 3. The sign is located approximately 800m east of the Tasman Bridge, facing westbound traffic.

The site is located in Zone 28.0 (Recreation) under the Tasmanian Planning Scheme Zones. The site's surroundings comprise Zone 8.0 (General Residential) and Zone 26.0 (Utilities).

The Tasman Highway is a significant passenger and freight route connecting Hobart with the Eastern Shore suburbs and east coast of Tasmania including Hobart Airport. In this location, the Tasman Highway is a Department of State Growth Category 1 Road and runs in an east-west direction.

In the westbound direction, there are two lanes past the sign. There is a merge from Rosny Hill Road ending approximately 50m from the sign location.



Figure 3: Proposed sign location

2.2.2 Existing signs and objects of interest in the vicinity

There is an existing LED speed limit sign 7 metres to the north of the proposed sign location within the road reserve. There is also a static sign located 10 metres east of the LED speed sign also in the road reserve, the static sign is usually closed and the Department of State Growth have advised that it is only opened on the occasion that the Tasman Bridge is closed.

The location of the proposed LED billboard sign, relative to the existing signs is shown in Figure 4 and Figure 5.

The figures show that although the proposed LED billboard sign is located in close proximity to existing signs, it is well offset from the roadway and existing signs and is located outside the road reserve.



Figure 4: View from road of sign relative to existing environment



Figure 5: Location of proposed LED billboard relative to existing signs



Location	Crash Type	Crash severity		
		Minor	First aid	Property damage
	134 - Vehicles in parallel lane/ lane change right (not overtaking)			1
	189 – Other curve			1
Tasman Highway between Rosny Hill Road overpass merge and proposed advertising billboard	130 – Vehicles in same lane/ rear-end			3

The above crash history shows that 24 crashes have occurred in the locations where the sign is expected to be visible from in the last approximately 6 years, or approximately 4 crashes per year. This is not considered a particularly high crash rate given the number of vehicles that travel along this road.

Of those crashes, 6 resulted in minor injuries, one in first aid and the remaining 17 were property damage only. There were no serious or fatal crashes. This shows that most crashes are of low severity and likely did not occur at high speed.

The vast majority of crashes are rear-end crashes, with two being due to lane changes at the Rosny Hill Road merge.

The time of day of the crashes varies, with 4 crashes occurring during darkness or at dawn/dusk and the remaining in daylight. There were 6 crashes that occurred in wet conditions and one in icy conditions.

The crash history is considered to be consistent with a busy road that experiences congestion. The crash history comprises predominantly low severity crashes.

### 2.2.5 AusRAP

The Australian Roads Assessment Program (AusRAP) is one of the main ways the safety of existing roads in Australia can be rated. AusRAP provides a road with a rating from 1 to 5 stars where 1 is the least safe and 5 is the safest.

The star rating model considers many factors including speed, horizontal and vertical geometry, lane widths, roadside hazards and protection for road users.

The iRap Vida tool demonstrator has been used to determine the AusRAP star rating for this section of the Tasman Highway. A summary of the star ratings are shown in Figure 7 and Table 2, with inputs included in Appendix B.

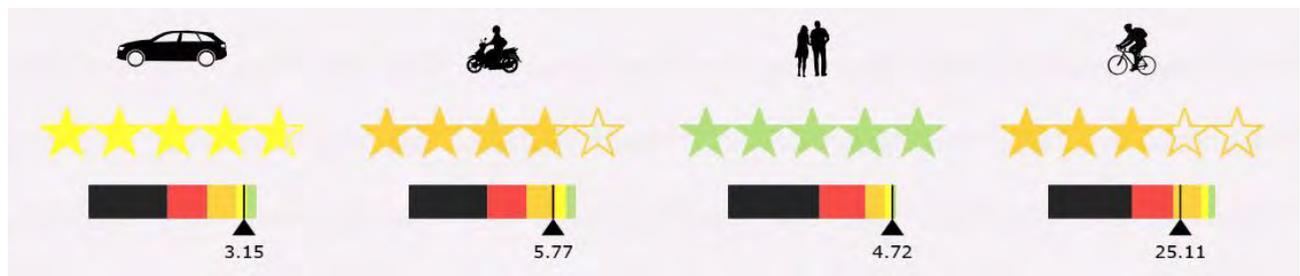


Figure 7: AusRAP ratings summary

Table 2: AusRAP ratings summary

Transport mode	AusRAP star rating
Car	4.7
Motorcycle	3.8
Walking	5
Bike riding	3.2

### 2.3 Sign design guidance assessment

The Austroads Research Report contains guidance regarding the design and placement of digital billboards. An assessment against the design criteria is shown in Table 3 and an assessment against the placement criteria is included in Table 4.

Table 3: Sign design criteria assessment

Sign design criteria	Guidance recommendation	Assessment
Movement	Roadside advertising devices should not contain motion, changes in luminance or any effects that create the illusion of movement.	It is understood that the sign will display a still image that changes periodically with no movement within the advertising display.
Flashing lights	Roadside advertising devices should not contain flashing, blinking, revolving, pulsating or intermittent lights.	It is understood that the sign will display a still image that changes periodically with no flashing, blinking, revolving, pulsating or intermittent lights within the advertising display.
Dwell time	<p>This should take account of (1) visibility distance [VD]: the maximum distance from the sign at which the sign face becomes visible to drivers and (2) speed environment [SE].</p> <p>The goal is to limit the number of message changes that drivers are exposed to. Therefore, an advertising device that is visible from 1000 m away on a 60 km/h road needs to have much longer dwell times than an advertising device that is visible only from 100 m away on a 100 km/h road.</p> <p>All drivers will see at least one change if:</p> <ul style="list-style-type: none"> <li>dwell time (sec) &lt; <math>VD (m) \div \{SE (km/h) \times 0.28\}</math>.</li> </ul> <p>Ideally, the proportion of drivers (PD) who see a change should be much less than 1. Therefore:</p> <ul style="list-style-type: none"> <li>dwell time (sec) &gt; <math>VD (m) \div \{SE (km/h) \times 0.28\}</math>.</li> </ul> <p>For a desired PD:</p> <ul style="list-style-type: none"> <li>dwell time = <math>VD (m) \div \{SE (km/h) \times 0.28 \times PD\}</math>.</li> </ul>	<p>The advertising sign can be seen from a maximum of 300m away.</p> <p>The speed limit on the Tasman Highway is 70km/h.</p> <p>The Department of State Growth has a permanent traffic counter (SPD-70) located midway between the proposed billboard location and the beginning of the Tasman Bridge. This counter provides speed data. A summary of typical weekday speed data shows that the majority of vehicles are travelling at the following speeds:</p> <ul style="list-style-type: none"> <li>Outside peak times: 50-70km/h</li> <li>Morning peak: 20-60km/h</li> <li>Afternoon peak: 40-70km/h</li> </ul> <p>When considering the dwell time of the sign, it is important to consider various speeds, with lower speeds requiring a longer dwell time to achieve the target number of message changes.</p> <p>At 50km/h: Dwell time (sec) = <math>300 / (50 \times 0.28) = 21</math> seconds</p>

Sign design criteria	Guidance recommendation	Assessment
		<p>At 30km/h: Dwell time (sec) = <math>300 / (30 \times 0.28) = 36</math> seconds</p> <p>Based on the above assessment, the dwell time of 45 seconds is suitable for the majority of vehicles utilising the Tasman Highway at this location.</p>
Transition time	Message should change instantaneously. That is, no 'fade', 'zoom' or 'fly-in' effects and no blank screen between messages.	It is understood that the sign will display a still image with an instantaneous change with no fade, 'zoom' or 'fly-in' effects and no blank screen between messages.
Message sequencing	Sequencing of messages should be prohibited.	It is understood that each advertising message will be a standalone advertisement and there will be no sequencing of messaging.
Quantity of information	<p>For text, this should be consistent with the number of words that can be read during the approach interval and also the number of words that can be read in a 2 second interval (the 'eyes off the road' interval at which the crash rate doubles).</p> <p>This can be achieved by</p> <ol style="list-style-type: none"> <li>1. estimating the legibility distance [LD]: the distance at which the text first becomes legible</li> <li>2. taking into account approach speed – the speed environment [SE]</li> <li>3. estimating the comprehension rate [CR]; and</li> <li>4. ensuring that attention of more than 2 seconds is not required to comprehend the message.</li> </ol> <p>Therefore:</p> <ul style="list-style-type: none"> <li>• number of words &lt; <math>LD (m) \div \{ SE (km/h) \times 0.28 \} \times CR (sec)</math>.</li> </ul> <p>And:</p> <ul style="list-style-type: none"> <li>• number of words &lt; <math>CR (sec) \times 2</math>.</li> </ul> <p>In general, a typical comprehension rate would be approximately three words per second, but this will vary for different text sizes, fonts and formats. As a result the CR may need to be tested and demonstrated in the application process.</p>	<p>The higher the vehicle speed, the lower the amount of time to comprehend a message.</p> <p>Based on the speed information discussed earlier in this table, the number of words should be based on a 70km/h travel speed.</p> <p>Based on this, and considering a typical comprehension rate of 3 words per second: Number of words &lt; <math>300 / [(70 \times 0.28) \times 3] &lt; 5.1</math></p> <p>Based on the above, the number of words on the sign should be a maximum of 5.</p>
Information presentation	Not applicable to advertising devices.	Not applicable
Colour	Advertising devices should not be coloured like an official traffic sign or traffic signals.	It is recommended that the sign operator assesses all advertising messages to ensure this criteria is met.

Sign design criteria	Guidance recommendation	Assessment
Information content	<p>Advertising devices should not imitate traffic control devices or give instructions to traffic to 'stop', 'halt' or other (e.g. give way, turn left or merge).</p> <p>Advertising devices should not contain extreme emotional material, especially content which could be threatening or anxiety provoking.</p>	<p>It is recommended that the sign operator assesses all advertising messages to ensure this criteria is met.</p>
Luminance	<p>Luminance levels should not exceed those of static signs in typical ambient light conditions.</p>	<p>During the day, the sign is proposed to have a lux level of 6000cd/m2 which is significantly less bright than ambient sunlight.</p> <p>As per AS/NZS 4282:2023 the maximum average nighttime luminance for areas considered to have medium district brightness (Environmental Zone A3) is 250cd/m2. The sign would have luminance below this level at nighttime.</p> <p>As the Tasman Highway is a national/state highway with existing medium levels of lighting, the signage is not expected to be significantly brighter than the surrounds. The brightness of the billboard should be less than the existing LED speed limit sign located adjacent so that it does not distract from this sign.</p> <p>It is recommended that if the sign is too bright for the surrounding environment (i.e. during a cloudy day and in dark conditions), the brightness needs to be adjusted, or the sign turned off.</p>
Dimensions	<p>Advertising devices should not be shaped like an official traffic control sign/device.</p>	<p>The advertising signage will be a horizontal rectangle, although some information signs are shaped as a horizontal rectangle, this advertising device is clearly different to typical regulatory and information signs.</p>

Table 4: Sign placement criteria assessment

Sign design criteria	Guidance recommendation	Assessment
Longitudinal placement	<p>Advertising devices should not be located in such a way that they might interfere with the effectiveness of a traffic control device (e.g. by restricting sightlines or distracting from traffic control devices via proximity or as a background).</p> <p>Advertising devices should not be located so that they are visible at the approach to, or from, an intersection, pedestrian crossing, tram stop or in any location that is likely to be highly demanding of attention.</p>	<p>There is an existing LED speed limit sign 7 metres to the north of the proposed sign location within the road reserve. There is also a static sign located 10 metres east of the LED speed sign also in the road reserve.</p> <p>The proposed billboard is offset 7 metres from these signs in a horizontal direction and does not interfere with their visibility.</p> <p>The proposed LED billboard sign is expected to become visible to people in vehicles on the Tasman Highway after passing under the</p>

Sign design criteria	Guidance recommendation	Assessment
	<p>Only one advertising device should be visible to drivers at any time.</p>	<p>Rosny Hill Road overpass. For vehicles in the left hand lane that joins the Highway at the Rosny Hill Road entry, there is a tree that blocks visibility to the sign location until the end of the merge.</p> <p>Pedestrians cross at this location at a grade separated pedestrian bridge.</p> <p>There is a bus stop located approximately 40 metres west of the proposed billboard location, the proposed billboard does not block visibility to this bus stop nor restrict access.</p> <p>The crash history is considered to be consistent with a busy road that experiences congestion. The crash history comprises predominantly low severity crashes. The sign would not be expected to considerably worsen the crash risk.</p> <p>There are no other advertising signs visible in this location.</p>
<p>Lateral placement</p>	<p>Without conflicting with clear zone requirements (e.g. installation of post in a hazardous location), advertising devices should not be placed such that drivers must divert their gaze away from the forward roadway in order to comprehend the sign message.</p>	<p>The clear zone measure is no longer utilised, this sign is offset more than 7 metres from the road as is behind a w beam safety barrier.</p> <p>The sign has been designed to face the road so that it is within the gaze of a person travelling along the Tasman Highway in this location.</p>
<p>Vertical placement</p>	<p>Advertising devices should not be placed at a height that coincides with the normal 'hazard viewing window' that drivers scan. That is, they should be elevated above the height of vehicles, pedestrians and traffic control devices, but not so high that they draw the gaze away from the forward roadway.</p>	<p>The bottom of the billboard image would be located below the top of some vehicles, including trucks and buses. The top of the sign is not located at a height that would require drivers to raise their eyes by a significant amount. The sign sits lower than the adjacent pedestrian overpass.</p>
<p>Orientation/ viewing angle</p>	<p>Advertising devices should be oriented to facilitate legibility from the maximum legibility distance and across the full approach distance.</p>	<p>The advertising sign is placed so that in Tasman Highway through westbound lanes, it is visible once drivers have reached a crest in the road and passed under the Rosny Hill Road overpass. This would be the maximum possible visibility.</p>
<p>Sight distance/ visibility</p>	<p>Advertising devices should be placed so that enough time is available on approach for drivers to comprehend the message. That is, the sight distance must correspond to the required legibility distance.</p>	<p>An information quantity calculation has been completed in Table 3. It has been calculated that there is expected to be sufficient distance to comprehend up to 5 words on the sign within the legibility distance.</p>
<p>Speed limit/ speed environment</p>	<p>The speed environment on its own is likely to be less important than the overall risk profile of the road and driving demand characteristic of the road section which should be carefully reviewed.</p>	<p>The crash history is considered to be consistent with a busy road that experiences congestion. The crash history comprises predominantly low severity crashes. The sign would not be expected to considerably worsen the crash risk.</p>
<p>Other</p>	<p>All installations should consider the overall risk profile of the road environment in question and</p>	<p>As shown in Section 2.2.5, an AusRAP star rating has been obtained for this location. The</p>

Sign design criteria	Guidance recommendation	Assessment
	<p>the driver demand of the road section (e.g. crash history, AusRAP ratings, traffic volume, speed, complexity, clutter).</p> <p>In particular:</p> <ul style="list-style-type: none"> <li>• Black spots and road sections with less than a 3-star rating (AusRAP or equivalent) should be ruled out for advertising device placement</li> <li>• Highly cluttered road environments should be ruled out for advertising device placement</li> <li>• The installation should be reviewed at regular intervals and audited against the guidance principles (because crash rates, traffic volume, the built environment etc. will change over time)</li> <li>• Advertising signs should not be placed on the same posts as traffic control devices.</li> </ul>	<p>AusRAP star rating is over 3 for all road users.</p> <p>This particular location is not considered to be highly cluttered.</p> <p>It is recommended that the sign operator arranges for safety audits to be completed at regular intervals to ensure the proposed billboard is not resulting in poorer safety outcomes.</p> <p>The advertising billboard will be located on a separate base, well clear of existing signage and outside the road reserve.</p>

### 3. Planning Scheme Assessment

#### 3.1 C1.0 Signs Code

Table 5: C1.6.1 Design and siting of signs

<b>C1.6.1 Design and siting of signs</b>	
<p>Objective: That:</p> <ul style="list-style-type: none"> <li>(a) Signage is well designed and sited; and</li> <li>(b) Signs do not contribute to visual clutter or cause an unreasonable loss of visual amenity to the surrounding area.</li> </ul>	
<p><b>Acceptable Solution A1</b></p> <p>A sign must:</p> <ul style="list-style-type: none"> <li>(a) Be located within the applicable zone for the relevant sign type set out in Table C1.6; and</li> <li>(b) Meet the sign standards for the relevant sign type set out in Table C1.6,</li> </ul> <p>excluding for the following sign types, for which there is no Acceptable Solution:</p> <ul style="list-style-type: none"> <li>(i) Roof sign</li> <li>(ii) Sky sign; and</li> <li>(iii) Billboard.</li> </ul> <p><b>Performance Criteria 1.1</b></p> <p>A sign must:</p> <ul style="list-style-type: none"> <li>(a) Be located within an applicable zone for the relevant sign type as set out in Table C1.6; and</li> <li>(b) Be compatible with the streetscape or landscape, having regard to:                             <ul style="list-style-type: none"> <li>(i) The size and dimensions of the sign</li> <li>(ii) The size and scale of the building upon which the sign is proposed</li> <li>(iii) The amenity of surrounding properties</li> <li>(iv) The repetition of messages or information</li> <li>(v) The number and density of signs on the site and on adjacent properties; and</li> <li>(vi) The impact on the safe and efficient movement of vehicles and pedestrians.</li> </ul> </li> </ul> <p><b>Performance Criteria P1.2</b></p> <p>If a roof sign, sky sign or billboard, the sign must:</p> <ul style="list-style-type: none"> <li>(a) Be located within the applicable zone for the relevant sign type set out in Table C1.6</li> <li>(b) Meet the sign standards for the relevant sign type in Table C1.6</li> </ul>	<p><b>Satisfies Performance Criteria P1.1 and 1.2</b></p> <p>As the proposed sign is a billboard sign, it is unable to comply with Acceptable Solutions A1. It does however satisfy Performance Criteria P1.1 and 1.2 as follows:</p> <p><b>Performance Criteria P1.1</b></p> <ul style="list-style-type: none"> <li>(a) The site is located in Zone 28 – Recreation which is an applicable zone for a billboard sign as per Table C1.6</li> <li>(b) The sign is proposed to be facing the Tasman Highway and compatible with the surrounding landscape in the following regards:                             <ul style="list-style-type: none"> <li>(i) The proposed billboard has an LED display, the LED display will be 2.88m high by 5.76m wide and display a still image that changes periodically. There is a static border around the sign, bringing the total billboard size to 3.57m high by 5.94m wide.</li> <li>(ii) The sign will be secured on the ground and is not building mounted</li> <li>(iii) The sign will be predominantly visible to drivers on the Tasman Highway and is not expected to adversely affect the amenity of surrounding properties</li> <li>(iv) The sign will carry unique messaging that does not repeat any other signs in the vicinity</li> <li>(v) The site is located in a large open space and the proposed sign will be located between an existing LED speed sign and an existing static billboard sign that is currently folded and is not regularly used; and</li> <li>(vi) The proposed sign will be offset from the Tasman Highway by approximately 5.8m. The LED image will sit approximately 1.53m above the Tasman Highway road surface and the base of the billboard will sit approximately 93m above the Tasman Highway surface.</li> </ul> </li> </ul> <p>The sign will not impact sight lines of vehicles along the Tasman Highway or any other side road. The sign will be located adjacent to the pedestrian footpath facing the roadway not interfering with pedestrian sight lines.</p>

**C1.6.1 Design and siting of signs**

- (c) Not contribute to visual clutter or cause unreasonable loss of amenity to the surrounding area, having regard to:
  - (i) The size and dimensions of the sign
  - (ii) The size and scale of the building upon which the sign is proposed
  - (iii) The amenity of surrounding properties
  - (iv) The repetition of messages or information
  - (v) The number and density of signs on the site and on adjacent properties; and
  - (vi) The impact on the safe and efficient movement of vehicles and pedestrians.

The crash history, discussed in Section 2.2.4 of this report, shows an average of less than 4 crashes per year at this location, all of which are low severity. The majority of crashes are rear end type crashes.

**Performance Criteria P1.2**

- (a) The site is located in Zone 28 – Recreation which is an applicable zone for a billboard sign as per Table C1.6
- (b) The proposed billboard has an LED display, the LED display will be 2.88m high by 5.76m wide and display a still image that changes periodically. There is a static border around the sign, bringing the total billboard size to 3.57m high by 5.94m wide.
- (c) The proposed sign is not expected to cause unnecessary visual clutter, as shown in the proposed view in Figure 4 of this report. The sign is well offset from the road and other signs and does not obstruct them.
  - (i) The proposed billboard has an LED display, the LED display will be 2.88m high by 5.76m wide and display a still image that changes periodically. There is a static border around the sign, bringing the total billboard size to 3.57m high by 5.94m wide.
  - (ii) The sign will be secured on the ground and is not building mounted
  - (iii) The sign will be predominantly visible to drivers on the Tasman Highway and is not expected to adversely affect the amenity of surrounding properties
  - (iv) The sign will carry unique messaging that does not repeat any other signs in the vicinity
  - (v) The site is located in a large open space and the proposed sign will be located between an existing LED speed sign and an existing static billboard sign that is currently folded and is not regularly used; and
  - (vi) The proposed sign will be offset from the Tasman Highway by approximately 5.8m. The LED image will sit approximately 1.53m above the Tasman Highway road surface and the base of the billboard will sit approximately 93m above the Tasman Highway surface.

The sign will not impact sight lines of vehicles along the Tasman Highway or any other side road. The sign will be located adjacent to the pedestrian footpath facing the roadway not interfering with pedestrian sight lines.

The crash history, discussed in Section 2.2.4 of this report, shows an average of less than 4 crashes per year at this location, all of which are low severity. The majority of crashes are rear end type crashes.

Table 6: C1.6.2 Illuminated signs

<b>C1.6.2 Illuminated signs</b>	
<p>Objective:</p> <p>That:</p> <p>(a) Illuminated signs are compatible with the streetscape</p> <p>(b) The cumulative impact of illuminated signs on the character of the area is managed, including the need to avoid visual disorder or clutter of signs; and</p> <p>(c) Any potential negative impacts of illuminated signs on road safety and pedestrian movement are minimised.</p>	
<p><b>Acceptable Solution A1</b></p> <p>No Acceptable Solution.</p> <p><b>Performance Criteria P1</b></p> <p>An illuminated sign must not cause an unreasonable loss of amenity to adjacent properties or have an unreasonable effect on the safety, appearance or efficiency of a road, and must be compatible with the streetscape, having regard to:</p> <p>(a) The location of the sign</p> <p>(b) The size of the sign</p> <p>(c) The intensity of the lighting</p> <p>(d) The hours of operation of the sign</p> <p>(e) The purpose of the sign</p> <p>(f) The sensitivity of the area in terms of view corridors, the natural environment and adjacent residential amenity</p> <p>(g) The intended purpose of the changing message of the sign</p> <p>(h) The percentage of the sign that is illuminated with changing messages</p> <p>(i) Proposed dwell time; and</p> <p>(j) Whether the sign is visible from the road and if so the proximity to and impact on an electronic traffic control device.</p>	<p><b>Satisfies Performance Criteria P1</b></p> <p>The proposed sign satisfies Performance Criteria P1 as follows:</p> <p>(a) The sign is proposed to be located 5.8m offset from the southern travel lanes of the Tasman Highway, on private land at 20 Loinah Crescent, Montagu Bay.</p> <p>(b) The proposed billboard has an LED display, the LED display will be 2.88m high by 5.76m wide and display a still image that changes periodically. There is a static border around the sign, bringing the total billboard size to 3.57m high by 5.94m wide.</p> <p>(c) As per AS/NZS 4282:2023 the max average nighttime luminance for areas considered to have medium district brightness (Environmental Zone A3) is 250cd/m<sup>2</sup>. During the day, the sign is proposed to have a lux level of 6000cd/m<sup>2</sup> which is significantly less bright than ambient sunlight. As the Tasman Highway is a national/state highway with existing medium levels of lighting, this signage is not expected to be significantly brighter than the surrounds. The brightness of the billboard should be less than the existing LED speed limit sign located adjacent so that it does not distract from this sign. Should the sign have light levels that are not consistent with the surrounds it will be required to be switched off</p> <p>(d) The sign will operate between sunrise and 11:00pm, 7 days a week. During the summer months this would align with mostly daylight hours and during winter this would align with a maximum of 6 hours of darkness.</p> <p>(e) The purpose of the sign is to offer advertising tailored to the local audience</p> <p>(f) The sign faces the Tasman Highway and is located well away from residential properties and therefore would not be expected to impact residential amenity. The visual impact of the sign is shown in Figure 4 of this report. The sign impacts views to some housing and trees on the Eastern Shore, a small section of the Derwent River and some housing on the Western Shore. Views of Kunanyi are maintained.</p> <p>(g) It is intended that the sign will display a still image that changes periodically and the messages will be advertising a third-party business or goods and tailored for the local audience. As the sign is electronic, messaging can be periodically changed and kept relevant for higher influence. The sign can offer</p>

**C1.6.2 Illuminated signs**

- advertising to multiple businesses compared to only a single business with a static sign which reduces the overall number of signs required overall within an area.
- (h) 78% of the sign is illuminated with a still image that changes periodically, the remainder is a static border.
  - (i) The proposed dwell time will be a minimum of 45 seconds which would not imitate flashing, this is considered to be suitable for the visible distance of the sign to vehicles travelling on the Tasman Highway; and
  - (j) As shown in the proposed view in Figure 4 of this report, the sign is visible from the road but is well offset from the road and other signs and does not obstruct them.

Table 7: C1.6.3 Third party sign

**C1.6.3 Third party sign**

Objective:

To:

- (a) Provide for third party signs that are compatible with the streetscape and the character of the area in which it is proposed to be located
- (b) Manage the cumulative impact of third party signs on the character of an area; and
- (c) Minimise any potential impact of third party signs on road safety.

**Acceptable** Solution A1

No Acceptable Solution.

**Performance Criteria P1**

A third party sign must be compatible with the natural and built environment of the surrounding area, having regard to:

- (a) The content of the sign
- (b) The necessity for the advertisement to be in the location
- (c) Opportunities for alternative locations or other methods to achieve the intended purpose (e.g. eligibility for Tasmanian Visitor Information System (TVIS) signs)
- (d) The likely impact on the operation and safety of a railway, road, footpath, or navigable water; and
- (e) Any advice from a State authority.

**Satisfies Performance Criteria P1**

The Performance Criteria P1 can be satisfied as follows:

- (a) The sign content will be varying commercial advertising with content suitable to the local community
- (b) The proposed location provides a highly visible site suitable for advertising
- (c) The site is unique in its placement adjacent to a busy national/ state highway. There is opportunity for the sign to include tourism signage as the route is into Hobart City from the Airport. Alternative locations would likely not achieve the high visibility of large traffic flows travelling at a reduced speed
- (d) As discussed above, the proposed sign is not expected to negatively impact the safety of the road or footpath in the vicinity. The sign will not be in the sight line of traffic or pedestrians to the road and intersections. There is no rail or waterway in the area; and
- (e) The Department of State Growth have been contacted regarding the proposed signage, as the signage is located on private land they have raised no concerns.

## 4. Summary

It is proposed to erect an illuminated Light Emitting Diode (LED), freestanding billboard sign at 20 Loinah Crescent, Montagu Bay.

pitt&sherry have undertaken a comprehensive assessment of the billboard impact. With consideration of the road environment, travel speed and crash history, the positioning and presence of an LED billboard at this location is not expected to have a detrimental impact to the safety of the road.

To ensure the sign operates safely, the following requirements of the billboard sign should be adhered to:

- Roadside advertising devices should not contain motion, changes in luminance or any effects that create the illusion of movement
- Roadside advertising devices should not contain flashing, blinking, revolving, pulsating or intermittent lights
- The dwell time must be a minimum of 45 seconds
- Message should change instantaneously. That is, no 'fade', 'zoom' or 'fly-in' effects and no blank screen between messages
- Sequencing of messages is prohibited
- The sign should have a maximum of 5 words displayed at any time
- Advertising devices should not be coloured like an official traffic sign or traffic signals
- Advertising devices should not imitate traffic control devices or give instructions to traffic to 'stop', 'halt' or other (e.g. give way, turn left or merge)
- Advertising devices should not contain extreme emotional material, especially content which could be threatening or anxiety provoking
- If the sign is too bright for the surrounding environment (i.e. during a cloudy day and in dark conditions), the brightness needs to be adjusted, or the sign turned off.

## Important information about your report

In some circumstances the scope of services may have been limited by a range of factors such as time, budget, access and/or site disturbance constraints. The Report may only be used and relied on by the Client for the purpose set out in the Report. Any use which a third party makes of this document, or any reliance on or decisions to be made based on it, is the responsibility of the Client or such third parties.

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# Proposed LED Billboard Designs

## Appendix A



General Notes:  
 (to be read in conjunction with all associated schedules)  
 Verify all dimensions on site before commencing work or shop drawings.  
 Do not scale drawings.  
 Drawings shall be read in conjunction with Engineer's drawings and computations and all structure specified by the Engineer shall be designed.  
 All work must comply with the National Construction Code Series and Australian Standards, and all other relevant by-laws and authorities.  
 No work shall be undertaken prior to approval by a registered Certifier.  
 No footing, or built form to encroach the title boundary.  
 Location of inground services and overhead power are to be confirmed on site. Achieving minimum clear distances from all services is the responsibility of the contractor.  
 All works are to be in accordance with relevant local authority approvals.



BISHOPP OUTDOOR ADVERTISING PTY LTD.



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 m 0406 272 260 m 0431 518 740  
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 QLD Registration # 4566 & #4928  
 NSW Registration # 12694 Sarah Mahon

**BISHOPP OUTDOOR ADVERTISING**

20 LOINAH CRESCENT MONTAGU BAY TAS 7018

**LOCATION PLAN**

1:1 @ A3  
 21/03/2025

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REV	DATE	DESCRIPTION	AUTHOR
01	21/03/2025	For Review	XX

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 FOR AUTHORITIES APPROVALS ONLY**

Drawing No	<b>100</b>
Revision	<b>01</b>
Project No	<b>2409_22</b>
Stage	<b>DD</b>

TASMAN HIGHWAY

EXISTING PATH

APPROXIMATE BOUNDARY LINE

SITE ID 5085023

APPROXIMATE BOUNDARY LINE  
TO VERTICAL EDGE OF PYLON (COS)

RL32.00

RL31.25

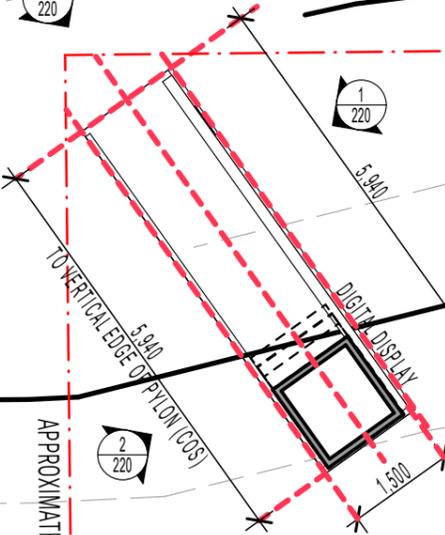
RL31.00

RL30.75

RL30.50

RL30.00

RL29.00



NOTE: SITE PLAN IS INDICATIVE ONLY.  
LOCATION OF EXISTING BOUNDARY LINES TO BE IDENTIFIED AND MARKED BY A LICENCED SURVEYOR.  
FINAL SETOUT DIMENSIONS TO BE CONFIRMED ON SITE.

EXISTING BUILDING

General Notes:  
(to be read in conjunction with all associated schedules)  
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**SITE PLAN**  
BILLBOARD PLAN

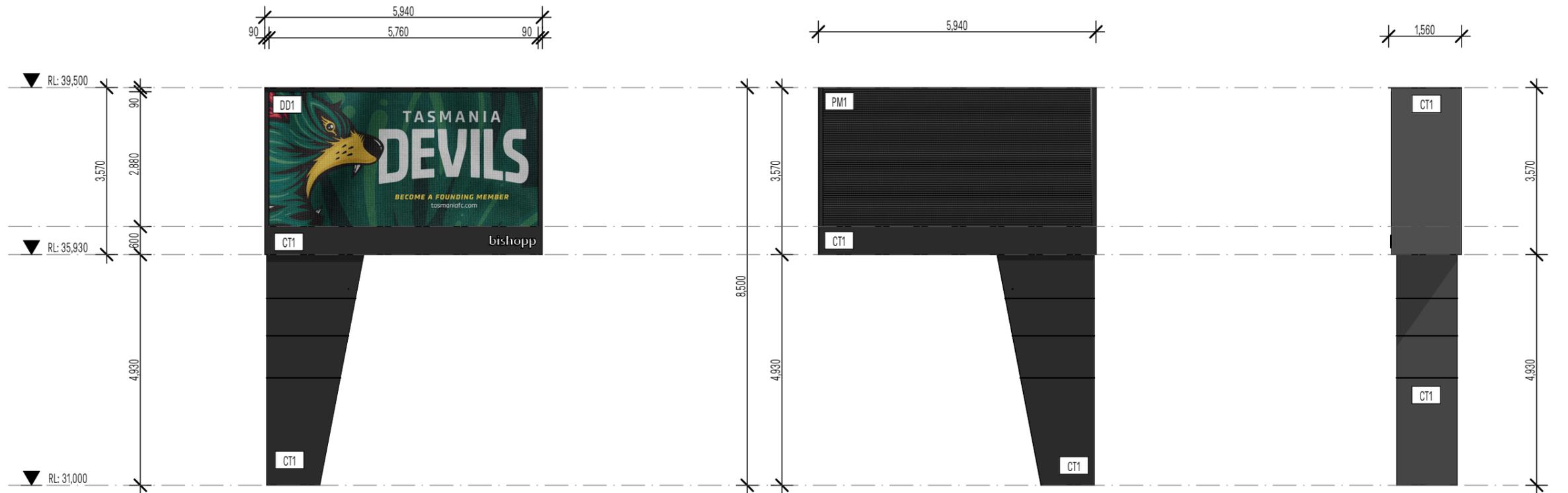


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Drawing No	<b>200</b>
Revision	<b>01</b>
Project No	<b>2409_22</b>
Stage	<b>DD</b>



1  
-  
6x3 FRONT ELEVATION (DIGITAL DISPLAY)  
1:100

2  
-  
6x3 REAR ELEVATION  
1:100

3  
-  
6x3 SIDE ELEVATION  
1:100

CODE	DESCRIPTION	SPECIFICATION	COLOUR	IMAGE
CT1	CLADDING TYPE ONE	SOLID ALUMINIUM CLADDING SPECIFICATION Thickness: to fabricator's specification Finish: proprietary powdercoat system for marine environments.	Colour to match Colorbond 'Monument'	
CT2	CLADDING TYPE TWO	PYLON CLADDING SPECIFICATION Vitrapanel Thickness: 9mm Finish: Pre-finished Coating: Single-sided	Colour to match Colorbond 'Monument'	
PM1	PERFORATED METAL TYPE	PERFORATED METAL SPECIFICATION Locker Group Perforated Aluminium screening Code: R09540A530. Open Area: 40% Thickness: to fabricator's specification. Finish: Powdercoat (marine grade finish to coastal environments) Proprietary rubber separation system at all fixing points. All screens are to custom made. Allow for 50mm margin at perimeter.	Colour to match Colorbond 'Monument'	
DD1	DIGITAL DISPLAY TYPE	DIGITAL DISPLAY SCREEN SPECIFICATION Refer to fabricator's specification		

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**LANDSCAPE DIGITAL BILLBOARD DETAIL DRAWINGS**

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Drawing No	<b>220</b>
Revision	<b>01</b>
Project No	<b>2409_22</b>
Stage	<b>DD</b>



INDICATIVE TASMAN HIGHWAY VIEW LOOKING WEST

General Notes:  
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**PERSPECTIVE VIEW - TASMAN HIGHWAY**

1:0.89, 1:0.77, 1:0.83, 1:90.91 @ A3  
 21/03/2025

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Drawing No	<b>300</b>
Revision	<b>01</b>
Project No	<b>2409_22</b>
Stage	<b>DD</b>

# AusRAP Inputs

## Appendix B

🏠 ✖
Roadside
Mid-block
Intersections
Flow
VRU facilities and land use
Speeds

Roadside severity - driver-side distance	0 to <1m
Roadside severity - driver-side object	Safety barrier - metal
Roadside severity - passenger-side distance	0 to <1m
Roadside severity - passenger-side object	Safety barrier - metal
Shoulder rumble strips	Not present
Paved shoulder - driver-side	Narrow (>= 0m to < 1.0m)
Paved shoulder - passenger-side	Narrow (>= 0m to < 1.0m)

🏠 ✖
Roadside
Mid-block
Intersections
Flow
VRU facilities and land use
Speeds

Carriageway label	Carriageway B of a divided carriageway road
Upgrade cost	High
Median type	Physical median width >= 1.0m to < 5.0m
Centreline rumble strips	Not present
Number of lanes	Three
Lane width	Wide (>= 3.25m)
Curvature	Straight or gently curving
Quality of curve	Not applicable
Grade	>= 0% to <7.5%

🏠 ✖
Roadside
Mid-block
Intersections
Flow
VRU facilities and land use
Speeds

Grade	>= 0% to <7.5%
Road condition	Good
Skid resistance / grip	Sealed - adequate
Delineation	Adequate
Street lighting	Present
Vehicle parking	None
Service road	Not present
Roadworks	No road works
Sight distance	Adequate

		Roadside	Mid-block	Intersections	Flow	VRU facilities and land use	Speeds
Intersection type	None						
Intersection channelisation	Not present						
Intersecting road volume	None						
Intersection quality	Not applicable						
Property access points	None						

		Roadside	Mid-block	Intersections	Flow	VRU facilities and land use	Speeds
Vehicle flow (AADT)	25000						
Motorcyclist %	1% - 5%						
Pedestrian peak hour flow across the road	6 to 25						
Pedestrian peak hour flow along the road driver-side	0						
Pedestrian peak hour flow along the road passenger-side	6 to 25						
Bicyclist peak hour flow	6 to 25						

		Roadside	Mid-block	Intersections	Flow	VRU facilities and land use	Speeds
Land use - driver-side	Commercial						
Land use - passenger-side	Educational						
Area type	Urban / rural town or village						
Pedestrian crossing facilities - inspected road	Grade separated facility						
Pedestrian crossing quality	Adequate						
Pedestrian crossing facilities - intersecting road	No facility						
Pedestrian fencing	Not present						
Sidewalk - driver-side	None						
Sidewalk - passenger-side	Physical barrier						

		Roadside	Mid-block	Intersections	Flow	VRU facilities and land use	Speeds
Pedestrian crossing quality	Adequate						
Pedestrian crossing facilities - intersecting road	No facility						
Pedestrian fencing	Not present						
Sidewalk - driver-side	None						
Sidewalk - passenger-side	Physical barrier						
Facilities for motorised two wheelers	None						
Facilities for bicycles	None						
School zone warning	Not applicable (no school at the location)						
School zone crossing supervisor	Not applicable (no school at the location)						

🏠 ✖ Roadside Mid-block Intersections Flow VRU facilities and land use Speeds

Speed limit	70km/h	▼
Differential speed limits	Not present	▼
Speed management / traffic calming	Not present	▼
Operating Speed (85th percentile)	70km/h	▼

## Attachment 6

### **Paul Roberts PhD**

42 Barlee St  
Mount Lawley  
Western Australia  
6050

Phone: 0411 507 328

E-mail: paul.l.roberts@outlook.com

### **Angela Moore**

Manager Engineering  
Clarence City Council

13 May 2025

### **Re: Electronic Billboard – Montagu Bay, Tasmania**

I have been engaged by Bishopp Outdoor Advertising to provide an assessment of the road safety implications of the proposal to install a digital billboard at 20 Loinah Crescent, Montagu Bay. I have a PhD in psychology and have over 20 years experience in road safety, having worked in both consulting and academia. I am currently an Associate Professor in the School of Psychological Science at the University of Western Australia and Deputy Director of the WA Centre for Road Safety Research. I have extensive experience in assessing the safety risk from driver distraction, particular from digital billboards. I authored the Austroads guidance on road side advertising, *AP-R420-13 Impact of Roadside Advertising on Road Safety*. I have published research and conducted numerous consulting projects concerned with distraction from digital billboards, and I am regularly called upon as an expert witness on distraction from roadside advertising.

My assessment of the driver distraction risk from a digital billboard at this site is informed by the Pitt and Sherry Planning Scheme Assessment, crash data, a drive-through video provided by Bishopp, and examination of the site and road network using Government and non-Government resources.

The proposal is for a 3m high by 6m wide digital display, with a dwell time of 45 seconds, located in the extreme northwest corner of the site. The billboard will first become visible to through traffic travelling west on the Tasman Highway from approximately 270m away, or less when entering the highway from Rosny Hill Rd.

In general, the road environment on approach to the proposed billboard is low demand with a high degree of intrinsic safety as a result of the relatively low speed limit (70 km/h) combined with freeway standard infrastructure. The one element of significant demand arises from the need to merge. While one of the lanes from Rosny Hill Rd is a trapped lane, the other requires a merge onto the Tasman Highway. The crash data indicates that there are crashes around this point, mostly rear-end. Significantly, they are all minor crashes, with no serious injury crashes reported. Furthermore, there is no evidence of any increasing crash problem. Indeed, the crash rate for 2023 and 2024 is half that of the preceding three years, with only three and two crashes respectively reported for those years.

The distraction risk from a digital billboard, particularly one that is offset from the forward roadway, accrues mainly from exposure to the image change. While drivers are quite good at regulating their off-road glances under most circumstances, they are less able to suppress attentional capture by a sudden environmental change such as digital billboard image change. So that drivers' attention is not involuntarily captured at a point where they are distracted from activities critical for safe driving, such as attending to a merge, it is critical to control drivers' exposure to image changes as much as possible.

AP-R420-13 provides a means of calculating the exposure of the traffic stream to image changes and recommends that the proportion of drivers who see an image change should be less than 100%. Later driving simulator research by our group suggests that if the proportion of drivers who see an image change can be kept to 30% or less then the distraction impact of the billboard declines to an undetectable level. Using the formula in AP-R420-13 and assuming a speed environment of 70 km/h, a maximum visibility distance of 270m (the critical merge point is closer, at around 200m from the billboard) and a dwell time of 45 seconds, 30% of drivers will see an image change on approach, and even less will see an image change while in the merge conflict zone. As a result, a digital billboard at this location is unlikely in my opinion to have a measurable impact on traffic behaviour and safety at this location.

This assessment demonstrates that the site in question is a low-risk site. In particular, the site and proposal have the following characteristics:

- The road on approach is predominantly of low cognitive demand.
- The road on approach is relatively low speed and of a high standard.
- There is no evidence of a significant crash problem.
- Where the billboard is visible from decision points, in this case a merge lane, the distraction risk is mitigated by the relatively long dwell time as outlined above.
- With the proposed 45 sec dwell time, a maximum of 30% of drivers overall will see the billboard change, and only 20% will see a change while travelling in the vicinity of the riskiest part of the approach: the merge point.



**Paul Roberts PhD**

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**Ph: 0411507328**

**7.3 LOCAL PROVISION SCHEDULE AMENDMENT REQUEST PDPSPAMEND-2024/048229 – 21 MATIPO STREET, RISDON VALE****EXECUTIVE SUMMARY****PURPOSE**

The purpose of this report is for Council, acting as a Planning Authority, to consider the request made for an amendment to the Clarence Local Provisions Schedule (LPS) under section 37 of the *Land Use Planning and Approvals Act 1993* (LUPAA).

The draft amendment seeks to change the zoning of 21 Matipo Street, Risdon Vale from Rural Zone to General Residential Zone.

**RELATION TO PLANNING PROVISIONS**

The property is within the Rural Zone. It is also subject to the Parking and Sustainable Transport, Natural Assets, Bushfire-Prone Areas, Flood-prone Areas Hazard, Landslip Hazard and Safeguarding of Airports Codes.

**LEGISLATIVE REQUIREMENTS**

The report on this item details the basis and reasons for the recommendation. Any alternative decision will require a full statement of reasons in order to maintain the integrity of the Planning approval process and to comply with the requirements of the *Judicial Review Act 2000* and the Local Government (Meeting Procedures) Regulations 2015.

Section 37 of LUPAA provides for the Planning Authority to consider a request to amend the Clarence Local Provision Schedule (LPS).

In determining this matter, the Planning Authority must consider whether it is satisfied that the draft amendment meets the LPS criteria under Section 34 of LUPAA. The Planning Authority is required to make a decision in relation to this matter within the statutory period, which expires on 14 July 2025.

**CONSULTATION**

Unless directed otherwise by the Tasmanian Planning Commission, if Council agrees to a request to prepare a draft amendment to the LPS, it will then be subject to public exhibition and open for public comment for a period of 28 days, in accordance with statutory requirements.

**FINANCIAL IMPLICATIONS**

No significant implications.

**RECOMMENDATION:**

- A. That, pursuant to Section 38(1) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority is satisfied that the requested amendment of the Clarence Local Provisions Schedule (PDPSPAMEND-2024/048229) meets the LPS criteria under Section 34 and, pursuant to Section 38(2) of the Act, agrees to prepare a draft amendment to rezone the entire lot Volume 120636 Folio 3, known as 21 Matipo Street, Risdon Vale to General Residential Zone.
- B. That, pursuant to Section 40F(2) of the *Land Use Planning and Approvals Act 1993*, the Planning Authority certifies that the draft amendment meets the requirements of the Act including the LPS criteria.

- C. That pursuant to Section 40G of the *Land Use Planning and Approvals Act 1993*, the Planning Authority will publish an exhibition notice of the draft amendment and give the required notification and, pursuant to Section 40H of the Act place the draft amendment on public exhibition for a period of 28 days.
- D. That the details and conclusions included in the Associated Report be recorded as the reasons for the Planning Authority’s decision in respect of this matter.

---

## **ASSOCIATED REPORT**

### **1. BACKGROUND**

- 1.1.** The application was submitted to Council in November 2024, at which time the land was outside the Urban Growth Boundary (UGB) under the Southern Tasmanian Regional Land Use Strategy (STRLUS).
- 1.2.** On 19 May 2025, an updated STRLUS was gazetted including a series of changes to the urban growth boundary. The land is now included within the UGB as shown by Map 10, Inset 5, of the updated STRLUS.
- 1.3.** An updated application has been provided along with a planning report, which is included as Attachment 3.

### **2. THE PROPOSAL**

The proposal is to rezone approximately 4.1873ha of land, currently zoned Rural to General Residential. There are no proposed changes to the codes.

### **3. STATUTORY IMPLICATIONS**

- 3.1.** The subject site is located within the Rural Zone under the Scheme and subject to the following codes:
- C2.0 – Parking and Sustainable Transport Code,
  - C7.0 – Natural Assets Code,
  - C12.0 – Flood-prone Areas Hazard Code,
  - C13.0 – Bushfire-Prone Areas Code,
  - C15.0 – Landslip Hazard Code, and
  - C16.0 – Safeguarding or Airports Code.

- 3.2.** Council’s assessment of this proposal must be in accordance with Part 3B - Amendments of LPSs of LUPAA, which references the LPS criteria outlined in Section 34 of LUPAA, including consideration of the objectives of Schedule 1 of LUPAA, State policies, Tasmanian Planning Policies and the STRLUS.
- 3.3.** If the planning authority considers that the proposal does not meet the LPS criteria, then the draft amendment may be modified so that it meets the requirements or may be refused.
- 3.4.** If the planning authority agrees to the request to amend the LPS, it must prepare a draft amendment and certify that it meets the requirements of LUPAA, including the LPS criteria, and provide copies of the documentation to the Commission. The proposal is then placed on public exhibition and representations received for a period of 28 days. Following public exhibition, the Planning Authority then must consider the merits of any representations received and their impact on the draft amendment and provide a report to the Commission. The Commission will then hold a public hearing on the matter and make a determination.
- 3.5.** There is no appeal process available to request for amendment if the Planning Authority refuses the initial request. The applicant may ask the Commission to review the process leading to the decision, but not the merits of that decision.

#### **4. PROPOSAL IN DETAIL**

##### **4.1. The site**

The subject site is located at 21 Matipo Street, Risdon Vale, as shown in Figure 1. The site is 4.1873ha in total. The property is subject to a right-of-carriageway in favour of Council and a pipeline easement in favour of Council.

Adjacent land is zoned General Residential to the west, with Landscape Conservation to the south, east and north.



**Figure 1 Location of subject site - outlined in red, showing existing land zoning (Source Council GIS)**

The site is located at the easternmost end of the existing Risdon Vale urban development. Surrounding land is predominantly developed with single and multiple dwellings to the west. A subdivision for five large lots (40ha each) was approved for the large parcel to the south and east in 2024, which is yet to be developed.

Risdon Vale itself is comprised of a mix of urban land uses and development, together with parks, a primary school, and including a small commercial centre consisting of a service station, grocer, café and pharmacy.

The overlays to the codes identified above each apply to the entirety of the subject site and are not proposed to be altered through the amendment process.

#### **4.2. Infrastructure Provision**

The subject site is within the TasWater full-service area for water and sewerage infrastructure, with minor extension required. Council stormwater infrastructure is located in the privately-owned lot to the north at 1 Downhams Road.

Access to TasNetworks infrastructure is available within the adjacent Downhams Road reservation, and off Matipo Street.

Existing vehicular access to the site is provided at the southern end of Matipo Street, adjacent the residential property at 19 Matipo Street. Another access is provided to a small cottage at the northern boundary of the property from Downhams Road, abutting the fence of 1 Matipo Street.

Although some concerns exist at a Council level in relation to stormwater management and disposal from the site at subdivision stage, Council's development engineers agree that a solution is likely to be achieved at subdivision stage – subject to detailed engineering design work being undertaken.

There are no significant constraints to the site from an infrastructure perspective.

## **5. PLANNING SCHEME IMPLICATIONS**

- 5.1.** The proposed amendment seeks to change the site currently zoned Rural to General Residential; all other applicable provisions of the LPS are to remain the same.
- 5.2.** However, this change to zoning will mean that the applicable provisions of the scheme, particularly in relation to uses and density of development, will change, as detailed below.
- The range of no permit required uses will change from being focussed on resource development, passive recreation and utilities to residential, if for a single dwelling. Natural and cultural values management would remain no permit required uses.
  - Those uses permitted for the land would reduce to residential and visitor accommodation.
  - The range of uses identified as discretionary would be limited to select business and professional services uses, community meeting and entertainment, educational and occasional care, emergency services, food services, general retail hire only for a local shop, sports and recreation and utilities.

- Minimum lot sizes consistent with the acceptable solution for subdivision within the Rural Zone change from 40ha to 450m<sup>2</sup> within the General Residential Zone.
- The present Rural zoning allows for a range of uses that may be more likely to create conflict with those dwellings in the adjacent General Residential Zone to the west.

**5.3.** From this comparison, it can be seen that the intent of the General Residential Zone is to provide for residential development at a density consistent with that of the existing Risdon Vale settlement to the west, allowing for use of existing infrastructure networks and benefitting from local services.

**5.4.** From a likely development perspective, it is noted that while multiple dwellings are permitted in the General Residential Zone, changing the site would provide for residential development consistent with that in the existing Risdon Vale settlement. Such development would provide a logical capping to residential area to the west – it is considered that a transition zone to the Landscape Conservation zone to the west is not necessary.

**5.5.** The General Residential Zone includes additional provisions intended to ensure residential amenity is provided to occupants, including for example, private open space, sunlight to private open space, width of garages and carports for dwellings, privacy for dwellings, waste storage for multiple dwellings, and lot orientation provisions that have no equivalent in the Rural Zone were residential development is proposed. This is considered an acknowledgement of the intended denser urban form of the General Residential Zone.

**5.6. Appropriateness of the General Residential Zone**

The applicant states that the proposed rezoning would facilitate uses more likely to be undertaken in harmony with the immediately adjacent General Residential Zone area, and which can benefit from, and support, social infrastructure.

It is submitted that the current Rural zoning allows uses more likely to cause land use conflict with those dwellings in the adjoining General Residential Zone.

In considering the appropriateness of the site to be zoned General Residential, the zone application guidelines for the General Residential Zone within the Tasmanian Planning Commission’s *Guideline No. 1 – Local Provision Schedule (LPS): zone and code application* (Guideline 1) are relevant as outlined below.

<b>Zone Application Guideline</b>	<b>Comment</b>
<p>“GRZ 1  <i>The General Residential Zone should be applied to the main urban residential areas within each municipal area which:</i>  <i>(a) are not targeted for higher densities (see Inner Residential Zone); and</i>  <i>(b) are connected, or intended to be connected, to a reticulated water supply service and a reticulated sewerage system.</i></p>	<p>This criterion is met as the site is:</p> <ul style="list-style-type: none"> <li>• not targeted for higher densities; and</li> <li>• is within a full service area for reticulated water supply service and reticulated sewerage.</li> </ul>
<p>GRZ 2  <i>The General Residential Zone may be applied to green-field, brown-field or grey-field areas that have been identified for future urban residential use and development if:</i>  <i>(a) within the General Residential Zone in an interim planning scheme;</i>  <i>(b) within an equivalent zone under a section 29 planning scheme; or</i>  <i>(c) justified in accordance with the relevant regional land use strategy, or supported by more detailed local strategic analysis consistent with the relevant regional land use strategy and endorsed by the relevant council; and</i>  <i>(d) is currently connected, or the intention is for the future lots to be connected, to a reticulated water supply service and a reticulated sewerage system.</i></p>	<p>This criterion is met as the site has been recently included within the urban growth boundary of the STRLUS, as at 19 May 2025 and therefore in accordance with (c).</p> <p>Consistent with (d), the site is within a fully serviced area for water and sewerage.</p>

<p>GRZ 3</p> <p><i>The General Residential Zone should not be applied to land that is highly constrained by hazards, natural values (i.e., threatened vegetation communities) or other impediments to developing the land consistent with the zone purpose of the General Residential Zone, except where those issues have been taken into account and appropriate management put into place during the rezoning process.”</i></p>	<p>Both natural values and bushfire hazards are relevant to the site. However, no significant vegetation communities have been identified on the site.</p> <p>This criterion is met as it is considered that the natural values and hazard spatial overlays relevant to the site do not represent high development constraints because:</p> <ul style="list-style-type: none"> <li>• the priority vegetation code would apply to the future subdivision of the land being within the General Residential Zone (Clause C7.2.1 (xii)), thus offering protection as required.</li> <li>• the Bushfire-Prone Areas Code is applicable to the subdivision of land, or for a vulnerable or hazardous use (Clause C13.2.1 (a) and (b)) and would be considered at the time that the lot is to be subdivided. Any site specific requirements will be considered at the subdivision and then building stage for any future approved development.</li> <li>• the landslip code shows the site as within the Low Risk category. There are several exemptions to the application of this code at the planning stage (clause C15.4.1), as it is considered that development within the Low Risk category is generally able to be managed at the building stage, or alternatively at the subdivision stage if the work is considered “significant works” under the code.</li> <li>• the highest elevation of the land is at the south-eastern corner of the site, at approximately 114m AHD. The Obstacle Limitation Surface (OLS) layer applicable to the site is 147m AHD.</li> </ul>
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	<p>The acceptable solution building height for the General Residential Zone is 8.5m. Accordingly, it is considered that future development of the site would be exempt from the Safeguarding of Airports Code in accordance with Clause C16.2.</p> <ul style="list-style-type: none"><li>• The site is sufficiently large and has sufficient road frontage to Downhams Road to potentially accommodate subdivision of a density envisaged as being appropriate by the TPS within the General Residential Zone, or alternatively the development of multiple dwellings. The applicable scheme provisions adequately manage and account for the potential issues arising from more dense development.</li></ul>
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Given the site is adjacent to land zoned General Residential and is without significant natural values, it is considered that there is no basis for why this site should be constrained differently from the adjoining properties and that any residential amenity can be satisfactorily protected through the application of the applicable standards of the General Residential Zone.

Any future subdivision development would need to demonstrate how it would overcome/deal with potential access sight distance constraints at the Downhams Road frontage, as well as the standard and extent of street construction. A traffic impact assessment submitted in support of this proposed amendment indicates that safe access can be facilitated through the construction of an internal access road, which could be managed via the planning application assessment and inclusion of relevant permit conditions. Accordingly, future development potential facilitated by the proposed amendment has not raised any unmanageable concerns.

**6. ASSESSMENT AGAINST LEGISLATIVE REQUIREMENTS****6.1. LPS Criteria**

Section 34 of LUPAA states:

- “(2) The LPS criteria to be met by a relevant planning instrument are that the instrument –*
- (a) contains all the provisions that the SPPs specify must be contained in an LPS; and*
  - (b) is in accordance with section 32; and*
  - (c) furthers the objectives set out in Schedule 1; and*
  - (d) is consistent with each State policy; and*
  - (da) satisfies the relevant criteria in relation to the TPPs; and*
  - (e) as far as practicable, is consistent with the regional land use strategy, if any, for the regional area in which is situated the land to which the relevant planning instrument relates; and*
  - (f) has regard to the strategic plan, prepared under section 66 of the Local Government Act 1993, that applies in relation to the land to which the relevant planning instrument relates; and*
  - (g) as far as practicable, is consistent with and co-ordinated with any LPSs that apply to municipal areas that are adjacent to the municipal area to which the relevant planning instrument relates; and*
  - (h) has regard to the safety requirements set out in the standards prescribed under the Gas Safety Act 2019.*
- (2A) A relevant planning instrument satisfies the relevant criteria in relation to the TPPs if –*
- (a) where the SPPs and the relevant regional land use strategy have not been reviewed under section 30T(1) or section section 5A(8) after the TPPs, or an amendment to the TPPs, is or are made – the relevant planning instrument is consistent with the TPPs, as in force before the relevant planning instrument is made; and*
  - (b) whether or not the SPPs and the applicable regional land use strategy have been reviewed under section 30T(1) or section section 5A(8) after the TPPs, or an amendment to the TPPs, is or are made – the relevant planning instrument complies with each direction, contained in the TPPs in accordance with section 12B(3) , as to the manner in which the TPPs are to be implemented into the LPSs.*
- (3) An amendment of an LPS, or a draft amendment of an LPS, is taken to meet the LPS criteria if the amendment of the LPS, or the draft amendment of the LPS, if made, will not have the effect that the LPS, as amended, will cease to meet the LPS criteria.”*

Importantly, as the current LPS is taken as having met the LPS criteria as assessed through the transition to the Tasmanian Planning Scheme – Clarence, subsection (3) requires the planning authority to assess if the proposed amendment will cause the LPS to cease to meet this criteria.

## **6.2. Assessment against LPS Criteria**

Assessment against relevant legislative requirements is contained in the discussion below.

**(a) *contains all the provisions that the SPP's specify must be contained in the LPS***

The proposed amendment seeks to modify the Clarence LPS zone map to change the application of the Rural Zone from the land to the General Residential Zone, which is already used in the LPS.

The proposed amendment does not introduce any additional provisions which may conflict with the State Planning Provisions

Accordingly, the proposed amendment is considered to meet the LPS criteria in this regard.

**(b) *be in accordance with Section 32***

Section 32 specifies the content of the LPS. The proposed amendment relates to existing zone classifications only within the established structure of the planning scheme.

Accordingly, the proposed amendment is considered to meet the LPS criteria in this regard.

**(c) *further the objectives set out in Schedule 1***

Assessment of the amendment against the Schedule 1 objectives of the Resource Management and Planning System of Tasmania (RMPS), is provided in the following table.

Objective	Response
<p><i>“The objectives of the resource management and planning system of Tasmania are:</i></p>	
<p><i>(a) to promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity; and</i></p>	<p>The proposed rezoning is considered a logical extension of the existing General Residential Zone on the site and adjoining land to the west. The proposal would have minimal impact on high biodiversity values, in that bushfire management could be managed through the proper consideration of the proposed road and lot layout, to ensure bushfire hazard management areas are contained within the boundaries of the future lots.</p>
<p><i>(b) to provide for the fair, orderly and sustainable use and development of air, land and water; and</i></p>	<p>The draft amendment would result in the orderly extension of residential development at this part of Risdon Vale and seeks to change the zoning of an isolated pocket of Rural zoned land. It will provide for fair, orderly development of the land by providing consistent provisions on the subject site and adjacent land to the west.</p>
<p><i>(c) to encourage public involvement in resource management and planning; and</i></p>	<p>If the amendment is certified, the application will be advertised for public comment. Any representations received will be considered by the Planning Authority and reported to the Commission, who may hold public hearings into the representations. Future use and development of the area will be subject to the Scheme provisions with any discretionary use and development to be publicly notified.</p>
<p><i>(d) to facilitate economic development in accordance with the objectives set out in <a href="#">paragraphs (a), (b) and (c)</a>; and</i></p>	<p>By providing for the future residential subdivision of the site, the amendment would facilitate use and development appropriate to the General Residential Zone and thus provide for economic development. This includes through construction of a future subdivision, and subsequent residential development of the resultant lots.</p>

<i>(e) to promote the sharing of responsibility for resource management and planning between the different spheres of Government, the community and industry in the State.”</i>	The proposal was referred to both TasWater and TasNetworks who have indicated no objection to the draft amendment.
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Accordingly, the proposed amendment is considered to meet the LPS criteria in this regard.

**(d) is consistent with each State policy**

Assessment of the proposed amendment against the State Policies is as follows.

- **State Policy on the Protection of Agricultural Land 2009**

The proposed amendment is considered consistent with this policy for the following reasons:

- The agricultural potential of the site is severely limited, given its land classification as a combination of classes 5 and 6 land as defined, and is separated from all other land within either the Agriculture or Rural Zones;
- The land is not prime agricultural land, and therefore does not result in conversion of prime land to non-agricultural use;
- The site has an area of 4.1873ha, is located adjacent the existing residential settlement of Risdon Vale, and has recently been identified as being appropriate for future residential land use by amendment to the STRLUS. The site is not considered to be of regional significance for agricultural purposes and does not have any strategic value for use for agriculture.

- **State Coastal Policy 1996**

This policy does not apply, as the site is three kilometres from the coastal zone.

- **State Policy on Water Quality Management 1997**

The proposed amendment is considered consistent with this policy for the following reasons:

- The site is located within a residential suburb that is already developed and serviced by sealed roads and stormwater infrastructure. Accordingly, water quality is being managed by the Urban Drainage Authority;
- Any future development on the site, will be considered in context of Council's Stormwater Management in New Developments Procedure, which is aligned with the state policy;
- Any future development would be assessed against the Tasmanian Planning Scheme – Clarence, which has been assessed as being consistent with all State Policies.

- **National Environment Protection Measures (NEPMs)**

The proposed amendment is considered consistent with measures (taken as State Policies) for the following reasons:

- It is anticipated that the land once rezoned will be developed for residential purposes or allowable uses, that would not require consideration against NEPMs;
- If non-residential or discretionary uses were proposed, it considered that the Use Standards within the General Residential Zone would provide appropriate controls on the intensity of uses to maintain residential amenity;
- It is considered likely such uses would not be likely to, or have the potential to, cause significant environment harm and are unlikely to require administration by the Environmental Protection Authority;
- Any future development would be assessed against the Tasmanian Planning Scheme – Clarence, which has been assessed as compliant with all State Policies.

Accordingly, the proposed amendment is considered to meet the LPS criteria in this regard.

**(da) satisfies the relevant criteria in relation to the TPPs**

Not Applicable - there are currently no Tasmanian Planning Policies in effect.

**(e) as far as practicable, is consistent with the regional land use strategy, if any, for the regional area in which is situation the land to which the relevant planning instrument relates**

It is considered that the proposed amendment is generally aligned with, consistent with or neutral with the relevant strategic directions of the Southern Tasmanian Regional Land Use Strategy (STRLUS), which are:

- SD 5 – Biodiversity and Geodiversity;
- SD 8 – Managing Risks and Hazards;
- SD 9 – Cultural Values;
- SD12 – Physical Infrastructure; and
- SD19 – Settlement and Residential Development.

An assessment of the proposal against the associated regional policies is provided below.

<b>STRLUS Regional Policies</b>	<b>Comment</b>
<i>“BNV 1.1 - Manage and protect significant native vegetation at the earliest possible stage of the land use planning process. Where possible, ensure zones that provide for intensive use or development are not applied to areas that retain biodiversity values that are to be recognised and protected by Planning Schemes.</i>	A natural values assessment was submitted as part of the amendment, which concludes that there is no rare, threatened or endangered species within the boundaries of the site. Nonetheless, the Natural Assets Code would continue to apply and would result in the retention of the priority vegetation overlay as part of the change of zoning and future subdivision.
<i>BNV 1.2 - Recognise and protect biodiversity values deemed significant at the local level and ensure that planning schemes: a. specify the spatial area in which biodiversity values are to be recognised and protected (either by textural description or map overlay); and b. implement an ‘avoid, minimise, mitigate’ hierarchy of actions with respect to development that may impact on recognised and protected biodiversity values.</i>	The Natural Assets Code of the TPS allows for appropriate consideration of natural values at subdivision stage, as encouraged by the natural values assessment provided.
<b>Managing Risks and Hazards (MRH)</b>	
<i>MRH 1.1 – Provide for the management and mitigation of bushfire risk at the earliest possible stage of the land use planning process (rezoning or if no rezoning required; subdivision) by the identification and protection (in perpetuity) of buffer distances or through the design and layout of the lots.</i>	The subject site is fully located within the Bushfire-Prone Areas code overlay which is unaffected by the proposed LPS amendment. Therefore, any future development, including subdivision, will need to demonstrate compliance with the Code provisions. The submission includes detailed consideration of possible bushfire mitigation measures and concludes that management of bushfire risk can occur within the boundaries of future lots, without reliance upon adjacent land.
<i>MRH 1.5 – Allow new development (at either the rezoning or development application stage) in bushfire prone areas only where any necessary vegetation clearance for bushfire risk reduction is in accordance with the policies on biodiversity and native vegetation.</i>	As noted, a natural values assessment, together with a summary of the complimentary bushfire hazard management measures for future development of the site have been provided. These satisfactorily demonstrate that development can occur with only minimal clearance of vegetation, subject to future lots being of an appropriate size to accommodate the required hazard management areas.

<b>Cultural Values (CV)</b>	
<i>CV 1 - Recognise, retain and protect Aboriginal heritage values within the region for their character, culture, sense of place, contribution to our understanding history and contribution to the region's competitive advantage.</i>	A field survey and assessment of Aboriginal heritage values present on the site was provided as part of the amendment. No sites of significance have been identified within the boundaries of the site.
<i>CV 2 - Recognise, retain and protect historic cultural heritage values within the region for their character, culture, sense of place, contribution to our understanding history and contribution to the region's competitive advantage.</i>	The site is not listed at a state or local level, and no sites of significance have been identified.
<b>Physical Infrastructure (PI)</b>	
<i>PI 1.1 - Preference growth that utilises under-capacity of existing infrastructure through the regional settlement strategy and Urban Growth Boundary for metropolitan area of Greater Hobart. It is considered that the proposed rezoning, by providing for increased development intensity, is aligned with maximising use of existing infrastructure capacity.</i>	The application has been referred to TasWater and TasNetworks as part of the assessment of the amendment, and both are satisfied that future subdivision of the site can be accommodated within the context of the existing infrastructure network. Although some concerns exist at a Council level in relation to stormwater management and disposal from the site at subdivision stage, Council's development engineers concede that there may be engineering solutions available to drain stormwater – subject to detailed engineering design work being undertaken.
<b>Settlement and Residential Development (SRD)</b>	
<i>SRD 1.5 - Ensure land zoned residential is developed at a minimum of 15 dwellings per hectare (net density).</i>	The proposed rezoning of the entire lot to General Residential enables fully serviced land for development at higher densities. General Residential Zone will enable the site, subject to scheme provisions and permit assessment, to be developed as a residential subdivision, therefore achieving higher densities than the existing situation. It is considered that this level of intensification is appropriate.
<i>SRD 2.1 - Ensure residential growth for Greater Hobart occurs through 50% infill development and 50% greenfield development."</i>	The proposed rezoning facilitates growth within the defined existing urban area of Clarence, at Risdon Vale.

As outlined above, the proposed amendment is consistent with the Southern Tasmania Regional Land Use Strategy. Accordingly, the proposed amendment is considered to meet the LPS criteria in this regard.

**(f) *has regard to the strategic plan, prepared under Section 66 of the Local Government Act 1993, that applies to the land to which the relevant planning instrument relates***

The LPS is generally consistent with the City of Clarence Strategic Plan 2021-2031 with the overarching goals for a people friendly city, a well-planned liveable city, a prosperous and creative city, and an environmentally responsible city. There are no specific local policies or strategies that are relevant to this proposal.

The proposed amendment does not propose a change to an extent that would alter this consistency. Accordingly, the proposed amendment is considered to meet the LPS criteria in this regard.

**(g) *as far as practicable, is consistent with and co-ordinated with any LPS that apply to municipal areas that are adjacent to the municipal area to which the relevant planning instrument relates***

Not applicable, the subject site is not adjacent to any other municipal area.

**(h) *has regard to the safety requirements set out in the standards prescribed under the Gas Safety Act 2019.***

Not applicable, there is no land within the Clarence area that is subject to the *Gas Safety Act 2019*.

## **7. RECENT CHANGES TO TPC GUIDELINE NO.1**

**7.1.** On 3 June 2025, changes to the Tasmanian Planning Commission's Guideline No. 1 (Local Provisions Schedule (LPS): zone and code application) were implemented. The changes now require:

*“3.6 The application of one or more higher-order urban zones within Greater Hobart, as defined by Map 2 of the Southern Tasmania Regional Land Use Strategy, must be supported by a Precinct Structure Plan.*

*The requirement for a Precinct Structure Plan may be waived where a proposal is made under section 40T of the Act and accompanied by a concurrent application for subdivision and/or development proposal fulfilling the function of a Precinct Structure Plan as relevant and within its context.”*

**7.2.** Under the above changes to the guidelines, it is acknowledged that this application would require the development of a Precinct Structure Plan. The application to rezone land at 21 Matipo Street, Risdon Vale was made prior to this requirement for a Precinct Structure Plan being made. However, it is considered that the vast majority of information required of a Precinct Structure Plan was submitted with the application and has been taken into account when making the assessment.

## **8. EXTERNAL REFERRALS**

- 8.1.** The proposal was referred to TasNetworks, and no objections to the proposed rezoning were provided.
- 8.2.** The proposal was referred to TasWater, and no objections to the proposed rezoning were provided.
- 8.3.** The application was referred to the Tasmania Fire Service (TFS), who provided a series of comments in relation to the proposed rezoning and more specifically in relation to the future subdivision of the site. Those issues flagged by the TFS identify possible measures for management of bushfire risk at subdivision stage, and desirable subdivision layout. No objection was raised in relation to the proposed amendment itself.
- 8.4.** The application was referred to Aboriginal Heritage Tasmania, who advised that a desktop review of the site had been undertaken and that no sites of significance have been identified. Recommendations are made in relation to the subdivision of the site, insofar as managing any sites of Aboriginal significance.

**8.5.** Referral was also undertaken to the Department of Natural Resources and Environment, and feedback provided from the Conservation Assessment branch in relation to measures required for vegetation protection as part of the future subdivision / development of the site. Recommendations are made in relation to retention of significant trees at subdivision stage, together with the need for consideration of a revised subdivision layout to provide for larger lots capable of accommodating significant trees and appropriate bushfire management areas. This measure, it is recommended, would ensure that habitat suitable for swift parrot, and Tasmanian masked owl are retained where possible to provide for these species.

**9. EXTERNAL IMPACTS**

No significant impacts.

**10. CONCLUSION**

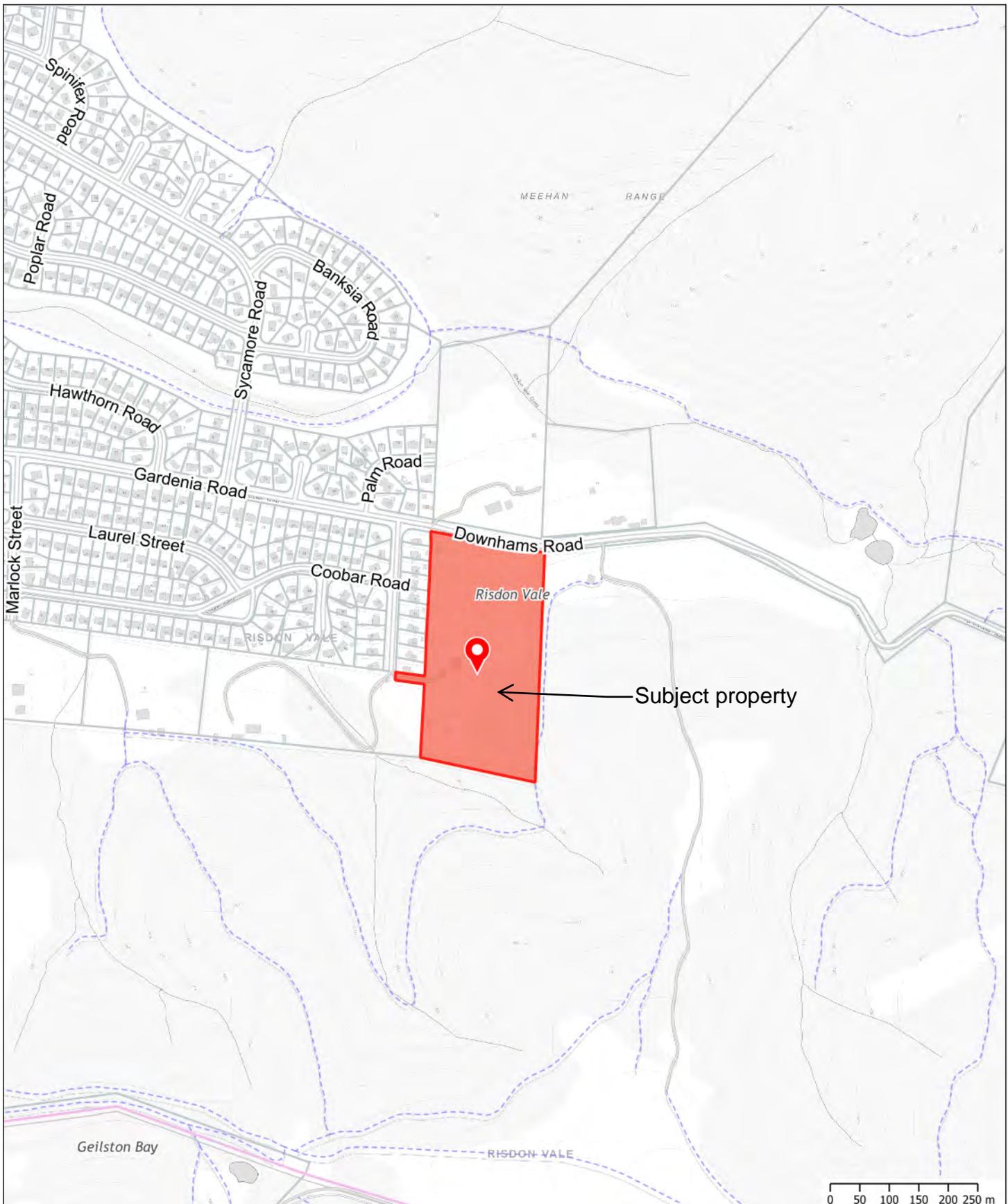
It is considered that the proposed amendment is appropriate and meets the relevant provisions of the Act. Accordingly, the proposed amendment is recommended for support.

Attachments: 1. Location Plan (1)  
2. Proposed Draft Instrument of Certification (1)  
3. MC Planners – Planning Report (less appendices) (42)  
4. Site Photos (2)

Daniel Marr  
**HEAD OF CITY PLANNING**

Council now concludes its deliberations as a Planning Authority under the Land Use Planning and Approvals Act, 1993.

Attachment 1



This map has been produced by Clarence City Council using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no liability for its use by other parties.

25/06/2025  
1:9028





**AMENDMENT TO LOCAL PROVISION SCHEDULE MAPPING  
PDPSPAMEND-2024/048229**  
To amend the Tasmanian Planning Scheme - Clarence Local Provision Map by rezoning 21 Matipo Street, Risdon Vale from Rural Zone to General Residential Zone.

THE COMMON SEAL OF THE CLARENCE CITY COUNCIL HAS BEEN HEREUNTO AFFIXED THIS XXth DAY OF XXXX 20XX, PURSUANT TO A RESOLUTION OF THE COUNCIL PASSED THE XXth DAY OF XXXX 20XX IN THE PRESENCE OF:

\_\_\_\_\_  
CORPORATE SECRETARY Scale 1:2,000 (at A4)

# Planning Report

Rezoning outside of the Urban Growth Boundary  
21 Matipo Street

For Matipo 21 Pty Ltd  
October 2024

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- Appendix A - Title information
- Appendix B - Revised Zoning Plan
- Appendix C - Draft Subdivision Plans
- Appendix D - Concept Services Layout
- Appendix E - Aboriginal Heritage Assessment Report
- Appendix F - Natural Values Assessment
- Appendix G - Traffic Impact Assessment
- Appendix H - Risdon Vale Land Supply Assessment and Map
- Appendix I - TasPopp2024
- Appendix J - Owners Consent

VERSION CONTROL					
Version	Description	Author		Reviewer	
1.0	Draft Report	PC	18/10/24	MC	18/10/24
2.0	Planning report for issue to Client	PC	23/10/24	MC	23/10/24
3.0	For Submission to Council	PC	29/10/24	MC	29/10/24

## Executive Summary

This report has been prepared in support of a Section 37 application under the *Land Use Planning and Approvals Act 1993* (the Act) for a proposed amendment to the Clarence Local Provisions Schedule for rezoning the land at 21 Matipo Street.

The site is currently zoned Rural, and is subject to a medium landslip hazard band, airport obstacle limitation area, waterway and coastal protection area, priority vegetation area, flood-prone area, and bushfire-prone area. The site is outside the Urban Growth Boundary (UGB) under the Southern Tasmanian Regional Land Use Strategy (STRLUS).

The proposed scheme amendment involves re-zoning the whole site (4.1873ha) from Rural to General Residential. By rezoning this site to General Residential it will allow for a potential of 51-54 residential lots.

The amendment will rely on provision SRD2.12 of the Regional Land Use Strategy which enables rezoning outside the Urban Growth Boundary under certain circumstances. SRD2.12 was amended in May 2023 to increase the supply of residential land outside the existing Urban Growth Boundary, to help address the supply shortfall prior to a full review and update of the STRLUS and UGB, where the rezoning is justifiable with regard to the context of the immediate area.

Based on the ABS census data there was a shortfall of approximately 2,900 dwellings over the 2016-2021 period (excluding caravans, cabins, boats etc). The Greater Hobart Plan forecasts a need for 6,600 greenfield dwellings in Clarence by 2050. The Greater Hobart Plan however used the 2016 Department of Treasury and Finance Growth Projections and since its release the Department of Treasury and Finance Projections (TasPOPP 2024) have been released. Based on these more recent projections, the GHP now underpredicts the growth in Clarence by 0.4% per annum over 30 years, equating to a total of approximately 9000 persons, or 4500 dwellings.

In supplying these dwellings, there should be a focus on logical expansions of existing settlements where those expansions are serviced by existing trunk mains and collector roads. This site has access to road, water, sewer and stormwater and is designated as serviced for water and sewer under the TasWater's LISTmap overlays. However, there are upgrades required to Downhams Road, the water main supply and the local stormwater systems to facilitate development on the site.

This report demonstrates that the rezoning proposal is consistent with the objectives of the *Land Use Planning and Approvals Act 1993* (LUPAA) and the *State Policies and Projects Act 1993*. The report also demonstrates that the proposal is in accordance with the Strategic Directions and Regional Policies identified within the Southern Tasmanian Regional Land Use Strategy

## 1. Background

The Urban Growth Boundary (UGB) is spatially defined in the Southern Tasmanian Regional Land Use Strategy 2010-2035 (STRLUS) and was primarily established for the purpose of setting a physical extent for the 20-year supply of residential land in the greater metropolitan area. Additionally, the purpose of the UGB is to include land for other urban functions (i.e. commercial and industrial development) as well as pockets of open space and recreational land that assist in providing urban amenity.

The STRLUS is one of three regional land use strategies for Tasmania, providing strategic direction for the southern area of the state which encompasses twelve local government municipalities, including Clarence (the municipal area of the subject site). The purpose of **the Strategy is to provide a linkage between the objectives of Tasmania's Resource Management and Planning System** as outlined in Schedule 1 of the *Land Use Planning and Approvals Act 1993* (LUPAA); the State Policies established under the *State Policies and Projects Act 1993*; and Tasmanian Planning Policies within the current interim and future Tasmanian planning schemes.

The aim of the STRLUS is to deliver sustainable settlements integrated with services and infrastructure, that are complemented by built and open space environments. The STRLUS and all other regional land use strategies are currently implemented in the land use planning system through statutory zoning and planning provisions in interim planning schemes. The regional land use strategies are given legal effect through Section 5A of LUPAA.

On 17 May 2023, the Minister for Planning declared an amended Southern Tasmania Regional Land Use Strategy (STRLUS) in accordance with section 5A(4) of the Land Use Planning and Approvals Act 1993. The amendments made to the STRLUS included additional sites within the Urban Growth Boundary (UGB) and an amendment to regional policy SRD 2.12.

The amendment to Regional Policy SRD 2.12 enables Councils and the Tasmanian Planning Commission greater flexibility in considering the planning merit of proposals to rezone land for urban purposes which are outside, but immediately adjacent to, the UGB.

## 2. Site Location and Context

The subject site is located at 21 Matipo Street, Risdon Vale (Figure 1), hereafter referred to as the site. The site is located immediately east of the perimeter of the Urban Growth Boundary which encompasses the existing urban settlement in Risdon Vale. The site has an area of 4.1873ha.

There are two dwellings on the site, as well as a number of outbuildings. The land is partially vegetated with *Eucalyptus amygdalina* forest and woodland on mudstone, and otherwise consists of grassed areas remnant of historic uses. Predominately, the land falls to the north at grades between 8% and 15%. The southernmost part of the block encompasses a part of a ridge, and so also falls to the south and west (Figure 2).



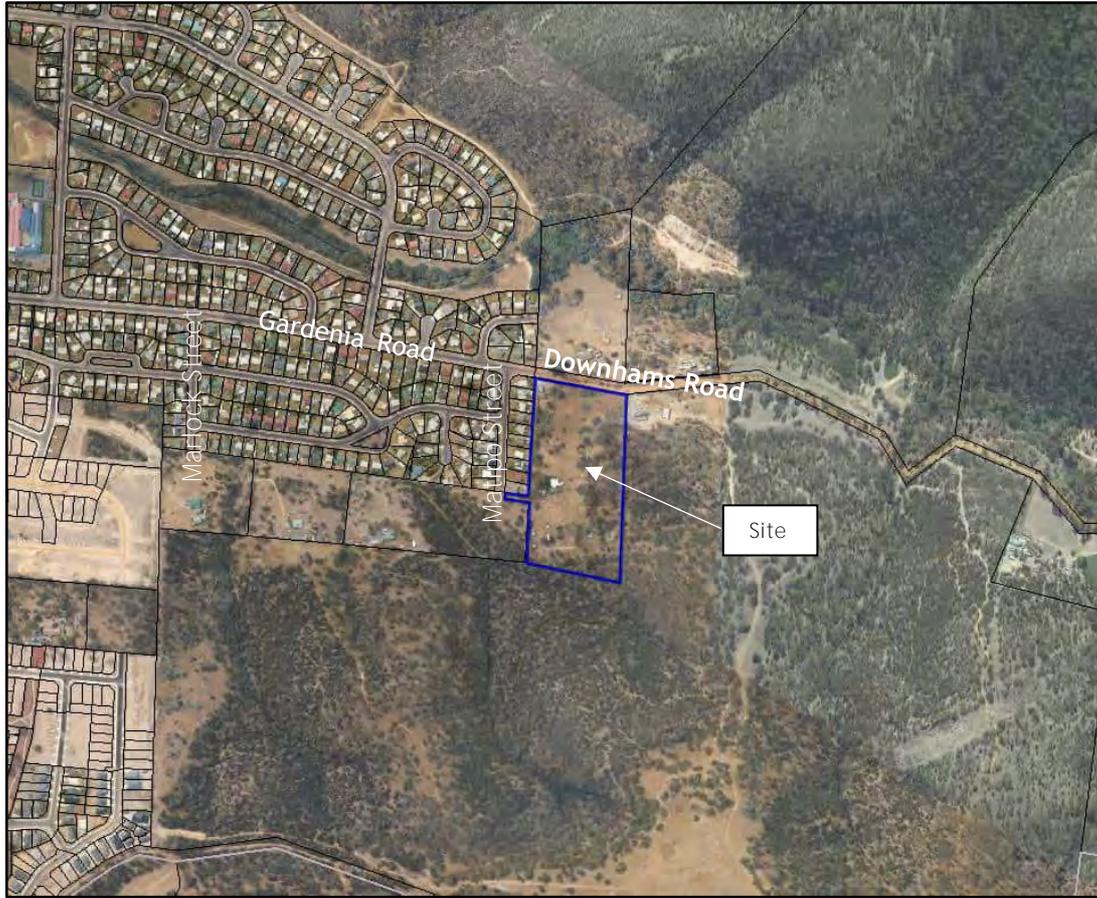


Figure 1: Subject Site (Source: LISTmap, accessed July 2024 - annotated).



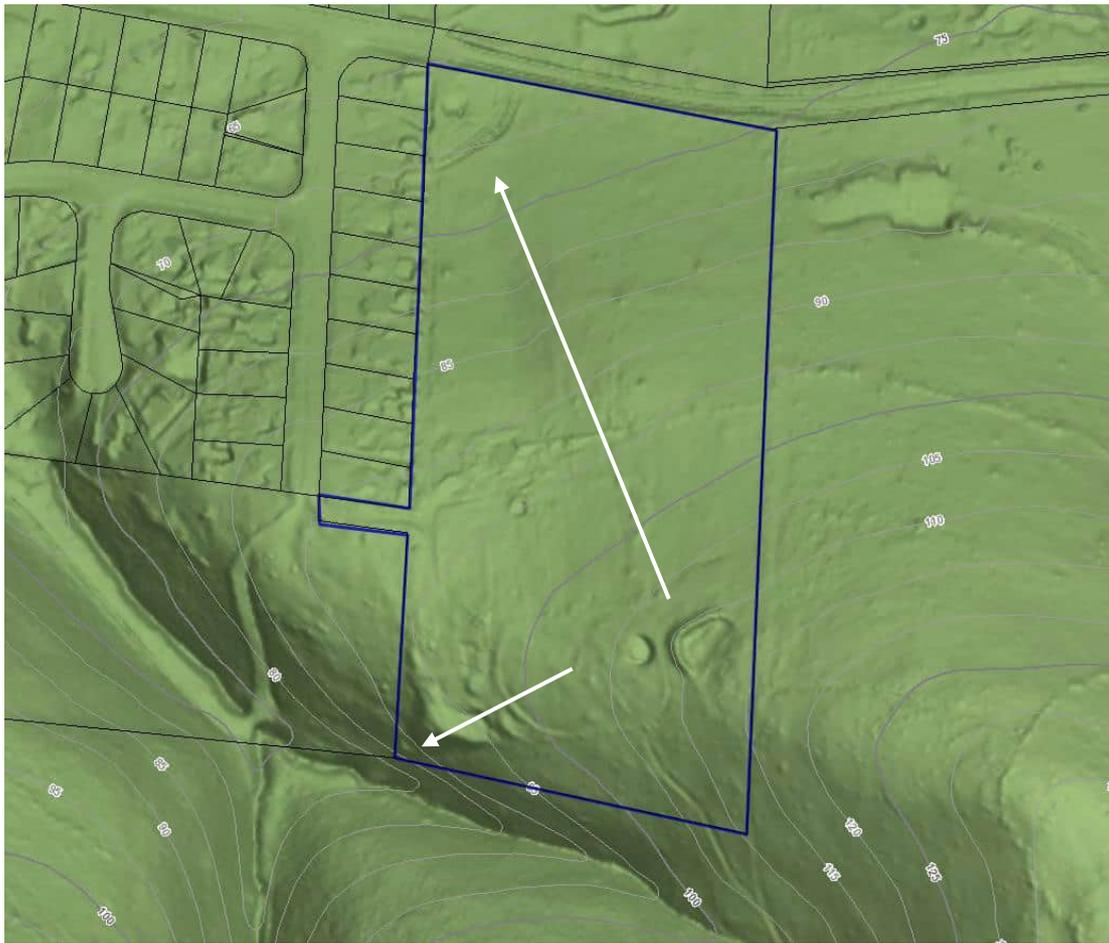


Figure 2: Elevation and contours of the site, showing predominate fall in arrows. (Source: LISTmap, accessed September 2024 - annotated).

The site benefits from proximity to existing services and infrastructure within the locality of Risdon Vale. The site is within a commutable distance to Glenorchy via the Bowen Bridge, Hobart via the Tasman Bridge, and other major employment locations on **Hobart's eastern shore**.

Title information is included as Appendix A.



## 2.1. The Local Area

Risdon Vale comprises a mix of urban land uses and development, as well as the foothills of the Meehan range, with tributaries feeding into the Risdon Vale Creek. Risdon Vale can be defined to the north by Scotts Road, to the east by the Meehan Range, to the south by Sugarloaf Road, and to the west by the East Derwent Highway.

In the centre of Risdon Vale, the community is served by parks, a Primary School, oval, and businesses including a fuel station, local grocer, café, and pharmacy. Risdon Vale also includes the Risdon Prison Complex which is a substantial use and development within the locality, though somewhat at the periphery.

The area is well served by public transport which provides linkages across the Principal Activity Centres of Glenorchy and Rosny Park.

Risdon Vale is situated within the Clarence City Council municipal area, and has a population of approximately 3,171 as of the 2021 census. An outline of the site relative to key facilities within the locality can be seen at Figure 3.

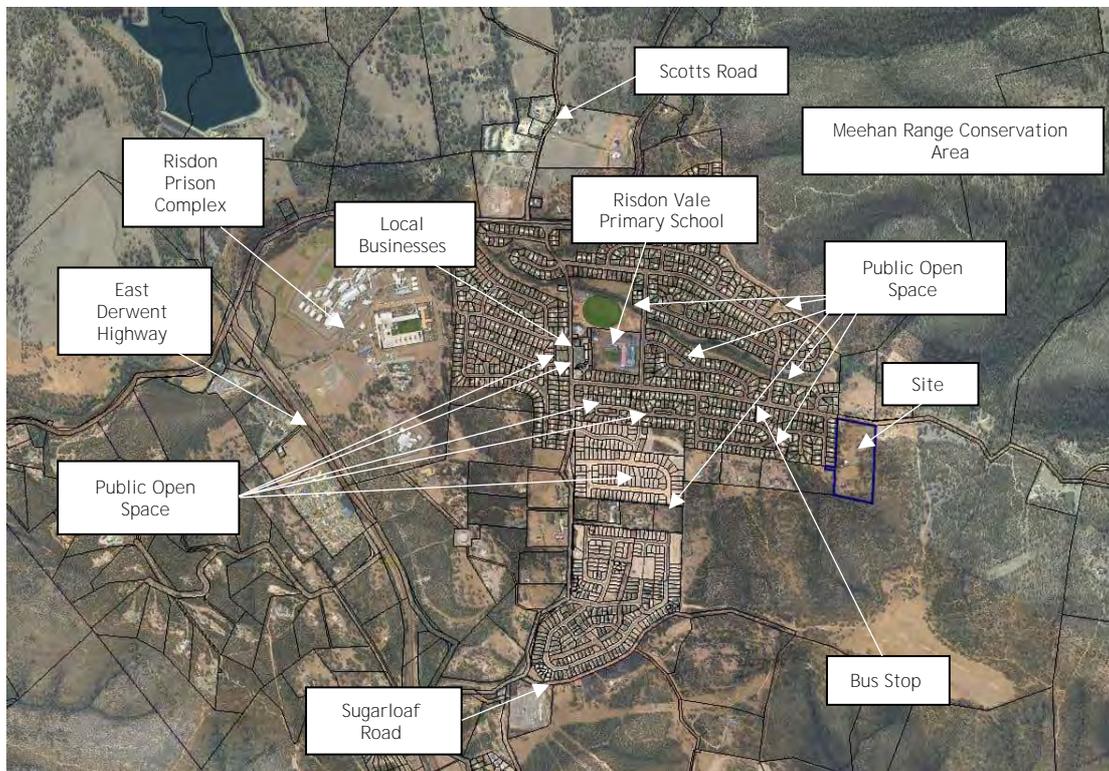


Figure 3: Site relative to the local area and key facilities (Source: LISTmap, accessed September 2024 - annotated).

### 3. Planning Scheme Amendment

The proposed scheme amendment involves re-zoning the site from the Rural Zone to General Residential. The existing and proposed zoning is shown at Figure 4 below.



Figure 4: Existing Zoning (left) and proposed (right) (source: MC Planners, compiled from LISTmap September 2024).

The rezoning is outside the Urban Growth Boundary under the Southern Tasmanian Regional Land Use Strategy, and so consideration under SD 2.12 of that strategy is required.

#### 3.1. Alternatives

In preparing the proposed amendment, some consideration has been given to alternatives for the site. Generally the consideration of alternatives are:

- A zone other than a residential zone:

Response: there is presently a high demand for residential land in proximity to existing services. To apply a zone which does not have the purpose of providing for residences would fail to capitalise on the proximity to existing services, and does not address the shortfall in housing supply. Further, a non-residential zone would likely be conducive to land use conflict with the adjoining properties presently zoned General Residential.

The site is also not considered to possess landscape qualities sufficient to warrant inclusion in the Landscape Conservation Zone.

- Low Density Residential Zone:

Response: The purpose of the Low Density Zone is to provide for residential uses where there are environmental or infrastructure constraints. An analysis of the subdivision potential for the site has resulted in a potential lot yield to a higher density is available and so in the absence of a real limitation, the General Residential Zone is to be preferred over the Low Density Residential Zone.

- Applying a Specific Area Plan:



Response: A Specific Area Plan (SAP) was considered but not included, as the requirements to comply with SRD2.12 and S32(4) of LUPAA were diametrically opposed. Inclusion of a SAP is also considered unnecessary given the small scale of the site and the need for flexibility in the final outcome based on Council public open space and stormwater requirements.

### 3.2. Use Implications

Current versus proposed uses

The proposed rezoning will have implications for the use of the site.

Table 1 compares the current permit requirements with those under the zoning of General Residential.

Table 1: Comparison of uses Rural to General Residential Zone

Status	Rural Zone (current)	General Residential Zone (proposed)
No Permit Required	Natural and cultural values Passive Recreation Resource development Utilities	Natural and Cultural Values Management Passive Recreation Residential If for a single dwelling. Utilities If for minor utilities.
Permitted	Business and Professional Services If for: (a) a veterinary centre; or (b) an agribusiness consultant or agricultural consultant  Domestic Animal Breeding, Boarding or Training  Educational and Occasional Care If associated with Resource Development or Resource Processing  Emergency Services  Extractive Industry  Food Services If associated with Resource Development or Resource Processing.  General Retail and Hire If associated with Resource Development or Resource Processing.  Manufacturing and Processing If for the processing of materials from Extractive Industry.  Pleasure Boat Facility If for a boat ramp.  Research and Development If associated with Resource Development or Resource Processing.  Residential If for: (a) a home-based business in an existing dwelling; or (b) alterations or extensions to an existing dwelling.  Resource Processing	Residential (if not listed as no permit required)  Visitor accommodation



	<p>Storage If for:</p> <p>(a) a contractors yard;</p> <p>(b) freezing and cooling storage;</p> <p>(c) grain storage;</p> <p>(d) a liquid, solid or gas fuel depot; or</p> <p>(e) a woodyard.</p> <p>Utilities If not listed as No Permit Required.</p> <p>Visitor Accommodation If for guests accommodated within an existing building</p>	
Discretionary	<p>Bulky Goods Sales If for:</p> <p>(a) a supplier for Extractive Industry, Resource Development or Resource Processing;</p> <p>(b) a garden and landscaping materials supplier;</p> <p>(c) a timber yard; or</p> <p>(d) rural supplies.</p> <p>Business and Professional Services If not listed as Permitted.</p> <p>Community Meeting and Entertainment</p> <p>Crematoria and Cemeteries</p> <p>Custodial Facility</p> <p>Educational and Occasional Care If not listed as Permitted.</p> <p>Food Services If not listed as Permitted.</p> <p>General Retail and Hire If not listed as Permitted.</p> <p>Manufacturing and Processing If not listed as Permitted.</p> <p>Motor Racing Facility</p> <p>Pleasure Boat Facility If not listed as Permitted.</p> <p>Recycling and Waste Disposal</p> <p>Research and Development If not listed as Permitted.</p> <p>Residential If for a single dwelling and not restricted by an existing agreement under section 71 of the Act.</p> <p>Service Industry If associated with Extractive Industry, Resource Development or</p> <p>Resource Processing.</p> <p>Sports and Recreation</p> <p>Storage If not listed as Permitted.</p> <p>Tourist Operation</p> <p>Transport Depot and Distribution</p>	<p>Business and Professional Services If for a consulting room, medical centre, veterinary centre, child health clinic, or for the provision of residential support services.</p> <p>Community Meeting and Entertainment If for a place of worship, art and craft centre, public hall, community centre or neighbourhood centre.</p> <p>Educational and Occasional Care If not for a tertiary institution.</p> <p>Emergency Services</p> <p>Food Services If not for a take away food premises with a drive through facility.</p> <p>General Retail and Hire If for a local shop.</p> <p>Sports and Recreation If for a fitness centre, gymnasium, public swimming pool or sports ground.</p> <p>Utilities If not listed as No Permit Required.</p>



	Visitor Accommodation If not listed as Permitted	
Prohibited	All other uses.	All other uses.

An analysis of uses in the Rural zone demonstrates that the proposed rezoning from Rural to General Residential will facilitate uses more likely to be undertaken in harmony with the immediately adjacent General Residential Zone area, and which can benefit from and support social infrastructure.

The current Rural Zone affords uses more likely to cause land use conflict with those dwellings in the adjoining General Residential zone. With respect to a future rezoning creating an interface between the Landscape Conservation Zone and General Residential Zone, these zones are largely complementary in that landscape values can provide a backdrop to urban development, provided bushfire risks are managed.

#### Relevant Use & Development Standards - General Residential Zone

All use and development will be subject to the provisions of the underlying zone.

## 4. Legislative Implications

### 4.1. Land Use Planning and Approvals Act 1993

#### Section 32

Section 32 of the *Land Use Planning and Approvals Act 1993* (LUPAA) outlines the requirements for amending a Local Provisions Schedule.

Table 2: Division 2 Section 32 - Contents of LPSs Contents of LPSs

Requirement	Amendment Response
(1) <i>An LPS is to consist of provisions that apply only to a single municipal area specified in the LPS.</i>	<i>The proposal is to apply only to the municipal area of Clarence.</i>
(2) <i>An LPS</i> (a) <i>Must specify the municipal area to which its provision apply and</i> (b) <i>must contain a provision that the SPPs require to be included in an LPS; and</i> (c) <i>must contain a map, an overlay, a list, or another provision, that provides for the spatial application of the SPPs to land, if required to do so by the SPPs; and</i> (d) <i>may, subject to this Act, contain any provision in relation to the municipal area that may, under section 11 or 12, be included in the Tasmanian Planning Scheme; and</i> (e) <i>may contain a map, an overlay, a list, or another provision, that provides for the spatial application of the SPPs to particular land; and</i>	(2)- (a) <i>Municipality of Clarence specified in CLA-1.1.</i> (b) <i>The required clauses are under CLA1.1 and CLA 1.2.</i> (c) <i>Spatial maps of the rezoning and overlay changes are provided.</i> (d) <i>No provision is proposed.</i> (e) <i>Spatial maps of the rezoning and are provided.</i> (f) <i>No provisions are proposed which affect the Contents of Planning Schemes or Existing Use Rights or the provisions.</i> (g) <i>The proposal is for an amendment to the Zone only.</i>



<p>(f) must not contain a provision that is inconsistent with a provision of section 11 or 12 ; and</p> <p>(g) may designate land as being reserved for public purposes; and</p> <p>(h) may, if permitted to do so by the SPPs, provide for the detail of the SPPs in respect of, or the application of the SPPs to, a particular place or matter; and</p> <p>(i) may, if permitted to do so by the SPPs, override a provision of the SPPs; and</p> <p>(j) may, if permitted to do so by the SPPs, modify, in relation to a part of the municipal area, the application of a provision of the SPPs; and</p> <p>(i) may, subject to this Act, include any other provision that -</p> <p>(ii) is not a provision of the SPPs or inconsistent with a provision of the SPPs; and</p> <p>(k) is permitted by the SPPs to be included in an LPS; and</p> <p>(l) must not contain a provision that the SPPs specify must not be contained in an LPS.</p>	<p>(h) No specific provisions are proposed.</p> <p>(i) No provisions overriding SPP provisions are proposed.</p> <p>(j) No provisions overriding SPP provisions are proposed.</p> <p>(k) Rezoning and overlays are permitted for inclusion in the LPS.</p> <p>(l) No provisions of the sort are proposed.</p>
<p>(3) Without limiting subsection (2) but subject to subsection (4) , an LPS may, if permitted to do so by the SPPs, include -</p> <p>(a) a particular purpose zone, being a group of provisions consisting of -</p> <p>(i) a zone that is particular to an area of land; and</p> <p>(ii) the provisions that are to apply in relation to that zone; or</p> <p>(b) a specific area plan, being a plan consisting of -</p> <p>(i) a map or overlay that delineates a particular area of land; and</p> <p>(ii) the provisions that are to apply to that land in addition to, in modification of, or in substitution for, a provision, or provisions, of the SPPs; or</p> <p>(c) a site-specific qualification, being a provision, or provisions, in relation to a particular area of land, that modify, are in substitution for, or are in addition to, a provision, or provisions, of the SPPs.</p>	<p>(3)</p> <p>(a) No Particular Purpose Zone is proposed,</p> <p>(b) No Specific Area Plan is proposed</p> <p>(c) No Site-Specific Qualification is proposed.</p>



<p>(4) An LPS may only include a provision referred to in subsection (3) in relation to an area of land if -</p> <p>(a) a use or development to which the provision relates is of significant social, economic or environmental benefit to the State, a region or a municipal area; or</p> <p>(b) the area of land has particular environmental, economic, social or spatial qualities that require provisions, that are unique to the area of land, to apply to the land in substitution for, or in addition to, or modification of, the provisions of the SPPs.</p>	<p>(4) No PPZ, SAP or SSQ is proposed.</p>
<p>(5) An LPS must be in accordance with the structure, if any, that is indicated, or specified, in the SPPs to be the structure to which an LPS is to conform.</p>	<p>(5) The revised zoning is in accordance with spatial guidelines; where the zoning accords to the cadastre (with the exception of road centrelines).</p>
<p>(6) A provision of an LPS must be in the form, if any, that the SPPs indicate a provision of an LPS is to take.</p>	<p>(6) No provisions are proposed.</p>
<p>(7) A provision of an LPS in relation to a municipal area is not to be taken to have failed to comply with this section, or to be inconsistent with a provision of the SPPs, by reason only that it is inconsistent with a provision of the SPPs that has not come into effect in relation to the municipal area.</p>	<p>(7) Not applicable.</p>

#### Objectives of LUPAA.

Schedule 1 of LUPAA outlines the objectives of the Resource Management and Planning System of Tasmania, as well as the Objectives of the Planning Process established by that Act. Section 5 requires that the objectives of the Act are to be furthered in any decision making under that Act. Table 4.1 provides an assessment of the proposed amendment against the objectives of the RMPS, and the planning process established by the Act.

Table 3: Schedule 1, Part 1 Objectives of LUPAA.

Part 1	Amendment Response
<p>(a) To promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity; and</p>	<p>The proposal is considered to constitute sustainable development.</p> <p>Converting an underutilised rural parcel at the edge of the urban growth boundary is a conservative means of providing new houses for existing settlements at suburban densities. The site is serviceable.</p> <p>The proposal (by virtue of the natural values assessment) would minimise impacts upon high biodiversity values through a subdivision design which integrates bushfire hazard management into the proposed road and lot layout.</p>



<p>(b) <i>To provide for the fair, orderly and sustainable use and development of air, land and water; and</i></p>	<p>The proposal is considered to be an orderly extension of an existing residential area into land which has been zoned for a purpose unlikely to be fulfilled.</p> <p>Though it is acknowledged that a large portion of Risdon Vale is set aside as Future Urban, this land is constrained by virtue of slope, natural hazards and natural values present. 21 Matipo Street however is subject to consideration of the feasibility of residential development prior to seeking an amended zone and this understanding of the site prior to the rezoning constitutes orderly development.</p>
<p>(c) <i>to encourage public involvement in resource management and planning; and</i></p>	<p>The public will be involved in this process at various stages, including when the proposed planning scheme amendment is placed upon public exhibition.</p> <p>Owners of the adjoining properties at 1 and 18 Downhams and 33 Matipo have been contacted regarding provision of services or bushfire maintenance over that land.</p>
<p>(d) <i>both to facilitate economic development in accordance with the objectives set out in paragraphs (a), (b) and (c); and</i></p>	<p>The proposal would facilitate short-term economic development in the local and surrounding area, by setting land aside for the construction of housing (subject to a subdivision). The construction of the proposed subdivision would provide employment and generate revenue for associated suppliers. The presence of a workforce on the site would have positive benefits for nearby businesses. A subdivision involving the creation of an indicative 51-54 residential lots and associated infrastructure such as roads and services would also generate activity in the local civil construction and design industries.</p> <p>In the medium term, additional residents into Risdon Vale will create economic activity within the Local activity centre.</p>
<p>(e) <i>to promote the sharing of responsibility for resource management and planning between the different spheres of Government, the community and industry in the State.</i></p>	<p>The proponent has consulted extensively with Clarence City Council, undertaken survey work in response to community values and state legislation relating to Aboriginal Heritage. As noted above, the proponent has also consulted with the local community and is active member within the local development industry.</p>

Table 4: Schedule 1, Part 2 Objectives of LUPAA.

Part 2	Amendment Response
<p>(a) <i>to require sound strategic planning and coordinated action by State and local government; and</i></p>	<p>The proposal has been considered against the <i>Southern Tasmanian Regional Land Use Strategy 2010-2035</i> as well as relevant ABS data sets and analysis of supply and demand in the Clarence municipality. The approach undertaken is in accordance with the intent of this objective.</p>
<p>(b) <i>to establish a system of planning instruments to be the principal way of setting objectives, policies and controls for the use, development and protection of land; and</i></p>	<p>The amendment will modify the Local Provisions Schedule, which is the principal control for the application of Zones within a municipality. The way in which the proposed amendment accords with overall directions of the STRLUS is addressed below and the rezoning beyond the Urban Growth Boundary on the subject site is addressed in further detail in Section 6.</p>



<p>(c) <i>to ensure that the effects on the environment are considered and provide for explicit consideration of social and economic effects when decisions are made about the use and development of land; and</i></p>	<p>The site has been subject to a Natural Values Assessment (Appendix G) which found that the proposal would have only a minor impact upon any threatened native vegetation communities subject to the observance of recommendations.</p> <p>The proposal will provide social benefits by supporting the viability of local businesses and community functions. The site is walkable to public transport and other social services in Risdon Vale. In the short term the development of the site will create jobs and will stimulate the local economy. In the long <b>term, the increase in the immediate area's population</b> is expected to have a positive economic effect on local service providers and businesses. The proposal is considered likely to have positive economic and social impacts balanced against minimal environmental impacts.</p>
<p>(d) <i>to require land use and development planning and policy to be easily integrated with environmental, social, economic, conservation and resource management policies at State, regional and municipal levels; and</i></p>	<p>The proposed amendment is consistent with the relevant State Policies, the directions of the STRLUS (see below), local by-laws and management of natural values across the three tiers of government.</p>
<p>(e) <i>to provide for the consolidation of approvals for land use or development and related matters, and to co-ordinate planning approvals with related approvals; and</i></p>	<p>The proposed rezoning will facilitate a future application of 51-54 lots to occur on the subject site. The approach taken for the amendment to precede a development application will afford some surety of project delivery prior to undertaking detailed design in a coordinated fashion.</p>
<p>(f) <i>to promote the health and wellbeing of all Tasmanians and visitors to Tasmania by ensuring a pleasant, efficient and safe environment for working, living and recreation; and</i></p>	<p>The development of the site will contribute to the viability and expansion of community facilities, open space, and more diverse housing options within Risdon Vale. The site is walkable to the activity centre, and in proximity to recreation grounds, walking trails and well connected to principal activity centres in Glenorchy, Hobart and the Eastern Shore.</p>
<p>(g) <i>to conserve those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value; and</i></p>	<p>The site is not listed as having any historic value and a detailed Aboriginal Heritage Assessment has been carried out which confirms that the site does not contain Aboriginal Heritage sites.</p>
<p>(h) <i>to protect public infrastructure and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community; and</i></p>	<p>Consultation with TasWater has confirmed that the proposed development can be provided with appropriate public utilities subject to an upgrade and sealing of the section of Downhams Road along the site frontage, expansion of reticulated water mains, formalisation of the local stormwater system. The road Network is sufficient for the anticipated increase in traffic volumes, and stormwater management inclusive of detention to protect downstream assets is feasible.</p>



(i) <i>to provide a planning framework which fully considers land capability.</i>	<b>The site’s agricultural potential has been considered</b> as part of the agricultural mapping project, and identification of class under in the Land Capability Classification System.
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## 4.2. Ministerial Guideline No.1 - Zone and Code Application

Ministerial Guideline No.1, issued under section 8A of LUPAA, provides a reference guide for the application of all zones and codes for the preparation of LPS and amendments to the LPS.

Table 5 provides an assessment of the site against the Zone application guidelines.

Table 5: Consideration of the Zone Application Guidelines General Residential

Criteria	Assessment
<p><i>GRZ 1 - The General Residential Zone should be applied to the main urban residential areas within each municipal area which:</i></p> <p><i>(a) are not targeted for higher densities (see Inner Residential Zone); and</i></p> <p><i>(b) are connected, or intended to be connected, to a reticulated water supply service and a reticulated sewerage system</i></p>	<p>General Residential is an appropriate zone, given it will be an extension of the existing zone in the area, which is not designated for higher densities.</p> <p>The site is capable of being connected to a reticulated water supply service and a reticulated sewerage system through existing mains in the immediate area.</p>
<p><i>GRZ 2 - The General Residential Zone may be applied to green-field, brown-field or grey-field areas that have been identified for future urban residential use and development if:</i></p> <p><i>(a) within the General Residential Zone in an interim planning scheme;</i></p> <p><i>(b) within an equivalent zone under a section 29 planning scheme; or</i></p> <p><i>(c) justified in accordance with the relevant regional land use strategy, or supported by more detailed local strategic analysis consistent with the relevant regional land use strategy and endorsed by the relevant council; and</i></p> <p><i>(d) is currently connected, or the intention is for the future lots to be connected, to a reticulated</i></p>	<p>The site is in effect a greenfield site, and is considered in the Regional Land Use Strategy by virtue of the SRD 2.12 provision.</p> <p>A detailed analysis of both the RLUS and the current demand/supply of residential land is included in this report.</p> <p>The site is capable of being connected to a reticulated water supply service and a reticulated sewerage system through existing mains in the immediate area.</p> <p>Council has indicated structure planning for Risdon Vale is underway, though no timeframes have been proposed for the release of this plan. A submission has been prepared for the consideration of the site in anticipation of the progression of this plan.</p>



<p>water supply service and a reticulated sewerage system,</p> <p>Note: The Future Urban Zone may be used for future urban land for residential use and development where the intention is to prepare detailed structure/precinct plans to guide future development</p>	
<p>GRZ 3 - The General Residential Zone should not be applied to land that is highly constrained by hazards, natural values (i.e. threatened vegetation communities) or other impediments to developing the land consistent with the zone purpose of the General Residential Zone, except where those issues have been taken into account and appropriate management put into place during the rezoning process.</p>	<p>The land has bushfire hazards which will be managed through development of the site and regulated by the existing overlays on the site. There are no significant vegetation communities on the site.</p>

## 5. State Policies

### 5.1. State Policy on the Protection of Agricultural Land 2009

The purpose of the above policy is:

*To conserve and protect agricultural land so that it remains available for the sustainable development of agriculture, recognising the particular importance of prime agricultural land.*

The policy is intended to achieve its purpose through the following objectives:

*To enable the sustainable development of agriculture by minimising:*

*(a) conflict with or interference from other land uses; and*

*(b) non-agricultural use or development on agricultural land that precludes the return of*

*that land to agricultural use.*

Of the eleven principles contained within the above policy, the following are considered relevant to the proposal:

Table 6. State Policy on the Protection of Agricultural Land 2009.

Principle	Response
<p>1. Agricultural land is a valuable resource and its use for the sustainable development of agriculture should not be unreasonably confined or restrained by non-agricultural use or development.</p>	<p>The site has limited agricultural potential given its land classification, size, location relevant to urban areas, and being disconnected from any other Rural or Agriculture zoned land.</p>
<p>2. Use or development of prime agricultural land should not result in unnecessary conversion to non-agricultural use or</p>	<p>The site is not prime agricultural land. The proposal does not involve the conversion of such land to non-agricultural use.</p>



Rezoning outside of the Urban Growth Boundary

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<p><i>agricultural use not dependent on the soil as the growth medium.</i></p>	
<p><i>5. Residential use of agricultural land is consistent with this Policy where it is required as part of an agricultural use or where it does not unreasonably convert agricultural land and does not confine or restrain agricultural use on or in the vicinity of that land.</i></p>	<p>The land is not agricultural land.</p>
<p><i>7. The protection of non-prime agricultural land from conversion to non-agricultural use will be determined through consideration of the local and regional significance of that land for agricultural use.</i></p>	<p>The site is not considered to contain prime agricultural land, nor is the land of local or regional significance.</p> <p>The site does not occupy a strategic position within the local or regional context. The site is at the periphery of an Urban area.</p>

The site is not considered agricultural land. The current Rural Zone denotes its status as non-urban land with limited or no potential for agriculture, and which has not been identified for other values, such as would warrant the Environmental Management Zone, or the Landscape Conservation Zone.

The site is encumbered by surrounding residential development which would limit agricultural uses in any event. The site is not within an irrigation district, nor is it likely to be included in such a district given the limited suitable land available for agriculture in the surrounding area.

The site was not excluded from the study of land potentially suitable for Agriculture Zone, though was given no categorisation of its constraint status, owed to having no potential as part of the initial analysis. (refer to Figure 5).

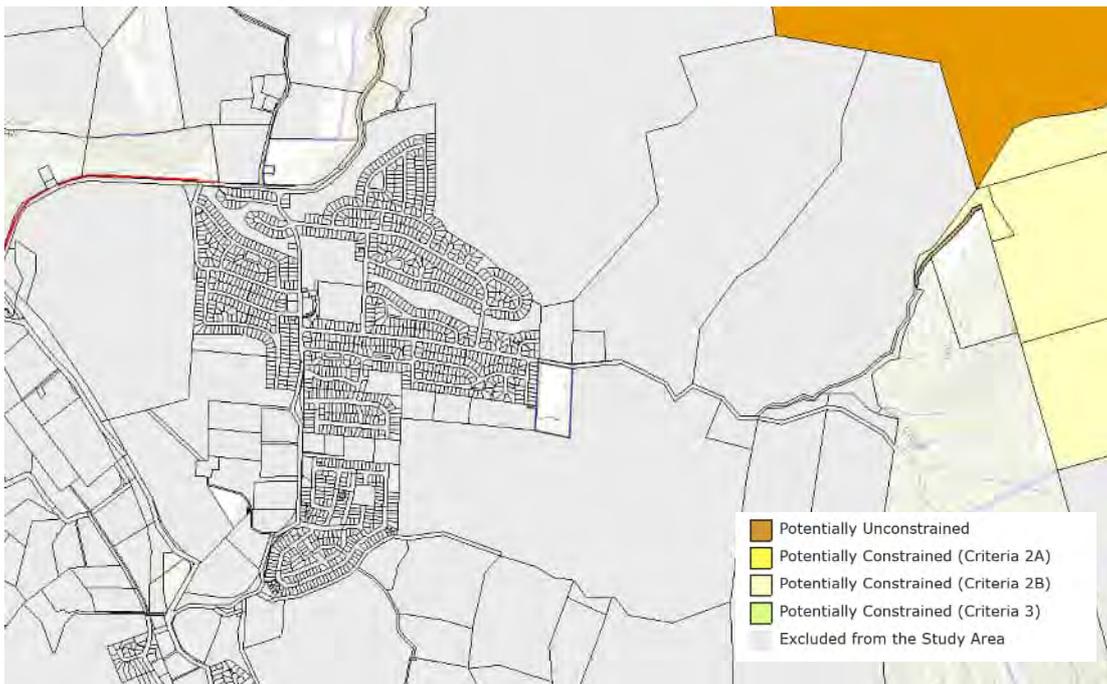


Figure 5: Land Potentially Suitable for Agriculture (Source - LISTmap 03 October 2024)

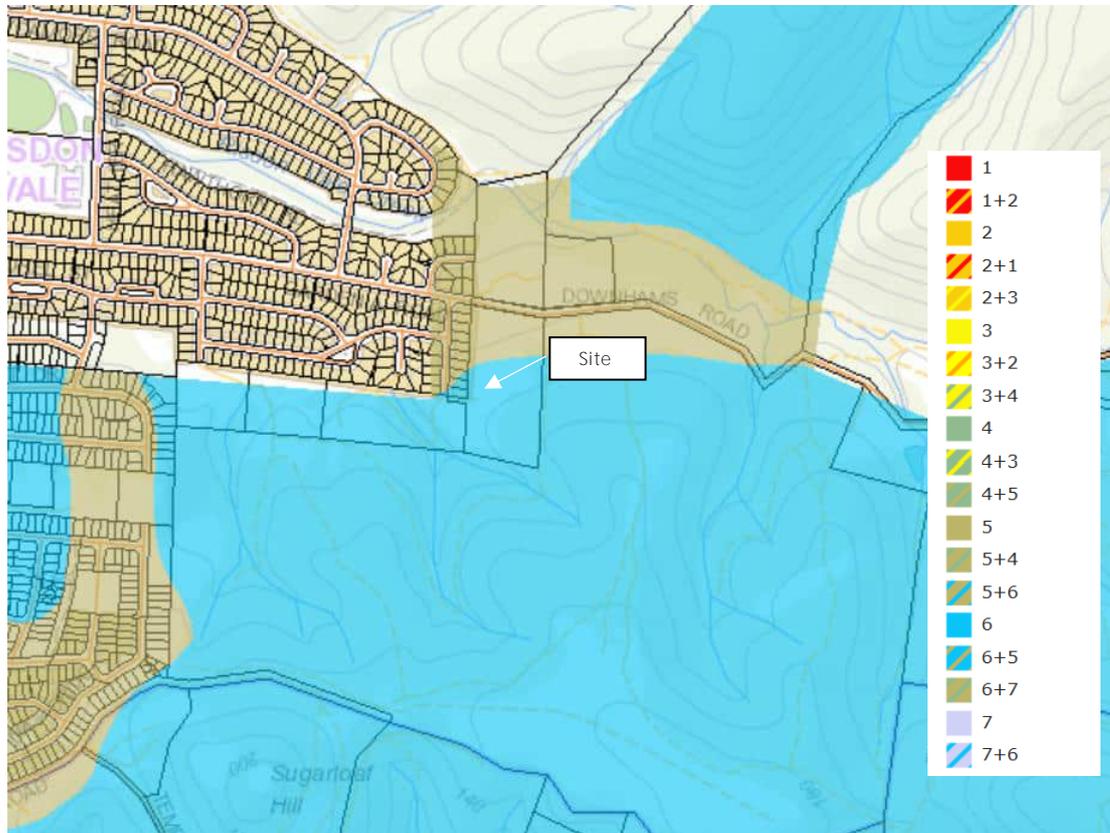


Figure 6: Land Capability Classification (Source: LISTmap, accessed September 2024 - annotated).

The area proposed to be rezoned from Rural to General Residential will not be a significant loss to the potential of agricultural land in the area due to adjoining General Residential lots and being of a relatively poor soil type and isolated from larger parcels of rural land or agricultural land.

The proposal is considered to be consistent with the State Policy on the Protection of Agricultural Land.

## 5.2. Tasmanian State Coastal Policy 1996

The site is 3km from the coastal zone. The Tasmanian State Coastal Policy does not apply to the site, as defined by the policy.

## 5.3. Water Quality Management 1997

The area of the Site proposed to be zoned General Residential is likely to be capable of being fully connected to reticulated services from TasWater (Water and Sewer Main), which will ensure water issues are adequately dealt with on-site. As serviced lots, sewer runoff to waterways is unlikely.

No new point source discharges which give rise to pollution into waterways are proposed, therefore the application is consistent with the State policy for Water Quality Management 1997.



## 5.4. Natural Environment Protection Measures (NEPM)

The *Commonwealth National Environment Protection Council Act 1994* allows the National Environment Protection Council to make National Environment Protection Measures (NEPMs). The NEPM are taken to be State Policies in Tasmania, NEPMs can be made in relation to a **variety of environmental matters including “ambient air quality, ambient marine, estuarine and freshwater quality, the protection of amenity in relation to noise (but only if differences in markets for goods and services), general guidelines for the assessment of site contamination, environmental impacts associated with hazardous wastes, the re-use and recycling of used materials”**.

The proposed amendment will not significantly impact any of these identified matters.

## 6. Regional Land Use Strategy

### *The Southern Tasmanian Regional Land Use Strategy 2010-2035*

The Tasmanian Planning System includes within its framework, regional land use strategies which inform and provide direction for the preparation of Local Provisions Schedules. For the Southern region, the relevant regional land use strategy is the *Southern Tasmanian Regional Land Use Strategy 2010-2035* (STRLUS).

The STRLUS has a number of components relevant to the proposed amendment, including a number of directions within the Strategic Framework (chapter 4). Of the fifteen regional **policy directives, the regional policy areas of ‘Land Use and Transport Integration’ and ‘Settlement and Residential Development’ are particularly relevant. Each of these areas have been addressed below.**

#### *Regional Policies*

There are nine regional policy directives of the STRLUS of particular relevance to the proposal, namely; ‘Biodiversity and Geodiversity’, ‘Cultural Values’, ‘Recreation and Open Space’, ‘Social Infrastructure’, ‘Physical Infrastructure’, ‘Land Use and Transport Integration’, ‘Productive Resources’, and ‘Settlement and Residential Development’.

#### Biodiversity and Geodiversity

Biodiversity and Geodiversity policy directive highlights the need for a pro-active approach to the recognition and protection of biodiversity, which should be undertaken when planning urban growth. This objective is achieved through a broad range of sub-clauses which include:

- a) BNV 1.1 *Manage and protect significant native vegetation at the earliest possible stage of the land use planning process. Where possible, ensure zones that provide for intensive use or development are not applied to areas that retain biodiversity values that are to be recognised and protected by Planning Schemes.*
- b) BNV 1.2 *Recognise and protect biodiversity values deemed significant at the local level and ensure that planning schemes: a. specify the spatial area in which biodiversity values are to be recognised and protected (either by textural description or map overlay); and b. implement an ‘avoid, minimise, mitigate’ hierarchy of actions with respect to development that may impact on recognised and protected biodiversity values.*
- c) BNV 2.1 *Avoid the clearance of threatened vegetation communities except:*



- a. *where the long-term social and economic benefit arising from the use and development facilitated by the clearance outweigh the environmental benefit of retention; and*
  - b. *where the clearance will not significantly detract from the conservation of that native vegetation community.*
- d) *BNV 2.2 Minimise clearance of native vegetation communities that provide habitat for threatened species.*

The amendment will retain the priority vegetation area overlay, and consideration has been given to the ability to retain significant trees within the site in examining the feasibility of any future subdivision. The amendment is supported by a natural values assessment which establishes The values on site, and provides recommendations for their retention.

#### Cultural Values

The Cultural Values policy directive highlights continued engagement with the Aboriginal community is necessary to improve our knowledge of heritage places and values. The policy also recognises the existing statutory processes for management of historic values, though acknowledges the depth of information related to the management of historic heritage values requires more work. The objective is achieved through a broad range of clauses which include:

- a) *CV 1 Recognise, retain and protect Aboriginal heritage values within the region for their character, culture, sense of place, contribution to our understanding history **and contribution to the region's competitive advantage.***
- b) *CV 2 Recognise, retain and protect historic cultural heritage values within the region for their character, culture, sense of place, contribution to our **understanding history and contribution to the region's competitive advantage.***

Preparation for the proposed amendment has included a field survey for Aboriginal heritage, (see Appendix E). Further, and with respect to historic heritage, the site is not currently listed at either a local or state level, which is considered appropriate.

#### Recreation and Open Space

The Recreation and Open Space policy directive recognises the contribution that open space and recreation facilities make to the community, and highlights the multiple inputs to open spaces across the public and private sector. The objective is achieved through clauses and sub-clauses which include:

- a) *ROS 1 Plan for an integrated open space and recreation system that responds to existing and emerging needs in the community and contributes to social inclusion, community connectivity, community health and well being, amenity, environmental sustainability and the economy*
- b) *ROS 1.5 Ensure residential areas, open spaces and other community destinations are well connected with a network of high quality walking and cycling routes.*

The proposal is located at the periphery of an existing urban area which includes connections to existing facilities and public open space networks. Any future subdivision can contribute to the arrangement of ways and public open space, and these are shown on the preliminary subdivision plans (see Appendix C).

#### Social Infrastructure

**The STRLUS defines 'social infrastructure' as ...all services, facilities and structures that are intended to support the well-being and amenity of the community. This includes not only educational and health facilities, but social housing and other community facilities (such**



as online access centres). The social infrastructure of Risdon Vale complements nearby, higher order activity centres and networks in Rosny, Glenorchy and Hobart.

The *Southern Tasmania Regional Land Use Strategy* defines different activity centres based on their size and function. Risdon Vale is considered to fall within the definition of a ‘Local Centre’ (see Figure 22 below).

LOCAL CENTRE		
Role:	To provide a focus for day-to-day life within an urban community.	
Commercial including retail	Offer at least one grovery/convenience store and a range of small specialty shops (i.e. newsagents, pharmacy, gift store) or small-scale eating establishments.	
Government Services & Community infrastructure	Local community services, including Child Health Centre.	
Residential	Some residential may be interspersed.	To be determined at the local level
Entertainment	May have some dining in the evening or local bar, but residential amenity should be preserved.	
Access	Should be highly accessible by cycling or walking from surrounding area to enhance local access. In an urban context should be serviced by existing public transport.	
Catchment	Locality.	

Figure 7: Definition of a Local Centre (source: Page 78, *Southern Tasmania Regional Land Use Strategy 2010-2035*, accessed on 25 May 2020).

As a part of Risdon Vale, albeit outside of the Urban Growth Boundary, the site is within close proximity to the local centre, ensuring good support for the future residents.

The site is within 800m of the local school, and 1km from local shops, local beaches and 1km from recreational areas and local businesses, including cafes and grocers; and 3km from Lauderdale Primary School and an early learning centre. A little further away is Rokeby Primary School, Bayview Secondary College, and Emmanuel Christian School, 7km north west of the site. **These facilities are a maximum of 10 minutes’ drive and are accessible via the public transport route along South Arm Road.** Principal employment areas are located within a 30-minute commute from the subject site, including Rosny Park, Cambridge, and the Hobart CBD.

The infrastructure and services north of the site are able to support any additional population accommodated on the subject site should it be included within the Urban Growth Boundary. Any additional population accommodated on the subject site would also provide further support and value to the broader locality.

#### Physical Infrastructure

The physical infrastructure policy directive highlights the need to strategically locate development and infrastructure as opposed to an ad hoc manner. In addition to infrastructure programs, this objective is achieved through sub-clauses related to relying on existing infrastructure, including:

- a) P1 1.1 *Preference growth that utilises under-capacity of existing infrastructure through the regional settlement strategy and Urban Growth Boundary for metropolitan area of Greater Hobart.*

Though the site sits outside the Urban Growth Boundary, the ability to rely on existing physical infrastructure within Risdon Vale achieves this objective when considered in addition to the objective of SRD2.12.

Land Use and Transport Integration,

**The ‘Land Use and Transport Integration’ policy directive highlights the relative location of different land uses** (for example where people live in relationship to places for employment



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and shopping) as a significant determinant of transport demand, cost and modal choice. It seeks to improve integration of transport and land use planning to enable the development of urban areas that are efficient, liveable, and environmentally sustainable in the face of a changing climate. There are a number of goals identified in sub-clauses, though for 21 Matipo, the relevant goal is considered as follows:

- a) LUTI 1.11 *Encourage walking and cycling as alternative modes of transport through the provision of suitable infrastructure and developing safe, attractive and convenient walking and cycling environments.*

21 Matipo is located within walking distance to public transport stops and any future subdivision will offer connectivity to pedestrian networks.

#### Productive Resources

The productive resources policy emphasises the importance of agriculture, forestry, minerals and aquaculture to the region. For 21 Matipo, as land which is not identified as significant agricultural land, and which does not support forestry or mining, there are few relevant goals, with the exception of:

- a) PR 2.3 *Utilise the settlement strategy to assess conversion of rural land to residential land through rezoning, rather than the potential viability or otherwise of the land for particular agricultural enterprises.*

As conversion of rural land, which is not significant agricultural land, the proposal is to be considered against the clauses of the settlement strategy.

#### Settlement and Residential Development

**The ‘Settlement and Residential Development’ policy directive highlights** that the location, form, type, and density of residential development is a significant land use planning issue. Further, in recognising climate change, changing demographics, rising infrastructure costs and environmental management; the policy promotes consolidation of existing settlements.

There are a number of goals identified in clauses of the policy that are particularly relevant, and must be balanced against each other, namely:

- a) SRD2.2 *Manage greenfield growth through an Urban Growth Boundary, which sets a 20 year supply limit with associated growth limits on dormitory suburbs.*
- b) SRD2.4 *Recognise that the Urban Growth Boundary includes vacant land suitable for land release as greenfield development through residential rezoning as well as land suitable for other urban purposes including commercial, industrial, public parks, sporting and recreational facilities, hospitals, schools, major infrastructure, etc;*
- c) SRD 2.8 *Aim for the residential zone in planning schemes to encompass a 10 to 15-year supply of greenfield residential land when calculated on a whole of settlement basis for Greater Hobart;*
- d) SRD 2.9 *Encourage a greater mix of residential dwelling types across the area with a particular focus on dwelling types that will provide for demographic change including an ageing population;*
- e) SRD 2.11 *Increase the supply of affordable housing, and*
- f) SRD 2.12 *Notwithstanding SRD 2.2 and SRD 2.8, and having regard to the strategic intent of the Urban Growth Boundary under SRD 2 to manage and contain growth across greater Hobart, land outside the Urban Growth Boundary shown in Map 10 may be considered for urban development if it:*

- (a) *shares a common boundary with land zoned for urban development within the Urban Growth Boundary and:*



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- i. *only provides for a small and logical extension, in the context of the immediate area, to land zoned for urban development beyond the Urban Growth Boundary; or*
- ii. *does not constitute a significant increase in land zoned for urban development in the context of the suburb, or the major or minor satellite as identified in Table 3, and is identified in a contemporary settlement strategy or structure plan produced or endorsed by the relevant planning authority; and*
- (b) *can be supplied with reticulated water, sewerage and stormwater services; and*
- (c) *can be accommodated by the existing transport system, does not reduce the level of service of the existing road network, and would provide for an efficient and connected extension of existing passenger and active transport services and networks; and*
- (d) *results in minimal potential for land use conflicts with adjoining uses.*

The regional policies at SRD2.2, 2.4 and 2.8 should be specifically balanced against SRD 2.12 which has been adopted in response to the need to review the Urban Growth Boundary. Those policies preceding SRD2.12 were based on a forecast demand of 26,500 dwellings being required for Greater Hobart, and so an Urban Growth Boundary was implemented as encompassing the land which can meet that demand, in addition to seeking to focus residential development at higher densities along Principal and Primary Activity Centres, and Public Transport Corridors.

It is acknowledged that the Urban Growth Boundary implemented by the STRLUS sought to prevent untoward expansion, but in doing so was justified as including a projected 20 year supply. What has become apparent however is that in estimating supply, the figures based on the ABS data available at the time, and the projections based on more contemporary figures distribute growth within Greater Hobart as significantly higher for Clarence. Therefore the supply within the Urban Growth Boundary is being exhausted faster.

Further, it is generally accepted that the Urban Growth Boundary overestimates the capacity of vacant land within it to be relied upon to meet demand under current projections. SRD2.12 has been adopted to afford logical extensions or insignificant increases where not causing for land use conflicts, or exceeding the capacity of infrastructure. And it is this policy, balanced against the others which is primarily relied upon when considering 21 Matipo Street.

Specifically, SRD2.12 is considered below:

The title shares a common boundary with the existing Urban Growth Boundary (a)

Under (a)(i) the extension is logical in that it is serviced by an existing road (Downhams Road) terminating at the edge of the site, and is shaped to avoid impact on existing natural values. **The 'immediate area' is undefined but a reasonable assumption of this is shown in Figure 8 below, being areas within 1km walking distance of the site.**

Under (a)(ii) the proposal is a not a significant extension to the suburb of Risdon Vale, though as there is no contemporary structure plan (a)(ii) is not be relied upon.

Under (b) the site can be serviced by water, sewer and stormwater as discussed in the Civil Report (Appendix E).

For (c), the Traffic Impact Assessment (Appendix G) modelling demonstrates the existing road network has capacity to accommodate the proposed number of future lots. Additional traffic on Downhams Road has been modelled and assessed by the Traffic Impact Assessment and found to be acceptable (Appendix G).

Under (d), the proposed rezoning area shares a boundary with some 11 residential lots on its western boundary and one dwelling to the south east on land zoned Landscape Conservation. The proposal will reduce the likelihood for land use conflicts by taking land out of the Rural Zone, which is conducive to uses with a likelihood of impact, and introducing



sensitive uses which can be undertaken without impact to landscape values on the adjoining property.

On this basis, the proposal is considered compliant with the SRD2.12 provision, and thus the Urban Growth Boundary is not an obstacle to the amendment.

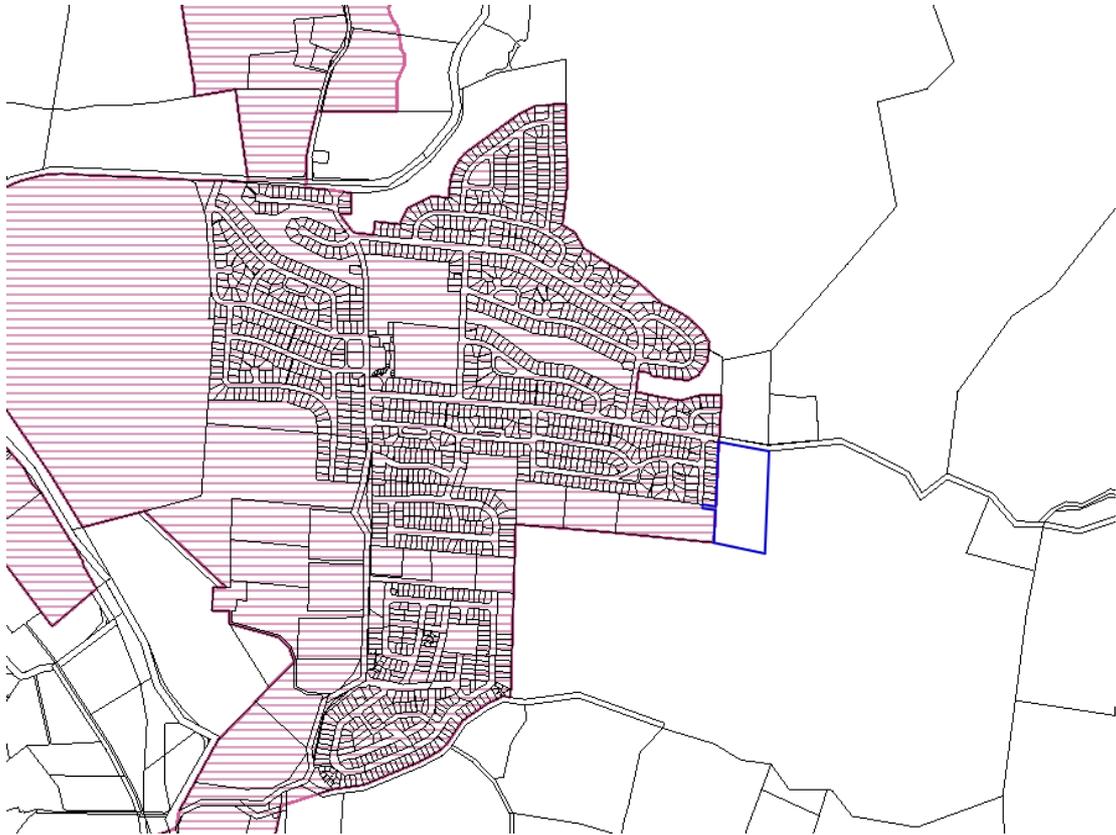


Figure 8: Site relative to the Existing Urban Growth Boundary within the STRLUS (Data sourced from LISTmap - annotated by MC Planners).



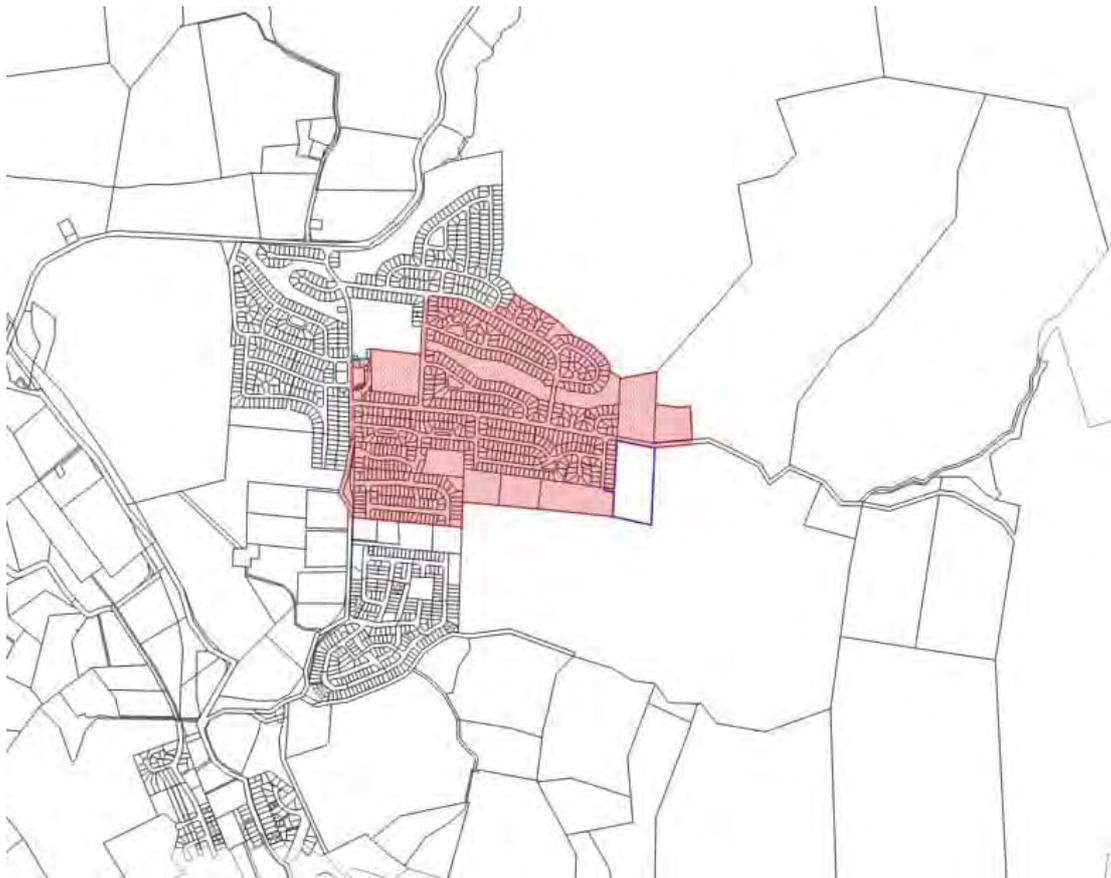


Figure 9: The site (blue) relative to the Immediate area (Red) (Data sourced from LISTmap - annotated by MC Planners).

## 7. Greater Hobart Plan 2022

The Greater Hobart Committee, established through the *Greater Hobart Act 2019*, collaborated to create a ‘whole-of-city’ Vision for Greater Hobart to 2050.

The Greater Hobart Plan (GHP) in describing the **“Where and how to grow”** states:

*To deliver our focus on infill development we will require concerted effort and collaboration between governments and industry if future development is to be directed into identified areas with capacity to absorb expected growth. Our analysis of land supply data has identified the following opportunities for future residential development over the next 30 years:*

The plan identifies projections for the ability of existing land to yield future dwellings to meet demand as predicted by utilisation of TasPop17 figures:

- **Low density greenfield housing on existing residentially zoned land** - 9,450 additional dwellings.
- **Medium density infill housing**
  - *within existing inner suburban areas across Greater Hobart* - 12,380 additional dwellings.
  - *within existing business zoned land close to primary and principal business districts* - 9,000 additional dwellings.



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- o on rezoned land to enable residential use (e.g. Hobart Showgrounds) - 3,700 additional dwellings.

- **Higher density infill housing in appropriate locations.**

In short the GHP finds:

*This analysis indicates that the total available land supply within the current Greater Hobart Urban Growth Boundary could potentially cater for over 34 000 additional dwellings, which is more than our anticipated demand of 30 000 dwellings by 2050.*

The Greater Hobart Plan is acknowledged, and an analysis of the land supply aspects of this plan are discussed in more detail in Section 11 below.

## 8. Council’s Strategic Plan

Part 3A S34 (LUPAA) requires that a draft amendment of an LPS must be consistent with a **Council’s strategic plan**. Clarence City Council Strategic Plan 2021-2031 has a number of policies relating to planning of housing:

2.12 Undertaking best practice land use policy development and active participation in regional planning processes.

2.13 Enhancing natural and built amenities to create vibrant, accessible activity centres and community hubs through quality urban design.

2.14 Planning for a diverse range of housing to meet the needs of a wide demographic.

2.15 Ensuring neighbourhoods have pleasant streetscapes and access to recreational spaces and appropriate neighbourhood facilities.

The proposed rezoning is consistent with STRLUS which is the policy document for the regional planning process. The proposal will facilitate a greater participation in the local activity centre by providing dwellings at a walkable distance, and in a local connected to higher order activity centres through public transport and an adequate road network. The proposal will provide a continued supply of urban residential housing, suitable for its location. The proposal will facilitate high quality streetscapes and public open space.

## 9. Adjoining Local Provisions Schedules

Part 3A S34(2) (LUPAA) requires that a draft amendment of an LPS must be, as far as practicable, consistent with and coordinated with any LPSs that apply to municipal areas that are adjacent to the municipal area. As the site is not adjacent to another municipal area, the proposed amendments are considered to not negatively affect adjoining LPSs.

## 10. Gas Pipelines Act 2000

Part 3A S34(2) (LUPAA) requires that a draft amendment of an LPS must have regard to the safety requirements of the Act. The proposed amendment relates to land outside of the declared pipeline corridor, and as such will not impact the safety requirements of the Act.



## 11. Clarence Local Provisions Schedule

The Tasmanian Planning Scheme - **Clarence Local Provisions Schedule** ('the **Planning Scheme**') is the relevant planning instrument.

The subject site is located within the Rural Zone. It is subject to Low landslip hazard band, Airport obstacle limitation area, Priority vegetation area, Flood-prone areas, and Bushfire-prone areas.

### 11.1. Planning Scheme Purpose and Objective

Planning Scheme Purpose [2.1]

The Tasmanian Planning Scheme - **Clarence** ('the **Scheme**') is the relevant planning instrument. The '**Planning Scheme Purpose and Objectives**' under Part A of the Scheme are addressed in the next subsection of this report.

**The proposed amendment is consistent with the 'Planning Scheme Purpose' as it furthers the objectives of the Planning System and Planning Processes as set out in Parts 1 and 2 of Schedule 1 of the Act, and makes provisions for the regulation of use and development.**

Zoning Objectives

The relevant zoning aspects associated with the proposed rezoning of the subject site from Rural to General Residential are considered below:

The purpose of the General Residential Zone as per clause 8.1 of the Planning Scheme, is stated as follows:

*8.1.1 To provide for residential use or development that accommodates a range of dwelling types where full infrastructure services are available or can be provided.*

*8.1.2 To provide for the efficient utilisation of available social, transport and other service infrastructure.*

*8.1.3 To provide for non-residential use that:*

*(a) primarily serves the local community; and*

*(b) does not cause an unreasonable loss of amenity through scale, intensity, noise, activity outside of business hours, traffic generation and movement, or other off site impacts.*

*8.1.4 To provide for Visitor Accommodation that is compatible with residential character*

In considering the Zone Purpose Statements above, the proposed zoning is consistent with the intended development of the site to deliver housing on serviced land.



## 11.2. Code Implications

C2.0 Parking and Sustainable Transport Code;

C3.0 Road and Railway Assets Code;

C7.0 Natural Assets Code;

C12.0 Flood-Prone Areas Hazard Code;

C13.0 Bushfire-Prone Areas Code;

C15.0 Landslip Hazard Code; and

C16.0 Safeguarding of Airports Code.

## 11.3. Current Zone and Overlays

The subject site is zoned as Rural under the Tasmanian Planning Scheme - Clarence (see Figure 10), and adjoins the General Residential Zone to the west, and the Landscape Conservation Zone to the south and east. The site is at the periphery of the urban zones which have been applied over Risdon Vale.

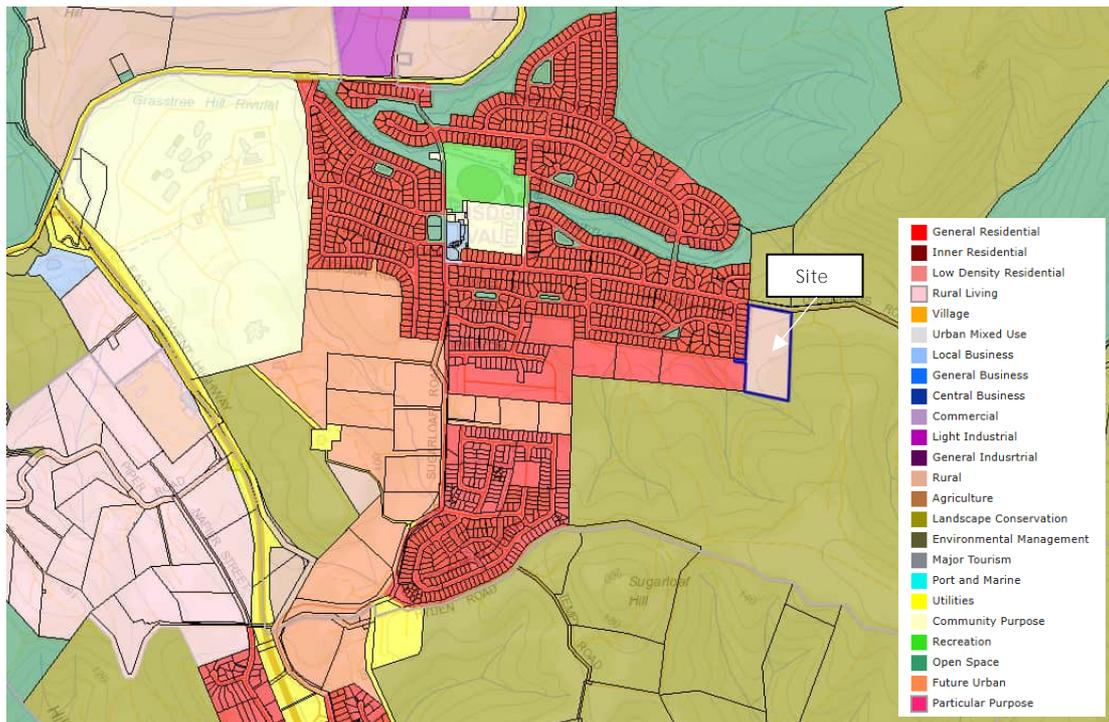


Figure 10: Application of zones within the locality relative to the site (Source: LISTmap, accessed September 2024 - annotated).

The site is subject to 5 overlays:

- Priority vegetation area
- Bushfire-Prone areas,
- Landslip hazard areas
- Flood-Prone hazard area, and the
- Obstacle Limitation Area of the Safeguarding of Airports Code.

For the Bushfire Prone Areas code and the Obstacle Limitation Area, these overlays apply to the whole site.



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Natural Assets Code [C7.0]

The site is subject to a priority vegetation area overlay, at the south east section of the lot (see Figure 11). A natural values assessment has been undertaken to inform any potential subdivision, with an intention to retain significant trees both subject to the overlay, and which have been surveyed on site.



Figure 11: Priority Vegetation Area Overlay (Source: LISTmap, accessed October 2024).



Flood-Prone Areas Hazard Code [C12.0]

The site is subject to a flood prone areas overlay at a limited section at the north west (see Figure 12). The extent is limited on site, and it is considered that with the provision of road infrastructure, any flood risk to the site or adjoining properties will be ameliorated.

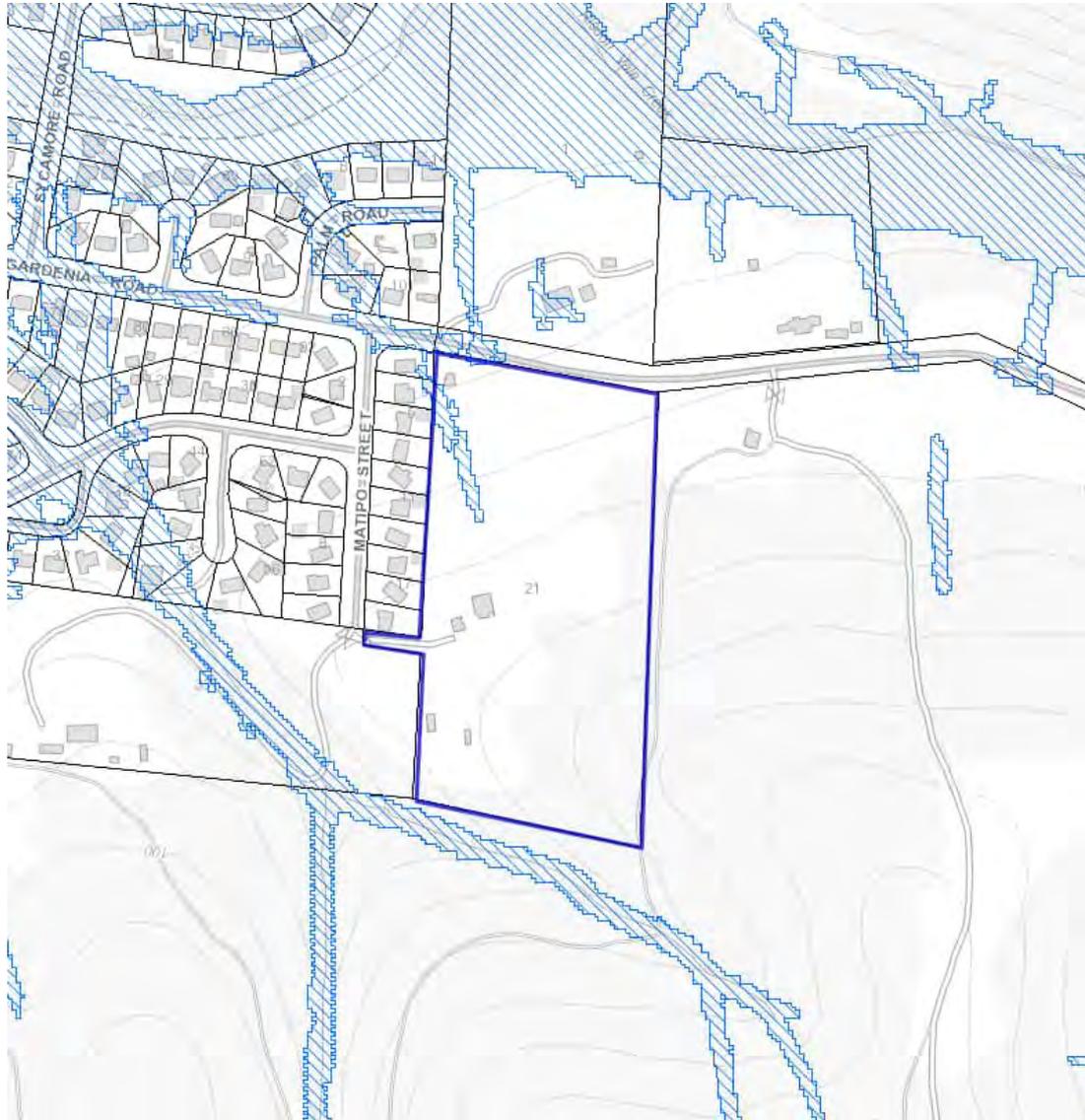


Figure 12: Flood-prone Areas Overlay (Source: LISTmap, accessed July 2024).



Bushfire-Prone Areas Code [C13.0]

The site is subject to a Bushfire Prone Areas overlay. Consideration of the bushfire threat can be undertaken relative to the site to understand management requirements for a potential subdivision (see Figures 13 and 14).



Figure 13 shows land within 100m of the proposed development as this is the minimum area for consideration under AS 3959-2018 - 150m included for context.





Figure 14 shows the likely Bushfire Hazard Management Areas under an assessment under AS 3959-2018 for BAL19.

A bushfire management plan would require a 10m x 15m building envelope to be clear of these BAL19 Hazard Management areas and this may require additional depth to lots on this side of the site (approximately 42.5m).

Lots adjacent to 33 Matipo would need a lot depth of approximately 37.5m but this is typical of a 450m<sup>2</sup> lot, thus would be of little impact. It is anticipated a Part 5 agreement can be entered into with the adjoining property owner to accommodate hazard management areas in the General Residential Zone land on that side. There would be no impact on lots on the eastern side.

Potentially Contaminated Land Code [C14.0]

The site is not considered to be potentially contaminated.



### Landslip Hazard Code [C15.0]

The landslip hazard overlay has been applied to a small section of the site at the south west corner (see Figure 15). This section falls to the south west, whereas the majority of the site falls to the north. It is likely that lots responsive to this constraint can be provided with building areas outside of the hazard area and are serviced by infrastructure falling to the north.



Figure 15: Application of the Landslip Hazard Area (medium hazard band) on the site (source: LISTmap, accessed September 2024).

### Safeguarding of Airports Code [C16.0]

The site is subject to an Airport obstacle limitation area. This area has a lower limit of 147m AHD, though the site is at its highest point 115m AHD. It is considered unlikely that any residential development will exceed 32m to warrant consideration against the Safeguarding of Airports Code.



## 12. Land Supply and Demand

### Population growth - Greater Hobart

Data collated from the 2016 census estimated Tasmania’s resident population at 541,315. By the time of the 2021 Census, this population estimate had increased to 567,909. Of this increase of 26,594 people, 10,000 were based in the four Local Government areas of Greater Hobart.

Using population figures from the ABS, as well as the Estimated Resident Population (ERP) figures, the Department of Treasury and Finance as part of a 5 year cycle produces official population projections for Tasmania, referred to as TasPOPP (refer Appendix I for TASPOPP24). This most recent projection by the Department anticipates a medium series population of 641,045, by the year 2053, which is an increase of 68,045 people on the 2023 population. A high series population is projected as 714,020, which is an increase of 140,864 for the State.

The Greater Hobart Plan was prepared in 2022, and so undertook an analysis of population projections based on TASPOPP17 figures relative to the 2021 population of the state. These figures informed an anticipated requirement for an additional 30,000 dwellings within Greater Hobart, to accommodate the projected additional 60,000 residents.

Though the TASPopp17 figures are relatively consistent with predicting high series population growth within Greater Hobart at around 60,000, and so conservatively require an additional 30,000 dwellings; the revised figures redistribute the growth across local government areas, significantly affecting the location of demand.

Table 8. Population projections for Greater Hobart

LGA	Population 2021	High series TasPopp17 -Year 2050	Increase on 2021	High Series TasPopp24 - Year 2053	Increase on 2021	Variation between 2050 and 2053 figures
Hobart	56,084	77,173	21,089	67,556	11,472	- 9616
Glenorchy	51,233	65,607	14,374	60,693	9,460	- 4914
Clarence	62,396	75,335	12,939	84,519	22,123	+ 9184
Kingborough	40,815	49,916	9,101	57,617	16,802	+ 7701
Greater Hobart	21,0528	26,8031	57,503	27,0385	59,857	+ 2354

### Assumed Population Trends - Clarence

The Greater Hobart Plan identified the projections from TASPopp17, and revised these numbers to an ***‘assumed population for planning purposes’*** forecast. This forecast then informed a dwelling requirement for the year 2050, based on a 2 persons per dwelling rate. Table x below is relative to Clarence, and shows the various relevant population forecasts, as well as resultant dwelling demand based off those figures.



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It is noted that the two TasPopp projections relate to 2050 and 2053 respectively, and so the varied numbers are not a direct comparison where the later includes an additional three years of growth. Nevertheless, the annual dwelling construction rate anticipated by the Greater Hobart Plan would still be dramatically short of supplying the number of dwellings required to house the revised population numbers in Clarence.

Table 9 Population forecasts compiled from TasPopp2024 and the Greater Hobart Plan

	TasPopp2017 (High) 2050	TasPopp2024 (High) 2053	Greater Hobart Plan Population Projections (High) 2050	Greater Hobart Plan - additional Population 2050
Population increase from 2021	12,939	22,123	16,606	15,300
Dwellings required from 2021	6,470	11,061	8,303	7,600 (per greater Hobart plan) <sup>1</sup>
Years to complete (at rate of 253 dwellings p.a )	25.5 years	43 years	32 years	30 years

In terms of required new housing, the revised TasPOPP24 population growth forecasts have significant implications for the anticipated requirements for dwellings in Clarence, and the rate of dwelling construction required to meet that demand within 30 years.

#### Land Supply - Clarence

Though the Greater Hobart Plans' **target of 70/30 infill to greenfield ratio applies across the** entire Greater Hobart area. In Clarence, Appendix 1 to the Greater Hobart Plan indicates 6,600 of the 7,600 new dwellings required to house 15,300 people by 2050 will be satisfied by greenfield development (refer to Figure 16 below).

Though some greenfield development will include multiple dwellings, the highest probability is that greenfield lots will be set aside for single dwellings. To achieve the greenfield dwelling target for Clarence stipulated within the plan, this would require 220 greenfield lots to become available every year in Clarence for the next 30 years.

Should high growth projections provided in TasPopp2024 materialise; a 30% higher population accommodated in Clarence along the lines of the distributions shown in Figure 16 would mean 286 greenfield lots are required every year to house the projected population.

<sup>1</sup> This number of dwellings does not accord to a 2 person to one dwelling split as identified in the Greater Hobart Plan as the model.



<b>CLARENCE</b>			
12#	Rosny Park CBD surrounds including Warrane, Rosny, Bellerive etc. (infill)	<b>1,150</b>	<b>650</b>
13	Tranmere Rokeby peninsula – including Droughty Point (greenfield)	<b>6,100</b>	<b>3,000</b>
14	Risdon Vale area – particularly both sides of Sugarloaf Road (greenfield)	<b>900</b>	<b>450</b>
15	Glebe Hill, Rokeby and Oakdowns area (greenfield)	<b>1,300</b>	<b>650</b>
16	Paranville east of Pass Road (greenfield)	<b>2,550</b>	<b>1,250</b>
17	Clarendon Vale – north & east extensions (greenfield)	<b>1,850</b>	<b>900</b>
18	Lindisfarne and Geilston Bay fringe development (greenfield)	<b>750</b>	<b>350</b>
19	Scattered infill in Lindisfarne area (infill)	<b>300</b>	<b>150</b>
20	Scattered infill in Howrah and Shoreline area (infill)	<b>400</b>	<b>200</b>
<b>TOTAL CLARENCE (Metro)</b>		<b>15,300</b>	<b>7,600</b>

Figure 16: Appendix 1 of the Greater Hobart Plan Expected Urban Growth - distribution of additional population and dwellings by 2050 - Clarence

### Current Risdon Vale Land Supply

An analysis of land supply in Risdon Vale, provided at Appendix H shows that the theoretical lot yield for General Residential and Future Urban vacant or underutilised sites is significantly lower than a yield conducive to 10 dwellings per hectare; being a **‘normal suburban density’**. The likelihood of densities closer to 25 dwellings per hectare or 1 dwelling per 325m<sup>2</sup> (accounting for roads) across Risdon Vale is highly improbable.

The total theoretical lot yield of the identified vacant and underutilised land in Risdon Vale is 371, equating to 341 additional lots, not including the subject site (see Figure 17 and Appendix H). This number also does not consider the limitations on supply and delivery such as existing approvals, **contingency on ‘first movers’ for roads and other infrastructure**, or the identification of land within the General Residential Zone identified for public open space. This 371 total lot figure is significantly lower than what would be required to provide an additional 450 dwellings within Risdon Vale, even accepting some probability for multiple dwellings. Considering the under-projection of the population of Clarence on review of the TasPopp2024 population distribution across Greater Hobart, even if the Greater Hobart Plan dwelling targets were realised, these numbers would not satisfy demand.

Therefore, as the Greater Hobart Plan both under-projects the population of Clarence by year 2053, and over predicts the ability of existing underutilised and vacant land to supply dwellings; without additional supply of land, the dwellings required for the population of Clarence will be unlikely to be delivered where it is needed, and so the strategies outlined within the Greater Hobart Plan will not achieve this principal objective.





Figure 17: extract of Risdon Vale Land Supply Assessment (Appendix H), denoting total theoretical lot yield for vacant and underutilised land.

#### The role of 21 Matipo Street.

An analysis of 21 Matipo finds that a yield of 51-54 lots is probable over the theoretical yield of 38, in that through an understanding of the natural values on site, there is no overriding reason to prevent higher lot yield. Further, it is assumed stormwater may be detained on site, and that a Part 5 agreement can be obtained for the bushfire hazard management areas.

Delivering 51-54 lots equates to 12% of the expected urban growth requirement of dwellings (at 1 dwelling per lot) for Risdon Vale, as provided within the Greater Hobart Plan. For Clarence this equates to 0.8% of greenfield dwellings required for the projected population growth in that plan.

Importantly, accepting revised population growth figures from TasPopp2024, the additional 9184 persons at a 87/13 greenfield/infill split would require an additional 4308 greenfield dwellings by 2053, and so the percentage of the proposed maximum 54 dwellings at 21 Matipo would therefore equate to 0.4% of the total greenfield dwellings required across Clarence to house the projected population.



## 13. Infrastructure Assessment

### 13.1. Servicing

#### 13.1.1 Roads

The proposed development will have an internal ring road with a road reservation width of **18m, complying with the requirements of Council's By-Law No. 2 table 1**. The site generally grades from the south at a maximum grade of 15% towards the north. The internal road will run both parallel and perpendicular to the contours and will conform to the **general requirements of Clause 31(5) of Council's By-Law No.2**.

The property has a single road frontage at Downhams Road, and also has an access via a right of way over 33 Matipo Street. The latter is only to be perpetuated for a future single lot (as shown on the title). Downhams Road otherwise will serve as the access for the site, with the inclusion of a new Junction. Downhams Road is unsealed, with an approximate 15m wide road reserve. It is likely this would be widened to the 18m wide road reserve as part of the subdivision of the site. It is also likely there would be a requirement to seal, curb and provide a footpath to the section of Matipo Street adjacent to the property frontage. The Bushfire Hazard Code would require fire truck to enter and exit the site in a forward direction which is possible given the width of the site can accommodate a loop access.

#### 13.1.2 Stormwater

Stormwater from the site currently discharges into a roadside swale and into a pit in the road reserve in front of 1 Downhams road before running overland through 1 Downhams Road towards Risdon Vale Creek. The paved section of Downhams Road runs to a sag point at the junction with Palm Road, through Palm Road and through 10 Palm Road to Risdon Vale Creek.

Council engineers have advised Risdon Vale Creek already causes significant flooding and cannot accommodate any further peak stormwater load.

The most appropriate solution is to locate a detention area on 1 Downhams Road to accommodate the stormwater from both Downhams Road and Palm Road. In the absence of this, the 18 Downhams Road site would need to have an on site detention system to detain stormwater flow up to the 1% AEP event, which is likely to require approximately 900m<sup>2</sup>. This would ensure no increase in flows from the pre-development scenario, as required by Council. Refer concept services plan drawing C01 for proposed layout and details Attachment 4.

#### 13.1.3 Water

TasWater have advised that there is insufficient pressure to service the 51-54 lots possible on the site with the current water main connection. To remedy this, a connection to the DN150 high pressure water main in Pipit Drive is required - a distance of approximately 620m. This will require a 4m wide easement. The owner of 18 Downhams Road (Aran Property Pty Ltd) have indicated they would be willing to accommodate the easement on their northern boundary. Negotiations are occurring with the owners of 45-55 Pupit to acquire an easement across one of these lots. Alternatively, an easement can be made through 60 Elaia Drive (Pharos Custodians PTY LTD). Council may also considering access through 150A Athena Drive (a Council park). Refer concept services plans C01 and C02 at Attachment 4 for detail.

Properties on the upper parts of Matipo street are serviced via pump station in Matipo Street to reservoir within the subject site which is fed back down to the properties. With the proposed new connection to the DN150 high pressure water main, the existing pump station, reservoir and connected water mains can be decommissioned and fed directly to the new pipe as per the concept services plan drawing C01, at Attachment 4.



#### 13.1.4 Sewer

The immediate area is served with a 150mm Sewer main, and TasWater have indicated this is suitable for a 50 lot yield once the main is extended along Downhams Road and into the site. Lots in the southern part of the site may need to connect to the main in 19 Matipo Street (via the easement in 33 Matipo Street) given the fall in this part of the site. The Risdon Sewerage Plan has recently been upgraded to provide additional storage. Refer concept services plan drawing C01 for proposed layout, at Attachment 4.

#### 13.1.5 TasNetworks

An early engagement meeting was held with TasNetworks on 16th April, 2024. It was established that a HV upgrade would be required to be completed to the network & extend to the entrance of the subdivision and that the Subdivision will aim to be provided by an Overhead transformer pole along the frontage of the site.

### 13.2. Traffic and Transport Networks

The attached Traffic Impact Assessment (Appendix F) considers the impact of the proposal upon State and local road networks. The assessment concludes that the local road network is lightly trafficked, there is sufficient spare traffic capacity to accommodate predicted traffic increase from the proposal, without causing a deterioration in level of service.

The intensification of traffic generated by the development is expected to be accommodated without the need for road infrastructure improvements.

The site is within 300m of bus stop 29, which services route 694. This bus route services Rosny Park, Glenorchy, Cove Hill and Hobart City daily. It is considered the site has good connectivity to public transport.



## 14. Conclusion

Section 37 of the *Land Use Planning and Assessment Act 1993* allows for a request to be made to a planning authority to amend a planning scheme administered by it.

This report has been drafted in support of the above requests under s37, to consider a proposed rezoning, and subdivision of land at 21 Matipo Street, Risdon Vale.

The report demonstrates that the proposal is consistent with the objectives of the *Land Use Planning and Approvals Act 1993* and the Strategic Directions and Regional Policies identified within the STRLUS. It has also been demonstrated, via a detailed consideration of the supply and demand of housing in the region, that the proposal is consistent with the Regional Settlement Strategy identified in the STRLUS. Based on more recent growth data from the Department of Treasury and Finance (TasPOPP24) and the assumptions in the Greater Hobart Plan, given a typical two stage delivery of the future 50 lot proposal the proposed rezoning area would only be 11% of the annual required number of greenfield dwellings in Risdon Vale identified within the Greater Hobart Plan.

The proposal will have a minor impact upon natural values and would ensure the ongoing protection of threatened vegetation communities. The development envisaged for the site has been planned in an integrated way to ensure that natural values would be protected to the greatest extent possible.

Residential development facilitated by the rezoning will be serviced by extensions to existing reticulated networks. Similarly, access to the development will be provided by a logical extension of the road network, supportable on traffic grounds. The proposal therefore makes efficient use of existing infrastructure and services.

The proposed development will provide a significant opportunity for the local construction industry and supporting businesses. In addition to assisting the general economy the supply of a future proposed 51-54 new residential lots would contribute to addressing the existing critical housing shortfall within the Greater Hobart area



**21 MATIPO STREET, RISDON VALE**

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**Photo 1:** Site viewed from Downhams Road looking southeast.



**Photo 2:** Site viewed from Downhams Road looking south.



**Photo 3:** Site viewed from the access strip from Matipo Street, looking southeast.



**Photo 4:** Site viewed from end of access strip, looking southeast.



**Photo 5:** Site viewed from end of access strip, looking south.

**8. REPORTS OF OFFICERS**

**8.1 DETERMINATION ON PETITIONS TABLED AT PREVIOUS COUNCIL MEETINGS**

Nil Items.

**8.2 ASSET MANAGEMENT****8.2.1 GLEBE HILL BUSHLAND RESERVE MANAGEMENT PLAN 2025-2035 - FOR ADOPTION****EXECUTIVE SUMMARY****PURPOSE**

To present the finalised Glebe Hill Bushland Reserve Management Plan 2025-2035 for adoption following community consultation.

**RELATION TO EXISTING POLICY/PLANS**

Council's Strategic Plan 2021-2031, Sustainability Strategy 2023-2033, Clarence Natural Areas Strategy 2024-2034, and Clarence Bushfire Mitigation Strategy 2024-2034 are all relevant.

**LEGISLATIVE REQUIREMENTS**

The *Threatened Species Protection Act 1995* (Tas), *Nature Conservation Act 2002* (Tas), *Biosecurity Act 2019* (Tas) and the *Environment Protection and Biodiversity Conservation Act 1999* (Cwth) are relevant.

**CONSULTATION**

The draft Glebe Hill Bushland Reserve Management Plan 2025-2035 was developed with input from internal stakeholders, expert ecological consultants, key community stakeholders, including Howrah Primary School, mountain bike representatives, bordering landowners, Glebe Hill Landcare Group, and the Glebe Hill and Howrah local communities in accordance with Council's Community Engagement Policy 2020.

**FINANCIAL IMPLICATIONS**

The 2025-2026 financial year costs associated with planning and staged implementation of the Glebe Hill Bushland Reserve Management Plan 2025-2035 are accounted for in the adopted Estimates and Annual Plan. The capital forward plan and budget costs identified during the implementation phase will be considered by Council through future annual budget processes.

**RECOMMENDATION:**

That Council adopts the Glebe Hill Bushland Reserve Management Plan 2025-2035.

---

**ASSOCIATED REPORT****1. BACKGROUND**

- 1.1.** This report presents the updated and finalised Glebe Hill Bushland Management Plan 2025-2035 ("the Plan") to Council following community consultation. The Plan is included with this report as **Attachment 1**, along with an Executive Summary as **Attachment 2** and Summary of consultation and subsequent amendments to the Plan as **Attachment 3**.

- 1.2. The Plan is an update of the Glebe Hill Bushland Reserve Activity Plan 2014-2018. Development of the Plan commenced in 2020 and was followed by the engagement of ecological consultants Enviro-dynamics Pty Ltd, who in collaboration with Council’s Environment and Biodiversity Team, undertook a comprehensive review of the 2014 plan’s outcomes, surveyed existing natural values and conducted a two-stage community consultation process.
- 1.3. Adoption of the draft plan was paused to resolve the criteria through which appropriate dog regulation recommendations could be made. This was facilitated through Council’s Dog Management Policy 2021 and associated “Natural Areas Assessment criteria to determine the level of dog access in bushland and coastal reserves” (detailed in Appendix 7 of the Plan).
- 1.4. Enviro-dynamics were re-engaged in 2024 to review the draft, undertake additional natural values assessments and develop the updated Draft Glebe Hill Bushland Reserve Management Plan 2025-2035.
- 1.5. The Glebe Hill Bushland Reserve Management Plan 2025-2035 was discussed with Council at the 23 June 2025 workshop.

## 2. **REPORT IN DETAIL**

- 2.1. The Plan sets out actions to address management issues raised as part of consultation as well as the statutory, environmental, cultural, and recreational management responsibilities Council is committed to as a landowner. The main themes addressed in the Plan are:
  - Protection and improvement of the social and natural values, including threatened flora and fauna.
  - Protection and enhancement of the habitat provided by the remnant grassy woodland covering Glebe Hill Bushland Reserve (“the reserve”).
  - Control of domestic animals and high priority weeds under the *Biosecurity Act 2019*, particularly Texas needlegrass and crow garlic.

- Maintenance of tracks and closure of unofficial tracks within the reserve. along with establishing linkages to existing track networks outside the reserve.
- Continue carrying out planned burns and fire trail maintenance in accordance with the Glebe Hill Bushland Reserve Bushfire Mitigation Plan 2024-2028.
- Continue the upgrade of entrances in accordance with the Entry Concept Plan (Appendix 5 of the Plan).
- Support nature-based education programs and Landcare group activities.

**2.2.** The objectives of the Plan are to:

- Ensure the Reserve is sustainably managed to preserve and enhance its natural, cultural, and social values.
- Identify priority management activities to be undertaken within the reserve by Council, community groups and/or volunteers as resources become available during the period 2025-2035.
- Encourage community involvement through raising awareness of the reserve's values and encourage participation in activities to minimise threats to these values.

**2.3.** As a result of the review and evaluation of public comments, amendments were made to the Plan. These are detailed in Section 6, Attachment 3 of the Plan and include recommending under the next Dog Management Policy (consultation expected to commence later this year), the bushland area (refer Figure 1 in the Plan) be declared as dogs on lead. Additional actions were included for nature-based education projects and an indigenous interpretation program with local primary schools.

### 3. CONSULTATION

#### 3.1. Community Consultation Undertaken

- Community consultation was undertaken in two stages. Commencing prior to the Plan’s development, stage one captured management issues via Council’s “Your say” page, an on-site “walk and talk” event, interviews with stakeholders (internal and external) and advertisement in the Eastern Shore Sun. The evaluation of the management issues along with detailed assessment of the natural, cultural and recreation values provided the basis for development of the draft Glebe Hill Bushland Reserve Management Plan.
- Stage two of the consultation followed the release of the draft Plan and provided the opportunity via the Your Say page for the community to comment and vote on nine key management actions:
  1. Monitor and control Texas needlegrass and crow garlic in the reserve.
  2. Undertake further nature-based education projects with Howrah Primary.
  3. Develop an indigenous interpretation program.
  4. Promote “dogs on lead” area to protect native fauna.
  5. Continue monitoring native fauna species in the reserve.
  6. Maintain official track network and close all informal tracks.
  7. Assess and report on vegetation condition and bird population trends.
  8. Install track maps at all reserve entry points.
  9. Undertake primary weed control in Minno Street Reserve.
- Over the duration of the consultation, Council’s Your Say page received 232 visits of which 93 were classed as “informed” (viewed and/or downloaded the documents) and 22 filled out the survey. Four of the recommendations were supported by 100% of Respondents, three supported by over 85% and the remaining two recommendations were supported by at least 70% of the Respondents.

- A full summary of consultation feedback and subsequent amendments made to the Plan is provided in **Attachment 3**.

### **3.2. State/Local Government Protocol**

Nil.

### **3.3. Other**

Nil.

### **3.4. Further Community Consultation**

Not Applicable.

## **4. STRATEGIC PLAN/POLICY IMPLICATIONS**

- 4.1.** Council’s Strategic Plan 2021-2031 under the strategic goal “An environmentally responsible city”:

*“4.1 Protecting natural assets within council-managed land through the development and review of strategies in relation to bushfire, weed, land and coastal management.”*

*“4.7 Continuing to provide opportunities for involvement and increased awareness for the care of the local environment.”*

- 4.2.** Council’s Strategic Plan 2021-2031 under the strategic goal “A well-planned liveable city”:

*“2.19 Applying land use techniques to identify and protect important natural values within the city.”*

- 4.3.** Council’s Dog Management Policy 2021 under the “Bushland Reserves” section:

*“Where an on-lead status is recommended in a Council endorsed Reserve Activity Plan, the Schedule of Declared Areas will be re-assessed with regard to the existing dog regulation covering that reserve. Where a Bushland Reserve has been declared as being on-lead, dogs will only be permitted on-lead and on formed tracks within that reserve to protect natural flora, fauna, including habitat and/or areas of cultural significance. As Reserve Activity Plans are developed and reviewed, the impacts of domestic animal within that reserve will be assessed as a standard criterion.”*

**5. EXTERNAL IMPACTS**

The Plan, once adopted by Council, will have significant benefit to the community and the environment, by providing opportunity to protect, connect with and enhance this significant and critically important natural asset.

**6. RISK AND LEGAL IMPLICATIONS**

The Plan will support Council in its role to prioritise the protection listed natural values under the *Threatened Species Protection Act 1995 (Tas)*, *Nature Conservation Act 2002 (Tas)* and the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*.

**7. FINANCIAL IMPLICATIONS**

The 2025-2026 financial year costs associated with planning and staged implementation of the Plan are accounted for in the adopted Estimates and Annual Plan. The capital forward plan and further budget costs identified during the implementation phase will be considered by Council through future annual budget processes.

**8. ANY OTHER UNIQUE ISSUES**

Nil.

**9. CONCLUSION**

The draft Glebe Hill Bushland Reserve Management Plan 2025-2035 provides clear direction for both on ground works and associated investment, to be undertaken within the reserve by council workforce, council contractors, Glebe Hill Landcare Group, members of the Howrah and Glebe Hill community as well as other volunteer groups.

Attachments: 1. Glebe Hill Bushland Management Plan 2025-2035 (77)  
2. Executive Summary Glebe Hill Reserve Management Plan (5)  
3. Summary of Consultation and Amendments (24)

Ross Graham  
**HEAD OF INFRASTRUCTURE AND NATURAL ASSETS**



2025

# Glebe Hill Bushland Reserve Management Plan

2025-2035



City of  
Clarence



56-58 Burnett Street, North Hobart, Tasmania, Australia 7000

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ABN: 72 161 439 121



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# 1 Introduction

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The **Glebe Hill Bushland Reserve Management Plan (RMP) 2025–2035** provides a strategic framework for the management of Glebe Hill Bushland Reserve's (GHBR) natural, recreational, and cultural values.

It includes recommendations for GHBR and a 0.6-hectare patch of important remnant bushland at Minno Street, Howrah.

## 1.1 Background

GHBR is located on Glebe Hill in the suburb of Howrah. The main reserve is approximately 19 hectares in area with a separate 0.6 ha parcel located off Minno Street (Minno Street Reserve).

The reserve occurs at the southern end of a range of hills running from Mornington to Rokeby and is part of the “scenic rim” of hills behind the suburbs of Bellerive and Howrah. The reserve borders new housing estates to the south and east, an existing developed area to the west and bushland on private property to the north.

GHBR is managed by Clarence City Council (CCC) in conjunction with the Glebe Hill Bushland Reserve Landcare Group (henceforth referred to as the Landcare Group).

The reserve contains a mixture of dry forest communities, open grassland, and rockplate areas. There is a well-developed track network through the reserve with several entrances from adjacent residential areas. The natural value of the reserve network and the recreational opportunities that it provides are highly valued by the local community.

An assessment of the natural, recreational, social, and cultural attributes of the reserve was undertaken as part of the original Reserve Activity Plan (RAP) developed in 2014 (North Barker 2014). As part of the RAP review, additional site surveys were undertaken to update weed distributions and determine vegetation condition, and a new round of community consultation was undertaken. In addition, the RAP has been rebranded as a Reserve Management Plan (RMP) to align with other Council reserve management plans.

The format of this RMP follows the format of the 2014-2018 RAP with similar headings and layout. The RMP includes updated management activities to maintain and enhance the reserve's values. The management objectives and priorities are based strongly on the outcomes of community consultation.



### **1.1.1 Brief history of reserve**

GHBR is located on the traditional lands of land originally occupied by the Mumirimina band of the Oyster Bay Nation. The Aboriginal community is likely to have used this area widely. Information related to Aboriginal heritage is provided in Section 4.1.

Following European colonisation, the Glebe Hill reserve formed part of a 400-acre land parcel allocated to supplement the income of the clergy of St David's parish. Known as a 'glebe', this land generated income through rent and agricultural production. The Goodwin family purchased St David's glebe in 1923 and farmed it for nearly a century. Subsequently, the larger area was subdivided for private residential use, with the reserve retained for public use.



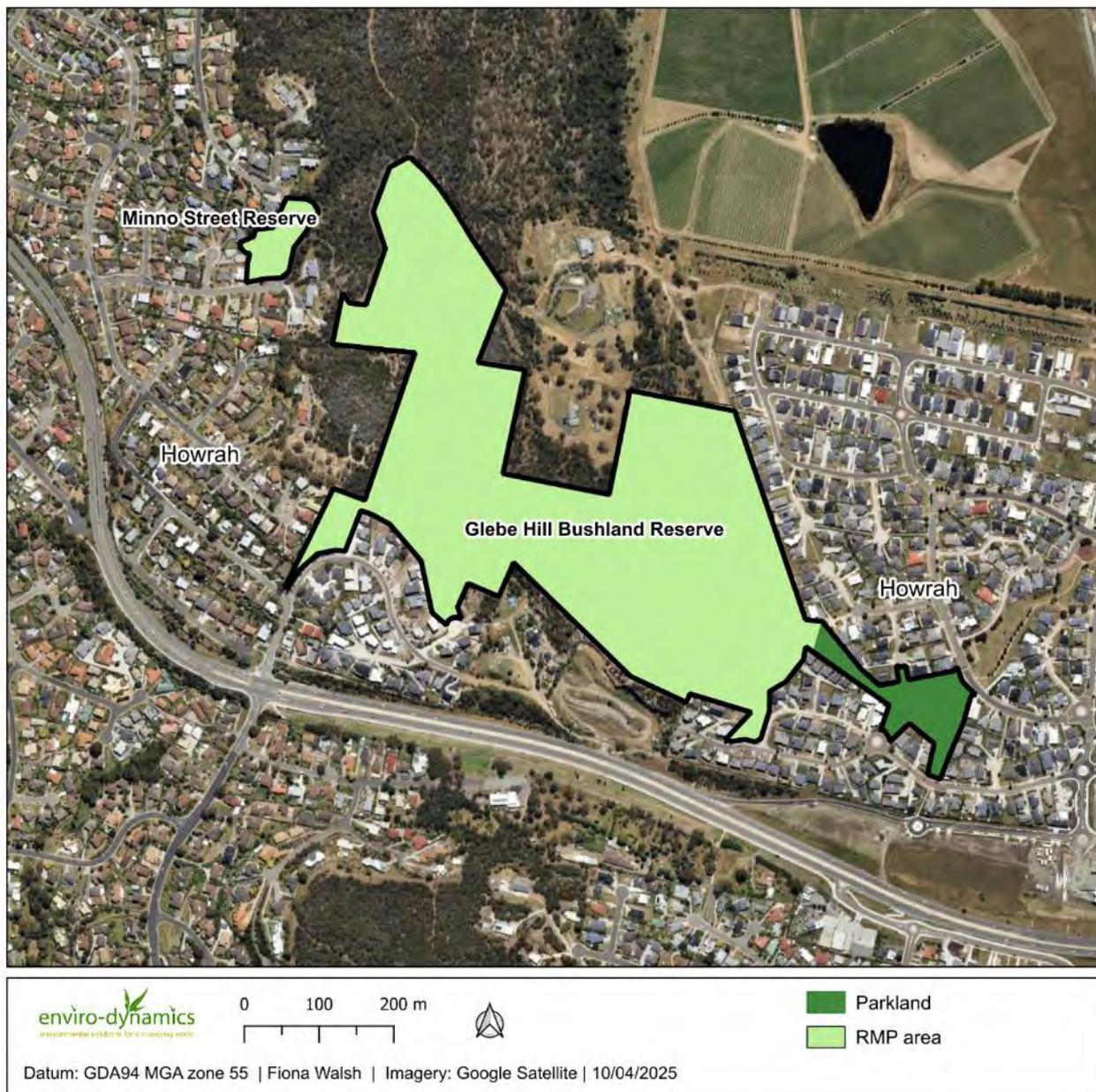


Figure 1 – Location Plan – Glebe Hill Bushland Reserve and Minno Street Reserve.



### **1.1.2 Overview of previous management**

Since the reserve's establishment, Clarence City Council Environment and Recreation staff have directed the management of the reserve, with contributions from the local Landcare Group, Howrah Primary School, and some of the large landholders adjoining the reserve.

### **1.1.3 Planning zones and overlays**

The southern portion of the reserve is zoned Open Space, and the northern portion is zoned Landscape Conservation. The priority vegetation overlay is shown in Figure 2, and other overlays applied to the reserve are listed below:

- Priority vegetation area
- Bushfire-prone areas
- Flood-prone areas
- Low and Medium landslip hazard band, and
- Airport obstacle limitation area.

## **1.2 Aims of this Reserve Management Plan**

The aims of this RMP (2025-2035) are to:

1. Ensure the reserve is sustainably managed to preserve and enhance its natural, cultural, and social values.
2. Identify priority management activities to be undertaken within the reserve by the Council and/or volunteers and contactors as resources become available during 2025-35.
3. Encourage community engagement through raising awareness of the reserve's values and encouraging activities that minimise threats to these values.

The development of this RMP involved the following actions:

- Conducting a follow-up assessment of the reserve's natural, recreational, and cultural values, and identifying existing or potential management issues.
- Undertaking a two-stage community consultation process to capture local knowledge and interests, and to provide opportunities for the community to raise and prioritise issues. This process encouraged understanding of the reserve and management needs while actively involving the community in management planning.



- Liaising with CCC staff and the local Landcare Group to review the actions and recommendations contained within the GHBR Action Plan 2013- 2018.
- Reviewing existing documents and specialised reports related to issues such as weed control, erosion, and vegetation condition in the reserve.
- Providing updated priority management actions for the 2025-2035 RMP based on community consultation, review of existing plans, and current understanding of reserve's values and threats.



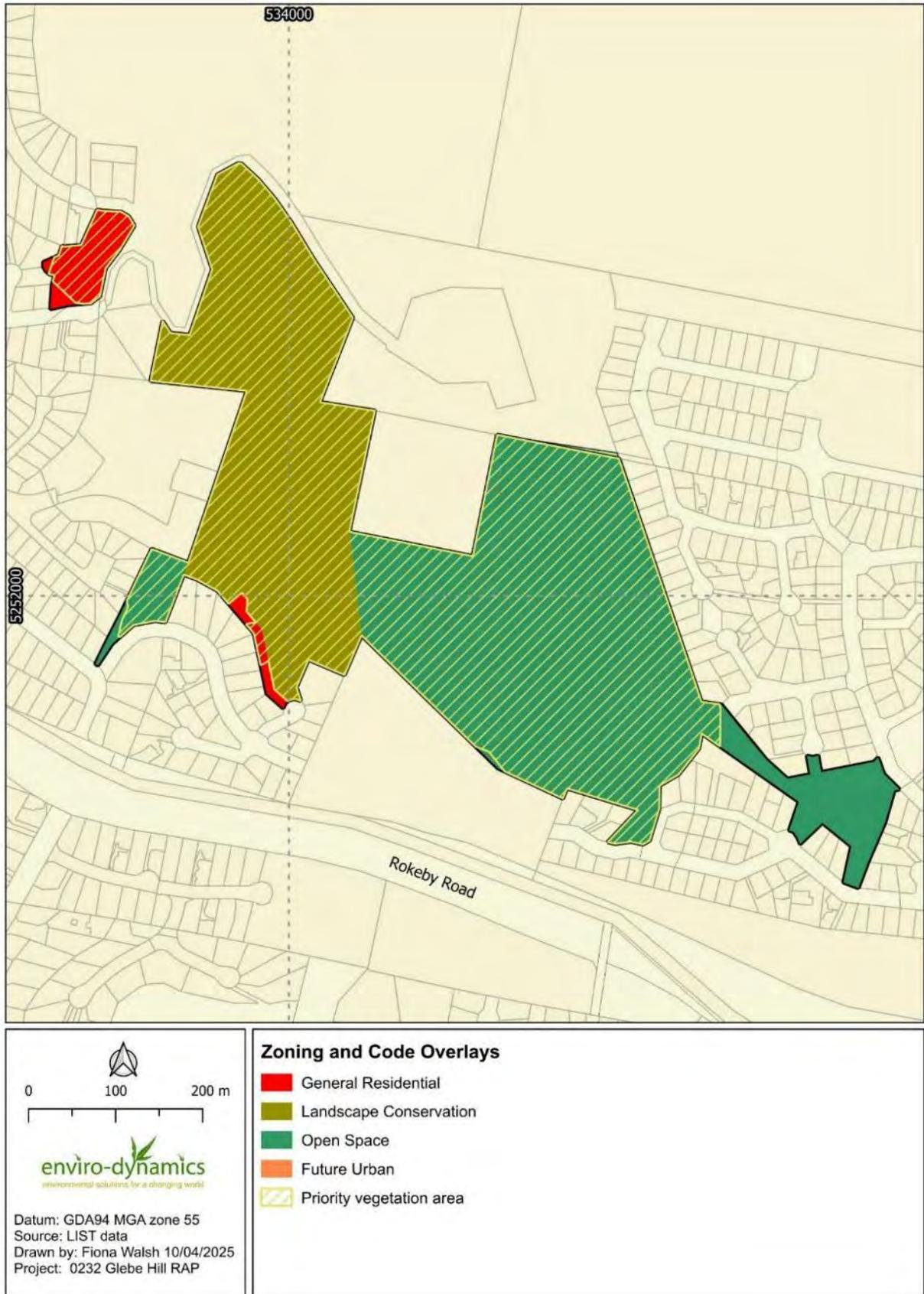
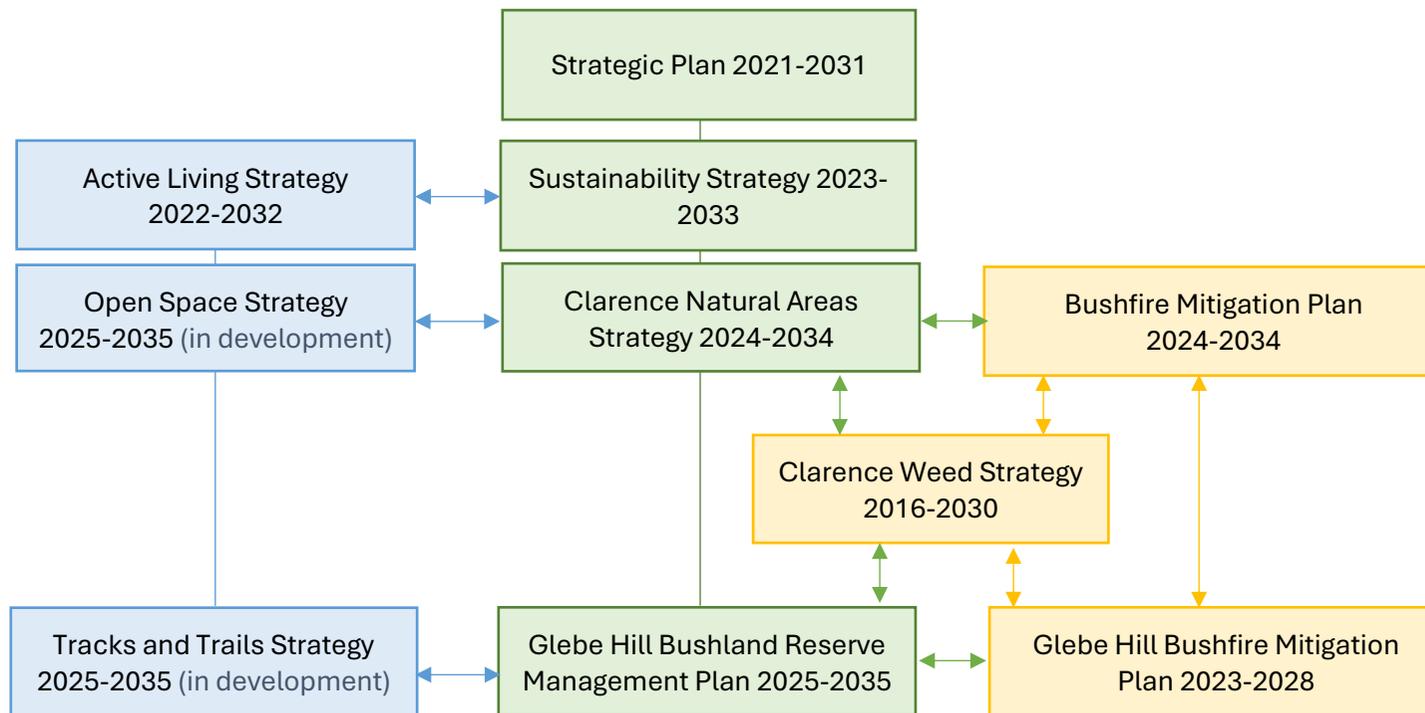


Figure 2 – Tasmanian Planning Scheme zones and overlays on Glebe Hill Bushland Reserve.



### 1.3 Natural Area Strategic Flowchart

The following flowchart (*Figure 3*) illustrates how the RMP integrates within the Council’s related strategies and plans for natural areas.



*Figure 3 – Clarence City Council’s natural areas strategic flowchart.*

## 2 Review of reserve plans and community consultation

---

This section presents reviews of three Glebe Hill Bushland Reserve (GHBR) plans, and the outcomes of recent community and stakeholder consultation.

### 2.1 Glebe Hill Bushland Reserve Activity Plan 2014-2018

The content and structure of the 2014 Reserve Activity Plan (RAP) has been referenced for the current plan. Assessment of values and development of management actions for the Minno Street Reserve (MSR) is an addition to the 2025-2035 Reserve Management Plan.

The 2014 RAP implementation plan successes include:

- Execution of weed control measures. However, ongoing maintenance is needed due to the suburban nature of the reserve, where weeds are common in adjoining properties.
- All reserve entrances have received some level of landscaping consistent with the 2014 RAP, except for the two entrances at Watton Place and the stone wall feature intended to deter access to private property at 1 Monique Street, via the Mookara Entrance. Additionally, most of the recommended track works and signage improvements have been completed.
- The establishment of the Landcare Group in 2015.

Actions that have yet to be completed and are still relevant to the management of the reserve are included in this RMP. For example, the Dogs in Natural Areas Criteria as mandated by the 2021 Dog Management Policy is applied, which was supported with reserve-specific consultation.

### 2.2 Nature Conservation Plan (reproduced from 2014 RAP)

GHBR is made up of two land parcels. The majority of the bushland reserve (17 Watton Place) is protected by a conservation covenant under the Tasmanian *Nature Conservation Act 2002*. As such, this area has a corresponding nature conservation plan that details management prescriptions and describes activities and restrictions that will ensure that the reserve's natural values are maintained and enhanced. The smaller land parcel at 8 Merindah Street is not protected by a conservation covenant.

Under the covenant system, the specific management objectives are:



- To maintain the structure of vegetation communities and allow for regeneration of native species under the proposed management regime.
- To implement appropriate fire regimes.
- To protect the habitat of threatened and/or priority species.
- To eradicate or control weeds and feral animals and prevent any further introductions of exotic species.

There is an obligation under this system that the landowner will protect and enhance the natural values of the reserve and implement management actions that aim to achieve this. The success, or otherwise, of the management regimes will be monitored by the Department of Natural Resources and Environment (NRE) Stewardship Officers, who can also offer advice on appropriate management and monitoring techniques.

Management prescriptions and recommendations from the nature conservation plan are in broad agreement and of a similar intent to the management recommendations that follow within this plan.

### **2.3 Glebe Hill Reserve Bushfire Mitigation Plan (2023-2028)**

The original Glebe Hill Bushfire Management Plan (2012-2016) was revised in January 2017 and was reviewed again in 2023. At the time of revision, the name was changed to Bushfire Mitigation Plan (2023-2028) (BMP). The plan is a tactical level planning document that focuses on addressing bushfire hazards and improving the survivability of communities and assets. The BMP identifies key areas for fuel management, and provides tactical guidance regarding planned burning, fuel management, fire trails, fuel breaks, hazard management areas, and asset protection work.

The aims of the revised BMP are consistent with the aim of the initial plan which was “to lessen the risks posed by wildfires by minimising the risk of fires starting in the reserve and minimising the risk of injury or damage to assets in and surrounding the reserve.”

Planned burns were successfully carried out in 2015 and 2023 on the southern and eastern aspects of GHBR. The current BMP has a schedule of burns according to vegetation management units and vegetation types within those units across the period between 2023 and 2028.



## 2.4 Community engagement – issues and opportunities

Community consultation plays an integral role in the development of RAPs and RMPs. It provides an opportunity to gather input on the values and management issues that matter most to the community. This feedback helps to establish shared management priorities and encourages community ownership, ultimately supporting practical actions and measurable outcomes. The following community consultation activities were undertaken as part of the review of the 2014 RAP:

- A ‘walk and talk’ event was held in 2020, with seven participants attending.
- Feedback forms were distributed and an online survey (via the ‘Have Your Say’ website) made available to residents, with further responses provided via email to the Council.
- The following key stakeholders and user groups provided feedback:
  - The Landcare Group
  - Howrah Primary School
  - Clarence City Council Environment and Recreation staff
  - Four large landholders adjoining the reserve.

Following the initial community consultation process, further consultation was sought following the release of Draft GHB RAP. The GHB Reserve Report Card was distributed to the community to facilitate further input on key recommendations. The results of this consultation are incorporated into this Final Reserve Management Plan.

The following is a summary of the main management issues raised during the community consultation process and the number of representations received for each category. Many of the respondents provided feedback on multiple issues and hence the total number of responses received on all issues exceeds the number of respondents.

The number of responses is recorded in brackets:

- Support for developing new tracks and maintenance of existing tracks within the reserves to improve access, provide connectivity, increase recreational opportunities and improve safety (16)
- Management of the natural values of the reserve (7)
- Concerns with motorbike access, impacts of mountain bikes (5)
- Develop infrastructure - playground/parkland/shelter/signage etc. (5)
- Domestic animal management/wildlife impacts (5)



- Access/safety issue with fencing off Monique Street (4)
- Impacts of mountain bikes on reserve values (3)
- Bushfire management (2)

While all relevant community feedback has been considered in the review and updated in the 2025-2035 RMP, some issues identified during the consultation process are beyond the scope of this plan or pertain to management issues outside the areas covered by the plan. These issues have been noted and will be addressed through other processes where feasible.



## 3 Natural Values Assessment

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This section presents a summary of the existing natural values across including the landscape setting, vegetation communities, flora and fauna values.

### 3.1 Landscape Setting

The hilltop reserve provides the green back drop to the suburbs of Howrah and Rokeby. The landscape setting and connectivity of the reserve was described in the original Reserve Activity Plan (North Barker 2014) (RAP) as follows:

*“The reserve is a central component and link in an almost constant chain of native vegetation forming the Rokeby Hills. The upper slopes and ridgeline of the Rokeby Hills remain as intact bushland while the lower slopes and valleys have, since European settlement, succumbed to agriculture or residential development. The Rokeby Hills historically would have been connected to the larger Meehan Range to the north. However, this link has been broken by vegetation clearance largely for agriculture and more recent housing development and roads.”*

In terms of the immediate surrounding environment, the reserve is adjacent to residential suburbs to the west, south, and east. Large areas of intact native bushland, which are the continuation of the Rokeby Hills, are contiguous with the reserve to the north. These bushland areas are interspersed with some isolated houses. Tenuous links with the southern extension of the Rokeby Hills occur to the south of the reserve, as Rokeby Road and further suburban development has fragmented these connections.

Figure 5 illustrates the recreational links and ecological connectivity across Glebe Hill Bushland Reserve, Rokeby Hills Reserve Tranmere foreshore reserve, Howrah Beach, and Clarence Plain Riparian Reserve.



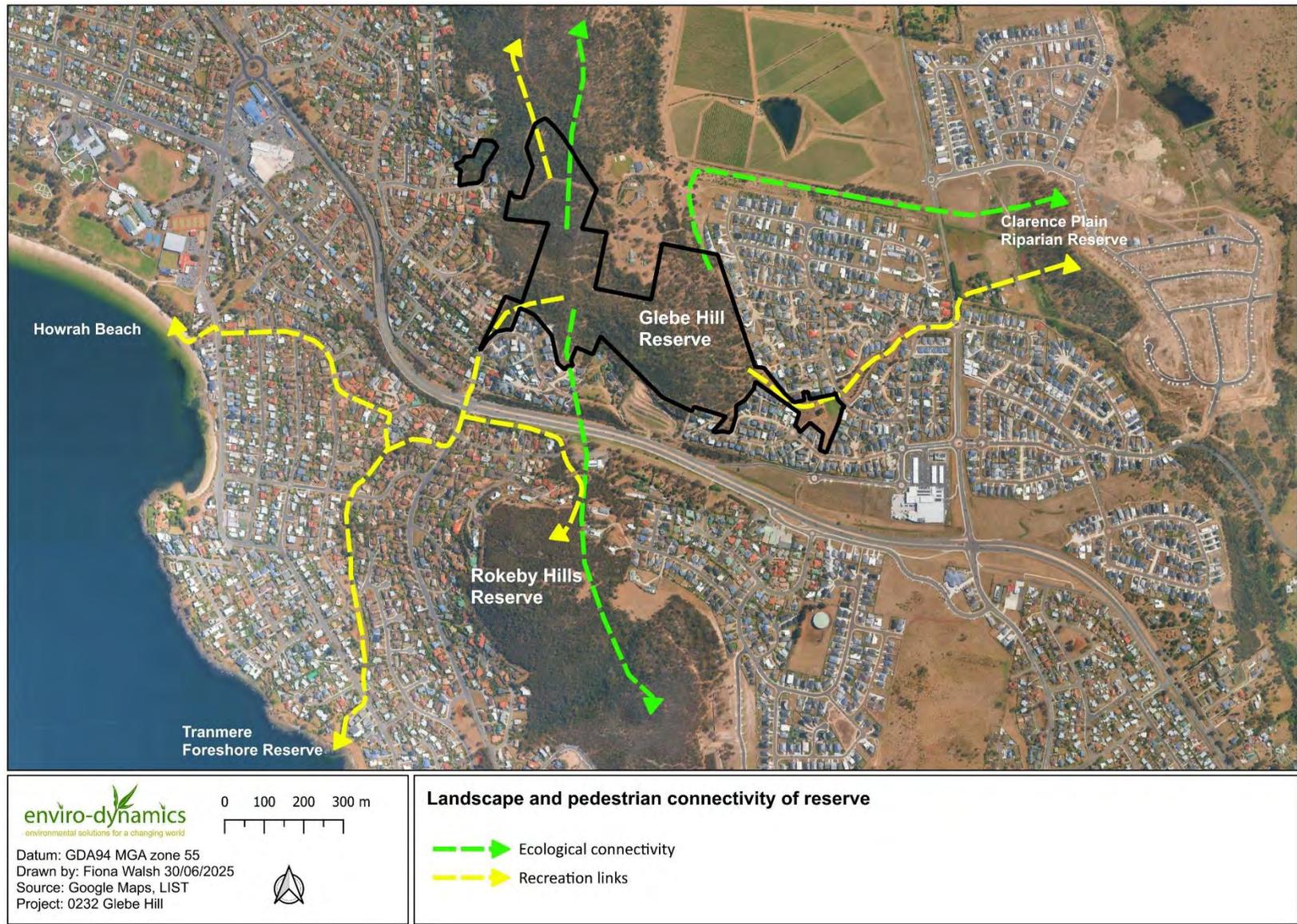


Figure 4 – Landscape and recreation connectivity.

## 3.2 Vegetation Communities

The vegetation communities occurring in GHBR, including those in the Minno Street Reserve (MSR), are listed below, and their distribution is shown in Figure 5. Classification of vegetation communities is in accordance with Kitchener and Harris (2013) and TASVEG 4.0.

- *Eucalyptus amygdalina* forest on mudstone (DAM)
- *Eucalyptus risdonii* forest and woodland (DRI)
- *Eucalyptus viminalis* grassy forest and woodland (DVG)
- Rockplate grassland (GRP)
- Urban Land (FUR)

Native vegetation community descriptions from the 2014 RAP are provided in **Appendix 1**.

The vegetation condition and species diversity within the different native vegetation communities vary depending on factors such as aspect, slope, level of disturbance, and neighbouring land use. Certain vegetation communities and areas of the reserves are affected by degrading processes, including weed invasion, erosion, construction of informal tracks, and dieback.

### 3.2.1 Conservation significance of vegetation communities

There is one threatened vegetation community within the reserve network listed under the *Nature Conservation Act 2002*: *Eucalyptus risdonii* forest and woodland (DRI). This vegetation type has a highly restricted range and is only found in the Meehan Range and Rokeby Hills of Tasmania.



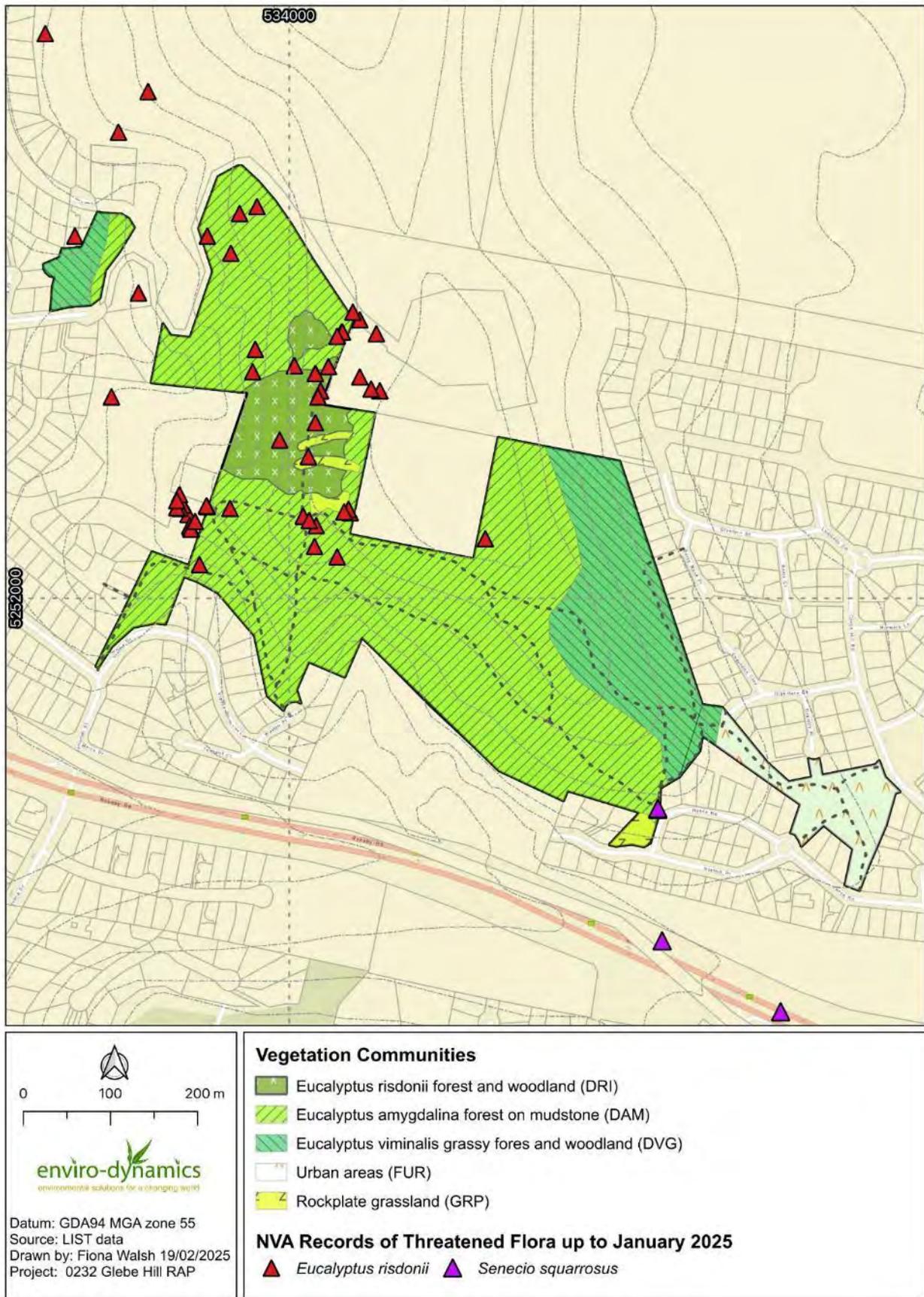


Figure 5 – Vegetation communities and threatened flora at Glebe Hill Bushland Reserve and Minno Street Reserve, including the parkland in the south-east portion.



### 3.3 Flora Values

A total of 129 species of vascular plants have been recorded within GHBR and MSR, including 16 introduced species. A full species list is given in **Appendix 2**. Taxonomic nomenclature for flora follows the latest Census of Vascular Plants of Tasmania (Baker & de Salas 2024).

#### 3.3.1 Threatened species

Four threatened species were recorded in the reserve in 2014, and an additional species recorded in 2015 (Natural Values Atlas):

- tall wallaby-grass (*Rytidosperma indutum*)
- chocolate lily (*Arthropodium strictum*)
- risdon peppermint (*Eucalyptus risdonii*)
- sheathing yellowstar (*Hypoxis vaginata*), and
- leafy fireweed (*Senecio squarrosa*).

Tall wallaby-grass, sheathing yellow star, and chocolate lily have been delisted from the schedule of the *Threatened Species Protection Act 1995* since the 2014 RAP was written. These species remain abundant in the reserve and, while they are no longer considered to be threatened, they remain an important component of the reserve values. The presence of large populations of these species in secure and managed reserves such as the GHBR has contributed to these species being delisted.

Risdon peppermint and leafy fireweed remain in the reserve. Risdon peppermint is restricted to the northwest portion of the reserve, while the leafy fireweed is restricted to the rockplate grassland in the southeast corner of the reserve off Norfolk Drive (Figure 5).

#### Orchids

The reserve contains a diverse range of orchids (Figure 6). Surveys carried out in November 2020 and January 2021 identified nine species in addition to the five identified during the 2014 surveys.

The wet spring of 2020 provided favourable conditions for many species of orchid which may explain the increase in species number and abundance recorded in the 2021 surveys.

Species recorded included leopard and tiger orchids, sun orchids, greenhoods, onion orchids, spider orchid, helmet orchid, and hyacinth orchids.





*Thelymitra pauciflora* (slender sun orchid)



*Thelymitra rubra* (pink sun orchid)



*Diuris sulphurea* (tiger orchid)



*Microtis unifolia* (common onion orchid)



*Caladenia clavigera* (plain-lip spider orchid)



*Dipodium roseum* (pink hyacinth-orchid)

Figure 6 – Range of orchid species recorded in Glebe Hill Bushland Reserve.

### 3.3.2 Introduced species

The reserve contains diverse infestations of introduced species that range from highly invasive environmental weeds to more benign introduced pasture grasses, herbs, and some garden escapees.

The 2014 RAP identified six declared weed species and up to 14 environmental weeds within the reserve and provided several actions for the control of the weeds (North Barker 2014). As part of the 2025-2035 Reserve Management Plan (RMP), the Clarence City Council (CCC) and Landcare Group were consulted about weed actions that have occurred within the reserve since the



implementation of the 2014 RAP and outstanding or ongoing weed control issues were identified. Additional site assessments were carried out in 2020/21 and the council provided updated weed data within the reserves in 2024.

The Clarence Local List (CLL) weeds are incorporated into the priority rating system along with an updated Action Plan for 2023-2028. The Clarence Weed Strategy (CWS) 2016-2030 should be cross referenced for weed management actions in GHBR. Nine weed species declared weed species and five environmental weeds were recorded in the reserve since 2021 with seven declared weed species recorded in 2024 in GHBR.

The species which require ongoing monitoring and maintenance are listed below, including weeds recorded in both the GHBR and MSR.

- blackberry (*Rubus fruticosus*)
  - Scattered infestations occur in MSR. Most infestations recorded in GHBR have been controlled.
- boneseed (*Chrysanthemoides monilifera* ssp. *monilifera*)
  - Scattered plants were recorded in a small gully at the southern end of GHBR in 2014 and treated. Additional small seedlings were also recorded and removed by Landcare Group closer to Highclere Track and in the central part of western boundary.
- crow garlic (*Allium vineale*)
  - Crow garlic has become established in GHBR since the 2014 RAP was developed. There is an infestation along the edge of the main fire trail in grassland among the Texas needlegrass, as well as scattered plants at the Wendy Andrews and Norfolk Drive entrances.
- fennel (*Foeniculum vulgare*)
  - Isolated plants are recorded near Merindah Street entrance of GHBR. These have since been controlled and were not recorded in 2020 surveys.
- gorse (*Ulex europaeus*)
  - A small infestation located on the southern boundary of GHBR appears to be spreading through the fence from an adult plant on private property. The Landcare group is monitoring and removing small plants.
- Montpellier broom (*Genista monspessulana*)
  - Largely controlled within GHBR. Seedlings were recorded near the southern boundary of Vienne Drive and plants were recorded in MSR during the 2021 survey.



- serrated tussock (*Nassella trichotoma*)
  - Serrated tussock was recorded along the eastern boundary of GHBR and along the Glebe Hill Track in 2024. The Council continues to monitor and treat this highly invasive species.
- slender thistle (*Carduus pycnocephalus* and *Carduus tenuiflorus*)
  - Slender thistle populations are predominantly concentrated near the Betsy Mack, Wendy Andrew, and Norfolk Drive entrances of GHBR, and also occur in MSR.
- Texas needlegrass (*Nassella leucotricha*)
  - Texas needlegrass has been recorded in the eastern portion of the GHBR, predominantly located around the Wendy Andrew entrance and parkland, the Betsy Mack entrance, and the fire break behind the houses between these two entrances. This highly invasive species continues to be monitored and treated by the council in the greater Glebe Hill area as it represents the only known infestation in the municipality and Tasmania. Considerable efforts have been undertaken to control this species.

The location of the declared and environmental weeds recorded in 2021 and 2024 in GHBR and MSR are indicated in Figure 7. Table 1 lists all declared and environmental weeds recorded in the two reserves in 2014, 2021 and 2024, and provides comments on weeds that have been controlled and those which require ongoing monitoring and maintenance. **Appendix 3** includes photos of all the weeds found in the reserves since 2014 and a table of the control methods and timing by species.

Control actions by the council and the Landcare Group since 2014 have significantly reduced the occurrence of the most prominent woody weeds such as blackberry, gorse and montpellier broom.



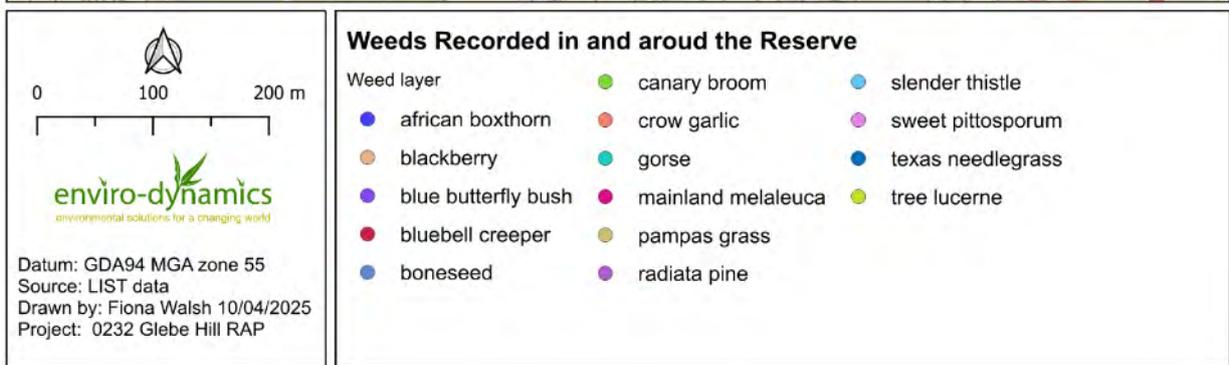
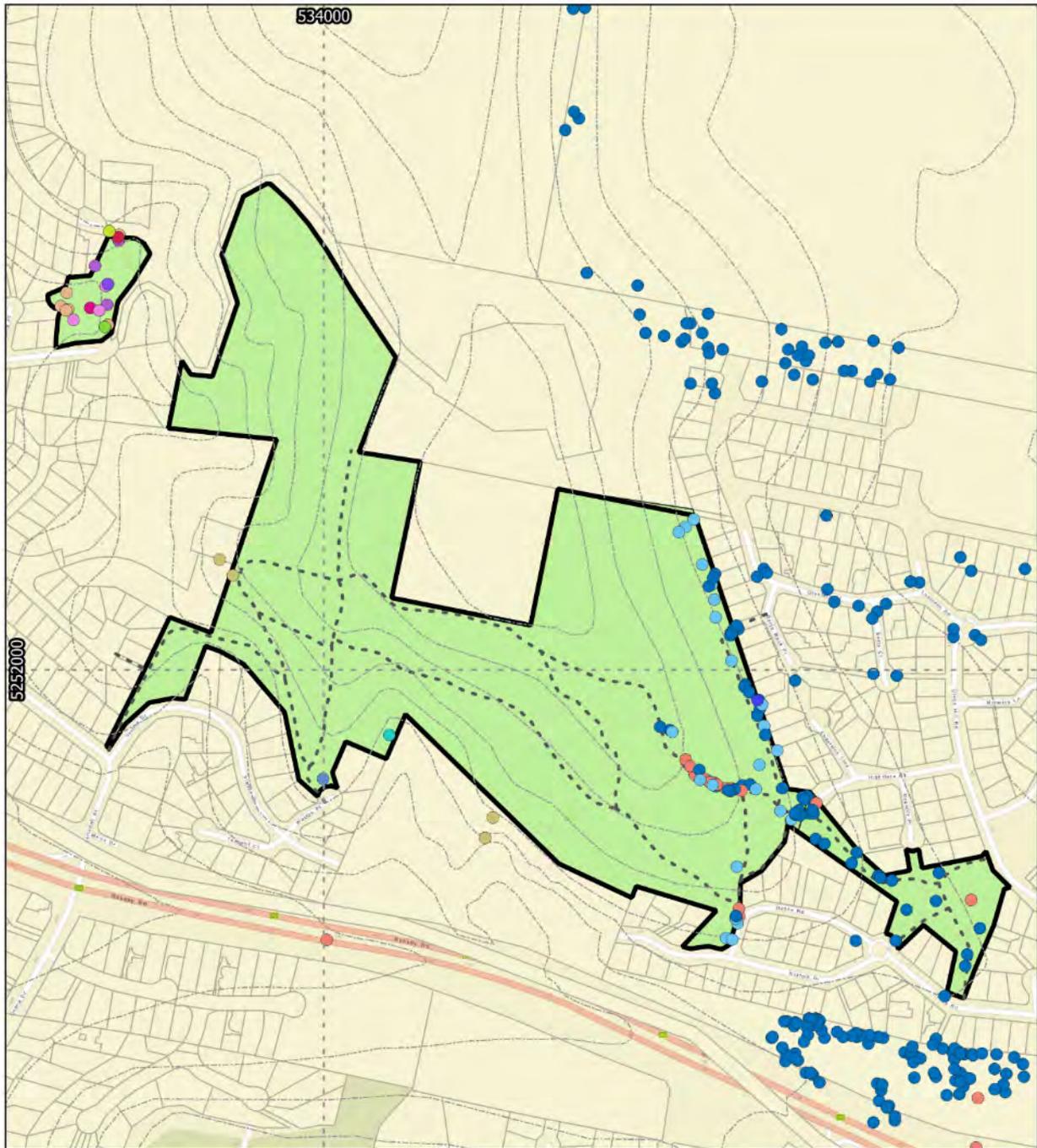


Figure 7 – Weed locations in Glebe Hill Bushland Reserve and Minno Street Reserve.



Table 1 – Environmental and declared weed species recorded within the reserve between 2014 and 2024

Common Name	Scientific Name	Status	CWS status*	2021, 2024 update
African boxthorn	<i>Lycium ferocissimum</i>	D, WONS	3	Recorded in 2024
blackberry	<i>Rubus fruticosus</i>	D, WONS	4	Controlled in GHBR Recorded MR
boneseed	<i>Chrysanthemoides monilifera</i> subsp. <i>monilifera</i>	D, WONS	3	Controlled, monitor
crow garlic	<i>Allium vineale</i>	D	2	New record in 2021
fennel	<i>Foeniculum vulgare</i>	D	4	Controlled, monitor
gorse	<i>Ulex europaeus</i>	D	3	Controlled, monitor
Montpellier broom	<i>Genista monspessulana</i>	D, WONS	3	Controlled in GHBR Recorded MR
slender thistle	<i>Carduus pycnocephalus</i> and <i>Carduus tenuiflorus</i>	D	3	In GHBR and MR
Texas needlegrass	<i>Nassella leucotricha</i>	D	1	Remains in GHBR
aeonium	<i>Aeonium sp.</i>	E		Not recorded
bluebell creeper	<i>Billardiera heterophylla</i>	E	CCL	Controlled GHBR Recorded MR
blue butterfly bush	<i>Psoralea pinnata</i>	E		Recorded edge MR
cotoneaster	<i>Cotoneaster sp.</i>	E	CCL	Controlled, monitor
fuchsia	<i>Fuchsia magellanica</i>	E	CCL	Controlled, monitor
garden geranium	<i>Geranium sp.</i>	E		Controlled, monitor
grevillea	<i>Grevillea rosmarinifolia</i>	E		Controlled, monitor
himalayan firethorn	<i>Pyracantha sp.</i>	E		Controlled, monitor
mirror bush	<i>Coprosma repens</i>	E	CLL	Controlled, monitor
pampas grass	<i>Cortaderia sp.</i>	D	2	Recorded in 2024 Controlled, monitor
radiata pine	<i>Pinus radiata</i>	E	CCL	Controlled GHBR Recorded MR
red valerian	<i>Centranthus ruber</i>	E	CCL	Controlled, monitor
serrated tussock	<i>Nassella trichotoma</i>	D	3	Recorded in 2024
sweet briar	<i>Rosa rubiginosa</i>	E	CCL	Largely controlled
sweet pittosporum	<i>Pittosporum undulatum</i>	E	CCL	Controlled GHBR Recorded MR
tree lucerne	<i>Chamaecytisus palmensis</i>	E	CCL	Controlled GHBR Recorded MR

\*CWS: Clarence Weed Strategy



### 3.4 Fauna values

The native vegetation communities within the reserve provide a range of habitats for native mammals, woodland birds, reptiles, and invertebrates. The reserve's connection to a large area of intact vegetation on private land to the north extends the habitat available to fauna species.

#### 3.3.3 Mammals

The habitat values of the bushland reserve were outlined as follows in the 2014 RAP:

*'The bushland in the reserve forms part of an extensive area of dry forest that would provide a range of habitat opportunities for smaller mammals, birds, reptiles and invertebrates. There is plenty of dead wood and fallen timber and some trees contain small hollows providing suitable habitat for hollow nesting birds and mammals. Patches of dense cover occur throughout the site, particularly in the gullies and areas of thicker grass which would provide shelter for mammals. There is little access to water in the form of creeks or standing water and no dens or rocky outcrops have been observed during surveys. The relatively open nature of much of the forest and woodland on site, particularly the grassy woodland areas provide opportunities for grazing, hunting and foraging for many fauna species.'* (North Barker 2014)

The reserve retains the habitat values outlined in the original RAP, with weed control works improving habitat in some areas. The Landcare Group has undertaken camera trapping and acoustic monitoring in the reserve to improve understanding of faunal occupancy. Camera trapping recorded bettongs, brown bandicoots, brush tailed possums, and Bennetts wallabies, as well as introduced hares and domestic cats.

Acoustic night surveys recorded the little forest bat (*Vespadelus vulturnus*) in the black peppermint forest on the southern slope of the reserve. The little forest bat, Tasmania's smallest bat, roosts in tree hollows and produces a single young. The reserve provides foraging habitat for bats and shelter habitat such as under the bark of large trees. It is important that large trees are retained to preserve bat habitat in the reserve.

Additional camera trapping and acoustic surveys will be carried out to improve knowledge of species occupancy within the reserve and inform management of their habitat and threats (such as cats and dogs).



### 3.3.4 Birds

Bird surveys undertaken in 2013 identified 17 species of bird within the reserve. A further four species were recorded during 2021 surveys of the reserve, although no targeted survey has been carried out. Refer to **Appendix 4** for a cumulative bird list based on surveys conducted in 2013, 2014, and 2021. The maintenance of a diverse understorey and dense shrub layer across portions of the reserve is important to provide habitat for small bird species that can be driven off by more aggressive species such as wattlebirds, honeyeaters, and noisy miners. The retention of large and hollow-bearing trees is critical for maintaining the reserve's diverse assemblage of avian species.

## 4 Social Values Assessment

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This section summarises the GHBR's social values including heritage, recreation and connectivity with nearby green spaces and the educational values provided by the reserve.

### 4.1 Aboriginal heritage

The Glebe Hill Bushland Reserve (GHBR) is situated on the land originally occupied by the Mumirimina people, a band of the Oyster Bay Nation. According to the Tasmanian Aboriginal Centre's Palawa Kani map of Lutruwita/Tasmania, the area encompassing the reserve is known as *Naniyilipata* — a name used by the Mumirimina to describe the stretch of Country along the eastern shore of the Derwent River, between Cambridge and Rokeby. The results of the Aboriginal Heritage Tasmania (AHT) search of the Tasmanian Aboriginal Site Index for the GHBR in 2014 indicated that there is no Aboriginal heritage site recorded within the reserve boundary and previous reports indicate a low probability of Aboriginal heritage being present. No additional Aboriginal heritage searches have been carried out since 2014.

All Aboriginal heritage is protected under the *Aboriginal Relics Act 1975*. If at any time during works in the reserve items of potential Aboriginal cultural significance, such as stone artefacts, cave/shelter sites, burial sites, middens, or other cultural material, is/are present, cease works immediately and contact AHT for advice. An Unanticipated Discovery Plan, which explains what steps should be followed if any of the above items are discovered while working on a site, should be on hand during ground disturbing works, to aid in meeting requirements under the Act should Aboriginal heritage be uncovered.



## 4.2 European heritage

The Glebe Hill area has had an interesting and varied history since European settlement. The name 'Glebe Hill' came from a 400-acre allotment of land allocated to supplement the income of the clergy of St David's parish. Known as a 'glebe', this land generated income through rent and agricultural production. The Goodwin family purchased St David's glebe in 1923 and farmed it for nearly a century. For those interested in the European history of the area, a book by Wendy Andrew called "Footprints - The People and Places of Early Clarence Plains and Rokeby", is an excellent resource.

No European heritage items were identified in the 2014 Reserve Activity Plan (North Barker 2014), and no items from the reserve are listed on the Tasmanian Heritage Register.

No additional heritage searches have been carried out as part of the review.

## 4.3 Recreation and connectivity

### 4.3.1 Recreation

The reserve contains several fire trails that are used by the local community for walking, running, dog walking, and mountain bike riding. There are six entries into the reserve which are all linked with formal tracks for walking and biking. Several tracks have been upgraded by the council since the 2014 RAP was developed, including the Merindah Track, Watton Track, Glebe Hill Track, and Betsy Mack Track (Figure 8).

Dog access in the reserve was 'under effective control' until the 2024 assessment using standard criterion under the [Dog Management Policy 2021](#), refer to Section 5.4. Camera trap recordings of bettongs and bandicoots underscore the reserve's significance for small mammals and the need to manage dog and cat access. Refer to Section 5.4 for recommendations regarding the management of domestic animals.

The 2014 RAP emphasized the importance of track linkages to the reserves, which remains crucial due to urban growth in the Pass Road, Rokeby, and Clarendon Vale areas (North Barker 2014). These linkages are important for ecological and recreational connectivity. The Glebe Hill Bushland Reserve Visitor Amenity Plan (**Appendix 5**) illustrates where and how visitors may choose to enjoy the reserve while providing guidance for future work, including the illustration of the Reserve Stone Wall / Seating Concept.



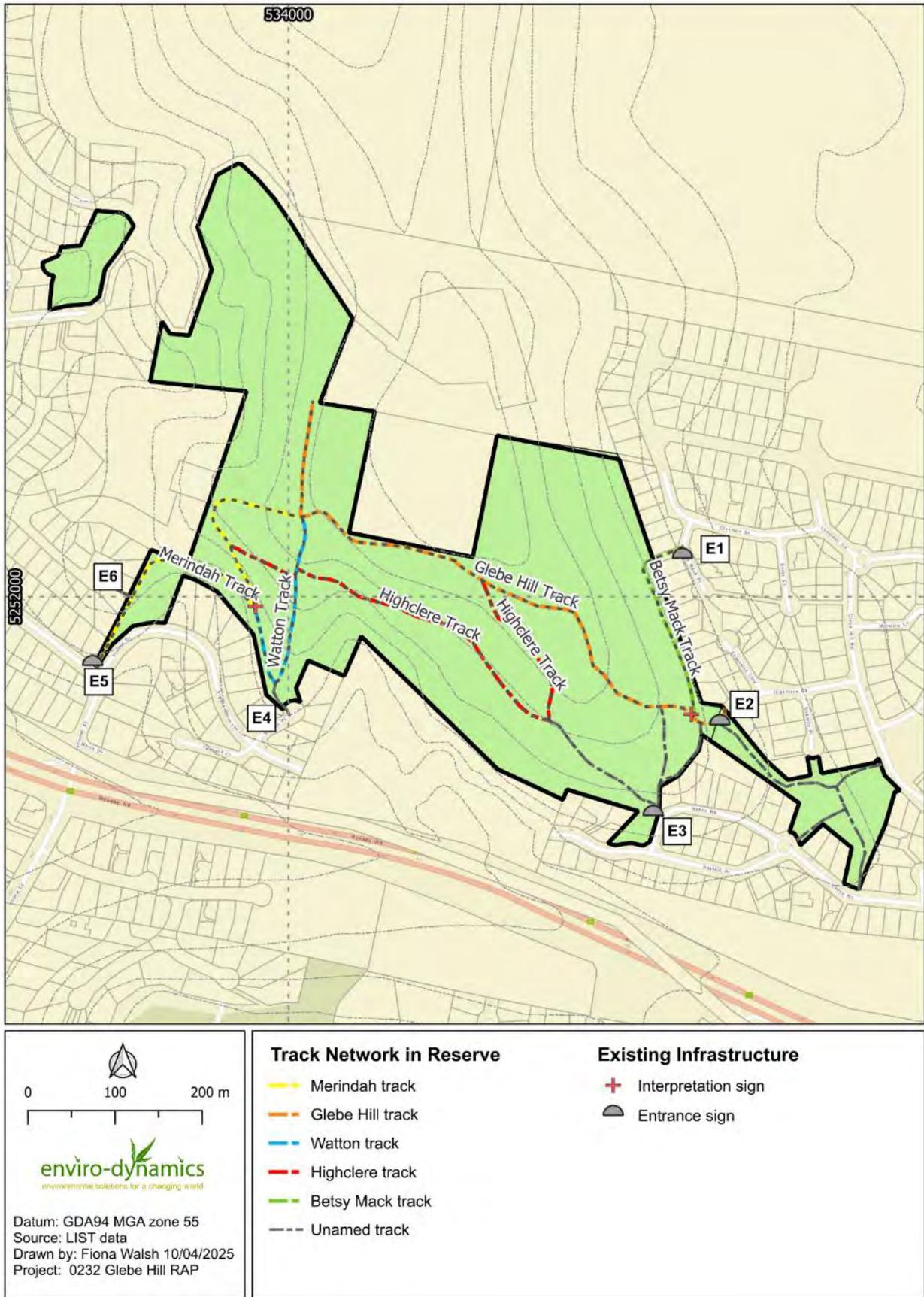


Figure 8 – Track network, entrances, and infrastructure in Glebe Hill Bushland Reserve.



### 4.3.2 Connectivity

As a condition of the Vineyard Estate development to the east of the reserve, a native revegetation buffer has been created between this new suburb development and intensive viticulture to the north. This buffer is approximately 30 m wide and forms a potential corridor between the reserve and native vegetation remnants along the Clarence Plains Rivulet. This corridor is more likely to be of benefit to birds and invertebrates that can fly over Pass Road and associated vehicles. Mammals and reptiles are much more susceptible to vehicle collisions, making road crossings more hazardous and potentially limiting the corridor's effectiveness for these species.

With the Clarence Plain Riparian Reserve to the east (Figure 4) there is an opportunity to strengthen the pedestrian link north from Clarence Plain Rivulet to GHBR.

The broad track linkages to the reserves provided in the 2014 RAP remain important. The rate of urban growth in the Pass Road, Rokeby, and Clarendon Vale areas makes the formation/retention of ecological connectivity and recreational linkages across the landscape and between urban areas even more important for future natural and social sustainability.

The Glebe Hill Bushland Reserve Visitor Amenity Plan by Inspiring Place, along with the Reserve Stone Wall / Seating Concept design, illustrate both the spatial connectivity of the reserve and the location and design of existing and improved amenities. The Visitor Amenity Plan also identifies opportunities for future enhancements (see **Appendix 5**).

## 4.4 Educational Values

Since the 2014 RAP, GHBR has developed into a hub for education, community engagement, and recreation. Interpretive signage installed throughout the reserve, along with the outdoor classroom space at the Wendy Andrew entrance, supports these activities. The Landcare Group, established in 2014, has played a key role in fostering community involvement. Howrah Primary School actively utilise the reserve for planting projects, Indigenous knowledge initiatives, and species monitoring through citizen science platforms such as iNaturalist. The wider community, local schools, and the Landcare Group are encouraged to continue engaging with and exploring these educational and conservation opportunities.



## 5 Management issues and recommendations

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The 2014 Reserve Activity Plan (North Barker 2014) (RAP) outlined eight key management issues – Weeds; Natural Regeneration and Revegetation; Fauna and Habitat Protection; Vegetation and Fauna Management; Reserve Entrances; Tracks; Infrastructure; Bushfire Management; and Community Participation.

These issues remain current and have been reviewed and updated in this plan. A summary of all recommended actions is provided in the implementation table in Section 8 (Table 2).

### 5.1 Vegetation management

The Glebe Hill Bushland Reserve (GHBR) remains in a largely intact and natural condition and the requirement for revegetation activities is limited. Areas where weeds are removed appear to be regenerating naturally and as such the ongoing monitoring and control of weeds in these areas is recommended as the primary management priority.

The Minno Street Reserve (MSR) contains some degraded and weed infested areas that may benefit from revegetation activities. It is recommended that declared and environmental weeds are removed, followed by active revegetation if no natural regeneration is observed after 12-18 months.

Ecological burns can help maintain the integrity of native grasslands and promote the regeneration of shrubs and trees in woodland vegetation communities. Balancing the ratio of grassland to shrub/woodland can be important for maintaining habitat heterogeneity. However, this balance can be challenging to achieve through burns alone, as reduced numbers of native browsing animals limit the natural suppression of woody vegetation, allowing shrubs and trees to dominate over time. It is therefore preferable to create a mosaic of uneven-aged burn patches to support a diversity of habitats. Patch burning can ensure fuel loads are varied, and losses of recruits are localised (North Barker 2014). The ongoing implementation of the current Glebe Hill Reserve Bushfire Mitigation Plan (BMP) will help to ensure this is maintained.



## Recommendations:

1. Encourage natural regeneration of native species in Minno Street Reserve following initial weed control and ensure follow up control protects this regeneration.
2. Focus on the planned burning program to provide the recruitment of native grasses and native ground cover while minimising recruitment of woody shrubs in the existing open grasslands.

## 5.2 Bushfire management and vegetation management zones

Bushfire management is a critical issue in the reserve, particularly due to the potential for loss of assets and life, but it also has implications for flora and fauna management. The implications and management of bushfire are thoroughly addressed in the BMP (2023-2028). Consequently, the issue will not be addressed in detail here.

### Recommendation:

3. Implement the management actions recommended in the Glebe Hill Bushland Reserve Bushland Mitigation Plan (2023-2028) in consultation with this plan.

## 5.3 Weed management

Management of weeds remains one of the major issues in maintaining the integrity of the natural values present within GHBR and MSR. Weeds invade native vegetation and out-compete or smother native species, resulting in the death or decline of native plants and the fauna that depend on them. If weeds are not actively managed there will be a gradual decline in the condition and diversity of species and a potential decline in threatened flora populations and fauna habitat value (North Barker 2014).

### Weed species present

The 2014 RAP identified a range of environmental weeds within the reserve which were predominantly limited to its margins and wetter south-facing slopes (North Barker 2014). Surveys of the reserve undertaken in 2020/21 recorded fewer weeds than recorded in 2014.

The reserve is in good condition with relatively few environmental weeds and exotic species present due to significant control works undertaken by the council and the Landcare Group. As a result of their efforts, infestations of boneseed, cotoneaster, blackberry, mirror bush, and briar rose have largely been controlled.



During this review, seven declared and 15 environmental weeds were recorded in GHBR, with details and control methods outlined in **Appendix 3**. Control efforts since 2014 have focused on blackberry, gorse, and Texas needlegrass, and have resulted in some success managing boneseed, fennel, and pampas grass. Recent infestations of crow garlic (Figure 9) near the Wendy Andrews entrance require prioritisation over preserving chocolate lilies where both species coexist. Weed control has involved contractors, council, and the Landcare group, supported by successful funding initiatives.

MSR contains a range of environmental weeds including slender thistle, radiata pine, blackberry, Montpellier broom, and bluebell creeper. Limited control actions have been undertaken in MSR and, as such, weed management is an important action of this Reserve Management Plan 2025-2035 (RMP).



*Figure 9 – Crow garlic seed head and plants amongst the grassy vegetation.*

#### Control of declared and environmental weeds and the follow-up control of previous works

The recommendations of the 2014 RAP remain relevant to the RMP. In addition, the Clarence Weed Strategy is applicable and should be referenced during management of GHBR and MSR.

Through ongoing control works and monitoring, it is considered possible to eradicate some of the declared weeds and manage the environmental weeds. Reinfestation from outside sources and the soil seed bank will always be an issue.



Management of minor herbaceous and grassy weed species should only be considered once all other declared and environmental weeds have been controlled and upon review of this plan after five years (North Barker 2014).

#### Weed control through fire management

Carried out incorrectly or without proper planning, planned burning can exacerbate weed problems. Weed control activities integrated with the management burning program are recommended within the 2023-2028 BMP to prevent exacerbating the weed infestations.

#### Weed education

Since the writing of the 2014 RAP, a significant number of new houses have been developed in the local area, including directly adjacent to the reserve. The education of residents (particularly those that adjoin the reserve) is important to promote responsible gardening practices and to encourage a sense of stewardship of the reserve.

#### **Recommendations:**

4. Monitor and control Texas needlegrass, crow garlic, and pampas grass in the reserve as they are priority 1 and 2 declared weeds as per the Clarence Weed Strategy 2023.
5. Control all declared and environmental weeds in Minno Street Reserve in an initial control effort.
6. Undertake follow-up control of weeds in areas previously treated.
7. Continue to integrate weed control activities with the management burning program.
8. Monitor the reserve for new weed infestations in conjunction with weed control efforts.
9. Review weed management after five years of weed management activities.
10. Undertake an awareness raising campaign with residents about responsible gardening in relation to bushland weeds.

## **5.4 Domestic animal management**

Domestic animals, primarily cats and dogs, can pose a significant threat to fauna species that occur within the reserve and adjoining bushland. Dogs and cats can impact native species through predation and harassment, disturbance of foraging, and by leaving scent and droppings that discourage native animals from some areas. Cats are also vectors of diseases such as toxoplasmosis.



Uncontrolled dog activity emerged as a key concern during public consultation. Reports included dogs chasing wildlife and both dogs and their owners trampling sensitive vegetation within the reserve. Camera trapping in the reserve by the local Landcare Group also identified a population of bandicoots and bettongs which are particularly susceptible to disturbance by dogs.

Under the [Dog Management Policy 2021](#), the impacts of domestic animals within a Council reserve are assessed using a standard criterion when RAPs are developed or reviewed. The criteria assess the values of each reserve, the potential impacts of dogs on these values, and consider the council's responsibilities under the *Environmental Protection and Biodiversity Conservation Act 1999*, *Threatened Species Protection Act 1995*, *Nature Conservation Act 2002*, and *Dog Control Act 2000*.

Cats have also been captured on camera within the reserve. Feral and domestic cats are known to have significant impacts on native fauna through the predation of small mammals (including eastern-barred bandicoots), birds, and lizards, and the spread of diseases like toxoplasmosis. Clarence City Council supports the *Cat Management Act 2012*, which requires de-sexing, microchipping, and keeping cats under control and inside at night. The Landcare Group has expressed interest in exploring the feasibility of designating the reserve as a cat-free area.

### Results of Assessment

GHBR supports populations of native orchid and lily species, as well as sensitive fauna such as bandicoots and bettongs, all of which are particularly vulnerable to disturbance from domestic animals. Under the Clarence Dog Management Policy 2021, the presence of sensitive native species is assessed, and corresponding management controls are applied based on the level of risk each species faces. Once all species and their recommended controls are identified and tabulated, appropriate access restrictions are assigned to areas containing these species (see definitions in the Assessment Criteria Matrix – **Appendix 6** and **Appendix 7**). Based on the natural values recorded within the reserve and the application of the dog access criteria, it is recommended that all 'bushland' areas containing native vegetation be designated as 'on-lead' zones. In contrast, the Glebe Hill Parkland area—located between Highclere Court, Glebe Hill Road, and Hance Road through to the Wendy Andrew Entry (E2) does not contain significant natural values and is therefore recommended to be classified as a 'dog under effective control' area.



**Recommendations:**

11. In accordance with the Clarence Dog Management Policy 2021, declare GHBR “on-lead” dog zone and promote responsible pet ownership.
12. Support and promote the requirements of the *Cat Management Act 2012*, including mandatory desexing and microchipping, and encourage local residents to keep cats indoors at night.

**5.5 Fauna habitat management**

The fauna and fauna habitat of the reserve are outlined in Section 3.4 Fauna values The following is taken from the 2014 RAP and describes the habitat opportunities in GHBR:

*“The reserve provides a range of habitat opportunities for smaller mammals, birds, reptiles and invertebrates. A diversity of vegetation types, plant structures (e.g. logs, hollows) and terrain (e.g. creeks, rocky outcrops) is considered ideal in providing a variety of habitat opportunities for native fauna. Maintaining this diversity will provide the best opportunity for fauna to persist and thrive.”* (North Barker 2014)

The 2014 RAP also identified uncontrolled wildfire burning large parts of the reserve in a single event as the greatest threat to fauna species and their habitat:

*“Implementation of the Glebe Hill Bushland Reserve BMP will help to ensure this does not happen by managing fuel loads and burning different management units in different years. The plan considers the need to have a variety of different age structures of vegetation within the reserve, and if implemented correctly will ensure a mosaic of habitat types and regrowth levels over the reserve.”* (North Barker 2014)

Weed infestation can also threaten the fauna habitat in the reserve by changing the composition of the vegetation and attracting aggressive introduced birds. Weed control actions will prevent weeds from becoming established and altering the vegetation and should continue.

**Recommendations:**

13. Ensure the burning management program considers fauna habitat requirements.
14. Maintain fauna habitat values by implementing weed control actions.



## 5.6 Aboriginal heritage management

As noted in Section 4.1, there are no records of existing Aboriginal heritage in the reserve and its presence is unlikely. Nonetheless, a precautionary approach must be adopted to ensure that any Aboriginal heritage values are not inadvertently disturbed or removed during management activities.

### Recommendation:

15. When any earthworks are planned and undertaken (e.g. track building or reserve entrance modifications), an Unanticipated Discovery Plan (UDP) must be on site. Works will cease if any items of potential cultural significance are discovered, and workers will follow the UDP.

## 5.7 Track management and development

Several tracks have been developed or formalised within GHBR as part of the implementation of the 2014 RAP. The Betsy Mack Track and the Merindah Track have been newly constructed, while the Watton Track and Glebe Hill Track have undergone upgrades (Figure 8). The informal Highclere Track now extends to the Norfolk Drive entrance. Although this track was initially identified for upgrades, the presence of diverse orchid species and important habitat for eastern bettongs in this area has led the Landcare Group to recommend that it remain informal to minimise disturbance.

The development of informal mountain bike tracks was raised as a concern during the community consultation. Mountain bike riding is permitted on all formal tracks in the reserve (Figure 8), however no construction of additional tracks is planned and all informal tracks are to be closed, with the exception of the informal link between Highclere track and Norfolk Drive which council will monitor.

There was some concern regarding motorbikes entering the reserve and tyre tracks were noted during the site assessment. Motorbike access is prohibited, however access to the reserve is possible as all entrances allow for mountain bike access. Resolving this issue will require a combination of changes to entrance treatments, education, and additional regulation.

Several representatives from the community called for more running tracks and better track connectivity. The 2014 RAP identified the potential to develop a northern loop track, pending negotiations with adjacent landowners. Although this has not yet progressed, a northern track—



along with a connection to Pass Road and the Clarence Plains Rivulet—remains a sought-after link to enhance pedestrian connectivity (**Appendix 5**). In the short term, a formal track through MSR between Minno Street and Skyline Drive will provide a connection to Bandicoot Reserve. A broader recreation link from the reserve north to Knopwood Hill is also identified as a future link which may be established through landholder negotiations and as part of future subdivision development.

**Recommendations:**

16. Maintain official track network and close all informal tracks except for the informal link between Highclere track and Norfolk Drive. Monitor use of this informal track to ensure no further damage to the sensitive area.
17. Construct a walking track from Minno Street to Skyline Drive, providing a link to Bandicoot Reserve.
18. Identify opportunities for track connection to Knopwood Hill through future subdivision development and negotiation with landholders.

## **5.8 Entrances, signs and infrastructure**

GHBR has six entrances on the eastern, southern, and western sides: Betsy Mack, Wendy Andrew, Norfolk Drive, Vienne Drive, Merindah Street, and Mookara Street entrances.

The 2014 RAP recommended landscaping key entrances, installing signage, and adding dog bag dispensers (North Barker 2014). Upgrades were made to Betsy Mack, Wendy Andrew, and Merindah Street entrances, and dog bag dispensers and bins were added to the Norfolk Drive and Merindah Street entrances. Interpretative signage was also installed throughout the reserve. Refer to the implementation plan in Section 8 for more details.

Inspiring Place designed entrance concept plans for four Glebe Hill entrances and Minno Street entrance as part of the RMP review, excluding Mookara Street (E6) and Vienna Drive (E5) entrances. Additionally, an entry concept plan was created for the Merindah Track junction, with landscaping designed to direct users away from private land. Site works, guided by these concept plans, have since commenced to the extent described in the updated Visitor Amenity Plan. The plan includes landscaping, signage, seating, and sculptures. The Mookara Street entrance has been soft landscaped and will be upgraded with a basic directional sign.

The entrance upgrades are to be undertaken as finances become available and based on user feedback over the course of the RMP.



The reserve's infrastructure includes directional, interpretative, and entrance signage, as well as dog bags and bins at entrances. The Council has installed track signage with color-coded markers (Figure 10). The community and Landcare Group support installing track maps at entrances.



*Figure 10 – Coloured track marker (Merindah Track – yellow) and small interpretive sign.*

While traditional seating is absent, informal seats (large rocks) are at the Wendy Andrew Entrance, and "resting rocks," are near most interpretation signs. Inspiring Place's Reserve Stone Wall Seating Concept outlines a design for informal seating intended for future implementation (**Appendix 5**).

The Council should arrange for the construction of a stone-arch bridge in MSR to provide access over a watercourse on the track between Minno Street and Skyline Drive.

The 2014 RAP emphasised the need to balance the provision of visitor infrastructure with the protection of the reserve's natural values (North Barker 2014). Community consultation revealed a range of views, with some supporting additional amenities such as BBQ areas and shelters, while others preferred to maintain the reserve in its natural state. However, the Nature Conservation Plan applicable to the reserve restricts the development of substantial infrastructure. As a result, any new infrastructure is better suited to the adjacent parkland areas or to the east of the Wendy Andrew Entrance.



## Recommendations:

19. Undertake entrance landscaping at Watton Place in accordance with the Reserve Stone Wall / Seating Concept (**Appendix 5**).
20. Implement Minno Street Reserve Stone Wall / Seating Concept.
21. Upgrade Minno Reserve entrance off Skyline Drive with standard sign.
22. Install entrance sign at Mookara entrance and upgrade the Mookara Street entrance (E6) with standard directional sign.
23. Implement infrastructure upgrade recommendations as per Glebe Hill Bushland Reserve Visitor Amenity Plan and Reserve Stone Wall / Seating Concept (**Appendix 5**).
24. Install track maps at entry points.
25. Construct a stone-arch bridge across the intermittent watercourse on the track between Minno Street and Skyline Drive.
26. Consider development and implementation of landscape plan for parkland off Glebe Hill Road parkland.

## 5.9 Community participation, education and awareness

The 2014 RAP recommended that the council support and facilitate the formation of a ‘care’ group to help with the management of the reserve (North Barker 2014). The Landcare Group was formed in 2015. The group has undertaken weed management actions, contributed to the installation of signage for the reserve, undertaken fauna monitoring, and facilitated a relationship with the Howrah Primary School. The school participates in plantings in the reserve and the corridors surrounding it, alongside other nature-based education projects. They are also strongly committed to fostering deeper Indigenous knowledge partnerships, engaging both Indigenous and non-Indigenous students at the school.

The Landcare group holds walk and talk events on an annual basis and is active in citizen science programs. As such, the group utilises apps such as iNaturalist, which help build knowledge and records of flora and fauna that occur within the reserve.



**Recommendations:**

27. Council to continue to support the Landcare Group with maintenance projects.
28. Undertake further nature-based education projects with Howrah Primary School and promote activities to other local primary schools.
29. Develop an Indigenous interpretation program with Howrah Primary School.
30. Promote citizen science activities, such as species monitoring, through apps like iNaturalist.



## 6 Monitoring program

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The monitoring of vegetation and fauna in the reserve was identified in the 2014 Reserve Activity Plan (RAP) as an important action to assess the ongoing health of the ecosystem and monitor the results of management actions being undertaken (North Barker 2014).

The 2014 RAP recommended that the following monitoring actions be undertaken:

- Establish vegetation monitoring plots and photo points (associated with burn units)
- Re-survey weeds, and
- Re-survey birds.

Vegetation monitoring plots and photo points were set up and will be monitored as per the Glebe Hill Reserve Bushfire Mitigation Plan (BMP) recommendations.

Should funding be available, additional monitoring of soil carbon, soil mycorrhizal diversity, and microbats should be considered.

### 6.1 Vegetation condition assessments

As part of the review of the RAP, a vegetation condition assessment (VCA) was undertaken in the *Eucalyptus amygdalina* forest and woodland on mudstone (DAM) at the centre of the site. The following is an excerpt from the 2014 RAP describing the VCA process:

*“The vegetation condition analysis methodology has been created by NRE to assess vegetation condition. This methodology uses a scoring system to objectively assess vegetation condition for different vegetation types across Tasmania. Vegetation is scored according to attributes including the density of trees, species diversity, species recruitment, landscape context and weeds. Once a site has been assessed and assigned a vegetation condition score, this score is used as a baseline for the site. Future measurements of the vegetation condition score can then be compared to this baseline to monitor changes in the score and hence changes in condition of the vegetation at the site.” (2014 RAP)*

The VCA score for DAM vegetation community was 78/100 (**Appendix 8**), with the remnant scoring well for lack of weeds, understorey, recruitment, and logs, but it lacked tree canopy and large trees. There is scope to increase the VCA to incorporate DRI and DVG, thereby conducting three VCAs in total.



Weed surveys were redone as part of the RAP review. Specific surveys for high priority declared weeds such as Texas needlegrass have been undertaken on a regular basis to determine control actions. The Landcare Group successfully obtained a Weed Action Fund grant to survey the whole reserve for Texas needlegrass and map infestations in late 2019.

## **6.2 Standardized bird survey in line with Birdlife Australia**

Bird surveys were redone as part of the RAP review. A cumulative bird list from 2014 to present is provided in **Appendix 4**.

## **6.3 Wildlife camera and acoustic monitoring**

The Landcare Group has undertaken fauna monitoring using remote cameras and acoustic monitoring. The monitoring has identified bandicoots, wallabies, and bettongs in the reserve. There have also been potential sightings of potoroos, and the presence of little forest bats was confirmed through acoustic monitoring. Camera trapping also identified introduced species in the reserve, including cats and hares. Monitoring cameras can also inform which areas of the reserve are most important for foraging, breeding, and sheltering, which can in turn guide management decisions such as where to locate future tracks and guide dog access protocols.

### **Recommendations:**

31. Following burn events in the Glebe Hill Bushland Reserve, monitor DAM vegetation plot and add two new VCA sites in DRI and DVG as part of the 5-year review.
32. Assess and report on vegetation condition and bird and mammal population trends.



## 7 Review and reporting

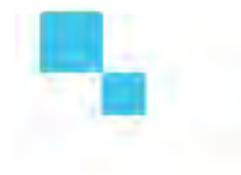
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The Glebe Hill Bushland Reserve Management Plan 2025–2035 (RMP) will be reviewed at the end of the 10-year period (2035). To maintain the currency of the recommendations and implementation plan, a review and update involving the key stakeholders will be carried out after five years (2030).

Regularly review the management of remnant vegetation to support natural regeneration and recruitment within the reserve, guided by the findings of VCA monitoring. Ongoing monitoring and maintenance of works (e.g. weed control and track maintenance) should be undertaken by the council’s responsible officers. Weed management priorities may need to be updated to incorporate new information, such as new weed incursions.

### **Recommendations:**

33. Review the recommendations and implementation plan after five years (2030) and undertake complete review of the RMP in 2035.



## 8 Implementation plan

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The following implementation plan summarises all the recommendations made in the revised Reserve Management Plan (RMP). All recommendations made in the 2014 Reserve Activity Plan (North Barker 2014) are also provided as either actions that have been completed, or actions that are still current and have been adapted or copied to the current RMP. Each recommendation has an associated performance measure and responsible group for implementation.

Recommendations are also assigned a priority ranking based on the system used in the initial RAP, with timelines extended to reflect the 10-year plan period:

- Priority 1 – short term activities (1-2 years)
- Priority 2 – medium term activities (3-5 years)
- Priority 3 – long term activities (6-10 years)

The implementation plan is intended as a guiding framework for the progression of tasks based on priority. Recommendations represent an aspirational, best-case scenario assuming unlimited funding. Given funding is limited, it will be necessary to assess what can be realistically achieved with current resourcing, and alternative funding, such as government grants, may need to be sought to achieve some of the recommendations.



Table 2 – Implementation Plan 2025-2035.

Recom #	Action	Performance Measure	Responsibility	Priority
<b>Natural Regeneration and Revegetation</b>				
1	Encourage natural regeneration of native species in Minno Street Reserve following initial weed control and ensure follow up control protects this regeneration.	Natural regeneration of tree and shrub species evident.	Council, Landcare Group	2
2	Focus on the planned burning program to provide the recruitment of native grasses and native ground cover whilst minimising recruitment of woody shrubs in existing open grasslands.	Minimal number of woody species regenerating or persisting in open grasslands.	Council, contractor or Landcare Group	1- 3
<b>Bushfire Management</b>				
3	Implement the management actions recommended in the bushfire mitigation plan in consultation with this plan.	Improved habitat diversity e.g. tree hollows and logs through implementing the bushfire mitigation plan actions.	Council	1-3
<b>Weed Management</b>				
4	Monitor and control Texan needlegrass, crow garlic and pampas grass in reserve as they are priority 1 and 2 declared weeds as per the CWS 2023.	Substantial reduction in number of plants. Eradication over the period of plan.	Council, contractor or Landcare Group (monitoring)	1
5	Control all declared and environmental weeds in Minno Street Reserve in an initial control effort.	Initial control of weeds completed.	Council, contractor or Landcare Group	1

<b>Recom #</b>	<b>Action</b>	<b>Performance Measure</b>	<b>Responsibility</b>	<b>Priority</b>
6	Undertake follow-up control of weeds in areas previously treated.	Areas previously treated remain weed free.	Council, contractor or Landcare Group	1
7	Continue to integrate weed control activities with the planned burning program.	Planned burn areas have weed control before and after the burn event.	Council, contractor, TFS	1, 3
8	Monitor the reserve for new weed infestations in conjunction with weed control efforts.	Reserve remains free of new declared and environmental weeds and new areas of infestation are controlled promptly.	Council, contractor or Landcare Group	1-3
9	Review weed management after five years.	Weed management strategies and treatment methods are effective and native species are regenerating.	Council, contractor or Landcare Group	2
10	Undertake an awareness raising campaign with residents about responsible gardening in relation to bushland weeds.	Residents are engaged in caring for the natural values of the reserve. Reduction in dumping of garden waste into reserve and no new incursions of garden escapees into the reserve.	Council, Landcare Group	2
<b>Domestic Animal Management</b>				
11	Under the Clarence Dog Management Policy (2021), Bushland areas of the Reserve to be declared as a “dogs on lead” area to protect native flora and fauna.	The reserve is declared as a “dogs on lead” area under the Dog Management Policy 2021.	Council	1

<b>Recom #</b>	<b>Action</b>	<b>Performance Measure</b>	<b>Responsibility</b>	<b>Priority</b>
12	The council promotes requirements of the <i>Cat Management Act 2012</i> including de-sexing and microchipping, promoting cats being kept inside at night in the local community.	Awareness raising campaign implemented for local residents.	Council	1
<b>Fauna Habitat Management</b>				
13	Ensure the burning management program considers fauna habitat requirements.	A mosaic of habitat types and regrowth levels are created through the planned burn program.	Council or contractor	2, 3
14	Maintain fauna habitat values by implementing weed control actions.	Weed control program implemented.	Council, contractor or Landcare Group	1-3
<b>Aboriginal Heritage Management</b>				
15	When any earthworks are planned and undertaken (e.g. track building or reserve entrance modifications), an Unanticipated Discovery Plan (UDP) must be on site. Works will cease if any items of potential cultural significance are discovered, and workers will follow the UDP.	Properly administered UDP resulting in no damage to Aboriginal heritage artefacts or relics.	Council or Contractor	2
<b>Track Management and Development</b>				
16	Maintain official track network and close all informal tracks except for the informal link between Highclere track and Norfolk Drive.	Official track network maintained to designated track class standard.	Council	1, 2

Recom #	Action	Performance Measure	Responsibility	Priority
	Monitor use of this informal track to ensure no further damage to the sensitive area.			
17	Construct a walking track from Minno Street to Skyline Drive providing a link to Bandicoot Reserve.	Track is constructed between Minno Street and Skyline Drive.	Council	3
18	Identify opportunities for track connection to Knopwood Hill through future subdivision development and negotiation with landholders.	Any future subdivision to the north includes public open space to facilitate linkages between reserves.	Council	3
<b>Reserve Entrances, Signs and Infrastructure</b>				
19	Undertake entrance landscaping at Watton Place in accordance with the Reserve Stone Wall / Seating Concept ( <b>Appendix 5</b> ).	Entrances upgraded and maintained.	Council	1
20	Implement Minno Street Reserve Entry Concept Plan.	Minno Street entrance upgraded and maintained.	Council	1
21	Upgrade Minno Reserve entrance off Skyline Drive with standard sign.	Minno Street entrance upgraded and maintained.	Council	1
22	Install entrance signs at Mookara entrance and upgrade the Mookara Street entrance (E6) with standard directional signs.	Mookara Street entrance upgraded and maintained.	Council	1

<b>Recom #</b>	<b>Action</b>	<b>Performance Measure</b>	<b>Responsibility</b>	<b>Priority</b>
23	Implement infrastructure upgrade recommendation as per the Glebe Hill Reserve Visitor Amenity Plan and Reserve Stone Wall / Seating Concept.	Infrastructure such as seats and sculptures proposed in entry plans is installed.	Council or contractor	1, 2
24	Install track maps at entry points.	Six track map signs installed.	Council or contractor	1, 2
25	Construct a stone-arch bridge across the intermittent watercourse on the track between Minno Street and Skyline Drive.	Linkages provided.	Council	1
26	Consider development and implementation of landscape plan for parkland off Glebe Hill Road parkland.	Landscape plan designed and implemented.	Council, consultant	1, 2
<b>Community Participation, Education and Awareness</b>				
27	Council to continue to support the Landcare Group with maintenance projects.	Landcare Group supported by the council to complete recommendations.	Council, Landcare Group	1, 3
28	Undertake further nature-based education projects with Howrah Primary School and promote activities with other local primary schools.	Additional nature-based education programs undertaken in reserve.	Council, Howrah Primary School, Landcare Group	1, 3
29	Develop an Indigenous interpretation program with Howrah Primary School.	Program developed and implemented.	Council, Howrah Primary School, Landcare Group	2, 3

<b>Recom #</b>	<b>Action</b>	<b>Performance Measure</b>	<b>Responsibility</b>	<b>Priority</b>
30	Promote citizen science activities, such as species monitoring through apps like iNaturalist.	Program developed and implemented.	Council, Howrah Primary School, Landcare Group	2, 3
<b>Vegetation and Fauna Monitoring</b>				
31	Following burn events in the Glebe Hill Bushland Reserve, monitor DAM vegetation plot and add two new VCA sites in DRI and DVG as part of the 5-year review.	Three vegetation monitoring plots (including 2 new VCAs undertaken in 2 different vegetation communities) and photo points monitored. Results of monitoring were used to inform bushfire management.	Council, contractor	2
32	Assess and report on vegetation condition and bird and mammal population trends.	VCA and bird/mammal surveys repeated, and results used to inform management decisions in reserve.	Council, contractor, Landcare Group	2
<b>Review and Reporting</b>				
33	Review the recommendations and implementation plan after five years (2030) and undertake complete review of the RMP in 2035.	RMP reviewed in 2030, and recommendations altered as required.	Council, consultant	2, 3

## 9 References

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## 10 Appendices

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Appendix 1 – Description of vegetation communities occurring in the Reserve

Appendix 2 – Plant list for Reserve

Appendix 3 – Weed photos and controls

Appendix 4 – Bird list

Appendix 5 – Glebe Hill Bushland Reserve Visitor Amenity Plan and Reserve Stone Wall / Seating Concept

Appendix 6 – Assessment criteria to determine level of dog access in Glebe Hill Bushland Reserve

Appendix 7 – Natural Areas Assessment criteria to determine the level of dog access in bushland and coastal reserves reference

Appendix 8 – Vegetation condition assessments



## Appendix 1 – Description of vegetation communities occurring in the Reserve

The following descriptions are reproduced from the 2014 RAP (North Barker, 2014).

### ***Eucalyptus amygdalina* forest on mudstone (DAM)**

*Eucalyptus amygdalina* forest on mudstone (DAM) is the dominant vegetation community within the reserve covering approximately 15.5 hectares. It is found throughout the reserve on mudstone soils. DAM is not threatened under the Tasmanian *Nature Conservation Act 2002*.

This community is comprised of two eucalypt species – the dominant eucalypt being white gum (*E. viminalis*) with black peppermint (*E. amygdalina*) co/sub-dominant. The shrub layer is dominated by bull oak (*Allocasuarina littoralis*), with silver wattle (*Acacia dealbata*), prickly box (*Bursaria spinosa*) and native hop bush (*Dodonaea viscosa*) all frequent. The lower shrub layer is diverse and includes several low growing and prostrate species including peachberry (*Lissanthe strigosa*), broad leaf bitter pea (*Daviesia latifolia*), yellow everlasting bush (*Ozothamnus obcordatus*) and native cranberry (*Astroloma humifusum*). Prominent graminoids include sagg (*Lomandra longifolia*) and black anther flax lily (*Dianella revoluta*). Native grasses include speargrass (*Austrostipa* spp.) and wallabygrass (*Rytidosperma* spp.). There is a moderate diversity of native herbs.

The condition is predominantly good with some degradation through tracks, and some weed infestations on the interface with suburban areas and previously the agricultural land.

### ***Eucalyptus risdonii* forest and woodland (DRI)**

*Eucalyptus risdonii* forest and woodland (DRI) is less abundant within the reserve covering approximately 1.9 hectares. It is found only on the upper west facing slopes of Glebe Hill, on rockier, shallower mudstone soils. DRI is listed as threatened under the Tasmanian *Nature Conservation Act 2002* (NCA).

Risdon peppermint (*Eucalyptus risdonii*) is the dominant canopy species. There is a prominent tall shrub layer that includes bull oak (*Allocasuarina littoralis*), native hop bush (*Dodonaea viscosa*) and hairy dogwood (*Pomaderris pilifera*) over a diverse assemblage of low shrub that include spreading wattle (*Acacia genistifolia*), yellow everlasting bush (*Ozothamnus obcordatus*), matted bushpea (*Pultenaea pedunculata*), glandular pinkbells (*Tetratheca labillardierei*), hop bitterpea (*Daviesia latifolia*), and common heath (*Epacris impressa*). Relative abundances of these species vary across the slope, as does the understorey dominance which is a mixture of native herbs, grasses and orchids.



The condition is predominantly good with little to no weed infestations.

### **Eucalyptus viminalis grassy forest and woodland (DVG)**

*Eucalyptus viminalis* grassy forest and woodland (DVG) is less abundant within the reserve covering approximately 2.6 hectares. It is found only on the mid to lower east facing slopes of Glebe Hill, where dolerite soils are dominant. *Eucalyptus viminalis* grassy forest and woodland are not threatened under the *Nature Conservation Act 2002*. It is, however, considered to be locally significant within the Clarence municipality, with low reservation status within the south-east bioregion and Tasmania. As this community is not listed under any state legislation, there may be a clearing bias towards it when developments are planned. This may lead to excessive clearance of this community which may be detrimental in the long term and highlights the importance of conserving areas of DVG within Council and other reserves.

This community consists of short mature regrowth trees of *E. viminalis*. There is a relatively sparse tall shrub layer dominated by prickly box (*Bursaria spinosa*) and with occasional silver wattle (*Acacia dealbata*), black wattle (*A. mearnsii*), drooping sheoak (*Allocasuarina verticillata*) and native hop bush (*Dodonaea viscosa*). Low shrubs are scarce, with occasional occurrences of native cranberry (*Astroloma humifusum*), creeping bossiaea (*Bossiaea prostrata*), peachberry heath (*Lissanthe strigosa*) and dwarf riceflower (*Pimelea humilis*). Grass species dominate the ground cover with *Austrostipa* sp., being most prominent with kangaroo grass (*Themeda triandra*) and velvet tussockgrass (*Poa rodwayi*) also frequent. Graminoids and herbs are insignificant, with fan sedge (*Lepidosperma inops*) and grassland woodsorrel (*Oxalis perennans*) possibly being the most frequent species of the first and latter categories.

The condition is predominantly good with some typical agricultural weeds invading adjacent to the interface with the previous agricultural land (now housing).

### **Rockplate grassland (GRP)**

Immediately to the west of Glebe Hill small patches of rockplate grassland (GRP) occur, covering approximately 0.3 hectares. Another small patch occurs on the south-eastern edge of the reserve. This grassland is likely to be disturbance induced because of vegetation clearance for rough grazing or may be a consequence of shallow soils inhibiting tree establishment. Rockplate grassland is not threatened under the *Nature Conservation Act 2002*.

This community is dominated by native species in particular *Austrostipa* spp. with kangaroo grass (*Themeda triandra*) subdominant and supports good populations of the chocolate lily



(*Arthropodium strictum*). Other frequent herbs are native flax (*Linum marginale*), scaly buttons (*Leptorhynchos squamatus*) and tracking native primrose (*Goodenia lanata*).

The condition is predominantly good with little to no weed infestations.

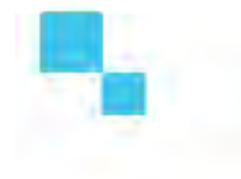


## Appendix 2 – Plant list for Reserve

This plant list was derived from surveys by North Barker 2014 and Enviro-dynamics 2020 and 2021.

Table 3 – Glebe Hill Bushland Reserve plant list.

<b>Status codes:</b>		
ORIGIN	NATIONAL SCHEDULE	STATE SCHEDULE
i - introduced	EPBC Act 1999	TSP Act 1995
d - declared weed <i>Biosecurity Act 2019</i>	CR – critically endangered	e – endangered
en – endemic to Tasmania	EN – endangered	v – vulnerable
	VU – vulnerable	r - rare
<b>Name</b>	<b>Common name</b>	<b>Status</b>
<b><u>DICOTYLEDONAE</u></b>		
<b>APIACEAE</b>		
<i>Hydrocotyle foveolata</i>	yellow pennywort	
<b>ASTERACEAE</b>		
<i>Bedfordia salicina</i>	tasmanian blanketleaf	en
<i>Brachyscome aculeata</i>	hill daisy	
<i>Carduus pycnocephalus and Carduus tenuiflorus</i>	Slender thistle	d
<i>Chrysanthemoides monilifera subsp. monilifera</i>	boneseed	d
<i>Chrysocephalum apiculatum</i>	common everlasting	
<i>Chrysocephalum semipapposum</i>	clustered everlasting	
<i>Cirsium vulgare</i>	Scotch thistle	i
<i>Coronidium scorpioides</i>	curling everlasting	
<i>Craspedia glauca</i>	common billybuttons	en
<i>Euchiton collinus</i>	common cottonleaf	
<i>Hypochoeris radicata</i>	rough catsear	i
<i>Leptorhynchos nitidulus</i>	shiny buttons	
<i>Leptorhynchos squamatus</i>	scaly buttons	
<i>Ozothamnus obcordatus</i>	yellow everlastingbush	
<i>Ozothamnus purpurascens</i>	columnar everlastingbush	en
<i>Ozothamnus scutellifolius</i>	buttonleaf everlastingbush	en
<i>Senecio glomeratus subsp. globeratus</i>	shortfruit purple fireweed	
<i>Senecio hispidulus</i>	rough fireweed	
<i>Senecio quadridentatus</i>	cotton fireweed	
<i>Sonchus oleraceus</i>	common sowthistle	i
<b>CAMPANULACEAE</b>		
<i>Wahlenbergia sp.</i>	bluebell	
<b>CASUARINACEAE</b>		
<i>Allocasuarina littoralis</i>	black sheoak	
<b>CRASSULACEAE</b>		
<i>Crassula sieberiana</i>	stone-crop	
<i>Crassula tetragona</i>	miniature pine tree	i
<b>DILLENIACEAE</b>		
<i>Hibbertia hirsuta</i>	hairy guineaflower	en



**DROSERACEAE***Drosera auriculata* tall sundew**EPACRIDACEAE***Acrotriche serrulata* ants delight  
*Styphelia humifusa* native cranberry  
*Epacris impressa* common heath  
*Lissanthe strigosa* peach berry**EUPHORBIACEAE***Poranthera microphylla* small poranthera**FABACEAE***Bossiaea prostrata* *Daviesia latifolia* creeping bossiaea  
*Daviesia ulicifolia* subsp. *Ulicifolia* hop bitterpea  
*Daviesia sejugata* yellow spiky bitterpea  
*Dillwynia cinerascens* leafy spiky bitterpea  
*Pultenaea pedunculata* grey parrotpea  
*Pultenaea daphnoides* matted bushpea  
*Ulex europaeus* large leaf bushpea  
gorse d**GENTIANACEAE***Centaurium erythraea* common centaury i**GERANIACEAE***Geranium* sp. native geranium**GOODENIACEAE***Goodenia lanata* *Goodenia ovata* trailing native-primrose hop  
native-primrose**HALORAGACEAE***Gonocarpus tetragynus* common raspwort**HYPOXIDACEAE***Hypoxis vaginata* sheath yellow star**LAMIACEAE***Prostanthera lasianthos* var. *lasianthos* christmas mintbush**LAURACEAE***Cassytha pubescens* downy dodderlaurel**LINACEAE***Linum marginale* *Linum trigynum* native flax french flax i**MIMOSACEAE***Acacia baileyana* cootamundra i*Acacia dealbata* subsp. *dealbata* wattle silver*Acacia genistifolia* wattle spreading wattle*Acacia mearnsii* black wattle*Acacia melanoxylon* blackwood**MYRTACEAE***Eucalyptus amygdalina* black peppermint en*Eucalyptus globulus* Tasmanian blue gum en*Eucalyptus risdonii* risdon peppermint white gum en r*Eucalyptus viminalis* subsp. *viminalis*

**OXALIDACEAE***Oxalis perennans* grassland woodsorrel**PITTOSPORACEAE***Bursaria spinosa subsp. spinosa* prickly box*Pittosporum undulatum* sweet pittosporum*Rhytidosporum procumbens* starry appleberry**PLANTAGINACEAE***Plantago varia* variable plantain**POLYGALACEAE***Comesperma volubile* blue lovecreeper**PROTEACEAE***Grevillea rosmarinifolia* grevillea**RHAMNACEAE***Pomaderris apetala* common dogwood yellow*Pomaderris elliptica* dogwood*Pomaderris pilifera* hairy dogwood**ROSACEAE***Acaena echinata* sheep's burr*Rosa rubiginosa* sweet briar*Rubus fruticosus* blackberry**RUBIACEAE***Galium aparine* cleavers*Galium gaudichaudii* rough bedstraw*Opercularia varia* variable stinkweed**SANTALACEAE***Exocarpos cupressiformis* common native-cherry**SAPINDACEAE***Dodonaea viscosa subsp. spatulata* broadleaf hopbush**STYLIDIACEAE***Stylidium graminifolium* narrowleaf triggerplant**THYMELAEACEAE***Pimelea humilis* dwarf riceflower**TREMANDRACEAE***Tetratheca labillardierei* glandular pinkbells**VIOLACEAE***Viola hederacea* ivyleaf violet**MONOCOTYLEDONAE****AMARYLLIDACEAE***Allium vineale* crow garlic**CYPERACEAE***Carex breviculmis* Asian shortstem sedge*Lepidosperma gunnii* sword sedge variable*Lepidosperma laterale* sword sedge common

*Schoenus apogon*

bog-rush

## **JUNCACEAE**

*Juncus pallidus*

pale rush

## **IRIDACEAE**

*Diplarrena moraea*

white flag-iris

## **LILIACEAE**

*Arthropodium milleflorum*

pale vanilla-lily

*Arthropodium strictum*

chocolate lily

*Dianella revoluta*

spreading flax lily

*Thysanotus patersonii*

twining fringe lily

*Wurmbea dioica subsp. dioica*

early nancy

## **ORCHIDACEAE**

*Caledonia carnea*

pink fingers

*Caledonia clavigera*

plain-lip spider orchid

*Calochilus herbaceus*

pale beard orchid

*Chiloglottis sp.*

bird orchid

*Corybus sp.*

helmet orchid

*Dipodium roseum*

hyacinth orchid

*Diuris pardina*

leopard orchid

*Diuris sulphurea*

tiger orchid

*Glossodia major*

wax-lip orchid

*Microtis unifolia*

common onion orchid

*Pterostylis nutans*

nodding greenhood

*Pterostylis sp.*

greenhood

*Thelymitra pauciflora*

slender sun orchid

*Thelymitra rubra*

pink sun-orchid

*Thelymitra sp.*

sun-orchid

## **POACEAE**

*Agrostis sp.*

blown grass

*Aira elegantissima*

delicate hairgrass

*Rytidosperma caespitosa*

common wallabygrass

*Rytidosperma setacea*

bristly wallabygrass

*Rytidosperma sp.*

wallabygrass

*Austrostipa mollis*

soft speargrass

*Austrostipa pubinodis*

tall speargrass southern

*Austrostipa rudis subsp. australis*

speargrass speargrass

*Austrostipa sp.*

corkscrew speargrass

*Austrostipa stiposa*

bearded speargrass

*Austrostipa semibarbata*

*Briza maxima*

greater quaking-grass

i

*Briza minor*

lesser quaking-grass

i

*Cynosurus echinatus*

rough dogstail

i



<i>Dactylis glomerata</i>	Cocksfoot	i
<i>Deyeuxia monticola</i>	mountain bentgrass reed	
<i>Deyeuxia quadriseta</i>	bentgrass common	
<i>Dichelachne rara</i>	plumegrass weeping grass	
<i>Microlaena stipoides</i>	rough wheatgrass	
<i>Elymus scaber</i>	yorkshire fog	i
<i>Holcus lanatus</i>	velvet tussockgrass	
<i>Poa rodwayi</i>	tussock grass	
<i>Rytidosperma indutum</i>	tall wallabygrass	
<i>Themeda triandra</i>	kangaroo grass	
<b>XANTHORRHOACEAE</b>		
<i>Lomandra longifolia</i>	sagg	

## PTERIDOPHYTA

### **ASPIDIACEAE**

<i>Polystichum proliferum</i>	mother shieldfern
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### **DENNSTAEDTIACEAE**

<i>Pteridium esculentum</i>	bracken
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### Appendix 3 – Weed photos and controls



African boxthorn (*Lycium ferocissimum*) WONS D



blackberry (*Rubus fruticosus*) D, WONS



boneseed (*Chrysanthemoides monilifera* subsp. *monilifera*) D, WONS



canary broom (*Genista monspessulana*) D, WONS



crow garlic (*Allium vineale*) D



slender thistle (*Carduus pycnocephalus* and *Carduus tenuiflorus*) D



aeonium (*Aeonium* sp.) E



bluebell creeper (*Billardiera heterophylla*) E





cotoneaster (*Cotoneaster* sp.) E



fuchsia (*Fuchsia magellanica*) E



fennel (*Foeniculum vulgare*) D



garden geranium (*Geranium* sp.) E



grevillea (*Grevillea rosmarinifolia*) E



Gorse (*Ulex europaeus*) D WONS



himalayan firethorn (*Pyracantha* sp.) E





mirror bush (*Coprosma repens*) E



Pampas (*Cortaderia selloana*) D, WONS



Montpellier broom (*Genista monspessulana*) D WONS



radiata pine (*Pinus radiata*) E



red valerian (*Centranthus ruber*) E



Serrated tussock (*Nassella trichotoma*) D WONS



sweet briar (*Rosa rubiginosa*) E



sweet pittosporum (*Pittosporum undulatum*) E





tagasaste (*Chamaecytisus palmensis*) E



Texas needlegrass (*Nassella leucotricha*)



Common Name	Species Name	Weed Status	Life Form	How Spread	Control Methods	Control Timing
aeonium	<i>Aeonium sp.</i>	Environmental	succulent	seed, stem rooting, vegetative reproduction	spray, dig out	all year
African boxthorn	<i>Lycium ferocissimum</i>	WONS, Declared	shrub	seed, stem rooting, vegetative reproduction	hand pull seedlings, cut & swab larger plants	all year
blackberry	<i>Rubus fruticosus</i>	WONS, Declared	shrub/ scrambler	seed, stem rooting, suckering	spray, cut & swab, stem scrape	all year
bluebell creeper	<i>Sollya heterophylla</i>	Environmental	climber	seed, stem and root fragments	hand pull seedlings, cut & swab larger plants	spring/ summer/ autumn
boneseed	<i>Chrysanthemoides monilifera</i>	WONS, Declared	shrub	seed	hand pull seedlings, cut & swab larger plants	all year
crow garlic	<i>Allium vineale</i>	WONS, Declared	Herb, bulb	bulbs	spray, dig out	spring/summer
cape Leeuwin wattle	<i>Paraserianthes lophantha</i>	Environmental	shrub	seed	hand pull seedlings, cut & swab larger plants	spring/ summer/ autumn
cotoneaster	<i>Cotoneaster sp.</i>	Environmental	shrub	seed	spray, cut & swab	all year
fennel	<i>Foeniculum vulgare</i>	Declared	herb	seed	spray, cut & swab	winter/ spring/ summer
fuschia	<i>Fuchsia magellanica</i>	Environmental	shrub	seed	spray, cut & swab	all year
garden geranium	<i>Geranium sp.</i>	Environmental	shrub	seed, stem and root fragments	hand pull seedlings, cut & swab larger plants	spring/ summer/ autumn
grevillea	<i>Grevillea rosmarinifolia</i>	Environmental	shrub	seed	cut & swab	spring/ summer/ autumn
Himalayan firethorn	<i>Pyracantha sp.</i>	Environmental	shrub	seed, berries spread by birds and water	cut & swab	spring/ summer/ autumn
mirrorbush	<i>Coprosma repens</i>	Environmental	shrub	seed, berries spread by birds and water	cut & swab	spring/ summer/ autumn
Montpellier broom	<i>Genista monspessulana</i>	WONS, Declared	shrub	seed	hand pull seedlings, cut & swab larger plants	all year

Common Name	Species Name	Weed Status	Life Form	How Spread	Control Methods	Control Timing
pampas grass	<i>Cortaderia selloana</i>	Declared	shrub	seed	hand pull or dig out plant ensuring all root material is removed and/or foliar spray	spring/ summer/ autumn
radiata pine	<i>Pinus radiata</i>	Environmental	tree	seed	hand pull seedlings, cut down, ring bark	all year
red valerian	<i>Centranthus ruber</i>	Environmental	herb	seed	hand pull, cut and swab or spray	spring/ summer/ autumn
slender thistle	<i>Carduus pycnocephalus</i> and <i>Carduus tenuiflorus</i>	Declared	herb	seed	hand pull, spray	winter/ spring/ summer
sweet briar	<i>Rosa rubiginosa</i>	Environmental	shrub	seed	spray, cut & swab, stem scrape	all year
sweet pittosporum	<i>Pittosporum undulatum</i>	Environmental	tree	seed	cut & swab, drill & fill	all year
tagasaste	<i>Chamaecytisus palmensis</i>	Environmental	tree	seed	cut & swab, drill & fill	spring/ summer/ autumn
Texas needlegrass	<i>Nassella leucotricha</i>	Declared	grass	seed	spray	Spring/summer

## Appendix 4 – Bird list

The following bird list for the Glebe Hill Bushland Reserve includes species recorded from surveys conducted by Birds Tasmania in 2013, North Barker Ecosystem Services survey observations from 2014, and Enviro-dynamics observations from 2021. The surveys have been undertaken across the woodland and grassland habitat during a series of 20-minute surveys over several years on a voluntary basis.

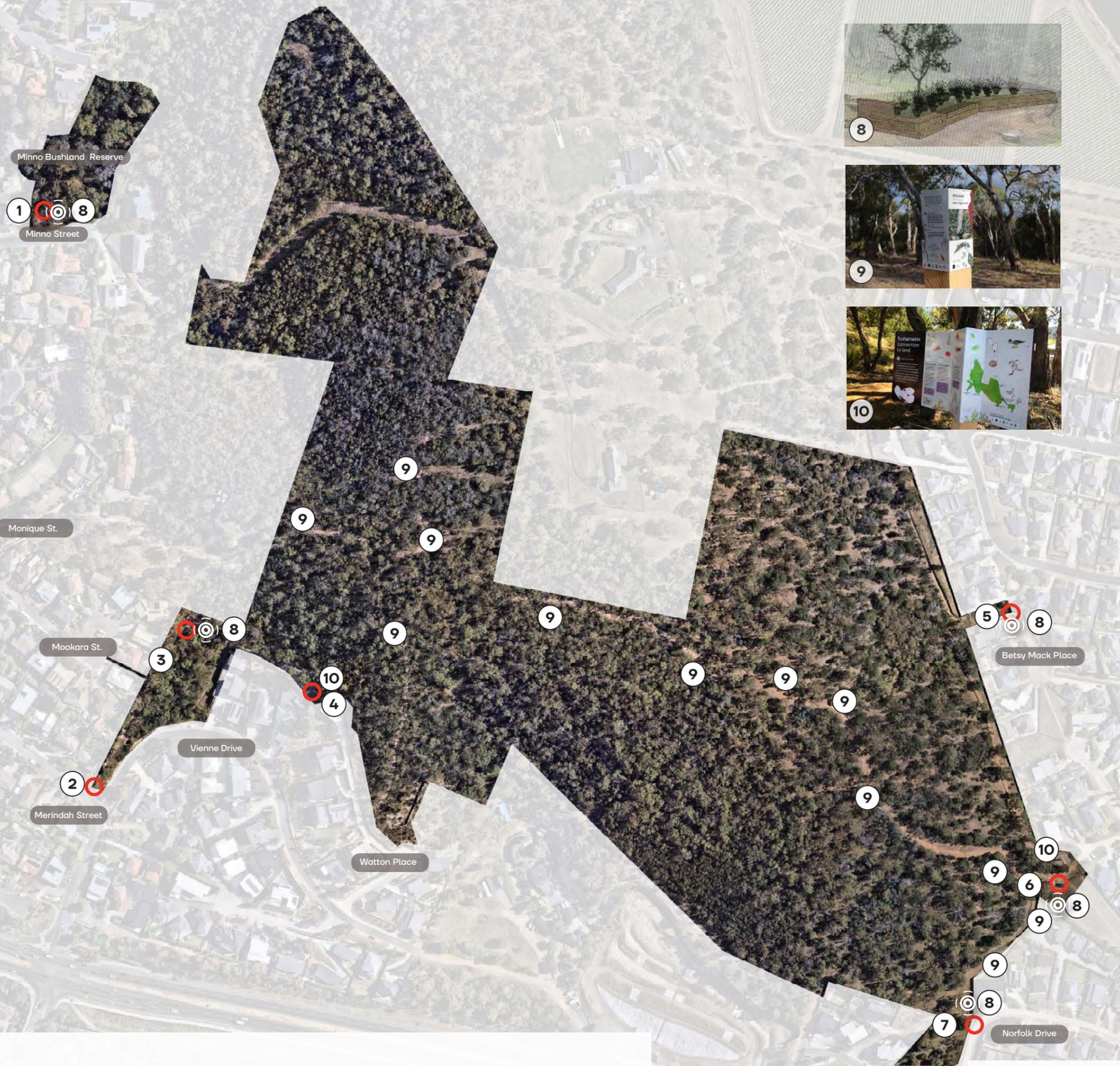
All data collected has been added to BirdLife Australia’s Birdata web portal by Mike Newman.

Status ‘i’ indicates introduced species to Tasmania.

Table 4 – Bird list for Glebe Hill Bushland Reserve.

Common Names	Species Name	Count	Status
Australian magpie	<i>Gymnorhina tibicen</i>	2	
Blackbird	<i>Turdus merula</i>	1	i
Brown thornbill	<i>Acanthiza pusilla</i>	1	
Common bronzewing	<i>Phaps chalcoptera</i>	3	
Eastern rosella	<i>Platycercus eximius</i>		
Forest raven	<i>Corvus tasmanicus</i>	4	
Green rosella	<i>Platycercus caledonicus</i>	2	
Grey currawong	<i>Strepera versicolor</i>	4	
Grey fantail	<i>Rhipidura fuliginosa</i>	1	
Golden Whistler	<i>Pachycephala pectoralis</i>		
Laughing kookaburra	<i>Dacelo novaeguineae</i>	1	i
Musk lorikeet	<i>Glossopsitta concinna</i>	3	
New Holland honeyeater	<i>Phylidonyris novaehollandiae</i>	1	
Noisy Miner	<i>Manorina melanocephala</i>		
Pallid cuckoo	<i>Cuculus pallidus</i>	2	
Shining bronze cuckoo	<i>Chalcites lucidus</i>	1	
Silvereeye	<i>Zosterops lateralis</i>	2	
Spotted pardalote	<i>Pardalotus punctatus</i>	3	
Spotted turtle-dove	<i>Streptopelia chinensis</i>	3	i
Striated pardalote	<i>Pardalotus striatus</i>	1	
Superb fairy-wren	<i>Malurus cyaneus</i>	1	





**Key:**

- 1 Trailhead formation at Minno Bushland Reserve entrance has commenced with vehicle limiting boulders, landscaped stone wall and embedded seat with entrance sign to be installed. Minor entry with small directional signage proposed from Skyline Drive, with small trail map and use guide symbols.
- 2 Existing trailhead at Merindah Street entry improved with entry sign, soft landscaping, mulching and terraced stone walling. Opportunity to embed large trail map and seat at higher vantage point. Refer to Trailhead Concept Plan.
- 3 Mookara Street access improved with planting. Opportunity to mulch Hazard Management Area with mudstone toned rock mulch. At services juncture establish walling, seating and directional boulders to clarify path entry into reserve (to east) away from road heading north as it heads into private property.
- 4 Establish minor trailhead for Watton Place entry heading north, stone wall, seat, small embedded trail map and use guide symbols. Entry heading south to be unobstructed to enable upgrade to fire trail as per Clarence City Council Managed Vehicular Fire Trail Categories
- 5 Betsy Mack Place entry upgrade work has been undertaken including, stone wall, seat, and soft landscaping. Opportunity to add trail map and explore WSUD designs for existing open drains.
- 6 Trailhead for Wendy Andrew entry improved with addition of stone wall, embedded seat, gravel hardstand, reserve sign and interpretation elements. Opportunity to provide WSUD designs for existing open drains.
- 7 Norfolk Drive entry improved with mudstone walls, upgraded staircase, embedded seat, reserve entry sign with use guide symbols.
- 8 Proposed opportunity to embed sculptural interpretation element within stone walling. Five locations suggested to communicate targeted stories relating to specific locations and their outlooks.
- 9 Existing flora and fauna interpretation totem signs with boulder seating.
- 10 Existing interpretation map signs. Broader themes targeted at locations.
- 11 Opportunity to strengthen revegetation corridor within 60 Glebe Hill Road parkland. Potential for swathes of understorey endemic planting, with clusters of mid-storey and overstorey native vegetation.

- Trailhead Entry
- Interpretation opportunity

# Glebe Hill Bushland Reserve Visitor Amenity Plan

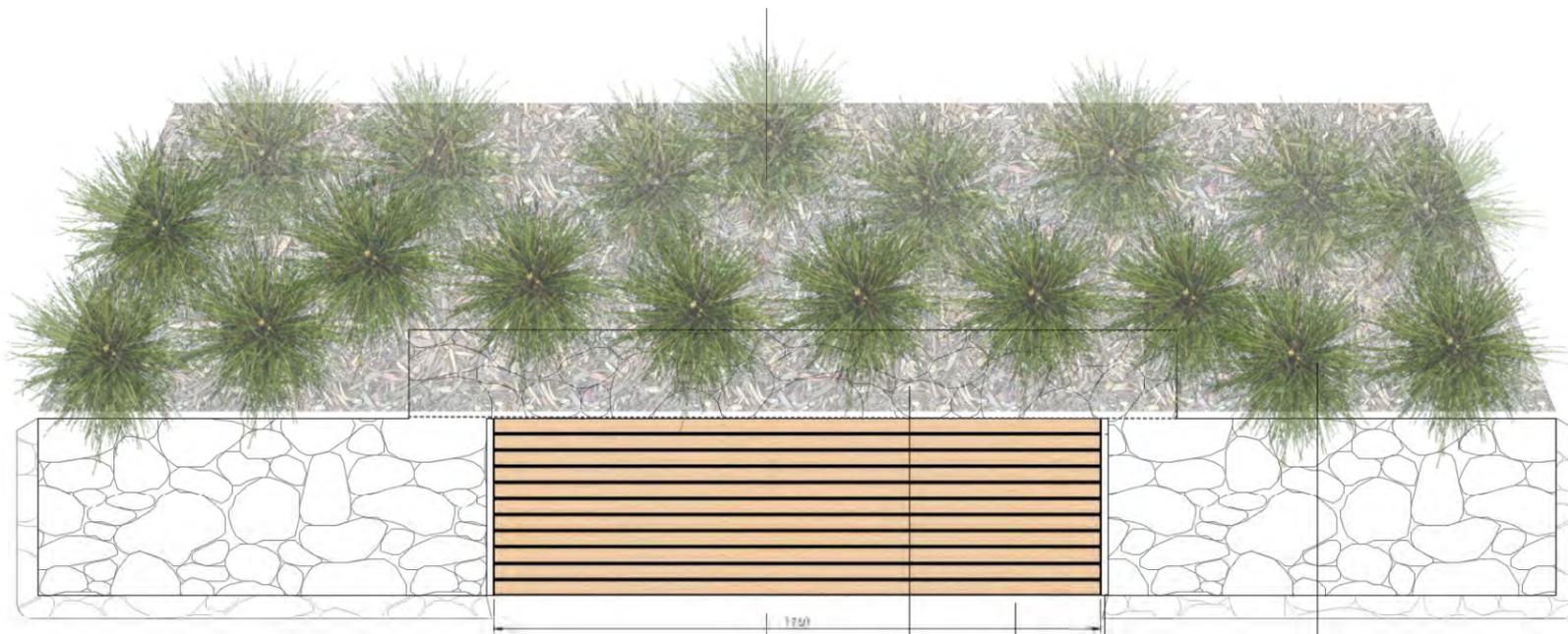
Glebe Hill, Howrah |

PREPARED FOR ENVIRO-DYNAMICS / CLARENCE CITY COUNCIL



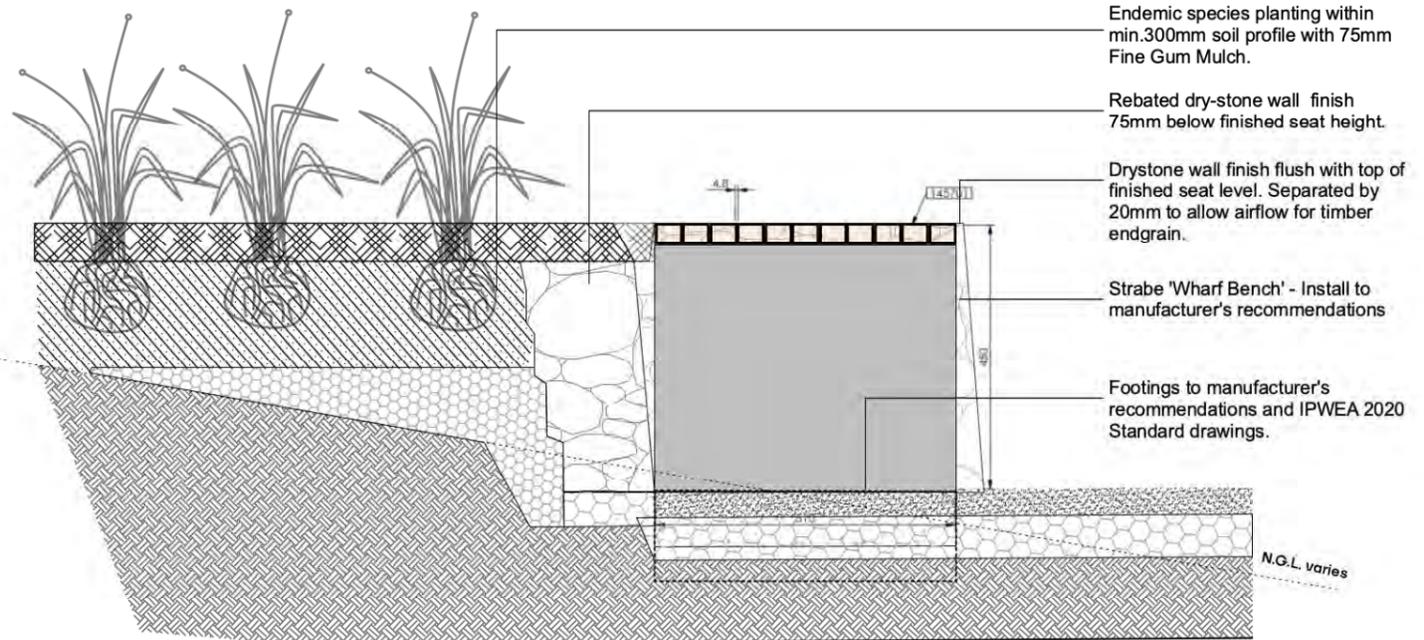
NORTH Date 20/ 01/ 2025  
Scale 1:3000 @ A3

South Arm Highway



- Endemic species planting within min.300mm soil profile with 75mm Fine Gum Mulch.
- Drystone wall **finish flush** with top of finished seat level. Separated by 20mm to allow airflow for timber endgrain. Option to install 19mm formply formwork for stone wall formation, removing for seat installation.
- Strabe 'Wharf Bench' - Install to manufacturer's recommendations.
- Rebated dry-stone wall finish 75mm below finished seat height.

1  
SK-001  
WALL / SEAT PLAN  
1:20



- Endemic species planting within min.300mm soil profile with 75mm Fine Gum Mulch.
- Rebated dry-stone wall finish 75mm below finished seat height.
- Drystone wall finish flush with top of finished seat level. Separated by 20mm to allow airflow for timber endgrain.
- Strabe 'Wharf Bench' - Install to manufacturer's recommendations
- Footings to manufacturer's recommendations and IPWEA 2020 Standard drawings.

N.G.L. varies

2  
SK-001  
WALL / SEAT CROSS-SECTION  
1:20



3  
SK-001  
Strabe 'Wharf Bench' 3D  
1:100

# Reserve Stone Wall / Seating Concept

Glebe Hill Bushland Reserve |  
PREPARED FOR CLARENCE CITY COUNCIL



Date 19/2/2025  
Scale 1:20 @ A3

## Appendix 6 – Assessment criteria to determine level of dog access in Glebe Hill Bushland Reserve

Table 5 – Natural values and recommended dog control regulation – assessment criteria for Glebe Hill bushland reserve - adapted from Natural Areas: Assessment criteria to determine level of dog access in bushland and coastal reserves by Enviro-dynamics (2021).

Threatened Species	Group	Threatened Species Status		Observations/Records	Sensitive Species	Recommended Dog Control Regulation	Area to be applied to
		TSPA 1995	EPBC Act 1999				
<i>Scientific name / common name</i>	<i>Flora/ mammal/ bird/ reptile</i>			<i>List records and method of collection – NVA, other report, survey, wildlife camera etc</i>	<i>Example - Susceptible* to trampling (flora) and sensitive# to predation and stress (fauna)</i>	Control 1 - 6	<i>Parts of reserves can be declared as different dog control regulation</i>
risdon peppermint ( <i>Eucalyptus risdonii</i> )	Flora	Rare		NVA, previous surveys	No sensitive to impacts from dogs	Control 5	Bushland areas
sheathing yellowstar ( <i>Hypoxis vaginata</i> )	flora			NVA, previous surveys	Susceptible to trampling although risk is low	Control 3	Bushland areas
leafy fireweed ( <i>Senecio squarrosa</i> )	flora	rare	n/a	NVA, previous surveys	Low sensitivity to trampling	Control 5	Bushland areas
Regionally Significant species	Group	Conservation Significance		Observations/Records	Sensitive Species	Recommended Dog Control Regulation	Area to be applied to
Range of orchid species	flora	Locally significant population			Orchid susceptible to trampling. Impact on species likely to be minor	Control 3	Bushland areas
Chocolate lily	flora	Locally significant population			Susceptible to trampling. Due to size of population trampling unlikely to significantly impact population in reserve	Control 3	Bushland areas

Habitat - terrestrial	Is there suitable habitat?	Description	Is there *sensitive fauna present?	What sensitive fauna is present?	Observations/ Records	Recommended Dog Control Regulation	Area to be applied to	
Suitable shelter or foraging habitat for native mammal species	Yes	Grassy and shrubby woodland which provides foraging and sheltering habitat for small mammal species	Yes	Bettongs, southern brown bandicoots, brush tailed possum.	Wildlife camera recording diggings in reserve	Control 3	Bushland areas	
	No	Parkland area off Highclere Street	Potentially at night	Bandicoots may forage in parkland from dusk to dawn	No observations in parkland areas	Control 6	Parkland areas	
						<b>Final Recommended Dog Control Regulation</b>	<b>3 – Dogs on lead on formal tracks</b>	<b>Bushland areas</b>
							<b>6 – Dogs off lead exercise (under eff control)</b>	<b>Parkland areas</b>

### Definitions

\* *Susceptible flora species – flora – small delicate species such as orchids and lilies which may not reproduce consistently, have short flowering times and are restricted in their distribution and where a relatively small impact could prevent reproduction of a significant proportion of a population.*

# *Sensitive fauna species – smaller mammals that are more likely to be killed by dogs including bandicoots, bettongs, potoroos, antechinus, pademelons, possums, native rodents, juvenile Bennett’s wallabies and quolls.*

## Appendix 7 – Natural Areas Assessment criteria to determine the level of dog access in bushland and coastal reserves reference

Natural Areas Assessment criteria to determine the level of dog access in bushland and coastal reserves			
(* Note this table is for assessing environmental values only and does not include recreational values or risk management requirements, which need to be assessed separately, and does not apply to the Tangara Trail except where it passes through a reserve.)			
Environmental conditions assessed in accord with:	Application	Recommended dog walking Classification	Example
<ul style="list-style-type: none"> <li>Environmental Protection and Biodiversity Conservation Act 1999,</li> <li>Threatened Species Protection Act 1995,</li> <li>Wildlife Regulations under the Nature Conservation Act 2002</li> </ul>	(*Note -some reserves may have more than one level of control in different parts of a reserve)		
Highly sensitive areas such as beaches, saltmarshes or wetlands where there are migratory waders, breeding shorebirds or permanent burrows of shorebirds.	Applicable to beaches, saltmarshes and wetlands	Control 1 - Dogs Prohibited	Lauderdale saltmarsh, Dorans Road Saltmarsh, Pipeclay Lagoon Coastal Reserve
Discrete breeding/nesting areas for shorebirds during breeding season or flowering periods for threatened species	Applicable to shorebird breeding/nesting areas and threatened flora species locations	Control 2 - Dogs on lead outside time-specific restricted areas	Mortimer Bay Coastal reserve
Bushland reserves where there are known populations of threatened or sensitive / susceptible flora and fauna species	Applicable to reserves with a formal track network	Control 3 - Dogs on lead on tracks	Glebe Hill Bushland area
Bushland reserves where there are known populations of threatened or sensitive / susceptible flora and fauna species	Applicable to reserves that do not have a formal track network	Control 4 - Dogs on lead	Single Hill

**Natural Areas Assessment criteria to determine the level of dog access in bushland and coastal reserves**

(\* Note this table is for assessing environmental values only and does not include recreational values or risk management requirements, which need to be assessed separately, and does not apply to the Tangara Trail except where it passes through a reserve.

<b>Environmental conditions assessed in accord with:</b> <ul style="list-style-type: none"> <li>• Environmental Protection and Biodiversity Conservation Act 1999,</li> <li>• Threatened Species Protection Act 1995,</li> <li>• Wildlife Regulations under the Nature Conservation Act 2002</li> </ul>	<b>Application</b> (*Note -some reserves may have more than one level of control in different parts of a reserve)	<b>Recommended dog walking Classification</b>	<b>Example</b>
Reserves with no recorded susceptible flora and fauna species and no potential habitat	Applicable to reserves with formal track network.	Control 5 - Dogs off lead & under effective control on tracks	Glebe Hill Parkland area  Risdon Vale and Grass Tree Rivulets Riparian reserves
Bushland or parkland reserves with no recorded susceptible flora and fauna species and no potential habitat  Open reserves with minimal native habitat and no record sensitive or threatened flora and fauna species.	Applicable to reserves with no formal track network.	Control 6 - Dogs off lead & under effective control	Richmond Recreational Reserve

Definitions

**Sensitive fauna** is defined as fauna that are sensitive to the impacts of dogs (e.g. disturbance, predation etc.) and may be negatively affected by dogs in terms of a significant displacement from suitable habitat, a loss of resources or reduction of population as a consequence of interactions with dogs or impacts from disease carried by dogs. Smaller mammals such as bandicoots, bettongs, potoroos, antechinus, possums, pademelons, native rodents, quolls or juvenile Bennett’s wallabies are more likely to be injured or killed by dogs.

**Susceptible flora** species are defined as small delicate species such as orchids and lilies which may not reproduce consistently, have short flowering times and are restricted in their distribution and where a relatively small impact could prevent reproduction of a significant proportion of a population. Species that are listed as threatened under the *Environmental Protection and Biodiversity Conservation Act 1999* or the *Threatened Species Protection Act 1995* will receive the highest priority.

## Appendix 8 – Vegetation condition assessments

Site 1: <i>Eucalyptus amygdalina</i> forest on mudstone (DAM)						
Location	Glebe Hill. Upper south-facing slope.					
Grid Reference	534251 E	5251948 N	Date	02-Nov-2020		
Area			Recorder	Nick Fitzgerald		
SITE CONDITION ATTRIBUTES						
Large Trees	Understorey Life Forms					
Number of Large Trees #/ha	0	Life Forms	No. species	Cover %	Present	Modified
Proportion Healthy Canopy	N/A	Immature canopy tree	2	30	Y	N
Tree Canopy Cover		Tree (sub canopy) or large shrub	3	60	Y	N
Tree Canopy Cover (%)	0	Medium shrub/small shrub	4	2	Y	N
Proportion Healthy Canopy	N/A	Prostrate and mat shrubs	2	2	Y	N
Lack of Weeds		Herbs	13	2	Y	N
Weed Cover (%)	<1	Grasses	4	20	Y	N
High Threat Weeds (%)	0	Large sedge/rush/sagg	2	10	Y	N
Recruitment		Medium sedge/rush/sagg	2	2	Y	N
Adequate Canopy Recruitment	Yes	Tiny sedge/rush/sagg	-	-	-	
Proportion of native woody plants with adequate recruitment (%)	91	Ground ferns	0	0	N	
Woody Species Diversity	High	Tree Ferns	-	-	-	
Organic litter (%)		Scrambler/Climber and Epiphytes	1	<1	-	
Litter Cover (%)	80	Mosses and Lichen	-	25	Y	N
Litter – native or non-native	Native					
Logs		% Benchmark life forms present	91%			
Length of Logs (m/ ha)	58					
Large logs present	No					
LANDSCAPE CONTEXT ATTRIBUTES						
Patch Size	Neighbourhood		Distance to Core Area			
Area of native vegetation continuous with assessment zone	>50 ha	% Native Vegetation within 100 m	100	Distance to Core Area >50 ha	Contiguous	
Significantly disturbed	Yes	% Native Vegetation within 1 km	24	Core area significantly disturbed	Yes	
		% Native Vegetation within 5 km	40			



FINAL VEGETATION CONDITION SCORE				
Site Condition Score		Landscape Context Score		TOTAL
Large Trees	<b>010</b>	Patch Size	<b>10/10</b>	<b>78/100</b>
Tree Canopy Cover	<b>0/5</b>	Neighbourhood	<b>5/10</b>	
Lack of Weeds	<b>15/15</b>	Distance to Core Area	<b>4/5</b>	
FINAL VEGETATION CONDITION SCORE				
Understorey Summary	<b>25/25</b>	Landscape Context Score	<b>17/25</b>	
Recruitment	<b>10/10</b>			
Organic Litter	<b>5/5</b>			
Logs	<b>4/5</b>			
Site Condition Total	<b>48/75</b>			





**CITY OF CLARENCE**

# **Glebe Hill Bushland Reserve**

**Management Plan**



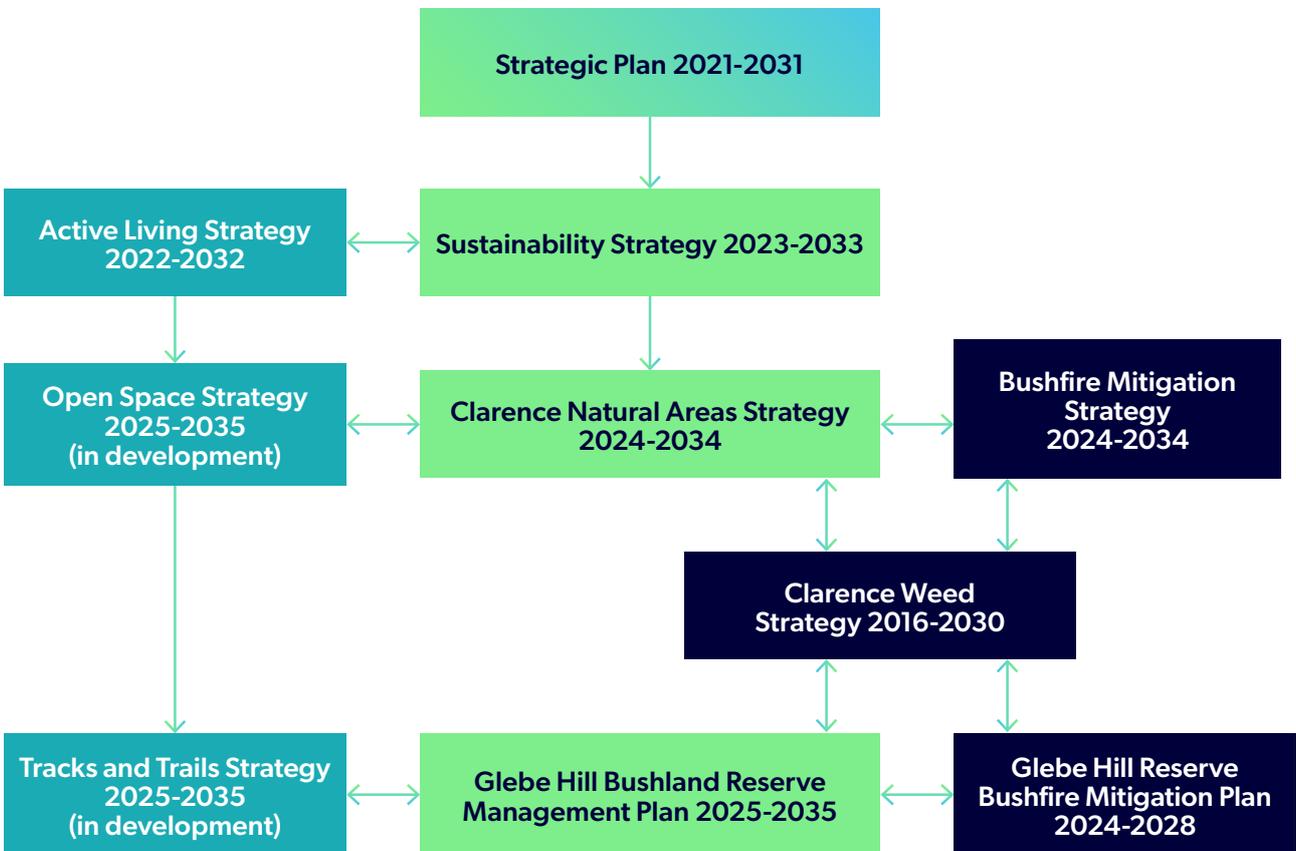
# Executive summary

## Overview

The Glebe Hill Bushland Reserve Management Plan 2025–2035 provides a strategic and integrated approach to managing the natural, recreational, educational, and cultural values of Glebe Hill Bushland Reserve (GHBR) and the nearby Minno Street Reserve (MSR). Together, these reserves form a critical part of the Rokeby Hills ecological corridor and provide natural bushland that is increasingly important within a rapidly urbanising setting.

This plan updates and builds upon the Glebe Hill Bushland Reserve Activity Plan 2014–2018 (North Barker 2014), addressing evolving community needs, ecological priorities, and environmental challenges through a coordinated and adaptive framework.

## Where the Glebe Hill Bushland Reserve RMP fits into Council's strategic framework



## Purpose and Approach

The plan's overarching aim is to ensure the long-term protection and enhancement of the reserves' values through practical, sustainable management. It aligns with broader Council strategies including the *Clarence Natural Areas Strategy 2024–2034*, the *Clarence Weed Strategy 2016–2030*, the *Bushfire Mitigation Strategy 2024–2034*, and the *Sustainability Strategy 2023–2033*.

### Key features of the plan's development include:

- A comprehensive review of previous management outcomes and site conditions.
- Targeted ecological and social assessments.
- Extensive community and stakeholder engagement, including with the Glebe Hill Landcare Group and Howrah Primary School.
- Integration of new data, such as updated weed and flora surveys, and monitoring of native fauna using camera traps and acoustic sensors.

## Natural and Social Values

The reserve supports important remnant vegetation, including the threatened *Eucalyptus risdonii* community, listed under the *Nature Conservation Act 2002*. It also provides habitat for native species such as orchids, bandicoots, and the little forest bat.

GHBR is a valued community space, offering accessible walking and cycling tracks, nature-based recreation, and opportunities for local engagement. It supports outdoor learning for schools and citizen science programs, with the Landcare Group playing a central role in community stewardship and education. By prioritising sustainable management and community collaboration, the plan ensures that the reserves remain cherished assets for current and future generations, contributing to a healthier environment and a stronger, more connected community.

## Key Management Priorities

The plan outlines specific, prioritised actions across a ten-year period to address key management challenges. The following is a summary of the key management areas and associated recommended actions, with a comprehensive list of actions available in the implementation plan.



### Fire and Habitat Management

Create a mosaic of ecological patch-burns to maintain vegetation diversity and reduce fuel loads, as guided by the *Glebe Hill Reserve Bushfire Mitigation Plan 2023–2028*.



### Recreation and Infrastructure

Maintain and upgrade formal tracks, close informal tracks in sensitive areas, and enhance entrances with signage, seating, and interpretation in line with the *Visitor Amenity Plan*.



### Domestic Animal Management

Declare GHBR "on-lead" dog zone and promote responsible pet ownership under the *Clarence Dog Management Policy and Cat Management Act 2012*.



### Community Participation and Education

Partner with schools and the Landcare Group to deliver nature-based learning, citizen science, and local stewardship initiatives.



### Monitoring and Review

Undertake regular vegetation and fauna monitoring to inform adaptive management and guide mid-term and long-term plan reviews.

## Implementation and Review

The implementation plan assigns each action a priority level and responsible party, providing a realistic roadmap that accounts for available resources. A formal mid-term review of the plan's progress will be undertaken in 2030, with a full review and plan update in 2035. Regular evaluation of monitoring data, community feedback, and environmental conditions will support adaptive management throughout the life of the plan.

## Long-term Vision

*The Glebe Hill Bushland Reserve Management Plan 2025–2035* facilitates the continued protection and enhancement of the reserve's natural, social, and cultural values, while enabling inclusive access and fostering community connection. Through collaborative stewardship, sustainable practices, and evidence-based decision-making, the reserve will remain a valuable natural asset — resilient, biodiverse, and deeply valued by current and future generations.





*Summary of proposed amendments to the  
DRAFT Reserve Activity Plan 2025-2035  
for Glebe Hill Bushland Reserve.*

For: Clarence City Council

Date: 17<sup>th</sup> February 2025

Rev 3



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## 1. Introduction

This document summarises the public comments received in relation to the Draft Glebe Hill Bushland Reserve Activity Plan (RAP) and provides comments and recommendations for amendments to the plan prior to the release of the final version.

In addition, the draft Plan is to be amended to adopt the dog use criteria which provides a process to assess the level of dog access for the reserve. This is based on the 'Natural Areas: Assessment criteria to determine level of dog access in bushland and coastal reserves, 2021' and the Dog Management Policy 2021.

Recommended amendments to the Draft RAP are to be considered and approved by the Clarence Council Aldermen.

## 2. Community Response

Public feedback on the draft plan was sought using a 'Have Your Say' survey. The survey was open from the 30<sup>th</sup> March until the 4<sup>th</sup> May 2021. The aim of the 'Have Your Say' survey was to provide the community with an opportunity to indicate whether they 'agreed or disagreed or were undecided' about the following nine key recommendations of the RAP.

1. Monitor and control texas needlegrass and crow garlic in reserve.
2. Undertake further nature-based education projects with Howrah Primary.
3. Develop an indigenous interpretation program.
4. Promote 'dogs on lead' area to protect native fauna.
5. Continue monitoring native fauna species in the reserve.
6. Maintain official mountain bike track network and close all informal tracks.
7. Assess and report on vegetation condition and bird population trends.
8. Install track maps at all reserve entry points.
9. Undertake primary weed control in Minno Street Reserve.

In addition, the survey provided an opportunity to give comment on each recommendation and/or provide additional suggestions regarding the overall draft RAP.

Written submissions (received via email) from individuals were also received and reviewed.

## 3. Methods for evaluation of responses

Responses to the 'Have Your Say' survey forms were reviewed to determine the level of community support or otherwise for the nine key recommendations based on percentage of support.

Comments were evaluated to determine if:

1. issues were addressed adequately by the Draft Glebe Hill Bushland RAP;
2. increased or decreased of priority for actions is warranted; or
3. the Draft Glebe Hill Bushland RAP requires amendment.

Comments are summarised in Attachment 1. If the comments were adequately addressed in the Draft Glebe Hill Bushland RAP, a cross reference to the Draft Glebe Hill Bushland RAP action is provided. If the comments were not addressed in the Draft Glebe Hill Bushland RAP, the comments were evaluated and recommendations for amendment to the text or actions in the Glebe Hill Bushland RAP are provided in Section 5 and in Table 12 for consideration by the Clarence Council Aldermen.

#### 4. Summary of Consultation Results

The 'Have Your Say' online survey for the Draft Glebe Hill Bushland RAP received 232 visitors of which 93 were classified as informed (viewed and/or downloaded documents) and 22 were engaged and filled out the survey form and provided some comments. One further email was received which did not provide direct responses to the 9 key recommendations although there is reference to some of these same issues within these submissions.

Four of the recommendations were supported by 100% of respondents, three supported by over 85% and the remaining two recommendations were supported by at least 70% of the respondents. Comment re the recommendations with lower support are provided below.

Recommendation 4 to promote the reserve as a 'Dogs on lead' area was agreed by 15 of the respondents (71.4%) with 6 respondents disagreed (28.6%) within the recommendation. 2 comments were received from respondents that disagreed with the recommendation where they thought there was no issue with dogs being allowed in the reserve if 'under effective control'. These results should be considered when reviewing the dog use policy for the reserve.

Recommendation 6 to maintain existing mountain bike track network and close all informal tracks was agreed by 15 of the respondents (71.4%) with 6 respondents (28.6%) disagreed within the recommendation. Six comments were received regarding this recommendation (Attachment 1). 2 comments supported informal trail or current trails, 3 comments suggested there were enough trails in reserve and in nearby Meehan Range and 1 comment was supportive of separate walking trails for safety.

Of the other comments received many were general statements or comments supporting the activities occur in the reserve and management actions (refer Attachment 1). All comments are listed in Attachment 1 with a response column also provided including recommended amendments to the draft RAP.

Based on the submissions there are two changes to the recommended action (R26 and R27). There are five changes to the text proposed to reflect comments received. Amendments or additions to text to clarify some issues is indicated in Table 2 with rationale outlined in Attachment 1.

Additional general comments that do not directly relate to the scope of the RAP are summarised in Attachment 2 which will be provided to the Aldermen and Council.

Table 1 – Summary of responses to Draft Glebe Hill Bushland RAP

Question	Have your say response				Email responses		Total % support
	Agreed	Disagreed	Skipped#	% Support	Agree	Disagree	
R1. Monitor and control texas needlegrass and crow garlic in reserve	20	0	0	100			<b>100</b>
R2. Undertake further nature-based education projects with Howrah Primary	21	0	1	100			<b>100</b>
R3. Develop an indigenous interpretation program	20	2		90.9			<b>90.9</b>
R4. Promote 'dogs on lead' area to protect native fauna	16	6		72.7			<b>72.7</b>
R5. Continue monitoring native fauna species in the reserve	21	1		95.5			<b>95.5</b>
R6. Maintain official mountain bike track network and close all informal tracks	15	6	1	71.4			<b>71.4</b>
R7. Assess and report on vegetation condition and bird population trends	18	3	1	85.7			<b>85.7</b>
R8. Install track maps at all reserve entry points	21	0	1	100			<b>100</b>
R9. Undertake primary weed control in Minno Street Reserve	20		2	100	1		<b>100</b>

# Skipped response entries are excluded from percent support calculations.

## 5. Assessment criteria to determine level of dog access to reserve

Under the recently adopted Dog Management Policy 2021 the impacts of domestic animals within a Council reserve are to be assessed using a standard assessment criterion when Reserve Activity Plans are developed or reviewed. The assessment criterion takes considers the values of each reserve and the potential impacts of dogs on these values and also takes into account the council’s responsibilities under the *Environmental Protection and Biodiversity Act 1999, Threatened Species Protection Act 1995, Nature Conservation Act 2002, and the Dog Control Act 2000.*

As the revised dog management policy has been adopted during the drafting to the Glebe Hill Reserve Activity Plan (RAP) the assessment of the level of access for dogs is to be undertaken using the recently develop criterion. Amendment of the draft plan is recommended to outline the process of assessing the level of dog access and provide an access level recommendation.

The Glebe Hill Reserve contains a range of orchid and native lily species and susceptible fauna species (as per Criteria matrix – Appendix 1) including bandicoots and bettongs have also been recorded in the reserve on wildlife cameras. Based on the natural values recorded in the reserve the level of dog access into areas that contain native vegetation is to be designated as ‘dogs on lead’. The Glebe Hill Parkland area between Highclere Court, Glebe Hill Road and Hance Road to the Wendy Andrew Entry(E2) contains no significant natural values and this area can be designated as a ‘dog under effective control’ area.

## 6. Recommendations for Amendment

Based on the review and evaluation of public comments and application of the level of dog access criterion and Dog Management Policy (2021), 7 amendments (including 4 Actions) are recommended to the Draft Glebe Hill RAP. Table 1 summarises the 4 recommended amendments for modified actions. Table 2 summaries the amendment/additions to text within the RAP. Comments are sorted by issue and action to cross reference with the Draft Glebe Hill RAP. Attachment 1 provides the evaluation and rationale for developing these new or modified actions.

**Table 1 – Summary of proposed changes to Actions and Implementation Plan for Glebe Hill Reserve (Implementation Plan in Draft RAP)**

ACTION #	ORIGINAL ACTION	MODIFIED ACTION	OUTCOME	TIMING	RESPONSIBILITY	RECOMMEN DED PRIORITY
R12	Council to promote the reserve as a ‘dogs on lead’ area to protect native fauna	<b>R12 – Under the new dog management policy bushland areas of Reserve to be designated as a</b>	Dog access level designated for	2021	CCC	High

ACTION #	ORIGINAL ACTION	MODIFIED ACTION	OUTCOME	TIMING	RESPONSIBILITY	RECOMMENDED PRIORITY
		<b>“dogs on lead” area to protect native fauna</b>	bushland areas of the reserve			
R13	New action.	<b>R13 - Under the new dog management policy parkland area of Reserve to be designated as a ‘dogs under effective control’ area</b>	Dog access level designated for parkland area of reserve	2021	CCC	High
R26	Undertake further nature-based education projects with Howrah Primary (all recommendations numbers beyond R12 to increase by 1)	<b>R27 -Undertake further nature-based education projects with Howrah Primary and promote activity to other local primary schools</b>	Education outcomes extended to other schools	2021-2024	CCC, GHBR LG	High
R27	Develop an indigenous interpretation program with Howrah Primary	<b>R28 - Develop an indigenous interpretation program with Howrah Primary and other interested local primary schools</b>	Education outcomes extended to other schools	2021-2024	CCC, GHBR LG	High

**Table 2 – Summary of proposed changes to text in Glebe Hill Bushland RAP**

ISSUE	RAP SECTION – PAGE #	AMENDMENT TO TEXT
Dogs in the reserve	<p>Section 6.3 – Fauna and habitat protection (Page 25)</p> <p>R12 Council to promote the reserve as a 'dogs on lead' area to protect native fauna.</p>	<p>Add Section “6.3.1 Domestic Animal Control” section including information about how dogs and cats can impact native flora and fauna. Include an outline of the process for ‘assessment criteria to determine level of dog access’ and designation of level of dog access for the reserve (refer to Appendix 1).</p> <p>Amend R12 to state bushland area of reserve to be designated “dogs on lead”.</p> <p>Add recommendation R13 (all other recommendation numbers increase by 1)</p> <p>Add Appendix to RAP – ‘Assessment criteria to determine level of dog access in bushland and coastal reserves – December 2021’. This appendix will contain the completed dog criteria table for the reserve (as per Appendix 1 in this document).</p>
Informal mountain bike tracks in reserve	<p>Section 6.6 – Tracks (Page 29)</p> <p>R19 Maintain official mountain bike track network and close all informal tracks.</p>	<p>Add text to RAP re share use protocols if the need arises.</p> <p>Recommendation to remain unchanged.</p>
Education and interpretation programs for schools	<p>Section 6.9 – Community participation (Page 31)</p> <p>R26 - Undertake further nature-based education projects with Howrah Primary.</p> <p>R27 - Develop an indigenous interpretation program with Howrah Primary</p>	<p>Amend text to expand education and indigenous programs reference to local primary schools rather than just Howrah Primary School.</p> <p>Amend R26 and R27 to change Howrah Primary to local primary schools</p>
Track signage to show link to Minno Street Reserve	Section 6.6 Tracks (Page 29)	Amend text to state that track maps be updated in the event that a formal agreement on track linkage between Minno Street Reserve and Glebe Hill can be negotiated.

<p>Future linkage tracks to the north and privacy concerns of landholders.</p>	<p>Section 6.6 – Tracks (Page 29)</p> <p>R21 Council to identify opportunities for track connection to Knopwood Hill through future subdivision development and negotiation with landholders</p>	<p><b>Amend text to strengthen provisions for discussion with landowners who would be affected by linkage trails to the north to ensure they are informed and agree with future proposals.</b></p> <p>Recommendation to remain unchanged.</p>
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## Attachment 1: Evaluation of public comments received

The following table summarises public comments (received in online forms and by email) and evaluates and provides clarification where needed.

PUBLIC COMMENTS	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION/SECTION in PLAN
<b>Recommendation #1 - Monitor and control texas needlegrass and crow garlic in reserve (Question 2)</b>		
Most bush naturally regenerate. It's more successful than human intervention. Most of the natives planted are not as successful as we would like but happy to monitor this	Comment re regeneration in reserve – no action or amendment required	n/a
<b>Recommendation #2 - Undertake further nature-based education projects with Howrah Primary (Question 4)</b>		
Not only Howrah but all schools in the area	<b>Text and recommendation changes to include other local schools</b>	R26 and R27
This area should be enjoyed by everyone. I'm sure the kids would love it	General comment only – no action or amendment required.	n/a
Swift parrots frequent the gum trees at Howrah Primary School and Glebe Hill. There are there now in APRIL	General comment only – no action or amendment required	n/a
This is a fantastic way to engage the students and let them have some ownership of this lovely piece of bushland	General comment only – no action or amendment required	n/a
<b>Recommendation #3 - Develop an indigenous interpretation program (Question 6)</b>		
Need more detail	Outline of program provide in text section 6.9. No action or amendment required	Section 6.9

PUBLIC COMMENTS	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION/SECTION in PLAN
If it pleases people	General comment only – no action or amendment required	n/a
<b>Recommendation #4 - Promote 'dogs on lead' area to protect native fauna (Question 8)</b>		
Strongly agree. Promote as a dog free area if possible.	Support for current recommendation – no action or amendment required	R12
<p>I often walk my dog in the Glebe Hill Reserve, rarely seeing anyone else using this area apart from some other friendly dog walkers. The tracks are wide and the dogs stay on the tracks and don't destroy the vegetation. Similarly we love walking in the Waverley Flora park, rarely seeing anyone other than other dog walkers. My dog is shy and feels intimidated by other dogs at the South Street park so having an area where she can exercise and feel safe, which are important facets for me too, is integral. The number of additional dwellings in this area is unbelievable and restricting dog exercise areas is not sustainable with the expected increase in population.</p>	<p>Reports of dog chasing wildlife provided during initial consultation. Whilst many dogs may be easily controlled and not chase wildlife some dogs will chase and can kill wildlife. Bandicoots and bettongs (which have been recorded in the reserve on cameras) are much smaller and slower than wallabies and can be caught by dogs.</p> <p>Dog Management Policy 2021 has been adopted by Council. The document 'Natural Areas: Assessment criteria to determine level of dog access in bushland and coastal reserves' is to be applied to the reserve to determine the dog access level for the reserve.</p> <p><b>Section 6.3.1 to be added to Plan. Recommendation R12 to be amended and R13 to be added.</b></p> <p><b>Appendix 11 with assessment criteria to be added.</b></p>	<p>Section 6.3.1 R12 and R13</p>
<p>I walk there everyday. Mostly twice a day. How on earth does any dog cause damage to the fauna and flora. That's totally ridiculous. It's a huge area. And I've never seen any native animal harmed or dead from any dogs or cats. They take off when they hear anything. Please don't listen to wingers who complain about anything. Every dog I've seen up there has been supervised by their owners and causes no harm. We</p>	<p>Reports of dog chasing wildlife provided during initial consultation. Whilst many dogs may be easily controlled and not chase wildlife some dogs will chase and can kill wildlife. Bandicoots and bettongs (which have been</p>	<p>Section 6.3.1 R12 and R13</p>

PUBLIC COMMENTS	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION/SECTION in PLAN
<p>have possums coming onto our deck to eat the dog food, so they obviously don't feel threatened by dogs.</p>	<p>recorded in the reserve on cameras) are much smaller and slower than wallabies and can be caught by dogs.</p> <p>Dog Management Policy 2021 has been adopted by Council. The document 'Natural Areas: Assessment criteria to determine level of dog access in bushland and coastal reserves' is to be applied to the reserve to determine the dog access level for the reserve.</p> <p><b>Section 6.3.1 to be added to Plan. Recommendation R12 to be amended and R13 to be added.</b></p> <p><b>Appendix 11 with assessment criteria to be added.</b></p>	
<p>There is a considerable number of native animals in this reserve and keeping the area as a dogs on lead area would protect these</p>	<p>Dog Management Policy 2021 has been adopted by Council. The document 'Natural Areas: Assessment criteria to determine level of dog access in bushland and coastal reserves' is to be applied to the reserve to determine the dog access level for the reserve.</p> <p><b>Section 6.3.1 to be added to Plan. Recommendation R12 to be amended and R13 to be added.</b></p> <p><b>Appendix 11 with assessment criteria to be added.</b></p>	<p>Section 6.3.1 R12 and R13</p>
<p>Enough of our eastern shore bush land is being developed and our wildlife is already suffering from development and no consideration for their corridors. I pull off at least 10 wallabies per day from the roads that have been hit as they continue to become trapped in areas they once moved through.</p>	<p>Comment about impacts of wildlife from urban fringe development — no action or amendment required</p>	
<p><b>Recommendation #5 - Continue monitoring native fauna species in the reserve (Question 10)</b></p>		

PUBLIC COMMENTS	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION/SECTION in PLAN
<p>Don't just monitor: we must actively support the maintenance and building of natural habitat to support the populations. We have a significant amount of road-kill which is distressing to see. The animals must be under pressure with the urban expansion and seeking out food sources in localities ... which are now unfortunately, inhabited by humans. We MUST get better at this and find a way to support the healthy fauna habitat and that protects them from road kill.</p>	<p>General comment about maintain habitat for native fauna. Monitoring by Landcare Group used to inform management and better understand the values of the reserve – no action or amendment required.</p>	<p>R16</p>
<p>We a really fortunate to have native flora and fauna so close to a suburban area and we need to monitor these so we can protect these populations.</p>	<p>General comment in support of recommendation – no action or amendment required</p>	<p>n/a</p>
<p><b>Recommendation #6 - Maintain official mountain bike track network and close all informal tracks (Question 12)</b></p>		
<p>Informal trails (when responsibly used) offer riders unique opportunities to engage with bushland and panoramas unavailable on standard trails.</p>	<p>Comment re importance of informal trails for riders. Reserve has high biodiversity values and is relatively small and as such informal trails beyond the existing trails have potential to degrade the values of the reserve. There are other informal trails in larger reserves nearby which can fulfill this informal opportunity - – no action or amendment required.</p>	<p>n/a</p>
<p>Don't need bike trails there is enough</p>	<p>Bike trails are already established in the reserve -- no action or amendment required</p>	<p>n/a</p>
<p>There should not be any official mountain bike trails in this area. With the upgrade of the Meehan Range facilities, mountain bikers are adequately catered for. This area quiet bush area should be maintained for the use of walkers and runners. Many mountain bikes are travelling at great speed and its not a good mix to have them use the same area.</p>	<p>Bike trails are already established in the reserve. Some signage to clarify responsibility of all users could be installed in reserve if there a problem exists or develops between users. No negative interactions in the reserve were reported</p>	<p>Section 6.6</p>

PUBLIC COMMENTS	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION/SECTION in PLAN
Just look at the problems in the Mount Wellington area years ago with bikes and walkers using the same trails - they now have very safe single use areas.	during the consultation for this reserve and as such not considered to be a significant issue in this reserve. <b>Add text to RAP re share use protocols if the need arises.</b>	
The bike trails are fabulous and give families great entertainment. Well done on doing these tracks	Support for bike tracks in reserve – no action or amendment required.	n/a
Along with walking tracks for the safety of walkers	Reserve contains shared use tracks. Some signage to clarify responsibility of all users could be installed in reserve if there a problem exists or develops between users. No negative interactions in the reserve were reported during the consultation for this reserve and as such not considered to be a significant issue in this reserve -- -- no action or amendment required.	R20
I am not aware of mountain bike tracks in this area. I feel that there is great mountain bike facility at the Meehan range and other than perhaps facilitating some kind of link between Glebe Hill/Howrah and the Meehan it is not necessary to provide more mountain bike tracks in this area.	Bike trails are already established in the reserve -- no action or amendment required	R20
<b>Recommendation #7 - Assess and report on vegetation condition and bird population trends (Question 14)</b>		
Increase trail network. Connect up with Knopwood reserve.	Comment re tracks – Investigating broader track linkages are outlined ion track section of RAP and as per recommendation 21.	R22

PUBLIC COMMENTS	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION/SECTION in PLAN
No good just to "report. We must take action on trend findings! All too often, our actions are way too late.	Monitoring by Landcare Group and Council used to inform management and better understand the values of the reserve – no action or amendment required.	n/a
I honestly think this is all getting a bit silly. It's been regenerating for many of our lives without help	Size of the reserve has reduced significantly in past 10 years with increased urban development and use. Monitoring of the condition of the reserve required to assess any loss of condition of the reserve and to guide management actions to maintain biodiversity values over long-term.  Taken as comment - no action or amendment required.	n/a
Flocks of Swift Parrots in Glebe Hill now, April	General comment only – no action or amendment required.	n/a
As above, and these kind of activities are great to do in conjunction with Howrah Primary ie Landcare/citizen science/land conservation so the kids can learn about how to protect and maintain bushland areas.	Supportive comment – no action or amendment required.	R27
<b>Recommendation #8. Install track maps at all reserve entry points (Question 16)</b>		
Entry points should be more clearly marked, especially between houses, and entry paths should be upgraded	Maps and additional signage to be installed as per recommendation 22 and 23 - no action or amendment required.	R23 and R24
Track maps throughout the park - to help guide direction of your walk	Maps and additional signage to be installed as per recommendation 22 and 23 - no action or amendment required.	R24
It is very helpful to know where you are going!	General comment only – no action or amendment required.	n/a

PUBLIC COMMENTS	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION/SECTION in PLAN
<b><u>Recommendation #9 - Undertake primary weed control in Minno Street Reserve (Question 18)</u></b>		
Also refurbish to more 'authentic' bushland reserve	Weed control will contribute to the return of reserve to natural condition - no action or amendment required.	R2
I think the area needs to stay very similar to what's already there. but an improvement to the walking tracks  (ie) knowing where you are going and estimates on how long it can take on different paths would be great.	Only weed control works proposed.  Track linkage to Glebe Hill to be investigated as per Recommendation 20. Inclusion on track maps to be considered when track linkage is negotiated.  <b>Amend text in Section 6.7 to outline desire to include Minno Street Reserve in track maps.</b>	R2 and R21 Section 6.7
Providing that weeds are not poisoned with school substances that will cause damage to the native plants/animals and water ways!	Weed control works carried out by Council or Landcare Group use approved herbicides for weed control which do no damage native vegetation. Taken as comment - no action or amendment required.	n/a
<b><u>Additional comments on the Draft Glebe Hill Reserve Activity Plan 2021-2030 (Question 19)</u></b>		
Strongly support the ongoing environmental conservation and management of Glebe Hill reserve, especially limiting dog access where possible.	Supportive comment  <b>Section 6.3.1 to be added to Plan. Recommendation R12 to be amended and R13 to be added.</b>  <b>Appendix 11 with assessment criteria to be added.</b>	Section 6.3.1 R12 and R13
Controlling the cats that roam the area should be a high priority.	Cat management issues outlined in Section 6.3 and recommendation 13 promotes cat control measures - no additional action or amendment required	R14

PUBLIC COMMENTS	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION/SECTION in PLAN
<p>We must have more green belts in the Clarence community. Especially with the high volume of housing development. Build the reserves into the planning scape, not just "pat ourselves on the back" for maintaining a hill 'reserve'.</p>	<p>Comment about broad planning controls to retain more green belts – taken as comment as outside scope of the RAP.</p>	<p>n/a</p>
<p>Glebe Hill Reserve is beautiful. Luckily we back onto it where we live. I have thanked your workers for all the wonderful work and enjoyment</p>	<p>Supportive comment - no action or amendment required</p>	<p>n/a</p>

Email correspondence – in addition to ‘Have your say’ platform

PUBLIC COMMENTS – EMAIL SUBMISSION	EVALUATION & RECOMMENDED AMENDMENTS	RELEVANT ACTION in PLAN
<p>Comments made about future track linkages to Minno Street and Knopwood Hill and across Pass Road and the potential impacts on privacy of existing residents bordering the reserve or between reserve and other public land.</p>	<p>No formal track linkages to other areas are proposed in the RAP. Recommendation 20 suggests negotiations with landholders and recommendation 21 relates to looking for opportunity for linkages when future subdivisions are developed or through negotiation with landholders. No new linkages will be developed without landholder concern and agreement.</p> <p><b>Text to be amended to outline concerns with loss of privacy from any new linkages in Section 6.6.</b></p>	<p>R21, R22 Section 6.6</p>

## Attachment 2: Public Comments outside of the scope of the RAP

The following table lists additional public suggestions and comments which deal with issues outside of the scope of the Draft Glebe Hill Reserve Activity Plan but which may be useful information for Council and Aldermen.

<b><u>SUGGESTIONS &amp; COMMENTS OUTSIDE SCOPE OF RAP for COUNCIL'S INFORMATION</u></b>	
1	We must have more green belts in the Clarence community. Especially with the high volume of housing development. Build the reserves into the planning scape, not just "pat ourselves on the back" for maintaining a hill 'reserve'.



## Natural Areas: Assessment criteria to determine level of dog access in bushland and coastal reserves – December 2021.

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Clarence City Council manages a significant area of bushland and coastal reserves in the municipality many of which contain threatened flora and fauna species and threatened vegetation communities and other native flora and fauna species. The council has a responsibility under the *Environmental Protection and Biodiversity Conservation Act 1999*, *Threatened Species Protection Act 1995*, Wildlife Regulations under the *Nature Conservation Act 2002* and the *Dog Control Act 2000* to manage all reserves to protect all native species and this includes managing access, fire, weeds and introduced animals (dogs and cats).

Most reserves also contain tracks and trails which provide important recreational opportunities including walking, dog walking, running, cycling and horse riding for residents and visitors. Exercising with dogs is an important activity in council reserves however a balance between the protection of natural values and the opportunity to exercise dogs is required.

This document sets out criteria that can be used to assess whether dogs are permitted to enter natural areas, and if so, under what conditions (such as on/off lead, confined to tracks).

The criteria document is to be applied to the development or updating of all Reserve Activity Plans in the future. Each reserve will be assessed for their natural values in terms of flora and fauna, habitat and connectivity and the level of dog control regulation for each aspect provided. The overall dog control regulation assigned to a reserve will be based on the highest level of control recommended. In some instances, a reserve may contain distinctively different environments and multiple dog control regulation may be appropriate. This will be based on a case-by-case basis.

The recommended dog control regulations include:

- **Control 1** = dogs prohibited – likely to apply to highly sensitive areas such as beaches, saltmarshes or wetlands where there are migratory waders, breeding shorebirds or permanent burrows of shorebirds.
- **Control 2** = restricted areas – may apply to areas where there are discrete breeding or flowering period for threatened species or breeding period for nesting shorebirds.

- **Control 3** = on-lead exercise on formal tracks – likely to apply to bushland reserves where there are known populations of threatened or sensitive/susceptible flora and fauna species and a formal track network.
- **Control 4** = on-lead (as per Control 3) - likely to apply to bushland reserves where there are known populations of threatened or sensitive/susceptible flora and fauna species, but with no track network.
- **Control 5** = off-lead exercise (under effective control) on formal tracks – likely to apply to bushland or parkland reserves with no recorded susceptible flora and fauna species and no potential habitat, with formal track network.
- **Control 6** = off-lead exercise (under effective control) – as per Control 5 – likely to apply to bushland or parkland reserves with no recorded susceptible flora and fauna species and no potential habitat but with no formal track network, and open reserves with minimal native habitat and no record sensitive or threatened flora and fauna species.

***Sensitive fauna** is defined as fauna that are sensitive to the impacts of dogs (e.g. disturbance, predation etc.) and may be negatively affected by dogs in terms of a significant displacement from suitable habitat, a loss of resources or reduction of population as a consequence of interactions with dogs or impacts from disease carried by dogs. Smaller mammals such as bandicoots, bettongs, potoroos, antechinus, possums, pademelons, native rodents, quolls and juvenile Bennett's wallabies are more likely to be injured or killed by dogs.*

***Susceptible flora** species are defined as small delicate species such as orchids and lilies which may not reproduce consistently, have short flowering times and are restricted in their distribution and where a relatively small impact could prevent reproduction of a significant proportion of a population.*

*Species that are listed as threatened under the Environmental Protection and Biodiversity Conservation Act 1999 or the Threatened Species Protection Act 1995 will receive highest priority. Non-threatened species will also be afforded significance in instances where dogs can impact entire populations of a species in a local area.*

Table 1 – Natural values and recommended dog control regulation – assessment criteria for Glebe Hill bushland reserve - adapted from *Natural Areas: Assessment criteria to determine level of dog access in bushland and coastal reserves* by Enviro-dynamics (2021)

Threatened Species	Group	Threatened Species Status		Observations/Records	Sensitive Species	Recommended Dog Control Regulation	Area to be applied to
<i>Scientific name / common name</i>	<i>Flora/ mammal/ bird/ reptile</i>	<i>TSPA 1995</i>	<i>EPBC Act 1999</i>	<i>List records and method of collection – NVA, other report, survey, wildlife camera etc</i>	<i>Example - Susceptible* to trampling (flora) and sensitive# to predation and stress (fauna)</i>	<i>Control 1 - 6</i>	<i>Different parts of reserves can be declared as different dog control areas</i>
risdon peppermint ( <i>E. risdonii</i> )	Flora	Rare		NVA, previous surveys	No sensitive to impacts from dogs	Control 5	Bushland areas
sheathing yellowstar ( <i>Hypoxis vaginata</i> )	flora	rare		NVA, previous surveys	Susceptible to trampling although risk is low	Control 3	Bushland areas
leafy fireweed ( <i>Senecio squarrosa</i> )	flora	rare	n/a	NVA, previous surveys	Low sensitivity to trampling	Control 5	Bushland areas
Regionally Significant species	Group	Conservation Significance		Observations/Records	Sensitive Species	Recommended Dog Control Regulation	Area to be applied to
Range of orchid species	flora	Locally significant population			Orchid susceptible to trampling. Impact on species likely to be minor	Control 3	Bushland areas

Chocolate lily	flora	Locally significant population		Susceptible to trampling. Due to size of popn trampling unlikely to impact population in reserve	Control 3	Bushland areas
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Habitat - terrestrial	Is there suitable habitat?	Description	Is there *sensitive fauna present?	What sensitive fauna is present?	Observations/Records	Recommended Dog Control Regulation	Area to be applied to
Suitable shelter or foraging habitat for native mammal species	Yes	Grassy/shrubby woodland which provides habitat for small mammal species	Yes	Bettongs, southern brown bandicoots, brush tailed possum.	Wildlife camera recording; diggings recorded in reserve	Control 3	Bushland areas
	No	Parkland area off Highclere Street	Potentially at night	Bandicoots may forage in parkland from dusk to dawn	No observations in parkland areas	Control 6	Parkland areas
					<b>Final Recommended Dog Control Regulation</b>	<b>3 – Dogs on lead on formal tracks</b>	<b>Bushland areas</b>

**8.2.2 CLARENCE CYCLING STRATEGY****EXECUTIVE SUMMARY****PURPOSE**

To adopt the Clarence Cycling Strategy 2025-2035.

**RELATION TO EXISTING POLICY/PLANS**

Council's Strategic Plan 2021-2031 is relevant.

**LEGISLATIVE REQUIREMENTS**

Nil.

**CONSULTATION**

Community consultation was carried out between 14 February and 14 March 2025.

**FINANCIAL IMPLICATIONS**

The implementation of actions within the strategy and development of the Clarence cycling network will be considered through future Council capital works budget processes and approvals.

**RECOMMENDATION:**

That Council adopt the Clarence Cycling Strategy 2025-2035.

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**ASSOCIATED REPORT****1. BACKGROUND**

- 1.1.** The Clarence Cycling Strategy 2025-2035 ("the Strategy") (Attachment 1) replaces the Clarence Cycling Strategy & Action Plan 2013-2017. The purpose of the draft Strategy is reflected in the vision:

*"To improve access to and promote cycling as an active transport mode through development of an integrated network of cycling routes that cater for people of all ages and abilities that is direct, comfortable, safe, inclusive and provides convenient access to destinations in Clarence."*

- 1.2.** The draft Clarence Cycling Strategy 2025-2035 was presented to a Council workshop on 7 October 2024 and approved for consultation at the Council meeting held on 21 October 2024. Community consultation was carried out between 14 February and 14 March 2025. The consultation results were presented at a Council workshop on 23 June 2025.

## **2. REPORT IN DETAIL**

**2.1.** The Clarence Cycling Strategy aims to improve conditions for people who already ride, and to make cycling attractive to the approximate 60% of the population who are “interested but concerned” about cycling. Concerns identified include the risk of mixing with motor vehicle traffic and wanting to ride good quality traffic-free routes. The aim of the draft Strategy is to cater for a broad range of users from young children cycling to school to retirees who want to stay active, not just enthused and confident riders.

**2.2.** Improving cycling infrastructure such as bike lanes, bike parking and connected networks, leads to more people cycling which in turn reduces vehicle usage and carbon emissions.

**2.3.** A Safe Systems approach, as outlined in the Tasmanian Road Safety Strategy 2017-2026, is fundamental to the development of a cycling network in Clarence. Shared paths and separated cycle lanes are key to an inclusive cycling network. These are enhanced by the advancement in e-bike technology and affordability that can assist people to overcome hills, travel longer distances or carry additional weight. For these reasons, the draft Strategy identifies an integrated network of partial and full separation from motor vehicles, except where vehicle volumes and speeds are extremely low, and road space can be safely shared.

**2.4.** To achieve the vision and consistent with the purpose, 16 key actions have been identified, based on the objectives from the four strategic goals in the Clarence City Council Strategic Plan.

Action 1: Support events promoting active travel.

Action 2: Adequately maintain cycling infrastructure.

Action 3: Provide an All Ages and Abilities (AAA) cycling network.

Action 4: Improve safety and comfort of road cyclists.

Action 5: Address infrastructure gaps and barriers to active travel.

Action 6: Develop cycling links to transport hubs such as park and rides, bus malls and ferry terminals.

- Action 7: Implement Local Area Traffic Management.
- Action 8: Monitor cycling usage as the network is expanded and improved.
- Action 9: Promote etiquette messages for shared path use.
- Action 10: Provide secure and appropriate bicycle parking.
- Action 11: Install public amenities to support cycling.
- Action 12: Work with developers to design walking and cycling-friendly road networks.
- Action 13: Develop and expand wayfinding signage.
- Action 14: Continue to work with Greater Hobart Councils through membership of Cycling South.
- Action 15: Continue to advocate for improved cycling conditions on state government roads.
- Action 16: Implement actions that support sustainable active transport mode.

The draft Strategy includes a cycling network map identifying cycling routes for improvement and an implementation plan (“the Plan”). The Plan sets out the actions needed to achieve the objectives of the draft Strategy such as seeking advice and recommendations from the Bicycle Advisory Working Group and incorporating cycling improvements as part of road projects and Master Plans.

The Plan prioritises projects as high priority (2025-2030) and medium priority (2030+). The Plan will be used to inform annual works planning and budget submissions, with a broader review of the draft Strategy’s effectiveness undertaken after five years to ensure priorities and actions are still relevant and that actions are being appropriately prioritised and completed.

- 2.5.** The development of the Clarence cycling network will involve transport planning, councillor workshops, engineering design, community engagement and in each case, approval through the annual capital budget process.

### 3. CONSULTATION

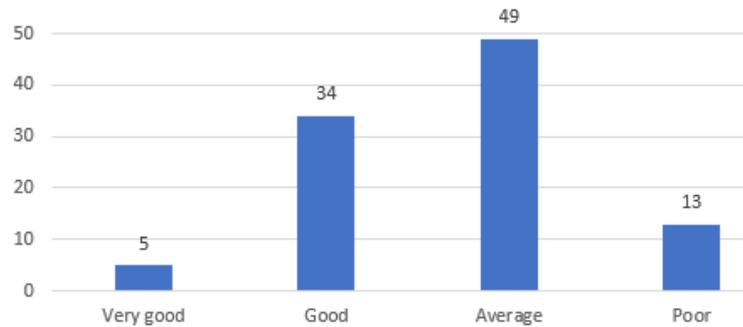
#### 3.1. Community Consultation Undertaken

242 people completed an on-line survey. An interactive map where people could identify cycling issues around Clarence had 264 pin drops.

- 93% of Respondents live in Clarence with good representation from people aged between 30 and 70+ years. Only three people under the age of 19 years responded.
- 16% of Respondents do not ride a bicycle. The reasons provided were:
  - they are intimidated by traffic;
  - feel unsafe;
  - have physical limitations;
  - a lack of suitable bike parking;
  - not interested; or
  - do not have a bike.
- Of those who ride a bicycle 81% rode in the previous week.
- 70% of Respondents live near the Clarence Foreshore Trail (Geilston Bay, Lindisfarne, Rose Bay, Montagu Bay, Rosny, Bellerive, Howrah)– correlation between propensity to ride and access to cycling infrastructure).
- For those with children only 24% would let their child ride by themselves.

#### **Feedback on Infrastructure**

The survey asked people to rate the choice, connectiveness and availability of cycling infrastructure. The majority rated it as average.



Seven people who do not ride expressed some concerns about sharing the Clarence Foreshore Trail with people cycling.

Of the 264 pin drops on the interactive map, the sites identifying the most issues were on State Government roads. These were:

- East Derwent Highway – Bowen Bridge to Geilston Bay;
- Mornington roundabout and access to the mountain bike park;
- South Arm Highway – Rokeby to Lauderdale; and
- Tasman Bridge.

Local roads and paths identifying the most issues were:

- Bligh Street;
- Tranmere to Howrah Primary School;
- Clarence Foreshore Trail - narrow sections; and
- Riawena Road.

Survey Respondents were asked to provide their level of support for the 16 key actions outlined in the plan. The top six actions with the highest level of support were:

1. Adequately maintain cycling infrastructure (Action 2).
2. Address gaps in the network such as improving difficult road crossings (Action 5).
3. Develop cycling links to transport hubs such as park and rides and ferry terminals (Action 6).

4. Work with developers to design walking and cycling-friendly subdivisions (Action 12).
5. Continue to advocate for improved cycling conditions on state roads (Action 15).
6. Provide an All Ages and Abilities (AAA) cycling network (Action 3).

### **3.2. State/Local Government Protocol**

- A presentation on the draft Strategy was given to the City Development Advisory Committee on 10 July 2024 to outline the intent of the draft Strategy and inform them of the development progress.
- A workshop was held with councillors on the draft Strategy on 7 October 2024. A subsequent workshop was held on 23 June 2023 to report back on the consultation results.

### **3.3. Other**

- Bicycle Network;
- Department of State Growth; and
- Council’s Bicycle Advisory Working Group;

Results of these discussions shaped the draft Strategy's visions, goals, objectives and actions.

### **3.4. Further Community Consultation**

Community consultation for projects identified in the strategy and approved through the annual capital budget process will be undertaken in accordance with the Community Engagement Policy 2020.

## **4. STRATEGIC PLAN/POLICY IMPLICATIONS**

- 4.1. Council’s Strategic Plan 2021-2031 under the strategic goal “A people friendly city”:

“1.10 *Promoting active and healthy lifestyles through provision and support of programs that improve physical and mental health.*”

**4.2.** Council’s Strategic Plan 2021-2031 under the Strategic goal “A well-planned liveable city”:

- “2.1 *Developing and implementing contemporary, funded, asset management plans for all Council asset types.*
- 2.2 *Developing and implementing a comprehensive transport strategy for the city.*
- 2.3 *Developing and implementing traffic management plans to enhance connectivity and improve road safety.*
- 2.4 *Reviewing and continuing to implement our Bicycle Plan and the Tracks and Trails Strategy for the city.*
- 2.5 *Providing and prioritising a safe, reliable and accessible pedestrian network.*
- 2.6 *Developing and implementing a parking infrastructure development plan to guide capital investment in public parking facilities.*
- 2.13 *Enhancing natural and built amenities to create vibrant, accessible activity centres and community hubs through quality urban design.*
- 2.15 *Ensuring neighbourhoods have pleasant streetscapes and access to recreational spaces and appropriate neighbourhood facilities.”*

**4.3.** Under the Strategic goal “A prosperous and creative city”:

- “3.2 *Working together with the Greater Hobart Councils and other levels of government, under the Hobart City Deal, to leverage Hobart’s natural amenity and build on its position as a vibrant, liveable and connected global city.”*

**4.4.** Under the Strategic goal “An environmentally responsible city”:

- “4.5 *Undertaking the development of an Environmental Sustainability Strategy.”*

**5. EXTERNAL IMPACTS**

The draft Cycling Strategy, once adopted by Council, will have significant benefit to the community, by providing opportunity to improve road safety, transport choice, physical activity and well-being.

**6. RISK AND LEGAL IMPLICATIONS**

Nil.

**7. FINANCIAL IMPLICATIONS**

The implementation of actions within the strategy and development of the Clarence cycling network will be considered through future Council capital works budget processes and approvals.

**8. ANY OTHER UNIQUE ISSUES**

Clarence participates in regional transport planning across Greater Hobart. The Clarence Cycling Strategy will inform active transport planning regionally and provide direction for Council's activities in this area for the coming decade.

**9. CONCLUSION**

The Cycling Strategy was well supported in the consultation, and it is recommended for adoption.

Attachments: 1. Clarence Cycling Strategy 2025-2035 (32)

Ross Graham

**HEAD OF INFRASTRUCTURE AND NATURAL ASSETS**



Clarence...  
a brighter place

# CLARENCE CYCLING STRATEGY

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2025-2035





Clarence City Council pays respect to all First Peoples, including the Mumirimina (mu mee ree mee nah) of the Oyster Bay Nation whose unceded lands, skies, and waterways we are privileged to conduct our business on. We pay respect to Elders past and present, and we acknowledge the survival and deep spiritual connection of the Tasmanian Aboriginal People to their Country, and culture; a connection that has endured since the beginning of time.

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# 1. INTRODUCTION

The Cycling Strategy is an update of the 2013-2017 Bicycle Strategy and Action Plan. This strategy acknowledges what has been achieved over the past 10 years and provides guidance for further development of an integrated and accessible cycling network to support active transport. The planned network of cycling infrastructure across Clarence provides for the improved safety, health and wellbeing and connectivity of our community.

## BENEFITS TO RESIDENTS AND VISITORS:



### **Practicality**

Practical and cost-effective transport, particularly for local trips to shops, schools and public transport hubs.



### **Accessibility**

Equitable, accessible and independent transport for people who don't drive or prefer to leave the car at home.



### **Thriving Community**

Promotes healthy communities through physical activity, social interaction and local shopping.



### **Efficiency**

A space efficient transport mode, requiring less space than cars on roads or parking at destinations, and supports reduced traffic congestion.



### **Sustainability**

Reduces carbon and air pollutant emissions in line with council's adopted Sustainability Strategy 2023.

The Clarence Cycling Strategy aims to improve conditions for people who already ride, and to make cycling attractive to the 60% of the population who are 'interested but concerned' about cycling. Concerns identified include the risk of mixing with motor vehicle traffic and wanting to ride good quality traffic-free routes. The aim of the strategy is to cater for a broad range of users from young children cycling to school to retirees who want to stay active, not just enthused and confident riders.

A Safe Systems approach, as outlined in the Tasmanian Road Safety Strategy 2017-2026, is fundamental to the development

of a cycling network in Clarence. Shared paths and separated cycle lanes are key to an inclusive cycling network. These are enhanced by the advancement in e-bike technology and affordability that can assist people to overcome hills, travel longer distances or carry additional weight.

For these reasons, the strategy identifies an integrated network of partial and full separation from motor vehicles except where vehicle volumes and speeds are extremely low and road space can be safely shared.

## HOW DO RESIDENTS FEEL ABOUT IT?



**33%**

### **NO WAY AND NO HOW**

Will not cycle because they can't; the terrain is unsuitable or they have no interest whatsoever.



**60%**

### **INTERESTED BUT CONCERNED**

They are curious about cycling and like riding but are put off and afraid to ride close to motor vehicles and pedestrians.



**7%**

### **ENTHUSED AND CONFIDENT**

Already riding but could ride more and their riding experience could be better.



**<1%**

### **STRONG AND FEARLESS**

Will cycle regardless of road conditions and are ready to mix with traffic.

Source: Level of Traffic Stress - an Australian approach ([pedbiketans.com](http://pedbiketans.com))



Make roads safer for those already riding (partial separation through sealed shoulders and bike lanes)



Safe and comfortable places to ride for all abilities (full separation through shared paths, cycleways and protected bike lanes)



## 2. VISION

To improve access to and promote cycling as an active transport mode through development of an integrated network of cycling routes that cater for people of all ages and abilities that is direct, comfortable, safe, inclusive and provides convenient access to destinations in Clarence.



# 3. STRATEGIC CONTEXT



## Statewide Strategies

### Tasmanian Walk, Wheel, Ride Strategy 2024

The Strategy outlines an approach to meet Tasmania's need for a transport system that provides multiple options to get people where they want to go. The Strategy supports the prioritisation of people walking, wheeling and riding compared to other transport modes in appropriate locations and delivery of the right infrastructure.

### Southern Tasmanian Regional Land Use Strategy 2010-2035

This is a broad policy document that will facilitate and manage change, growth, and development within southern Tasmania over the next 25 years. It aims to provide greater opportunities for integrating land use with transport options, particularly public transport, walking and cycling. It encourages

walking and cycling as alternative modes of transport through the provision of improved infrastructure and linkages, and developing safe, attractive and convenient walking and cycling environments.

### Towards Zero Tasmanian Road Safety Strategy 2017-2026

This plan aims to reduce the number of serious injuries and deaths on Tasmanian roads with the long-term goal for road safety in Tasmania to have a 'Safe System' by focusing on safer infrastructure and traffic management, as well as continuing to seek safer vehicles and extensive behaviour change.

## Regional Strategies

### Greater Hobart Cycling Plan 2021

The plan identifies a network of All Ages and Abilities (AAA) cycling routes across the greater Hobart area. The plan was endorsed by the Tasmanian Government and four member councils of Cycling South – City of Hobart, Glenorchy City Council, Kingborough Council and Clarence City Council.

The aim is to address traffic congestion by encouraging modal shift by improving cycling connectivity and accessibility which allows people to replace short and medium length car trips with bicycle trips.

### Hobart Regional Arterial Cycling Network Plan 2009

The plan was endorsed by the five greater Hobart councils and focuses on the core arterial bicycle networks to provide urban connectivity. The purpose of the plan is to ensure future state and local road projects incorporate bicycle-friendly design in works and provide strategic direction in the development of an integrated cycling network.

### Hobart City Deal Implementation Plan – October 2019

One of the aims of the Hobart City Deal is to reduce congestion by decreasing the percentage of journeys to work made by car. Park and Ride locations have been identified at Rokeby (Corner of Pass Road and South Arm Highway) and a Better Active Transport in Greater Hobart fund has been established to support the creation and extension of bicycle routes identified in the Greater Hobart Cycling Plan. The City Deal recommends investment in infrastructure for people cycling and walking.

### Keeping Hobart Moving 2024

The Plan outlines how existing and future projects will deliver a transport system that creates an accessible, people-focused and future-ready city that enables economic prosperity and liveability.

## Council Strategies

### Clarence Network Operating Framework (2022)

The framework provides a guide to the operation and development of the transport network on Hobart's eastern shore and provides a basis for decision making that considers competing demands and identifies opportunities to improve connections to key destinations, potential reallocation of road space and infrastructure that supports e-bikes and e-scooters.

### Clarence Bicycle Strategy and Action Plan 2013-2017

The plan identifies a network of cycling routes which aim to incorporate bicycle facilities on all new arterial and collector roads and in road upgrades and reconstructions; installation of bicycle parking and cycle route signage; and managing shared path conflict through etiquette signage and promotion.

### Clarence Tracks and Trails Action Plan (2015-2020) & Tangara Trail Management Plan (2012-2017)

The plans assist council and the community to plan, develop, manage and promote an integrated trail network and provide useful off-road transport links in rural and semi-rural areas to complement on-road bicycle lanes or sealed shoulders.

### City Heart Plan 2023

The City Heart Plan is a long-term vision and framework to guide the future of the principal activity centre. The project aims to bring together Rosny Park, Kangaroo Bay, Bellerive village, Rosny Parkland, Sheoak Point, Charles Hand Reserve and parts of Warrane into a connected activity hub via accessible active travel, including cycling.

### Clarence Active Living Strategy 2022-2032

The Strategy recognises the importance of providing opportunities for the community to participate in active and healthy living. Active transport is identified as a priority.

## Clarence City Council Strategic Plan 2021-2031

The Clarence Strategic Plan 2021-2031 is a ten-year plan which sets out how council will work towards its long-term vision. Supporting strategies and plans detail projects and activities to meet adopted objectives. Council will continue to update plans to support the planning, development and implementation of activities and services. There are a number of strategic goals and objectives that provide the framework for the Cycling Plan. These goals and objectives will guide key actions.

### Strategic Goals

The following overarching goals provide the structure of the Strategic Plan to demonstrate how we aim to achieve the community's long-term vision of vibrant, prosperous, sustainable city.



#### A people friendly city

Clarence values diversity and encourages equity, inclusiveness and accessibility. We aspire to create high quality public places for all people to live actively, engage socially and enhance our health and wellbeing.



#### A well-planned liveable city

Clarence will be a well-planned liveable city with services and infrastructure to meet current and future needs of our growing and vibrant community.



#### A prosperous and creative city

Clarence encourages creativity, innovation and enterprise and will develop the local economy by enabling opportunities for all people.



#### An environmentally responsible city

Clarence is environmentally responsible, valuing and protecting the natural environment for a sustainable and liveable future.



# 4. Key Actions

The Clarence Strategic Plan 2021-2031 outlines a number of Objectives that the Cycling Plan will support. Key actions linked to the strategy's objectives are outlined below.

## A People-friendly city

### Promoting health

### Key actions

1.1 Promoting active and healthy lifestyles through provision and support of programs that improve physical and mental health.

#### Action 1 - Support events promoting active travel

Support events that promote cycling and active travel such as National Ride to Work Day, National Ride to School Day and Bike Week through grants, promotion or, in-kind resources.

## A well-planned liveable city

### Roads and transport

### Key actions

2.1 Developing and implementing contemporary, funded, asset management plans for all council asset types.

#### Action 2 - Adequately maintain cycling infrastructure

Ensure the level of service in asset management plans for maintaining cycling infrastructure such as reinstating line marking, fixing damage to surfaces and sweeping paths and bicycle lanes to keep them free of debris is adequate.

2.2 Developing and implementing a comprehensive transport strategy for the city.

#### Action 3 - Provide an All Ages and Abilities (AAA) cycling network

It is a connected network of cycling routes that can safely and comfortably be used by anyone aged between 8 and 80 years. The network comprises shared paths, protected bicycle lanes and low traffic volume and low speed local streets that include safe road crossings. The network also caters for people walking and people living with a disability who use trikes, recumbent bicycles or handcycles as mobility devices.



#### Action 4 - Improve safety and comfort of road cyclists

Road cyclists are more likely to travel longer distances in less-urbanised areas and usually move at higher speeds than AAA network riders. Often their journeys are not destination-focused but rather for fitness and recreation on circuit routes. Busy, narrow roads lacking sealed shoulders or bicycle lanes (such as South Arm Highway between Oakdowns and Lauderdale) require drivers to cross the centre line to safely pass a bicycle rider. In a 60km zone or less the minimum passing distance is 1m and on roads 80km or higher the minimum passing distance is 1.5m. By providing wide sealed shoulders (minimum 1m) safety and traffic flow is improved for all road users.

## Roads and transport

## Key actions

2.3 Developing and implementing traffic management plans to enhance connectivity and improve road safety.

### Action 5 - Address infrastructure gaps and barriers to active travel

Significant barriers to cycling include:

- inability to cross large complex road intersections such as the Mornington roundabout
- high speed or high traffic roads with inadequate gaps in traffic flow for safe crossing
- incomplete pathways with missing or low-quality sections that do not meet contemporary standards and guidelines
- roadside barriers that sever road crossing opportunities

Treatments for road crossings may include grade-separation (bridges or underpasses), signalisation or refuges, depending on the road characteristics. Existing AAA routes should be prioritised for road crossing improvements or completing pathway gaps. Boardwalks may be an option along waterways.

### Action 6 - Develop cycling links to transport hubs such as park and rides, bus malls and ferry terminals

Public transport hubs benefit from good quality cycling connections for multi-modal travel. Bicycle travel to a transport hub is more predictable and flexible than relying on connecting buses.

### Action 7 - Implement Local Area Traffic Management

Consider the suitability and potential for lowering speed limits around activity areas and in residential areas, as well as implementing traffic calming such as wombat crossings to make walking and riding to school or shops safer. Also, incorporating safe routes to schools as part of local area traffic management.



**Roads and transport****Key actions**

2.4 Reviewing and continuing to implement our Bicycle Plan and the Tracks and Trails Strategy for the city.

**Action 8 - Monitor cycling usage as the network is expanded and improved**

Cycling data is collected to better understand usage and travel patterns through the use of permanent and temporary counters and an annual 2-hour morning peak commuter count coordinated by Cycling South. Continue to collect data on cycling usage on key routes to monitor usage.

Surveys are another method for monitoring cycling usage including:

- Australian Bureau of Statistics (ABS) data for Journey to Work in 2021 showed that around 80% of Clarence residents travel to work by car, 6% take the bus, 1% took the ferry, 1% rode a bicycle and 1% walked.
- The 2021 National Cycling Participation Survey identified that the level of cycling has increased in Tasmania since 2019, with 17.7% cycling in the previous week, 26% cycling in the previous month and 43% cycling in the previous year.

The 2019 Greater Hobart Household Travel Survey found that 7.4% of people rode a bicycle in the previous week, 9% of adults don't have a drivers licence and 8.4km is the average trip distance (which is feasible on a standard bicycle).

2.5 Providing and prioritising a safe, reliable and accessible pedestrian network.

**Action 9 - Promote etiquette messages for shared path use**

Promote etiquette for shared path use to provide guidance to path users and minimise conflict on pathways through social media, signage and direct contact with users. See Appendix D.

2.6 Developing and implementing a parking infrastructure development plan to guide capital investment in public parking facilities.

**Action 10 - Provide secure and appropriate bicycle parking**

Install bicycle parking rails and secure longer-term bicycle parking at transport hubs, shopping areas and town centres. Provision of quality, secure bicycle parking protects against theft and vandalism.

Consider providing e-bike charging at secure bike parking locations.

Consult with businesses and the community about public bike parking.

Improve end-of-trip amenities for cyclists in new and retrofitted developments, particularly in council-owned facilities such as sports centers, swimming pools, clubhouses, childcare centers, and community centers.

## Land use planning and urban design

### Key actions

2.13 Enhancing natural and built amenities to create vibrant, accessible activity centres and community hubs through quality urban design.

#### **Action 11 - Install public amenities to support cycling**

Plan for installation of water drinking fountains and repair stations along arterial cycling routes, preferably at hubs.

2.15 Ensuring neighbourhoods have pleasant streetscapes and access to recreational spaces and appropriate neighbourhood facilities.

#### **Action 12 - Work with developers to design walking and cycling-friendly road networks**

Plan, facilitate and support new subdivisions to be cycling and walking friendly with permeable layouts (including footway connections between streets and cul-de-sacs) and incorporating shared paths and separated cycleways on collector roads.

#### **Action 13 - Develop and expand wayfinding signage**

Install directional signage in accord with the Tasmanian government's *Cycle Route Directional Signage Resource Manual* on cycling routes as they are developed.



## A Prosperous and Creative City

### Objectives

3.2 Working together with the Greater Hobart councils and other levels of government, under the Hobart City Deal, to leverage Hobart's natural amenity and build on its position as a vibrant, liveable and connected global city.

### Key actions

#### **Action 14 - Continue to work with Greater Hobart Councils through membership of Cycling South**

Cycling South is a regional local government committee comprising Hobart, Kingborough, Glenorchy, Brighton and Clarence Councils to continue working towards delivery of the Greater Hobart Cycling Plan. Representatives from the Department of State Growth and Bicycle Network attend meetings.

#### **Action 15 - Continue to advocate for improved cycling conditions on state government roads**

Continue to engage and liaise with state government departments such as State Growth as well as consultants engaged to work on major road projects and upgrades to ensure the state government's Positive Provisioning Policy is appropriately applied.

## An Environmentally Responsible City

### Objectives

4.5 Undertaking the development of an Environmental Sustainability Strategy.

### Key actions

#### **Action 16 - Implement actions that support sustainable active transport modes**

Investigate incentives to encourage active travel by council employees to alleviate parking demand and level of provision at council sites.





# 5. Cycling Network Plan

## What Have We Achieved to Date?

Over the past ten years, since the previous Clarence Bicycle Strategy and Action Plan 2013-17 was endorsed, there have been a significant number of improvements to our cycling network which have provided increased safety, access and comfort for people cycling.

- **Clarence Foreshore Trail Upgrades and Expansion**

Council has funded over \$2M on the upgrade of the trail at Rosny Point, Montagu Bay and Bellerive and construction of new sections in Lindisfarne, Geilston Bay, Bellerive, Tranmere, and Second Bluff. The trail provides comfortable, traffic-free connections to schools, playgrounds, parks, sporting facilities, shops and the Bellerive-Hobart ferry.

- **Tasman Highway Pathway**

A pathway from the Tasman Bridge to the overpass by Rose Bay High provides improved access between Rose Bay and Montagu Bay, including Rose Bay High and Clarence Pool and Sports Centre.

- **Rosny Hill Road Shared Path**

The path provides a connection between the Tasman Highway Pathway and Rosny Park.

- **South Arm Highway Pathway**

Constructed by the Department of State Growth as part of South Arm Highway duplication, a new path was built between Oceana Drive in Howrah and Tollard Drive in Rokeby. In addition, council constructed a shared pathway between Lauderdale Primary School and Lauderdale shops.

- **East Derwent Highway Pathway and On-road Bicycle Lanes**

The path and bicycle lanes were constructed by the Department of State Growth as part of the East Derwent Highway duplication between Derwent Ave and Geilston Bay Road in Geilston Bay.

- **Kangaroo Bay Drive Shared Path**

Built as part of the Kangaroo Bay Parklands development, the path provides a link between the Clarence Foreshore Trail at Kangaroo Bay and Bligh Street, Rosny Park.

- **Cambridge Road On-Road Bicycle Lanes**

The bike lanes allow riders to have adequate space when being overtaken by motor vehicles, while drivers no longer need to cross the centre line to safely pass.

**These projects provide a good base to build and expand the cycling network, which comprises a combination of arterial cycling routes identified in the Greater Hobart Cycling Plan 2021 and the Hobart Regional Arterial Bicycle Network Plan 2009, as well as local routes.**

## Proposed Arterial Cycling Network

The network comprises a combination of arterial cycling routes identified in the Greater Hobart Cycling Plan 2021 and the Hobart Regional Arterial Bicycle Network Plan 2009, as well as local routes.

Arterial Cycling Route Corridors	Road Manager	Greater Hobart Cycling Plan (AAA routes)	Hobart Regional Arterial Bicycle Network Plan
Tasman Highway	State Government	X	X
East Derwent Highway	State Government	X	X
South Arm Highway	State Government	X	X
Howrah Rd/Tranmere Rd	Clarence City Council	X	X
Pass Road	Clarence City Council	X	X
Rosny Hill Road	Clarence City Council	X	X
Bligh St	Clarence City Council	X	X
Kangaroo Bay Drive	Clarence City Council	X	
Clarence St	Clarence City Council	X	X
Queen St	Clarence City Council	X	
Kangaroo Bay Rivulet Track	Clarence City Council	X	
Sugarloaf Road	Clarence City Council	X	X
Clarence Foreshore Trail	Clarence City Council		X
Cambridge Road	Clarence City Council		X
Richmond Rd/Coal River Valley Gourmet Trail	State Government and Clarence City Council		X
Grasstree Hill Road	Clarence City Council		X
Acton Road	Clarence City Council		X
Seven Mile Beach Rd	Clarence City Council		X
Surf Road	Clarence City Council		X
Pittwater Road	Clarence City Council		X

Council will work with the state government on routes located on state government road corridors. Each route will be analysed to identify the most suitable treatment and in some cases may result in an off-road shared path as well as on-road sealed shoulders or bike lanes.

A summary of the types of treatments that could be implemented are outlined in Appendix A.

## Proposed Local Cycling Network

Additional routes not included in the Greater Hobart Cycling Plan or the Hobart Regional Arterial Bicycle Network Plan but are part of this strategy are:

- Tollard Drive
- Droughty Point road extensions
- Oceana Drive, Tranmere
- Estate Drive, Acton
- Holyman Avenue and Greuber Avenue, Seven Mile Beach
- Wentworth Street, Bellerive
- Bangalee Street, Lauderdale
- Roches Beach Road, Roches Beach
- Gordons Hill Road, Lindisfarne
- Bastick Street and Riawena Road
- Derwent Avenue, Lindisfarne
- Otago Bay Road, Otago
- Church Street, Bellerive
- South Street, Bellerive
- Scott Street, Bellerive
- Percy Street, Bellerive
- Flagstaff Gully Link Road
- Shoreline Drive, Howrah
- Gellibrand Drive/Rifle Range Road, Sandford
- Cremorne Avenue, Cremorne
- Clifton Beach Road, Clifton Beach
- Malcolms Hut Road, Richmond
- Fingerpost Road, Richmond
- Middle Tea Tree Road, Richmond
- Colebrook Road, Richmond
- Prossers Road, Richmond

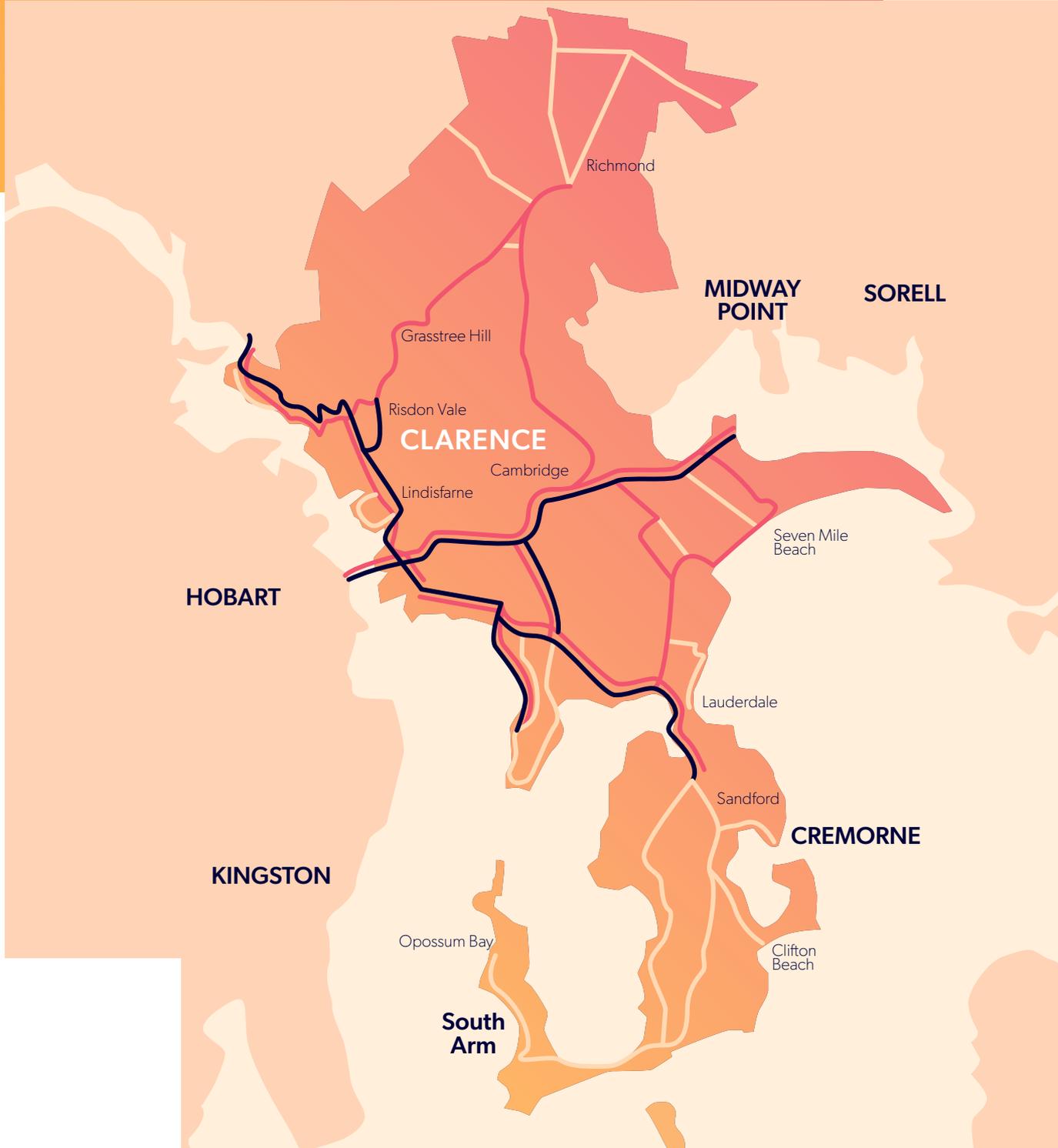
Treatments on these road corridors may range from physical infrastructure on the roadway, off-road pathways or traffic calming measures including speed reduction, depending on traffic volumes and speeds.



Council will work with the state government on routes located on state government road corridors

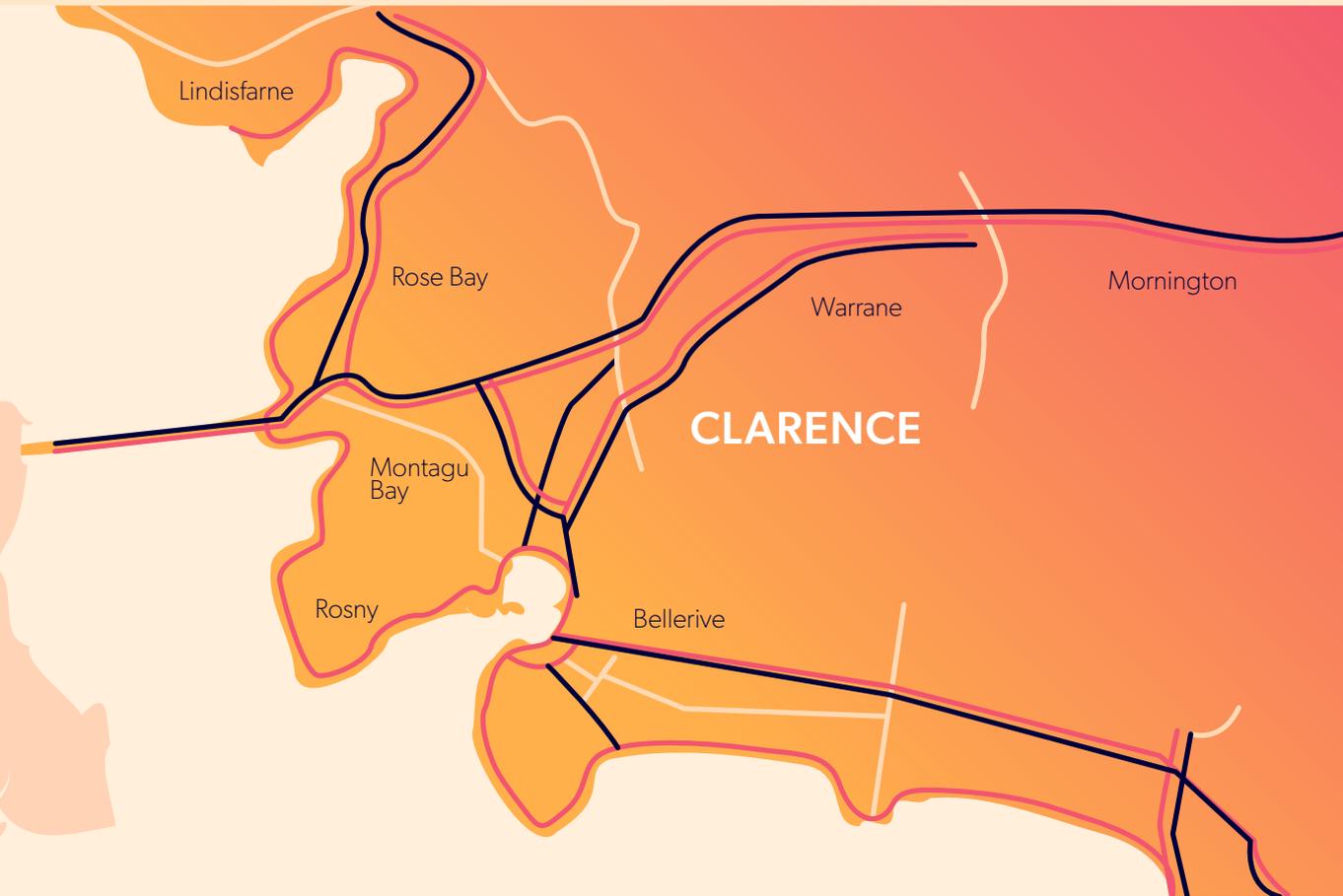
# 6. CYCLING NETWORK MAP

## Greater Hobart region cycling network



- Greater Hobart AAA Cycling Plan – Navy
- Hobart Regional Arterial Network Plan – Red
- Local Cycling Network – Cream

# Clarence cycling network



- Greater Hobart AAA Cycling Plan – Navy
- Hobart Regional Arterial Network Plan – Red
- Local Cycling Network – Cream

# 7. IMPLEMENTATION

**Sixteen Key Actions** identified in this plan will guide the development of the cycling network and contribute towards achieving the objectives identified in the CCC Strategic Plan.

- Action 1** Support events promoting active travel (Objective 1.8)
- Action 2** Adequately maintain cycling infrastructure (Objective 2.1)
- Action 3** Provide an All Ages and Abilities (AAA) cycling network (Objective 2.2)
- Action 4** Improve safety and comfort of road cyclists (Objective 2.2)
- Action 5** Address infrastructure gaps and barriers to active travel (Objective 2.3)
- Action 6** Develop cycling links to transport hubs such as park and rides, bus malls and ferry terminals (Objective 2.3)
- Action 7** Implement local area traffic management such as safe routes to schools (Objective 2.3)
- Action 8** Monitor cycling usage as the network is expanded and improved (Objective 2.4)
- Action 9** Promote etiquette messages for shared path use (Objective 2.5)
- Action 10** Provide secure and appropriate bicycle parking (Objective 2.6)
- Action 11** Install public amenities to support cycling (Objective 2.13)
- Action 12** Work with developers to design walking and cycling-friendly road networks (Objective 2.15)
- Action 13** Develop and expand wayfinding signage (Objective 2.15)
- Action 14** Continue to work with greater Hobart councils (Objective 3.2)
- Action 15** Continue to advocate for improved cycling conditions on state government roads (Objective 3.2)
- Action 16** Implement actions that support sustainable transport modes. (Objective 4.5)



## Bicycle Advisory Working Group

Council has a Bicycle Advisory Working Group which provides advice and recommendations to the council, through the City Development Advisory Committee.

The Clarence Bicycle Advisory Working Group will work with council staff to develop an annual project list to prioritise projects for future design and funding requests (See Appendix B). The progress will be monitored and reviewed by the Bicycle Advisory Working Group.

Improvements to semi-rural cycling routes will be partially addressed by the Tracks and Trails Strategy. Many semi-rural roads already have off-road tracks which form part of the Tangara Trail or have low traffic volumes suitable for road cyclists even if they don't have sealed shoulders. Sealed shoulders are essential for road cyclists on higher speed, higher traffic roads.

## Positive Provisioning

The day-to-day activities of council provide opportunities for making improvements for cycling with minimal additional cost or effort. Local area plans or masterplans should incorporate cycle-friendly designs.

Adopting Positive Provisioning for cycling in daily operations ensures that cycling conditions are not negatively impacted when road projects are undertaken and opportunities are identified to improve cycling conditions.



An assessment of the potential to improve provision and safety of cycling would include:

### Road resurfacing

As part of line marking re-installation consider the opportunity to provide sealed shoulders or painted bicycle infrastructure if space allows for travel lanes to be narrowed slightly. Smaller aggregate size and choice of materials also need to be considered for their impact on cycling conditions.

### Replacement of kerb and channel

Kerb lips should not exceed 20mm as riders transitioning from the roadway can fall when encountering higher lips and ideally are limited to 10mm or flush with the road surface where drainage conditions allow. Modification to kerbs may provide the opportunity for road widening to accommodate cycling infrastructure and should be considered for all major road upgrades.

### Installation of median islands and refuges

These should not create 'squeeze points' for people cycling on the roadway. When being installed at a road crossing on a shared path, the island should be of sufficient width and depth to allow more than one person with a bicycle to store (such as a parent with a child).

### Drainage grates and utility covers

These should be made flush with the road surface and where drainage grates are longitudinal, they should be replaced with bicycle-friendly grates.

### Management of road work sites

Placement of temporary signage should not cause a hazard to cyclists. Surfaces should not be left in poor condition such as gravel and holes that could cause a hazard to cyclists.

### Restricting motor vehicle access to pathways

Barriers such as bollards must not be used where there is no likelihood of unauthorised motor vehicle access and should not be installed on pathways without a full documented assessment of the risks to path users.

### Neighbourhood traffic calming schemes

Should look at how bicycle movement can be facilitated or improved.

# 8. APPENDICES

## Appendix A – Treatment Options

Inclusive - AAA (All Ages and Abilities)			Non-inclusive	
Off-road shared path	Shared zone	Separated cycleway	Painted bicycle lane	Sealed shoulder
				
<p>This treatment is suitable along linear corridors such as waterways, easements or through parkland. In high activity areas people walking and cycling may need separate paths or wider shared space.</p>	<p>This treatment is suitable where traffic volumes are below 1000 vehicles per day and speeds are 30km/h so people can walk or cycle on the roadway.</p>	<p>This treatment is suitable within road corridors where cycling traffic is separated from motor vehicles. They are particularly suited to built-up areas with high traffic volumes or high foot traffic.</p>	<p>This treatment can be used in urban areas to provide spatial separation from motor vehicles but there are no barriers to prevent motor vehicles from entering the bicycle lane. Opening doors from cars parked alongside can pose a risk to riders. This treatment only caters for confident riders.</p>	<p>This treatment provides spatial separation from motor vehicles on rural/semi rural roads. It improves comfort for confident road riders only and requires a fine aggregate (10mm) for appropriate smoothness.</p>



## Appendix B – Infrastructure Priority List

Some projects identified in the list may be addressed as part of Positive Provisioning, where cycling infrastructure is included as part of larger projects.

### **High Priority 2024-2030**

- Clarence Foreshore Trail – Rosny Point (including costing for boardwalk in front of Treatment Plant)
- Clarence Foreshore Trail – Montagu Bay
- Clarence Foreshore Trail – Limekiln Point, Lindisfarne
- Howrah Road – Clarence Street to Howrah Point
- Clarence Street
- Flagstaff Gully Link Road – Mountain Bike Park access
- Richmond Road corridor and Coal River Valley Gourmet Trail

### **Medium Priority 2030+**

- |  |  |
|--|--|
| <input type="checkbox"/> Sugarloaf Road                    | <input type="checkbox"/> Derwent Avenue, Lindisfarne                                   |
| <input type="checkbox"/> Cambridge Road                    | <input type="checkbox"/> Otago Bay Road, Otago   |
| <input type="checkbox"/> Grasstree Hill Road               | <input type="checkbox"/> Church Street, Bellerive                                      |
| <input type="checkbox"/> Acton Road                        | <input type="checkbox"/> South Street, Bellerive                                       |
| <input type="checkbox"/> Seven Mile Beach Road             | <input type="checkbox"/> Scott Street, Bellerive                                       |
| <input type="checkbox"/> Surf Road                         | <input type="checkbox"/> Shoreline Drive, Howrah                                       |
| <input type="checkbox"/> Pittwater Road                    | <input type="checkbox"/> Gellibrand Drive and Rifle Range Road, Sandford               |
| <input type="checkbox"/> Oceana Drive                      | <input type="checkbox"/> Cremorne Avenue, Cremorne                                     |
| <input type="checkbox"/> Estate Drive, Acton               | <input type="checkbox"/> Clifton Beach Road, Clifton Beach                             |
| <input type="checkbox"/> Holyman Avenue and Greuber Avenue | <input type="checkbox"/> Clarence Foreshore Trail – Little Howrah Beach to Cleve Court |
| <input type="checkbox"/> Wentworth Street                  | <input type="checkbox"/> Malcolms Hut Road, Richmond                                   |
| <input type="checkbox"/> Bangalee Street, Lauderdale       | <input type="checkbox"/> Fingerpost Road, Richmond                                     |
| <input type="checkbox"/> Roches Beach Road                 | <input type="checkbox"/> Middle Tea Tree Road, Richmond                                |
| <input type="checkbox"/> Gordons Hill Road, Lindisfarne    | <input type="checkbox"/> Colebrook Road, Richmond                                      |
| <input type="checkbox"/> Bastick Street and Riawena Road   |  |

**State Government roads**

- Tasman Highway Cycleway
- East Derwent Highway
- South Arm Hwy (including Mornington interchange, Rokeby to Lauderdale. South Arm Neck)

**Incorporated into current masterplans or projects (positive provisioning)**

- Pass Road (road upgrade)
- Rosny Hill Road (City Heart)
- Bligh Street (City Heart)
- Howrah Road – Foreshore Trail to Howrah Court (Little Howrah Beach Masterplan)
- Clarence Foreshore Trail – Howrah (Little Howrah Beach Masterplan)
- Clarence Foreshore Trail – Victoria Esplanade, Bellerive (Victoria Esplanade Masterplan)
- Kangaroo Bay Drive (City Heart)
- Queen Street (Vic Esplanade Masterplan)
- Percy Street, Bellerive (Vic Esplanade Masterplan)
- Kangaroo Bay Rivulet Track in Charles Hand Park (City Heart)
- Tollard Drive (road reconstruction)
- Droughty Point Road extensions (Skylands development)

## Appendix C – Project List 2024/25

The Project List will be updated each year by the Clarence Bicycle Advisory Working Group.

Project	Action
<b>ACTION 1</b>	
<b>Support events promoting active travel</b>	
Ride to Work Day - October	Promote events through council's networks.
Ride to School Day - March	Promote events through council's networks.
Bike Week - March	Promote events through council's networks.
<b>ACTION 2</b>	
<b>Adequately maintain cycling infrastructure</b>	
Asset Management Plan	Review level of service in the asset management plan to ensure frequency and scope is adequate.
Identification of cycling assets	Review and update council's GIS system to ensure all cycling infrastructure has been captured.
<b>ACTION 3</b>	
<b>Provide All Ages and Abilities (AAA) Cycling Network</b>	
Howrah Road and Tranmere Road	Incorporate extension of Clarence Foreshore Trail and on-road bicycle lanes as part of the Little Howrah Beach Masterplan. As a separate project, design to be done for Howrah Road for shared path and uphill bike lane.
Tasman Highway Cycleway	Complete design for section between City View Motel and Rose Bay High.
Rosny Hill Road path	Complete connection from overpass by Rosny Barn to Kangaroo Bay Drive. Part of City Heart.
Bligh Street	Incorporate cycling infrastructure as part of City Heart.
Clarence Foreshore Trail	Older sections are to be upgraded to meet contemporary standards. Section at Rosny Point, Montagu Bay Park and Anzac Park to be reconstructed.
Cremorne Ave shared path	A design for a rural footpath/shared path will be done as part of road reconstruction.
Queen Street	Prepare design for link between Bellerive Beach Park and Bellerive Boardwalk.

<b>Project</b>	<b>Action</b>
<b>ACTION 4</b>	<b>Improve safety and comfort of road cyclists</b>
Drainage grate replacement	Ongoing – based on audit done on main cycling routes.
<b>ACTION 5</b>	<b>Address infrastructure gaps and barriers to active travel</b>
Clarence Street and Cambridge Road intersection upgrade	Signal changes to allow pedestrian crossings on all three sides of the T junction.
<b>ACTION 6</b>	<b>Develop cycling links to transport hubs such as park and rides, bus malls and ferry terminals</b>
City Heart	Planning underway – Bligh Street corridor and bus mall.
Ferry Terminals	Bellerive, Lindisfarne & Howrah Point
<b>ACTION 7</b>	<b>Implement local area traffic management such as safe routes to schools</b>
Clarence Foreshore Trail crossing at Rose Bay Esplanade	Apply to Vulnerable Road Users Grant to improve crossing near Montagu Bay Primary School.
<b>ACTION 8</b>	
Annual Counts	Volunteers needed for counts in March 2025.
<b>ACTION 9</b>	<b>Promote etiquette messages for shared path use</b>
Etiquette signs	Install signs on Clarence Foreshore Trail.
<b>ACTION 10</b>	<b>Provide secure and appropriate bicycle parking</b>
Bicycle parking rails	Continue to identify locations for installation of pole vaults and hoops.
<b>ACTION 11</b>	<b>Install public amenities to support cycling</b>
Bottle fill stations	Continue to install water stations along key cycling paths.
<b>ACTION 12</b>	<b>Work with developers to design walking and cycling friendly road networks</b>

Project	Action
Planning scheme and development process	Ongoing liaison with council's planning officers.
<b>ACTION 13</b>	
<b>Develop and expand wayfinding signage</b>	
Wayfinding signage	Install directional signage on key cycling routes.
<b>ACTION 14</b>	
<b>Continue to work with greater Hobart councils</b>	
Cycling South membership	Cr Heather Chong is the Clarence City Council representative until 2025. Ross Graham is the staff representative.
<b>ACTION 15</b>	
<b>Continue to advocate for improved cycling conditions on state government roads</b>	
Morningside Roundabout	Council staff provided a copy of pedestrian underpass design prepared by Pitt & Sherry to Department of State Growth for consideration as part of the Morningside Traffic Solution Study. Community consultation closed in October 2021.
South Arm Highway upgrade, Rokeby	Council staff provided input into a shared path, on-road cycling treatments and Acton Road intersection treatment.
Tasman Highway	Council staff provided feedback on initial design for a shared path for the Tasman Highway upgrade between Hobart Airport and causeway.
East Derwent Highway	Liaise with state government on any future projects identified for the East Derwent Highway.
Tasman Bridge	Ensure the path widening project has adequate connections to the eastern shore path network.
<b>ACTION 16</b>	
<b>Implement actions that support sustainable transport modes</b>	
Council staff travel incentives	Investigate incentives to encourage active travel by council employees to alleviate parking demand and level of parking provision at council sites.



**Clarence...**  
a brighter place

**8.3 FINANCIAL MANAGEMENT**

Nil Items.

**8.4 GOVERNANCE****8.4.1 AMENDMENTS TO COUNCIL'S CONSOLIDATED MEETING PROCEDURES POLICY****EXECUTIVE SUMMARY****PURPOSE**

To consider amendments to Council's Consolidated Meeting Procedures Policy to reflect the new *Local Government (Meeting Procedures) Regulations 2025* and to update references to the Chief Executive Officer and councillors.

**RELATION TO EXISTING POLICY/PLANS**

Council's Consolidated Meeting Procedures and Audio-Visual Recording of Council Meetings Policy are relevant.

**LEGISLATIVE REQUIREMENTS**

The Local Government (Meeting Procedures) Regulations 2025 allow for Council to introduce other procedural requirements in respect to Council Meetings.

**CONSULTATION**

The new Local Government (Meeting Procedures) Regulations 2025 were discussed at workshop prior to Council approving a submission on the draft Regulations at its meeting of 17 March 2025.

**FINANCIAL IMPLICATIONS**

There are no immediate financial implications arising from the new meeting regulations.

**RECOMMENDATION:**

That Council:

- A. Revokes its Consolidated Meeting Procedures adopted at its meeting of 8 July 2005 and approves the amended Consolidated Meeting Procedures 2025 provided as Attachment 2 to the Associated Report.
- B. Revokes its Audio-Visual Recording of Council Meetings Policy adopted at its meeting of 13 July 2015.

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**ASSOCIATED REPORT****1. BACKGROUND**

- 1.1. The Local Government (Meeting Procedures) Regulations set the operational framework for Council meetings and associated matters and are updated every 10 years. The 2025 Regulations commenced on 24 June 2025.

- 1.2.** In July 2005, Council approved a Consolidated Meetings Procedures document which is based on the Local Government (Meeting Procedures) Regulations (“the Regulations”) as made and internal council policy.
- 1.3.** The Regulations provide that a council may determine any other procedures relating to Council meetings as it considers appropriate.
- 1.4.** The Local Government (Meeting Procedures) Regulations 2015 expired on 24 June 2025 and from that date the Local Government (Meeting Procedures) Regulations 2025 came into force. The 2025 Regulations introduce new provisions and amend existing provisions. The Department of Premier and Cabinet (Local Government Division) has provided an overview of the amendments (included as Attachment 1).
- 1.5.** A copy of the updated Consolidated Meeting Procedures is included as Attachment 2 of this report. The updated Consolidated Meeting Procedures reflect the new Local Government (Meeting Procedures) Regulations 2025.

## **2. REPORT IN DETAIL**

- 2.1.** In 2005, Council approved Consolidated Meeting Procedures which sets out the as made Local Government (Meeting Procedures) Regulations and also covers other meeting procedures as considered appropriate by Council.
- 2.2.** The 2015 Regulations expired on 24 June 2025 and have been replaced with 2025 Regulations. The 2025 Regulations have been discussed at a workshop and at its meeting of 17 March 2025 Council endorsed a submission on the draft Regulations for submission to the Tasmanian Government.
- 2.3.** Now that the 2025 Regulations have been made, it is necessary to update the Consolidated Meeting Procedures to include the amended and new provisions contained in the 2025 Regulations. As the Consolidated Meeting Procedures have not been updated since 2015, the Procedures include reference to the previous title of General Manager. The proposed Consolidated Meeting Procedures clarifies that references to the title “General Manager” under the Regulations includes references to the Council specific title of “Chief Executive Officer”.

- 2.4.** The 2025 Regulations also introduce provisions requiring councils to audio record council meetings. Council has been audio visually recording its open Council meetings since it adopted its Audio-Visual Recording of Council Meetings Policy in 2015. It is appropriate to incorporate part of the Audio-Visual Recording of Council Meetings Policy into the Consolidated Meeting Procedures so there is one, consolidated document for the conduct of Council meetings.

### **3. CONSULTATION**

#### **3.1. Community Consultation Undertaken**

The draft Local Government (Meeting Procedures) Regulations 2025 were advertised with the public able to make comment direct to the Tasmanian Government.

#### **3.2. State/Local Government Protocol**

Council provided a submission on the draft Local Government (Meeting Procedures) Regulations 2025.

#### **3.3. Other**

Nil.

#### **3.4. Further Community Consultation**

Not required.

### **4. STRATEGIC PLAN/POLICY IMPLICATIONS**

The new *Local Government (Meeting Procedures) Regulations 2025* amend existing meeting procedures requirements and introduces new requirements, which are reflected in the new Consolidated Meeting Procedures, the subject of this agenda.

### **5. EXTERNAL IMPACTS**

Nil.

### **6. RISK AND LEGAL IMPLICATIONS**

Council is required to comply with the *Local Government (Meeting Procedures) Regulations 2025*. The new Consolidated Meeting Procedures incorporates the provisions of the *Local Government (Meeting Procedures) Regulations 2025*.

**7. FINANCIAL IMPLICATIONS**

Nil.

**8. ANY OTHER UNIQUE ISSUES**

Nil.

**9. CONCLUSION**

**9.1.** The existing Local Government (Meeting Procedures) Regulations 2015 expired on 24 June 2025 and from that date, were replaced with the *Local Government (Meeting Procedures) Regulations 2025*.

**9.2.** The *Local Government (Meeting Procedures) Regulations 2025* sets the operational framework for procedural matters associated with Council meetings and allows for councils to introduce more specific procedural protocols for the conduct of meetings.

**9.3.** It is necessary and appropriate for Council to update its Consolidated Meeting Procedures to reflect the new *Local Government (Meeting Procedures) Regulations 2025*.

Attachments: 1. Department of Premier and Cabinet (Local Division) Overview of the Amendment (15)  
2. Amended Consolidated Meeting Procedures 2025 – Tracked Changes Version (59)  
3. Amended Consolidated Meeting Procedures 2025 - Clean Version (41)

Ian Nelson

**CHIEF EXECUTIVE OFFICER**

## Summary of Amendments to the Local Government (Meeting Procedures) Regulations 2015 and the draft Local Government (Meeting Procedures) Regulations 2025

This document is provided to councils, without prejudice, in advance of the remaking of the Meeting Regulations to assist councils to plan and implement the Meeting Regulations when they commence on 24 June 2025. It also provides clarification in response to feedback received during the consultation period. Councils will be provided with further information if there are any changes to the information provided below.

Note (and as canvassed in the consultation), the provisions to support remote attendance at meetings will be considered for inclusion at a later date as they cannot be included until the *Local Government Act 1993* is amended.

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
		<b>PART 1 - PRELIMINARY</b>			
1	1	Short title	Amended	Updated date to 2025.	
2	2	Commencement	Amended	Updated date to 2025.	
3	3	Interpretation	New interpretations	Changes recommended by the Office of Parliamentary Counsel (OPC): <ul style="list-style-type: none"> <li>• ‘workshop’ interpretation moved to regulation 10 as it is the only reference in the Regulations.</li> <li>• new interpretations: minutes, motion without notice, motion with notice, public question on notice, public</li> </ul>	

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
				question without notice, question on notice, question without notice.	
Schedule 1	4	Fees	Moved, no change	Recommended by OPC – moved from schedule to body of Regulations.	
		<b>PART 2 - MEETINGS</b>			
		<b>Division 1 – Convening and agendas</b>			
4	5	Convening council meetings	Amended	Clarification provided for the meaning of majority in this regulation.  'On a date determined by the Minister' has been removed from 5(4) on advice from OPC. There is no power for this in the <i>Local Government Act 1993</i> .	Consolidated Meeting Procedures updated
5	6	Convening meetings of council committee	No change		
6	7	Times of meetings	No change		
-	8	Statement to be made at meetings	New	This notifies attendees at meetings that the meeting is to be recorded and promotes respectful participation.	Already comply but Consolidated Meeting Procedures

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
					now expressly include this requirement
7	9	Notice of meetings	No change		
8	10	Agenda	Amended	<p>'Applications' for leave of absence changed to 'requests' for leave of absence. New reference to notifications of leave of absence for parental leave.</p> <p>'Pecuniary' has been removed so that all interests are to be declared and not just pecuniary interests.</p> <p>Councillor question time and councillor motions with notice have been included for items that may be included in the agenda.</p> <p><b>Note</b> that the recording of councillor questions in the minutes as per regulation 39 relates to questions asked by councillors under the specific agenda item 'councillor questions'. It is</p>	<p>Consolidated Meeting Procedures updated</p> <p>Minutes and Agenda templates to be updated</p>

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
				not intended that every question asked by a councillor during other parts of a meeting is subject to regulation 39.	
9	11	Public access to documents	No change		
10	12	Chairperson	No change		
11	13	Quorum	Amended	The definition of 'pecuniary interest' has been moved to this regulation from the interpretation section as it is only referred to in this regulation.	
12	14	Abandoned meetings	No change		
13	15	Adjournments	Restructured	Slight change to the order of provisions as suggested by OPC.	Consolidated Meeting Procedures updated
14	16	Open meetings	No change		
15	17	Closed meetings	Amended	Regulation 17(2)(h) has been separated to enable a matter to be heard in a closed session if it is either personal and confidential or provided on the basis it be kept confidential. For example, when information concerning	Consolidated Meeting Procedures updated

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
				<p>the nature and location of a place or an item of Aboriginal significance on community land is included in an agenda item it will now be able to be included in a closed session.</p> <p>Notifications of parental leave have been added so they can be heard in closed session.</p> <p>Regulation 17(5)(c) has been amended so that the chairperson can invite a person to a closed session to provide service, assistance or support to the meeting. For example, this will allow councils to have an audio technician present to record a closed session.</p>	
		<b>Division 2 – Motions</b>			
16	18	Motions generally	Restructured and amended	<p>The provisions about motions have been separated into three sections to promote clarity and implementation.</p> <p>Regulation (6) - the reasons a motion can be refused have been expanded to</p>	Consolidated Meeting Procedures updated

<b>2015 Meeting Regs number</b>	<b>2025 Meeting Regs number</b>	<b>Title</b>	<b>Change</b>	<b>Intent</b>	<b>Council officer note</b>
				include if a motion 'does not relate to the activities, or functions, of the council.	Consolidated Meeting Procedures updated
19	19	Written notice of motion	Restructured and amended	Clarifies that if the motion is accepted that it is to be included on the next agenda.	Consolidated Meeting Procedures updated
20	20	Motions without notice	Restructured and amended	Clarifies that any previous motions without notice that were set aside are to be heard.	Consolidated Meeting Procedures updated
17	21	Motions to amend motions	No change		
18	22	Motion to overturn decision	No change		
19	23	Discussion of resolved matter	No change		
20	24	Procedural motions	No change		
21	25	Addressing council meeting	No change		

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
22	26	Debate at council meeting	No change		
23	27	Point of order at meeting	No change		
24	28	Personal explanation at meeting	No change		
25	29	Acting as planning authority	No change		
		<b>Division 3 – Voting</b>			
26	30	Votes	No change		
27	31	Voting procedure	No change		
28	32	Determination of voting	No change		
		<b>Division 4 – Questions</b>			
-	33	Questions generally	New	The provisions about questions have been separated into sections to promote clarity and implementation.  33(1) - 'Relevant entity' is included to clarify who is responsible for making decisions on acceptance or refusal of questions. For example, if the question is provided before the meeting the general manager makes the decision,	Consolidated Meeting Procedures updated

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
				<p>if the question is raised without notice at the meeting the chairperson makes the decision. Noting that the chairperson and general manager always have the option of consulting each other for guidance/support.</p> <p>33(2) and (3) – Clear guidance is provided as to what is and isn't acceptable for questions. Note that statements can still be invited and provided under regulations 44 and 46.</p>	
29	34	Questions without notice by councillor	Restructured		
30	35	Questions on notice by councillor	Restructured		
-	36	Questions by member of the public	Restructured	Questions from the public will also need to comply with guidance about what is and isn't acceptable in regulation 33(2) and (3).	Already comply but Consolidated Meeting Procedures updated to expressly include this

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
-	37	Questions without notice by member of the public	Restructured		
-	38	Questions on notice by member of the public	Restructured		
		<b>Division 5 – Minutes</b>			
32	39	Minutes	Amended	<p>The list of matters to be included in council minutes is referred to as the minimum requirement.</p> <p>39(1)(f) – identifies what is to be recorded in the minutes related to declarations of interest. The term ‘member’ and ‘close associate’ have been removed as the Meeting Regulations only relate to council meetings and council committee meetings. Close associates and members are members of special committees or other meetings not covered by the Meeting Regulations.</p> <p>Note the Office of Local Government is working on declarations as provided in the <i>Local Government Act</i> and further</p>	Already comply but Consolidated Meeting Procedures updated to expressly include this

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
				<p>information will be provided to councils as part of that process.</p> <p>Clarification is provided about what is to be recorded for questions from councillors and members of the public.</p> <p>Questions that are refused no longer have to be included in minutes except for the reason of refusal, the name of the person who asked the question and the date of the meeting. This prevents inappropriate questions being recorded.</p> <p>39(3) – is a new avoidance of doubt provision to clarify that the written minutes are the true record of the meeting.</p>	
34	40	Minutes of closed meeting	No change		
35	41	Circulation and inspection of minutes of open meeting	No change		
36	42	Confirming minutes	No change		

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
		<b>PART 3 – GENERAL PROVISIONS</b>			
33	43	Audio recording of meetings	Amended	<p>The audio recording of meetings has been changed from 'may' to 'is to'. The intent is to make council meetings more accessible to more people. The recordings are to be provided sooner (within five business days) than minutes making the flow of information more efficient. An audio recording is the minimum requirement but councils may also use audio visual or live recordings and do not need to also provide an audio recording.</p> <p>Councils are to publish recordings for a minimum of 12 months and keep them for a minimum of two years.</p> <p>Recordings can be edited to remove harmful or unlawful content. Edited versions are to include a statement about why they have been edited. Councils must keep an unedited version in their records.</p>	<p>Already comply but Consolidated Meeting Procedures updated to expressly include this</p> <p>Relevant teams have been advised of recording requirements</p>

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
				<p>There is no obligation on the general manager to edit recordings as 'may' is used in this provision and it is therefore discretionary. It is at the general manager's discretion, to assess and/or edit an audio recording if the audio recording meets one or more of the criteria in regulation 43(8).</p> <p>Councils can use the recordings to confirm written minutes are correct.</p> <p>Closed sessions are also to be recorded and kept but do not need to be published.</p> <p>The consultation version of the Regulations contained provisions about what happens if there are technical difficulties. It was unnecessary to keep these provisions as recordings are not mandatory. A council may determine any other procedures relating to the audio recording of meetings that it considers appropriate, regulation 43(9), which</p>	

<b>2015 Meeting Regs number</b>	<b>2025 Meeting Regs number</b>	<b>Title</b>	<b>Change</b>	<b>Intent</b>	<b>Council officer note</b>
				can include guidance about technical difficulties.  The cost of recording is to be funded by councils.	
37	44	Other procedures	Reduced	The requirement to attend meetings in person has been moved to its own section.	
-	45	Requirement to attend meetings in-person	Moved	This has been separated from the previous provision to assist with remote attendance at meetings, when those provisions are introduced at a later date.	
38	46	Invitations to address meeting	No change		
39	47	Leave of absence	Amended	Small amendments have been made to note the new parental leave of absence provisions and that parental leave and the usual leave of absence provisions cannot be taken at the same time.	Consolidated Meeting Procedures updated

2015 Meeting Regs number	2025 Meeting Regs number	Title	Change	Intent	Council officer note
-	48	Parental leave	New	<p>New provisions that enable a person to take parental leave as a right, ie it is not subject to a request and approval as is the usual leave of absence provisions. The intent is to encourage people wanting to become parents to see the role of councillor as inclusive. This is important to increase the number of younger people and women in councils.</p> <p>Note that a councillor on parental leave will receive their allowance as per section 340A of the <i>Local Government Act 1993</i> which provides that allowances are paid unless a councillor is suspended or if they ask not to receive it.</p> <p>Note that suggestions to extend this provision to other types of leave were not included as they can be provided for under regulation 47 leave of absence provisions.</p>	Consolidated Meeting Procedures updated
40	49	Suspension from meeting	No change		

<b>2015 Meeting Regs number</b>	<b>2025 Meeting Regs number</b>	<b>Title</b>	<b>Change</b>	<b>Intent</b>	<b>Council officer note</b>
41	50	Offences	No change		
42	51	Powers and functions of regulations to commissioner under section 232	Amended	Updated by OPC without changing the intent.	Consolidated Meeting Procedures updated



**CLARENCE CITY COUNCIL  
CONSOLIDATED MEETING PROCEDURES**

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## CLARENCE CITY COUNCIL CONSOLIDATED MEETING PROCEDURES

(Based on the Local Government (Meeting Procedures) Regulations 2024~~5~~ and Council’s Meetings Procedures Policy as adopted by Council on 18 July 2005 [and amended on 7 July 2025.](#))

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**CLARENCE CITY COUNCIL CONSOLIDATED MEETING  
PROCEDURES**

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**CLARENCE CITY COUNCIL CONSOLIDATED MEETING  
PROCEDURES**

(Based on the Local Government (Meeting Procedures) Regulations 2024~~5~~ and Council's Meetings

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**FOREWORD**

Any reference in these Consolidated Meeting Procedures to the title “General Manager” includes reference to the title of “Chief Executive Officer”.

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**PART 1 – CONVENING MEETINGS**

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**Convening Meetings of Council (Regulation 54 - Part 2, Division 1)**

(1) In this regulation -

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majority, of councillors at a meeting, means a majority of councillors other than -

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(a) the mayor; or

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(b) in the absence of the mayor, the deputy mayor acting as the mayor.

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(2) The mayor of a council may convene -  
(a) an ordinary meeting of the council; and  
(b) a special meeting of the council.

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(3) The general manager of an existing council is to convene the first ordinary meeting of a council following an ordinary election.

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(4) The Minister is to convene the first ordinary meeting of a newly established council ~~on a date determined by the Minister.~~

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(5) An ordinary meeting of a council is to be held at least once in each month.

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(6) The general manager is to convene an ordinary meeting of a council if the mayor has not convened such a meeting in the previous calendar month.

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(7) The mayor of a council, or the general manager if the mayor has not done so, must convene a special meeting of the council at the request of a majority of councillors or if the council so determines.

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(8) A request for a special meeting of a council must-

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- (a) be in writing and signed by the councillors making the request; and
- (b) include details of the subject matter and any motion to be dealt with by the meeting; and
- (c) be lodged with the mayor.

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**Convening meetings of council committee (Regulation 56 – Part 2, Division 1)**

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*Convening Meetings*

- (1) The chairperson of a council committee may convene a meeting of that committee.
- (2) The chairperson of a council committee must convene a meeting of that committee:
  - (a) if the council committee or the council so determines; or
  - (b) at the request of a majority of the members of the committee.

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- (5) In the case of a special council meeting -
- (a) the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice of the time and place of the meeting at least 2 days, but not more than 14 days, before the meeting; and
  - (b) the general manager is to ensure that the notice –
    - ~~(i)~~ is made available to the public on the website of the council for the relevant period; and
    - ~~(i)~~
    - ~~(ii)~~ any member of the public is able to inspect, and obtain a copy of, that notice, free of charge, at the public office of the council; and

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- (c) (ii) the notice is to -
- (i) state whether any part of the meeting is likely to be a closed meeting; and
  - (ii) if a part of the meeting is not likely to be a closed meeting, include details of the items to be discussed at that meeting or part of the meeting.

- (6) A period referred to in this regulation includes Saturdays, Sundays and statutory holidays, but does not include -
- (a) the day on which a notice is provided or made available under subregulation (1); or
  - (b) the day of the meeting.

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**PART 2 – AGENDA**

**Agenda (Regulation 108 – Part 2, Division 1)**

**(1)** In this regulation -

council workshop means a workshop, seminar or gathering of persons for the purposes of a council, but does not include a meeting or a meeting of a special committee.

**(2)** The general manager is to—

- (a) prepare an agenda for each meeting and council committee meeting; and
- (b) in the case of a council meeting, provide each councillor with the agenda together with any associated reports and documents at least –
  - (i) 2 days before a special meeting; and
  - (ii) 4 days before an ordinary meeting; and
- (c) in the case of a council committee meeting, provide each member of the committee with the agenda and any associated reports and documents at least 4 days before the council committee meeting.

**(3)** The agenda of an ordinary meeting of a council is to provide for, but is not limited to, the following items:

- (a) attendance and apologies;
- (b) confirmation of the minutes;
- (c) the date and purpose of any council workshop held since the last meeting;
- (d) applications requests for leave of absence;
- (~~e~~)**(c)** notifications of leave of absence for parental leave;
- (~~e~~)**(f)** declarations of any pecuniary interest of a councillor or close associate;
- (g) public question time;
- (h) councillor question time;
- (~~f~~)**(i)** councillor motions with notice;
- (~~g~~)**(j)** any reports to be received; and
- (~~h~~)**(k)** any matter to be discussed at the meeting.

**(4)** The general manager is to arrange the agenda so that the items to be dealt with by a council or council committee as a planning authority are sequential.

**(5)** The business of a meeting is to be conducted in the order in which it is set out in the agenda of that meeting, unless the council by absolute majority, or the council committee by simple majority, determines otherwise.

**(6)** Subject to subregulation (7), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.

**(7)** A council by absolute majority at an ordinary council meeting, or a council committee by simple majority, at a council committee meeting may decide to deal with a matter that is not on the agenda if

- (a) the general manager has reported the reason it was not possible to include

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*Agenda*

- the matter on the agenda; and
- (b) the general manager has reported that the matter is urgent; and
- (c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.

~~(7)~~(8) The chairperson of a council or a council Committee is to request councillors or members of the committee to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.

~~(8)~~(9) The periods referred to in subregulation (21) include Saturdays, Sundays and public holidays but do not include –

- (a) the day on which the agenda and any associated reports and documents are provided under subregulation (21)(b); or; and
- (b) the day of the meeting.

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## Council Meeting Agenda and Report Formats (Council Policy)

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### 1. Agenda Format

The following format outlines the standing items and business order for Council Meetings:-

1. [Acknowledgement of Country](#)
2. [Attendance and Apologies](#)
3. [Declarations of Interest of Councillors or Close Associate](#)
- ~~4.~~ [4. Omnibus Items](#)
- ~~2.~~ [5. 4.1 Confirmation of Minutes](#)
- ~~3.~~ [6. 4.2 Mayor's Communication](#)
- ~~4.~~ [7. 4.3 Council Workshops](#)
- ~~5.~~ [Declarations of Pecuniary Interests of ~~Aldermen~~ Councillors or Close Associates](#)
- ~~8.~~ [4.4 Tabling of Petitions](#)
- ~~9.~~ [4.5 Reports from Outside Bodies](#)
  - [Reports from Single and Joint Authorities](#)
  - [Reports from Council and Special Committees and other Representative Bodies](#)
- ~~6.~~ [10. 4.4 Weekly Briefing Reports](#)
- ~~6.~~ [10. Public Question Time](#)
  - ~~6.~~ [10.1 Public Questions on Notice](#)
  - ~~6.~~ [10.2 Answers to \*\*Public\*\* Questions on Notice](#)
  - ~~6.~~ [10.3 Answers to Previous \*\*Public\*\* Questions Taken on Notice](#)
  - ~~6.~~ [10.4 \*\*Public\*\* Questions without Notice](#)
- ~~7.~~ [11. Deputations by Members of the Public](#)
- ~~8.~~ [Motions on Notice](#)
- ~~9.~~ [Reports from Outside Bodies](#)
  - ~~9.~~ [1. Reports from Single and Joint Authorities](#)
  - ~~11.~~ [1. Reports from Council and Special Committees and other Representative Bodies](#)
- ~~9.~~ [2. 6 Planning Authority Items](#)
- ~~10.~~ [12. 7. Reports from Officers](#)
  - ~~10.~~ [1. Weekly Briefing Reports](#)
    - ~~10.~~ [2.1 Determination on Petitions Tabled at Previous Council Meetings](#)
  - ~~10.~~ [3. Planning Authority Items](#)
  - ~~10.~~ [4. Customer Service Items](#)
  - ~~10.~~ [5.12.2 Asset Management Items](#)
  - ~~10.~~ [6.12.3 Financial Management Items](#)
  - ~~12.~~ [4. Governance Items](#)
  - ~~10.~~ [7.12.5 Motions on Notice](#)
  - ~~11.~~ [13. Councillors' ~~Aldermen's~~ Question Time \(Questions with Notice and Questions without Notice\)](#)
  - ~~12.~~ [14. Closed Meeting](#)
    - ~~12.~~ [14.1 Applications-Requests for Leave of Absence](#)

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## Council Meeting Agenda and Report Formats /contd

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### 2. Report Format

The following format outlines the content details for agenda items and associated reports listed on Council Meeting Agendas:-

**Title**

**Executive Summary**

Purpose

Relation to Existing Policy/Plans

Legislative Requirements

Consultation

Financial Implications

**Recommendation**

**Associated Report**

1. Background
2. Report in Detail
3. Consultation
4. Strategic Plan/Policy Implications
5. External Impacts
6. Risk and Legal Implications
7. Financial Implications
8. Any other Unique Issues
9. Conclusion

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### Briefing Report Items (*Council Policy*)

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Only reports which are of an informative nature and which do not require formal consideration by the Council will, be included in the Weekly Briefing Report; and ~~that~~ an item for noting regarding the Weekly Briefing Report will be included in the Agenda for the Council Meeting.

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**Public access to documents (Regulation 911 – Part 2, Division 1)**

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- (1) As far as practicable, the general manager is to make available for inspection by members of the public a copy of the agenda of a meeting and any associated reports and documents, other than an extract relating to any matter referred to in regulation 175(2), at least—
  - (a) 2 days before before the meeting in the case of a special council meeting; or
  - (b) 4 days before the meeting in the case of an ordinary council meeting or a council committee meeting..
- (2) The agenda and associated reports and documents made available for inspection under subregulation (1) are to be so made available under that subregulation –
  - (a) at the public office, and on the website, of the council; and
  - (b) free of charge.
- (3) As far as practicable, the general manager is to make available for purchase by members of the public, by payment of the fee specified in ~~Schedule 4~~regulation 4, copies of the agenda and any associated reports and documents made available for inspection under subregulation (1).
- (4) The agenda and associated reports and documents made available for purchase under subregulation (3) are to be made available under that subregulation at the public office of the council during the relevant period specified in subregulation (1).
- (5) At a meeting, a copy of the agenda of the meeting is to be made available free of charge to any member of the public attending the meeting.
- (6) At a meeting, any associated report or document made available for inspection under subregulation (1) is to be made available free of charge for inspection by members of the public attending the meeting.
- (7) Subject to the *Right to Information Act 2009*, the general manager must withhold from the public all associated reports and documents which, in the opinion of the general manager, relate to any matter referred to in regulation 175(2).
- (8) Despite subregulation (7), but subject to the *Right to Information Act 2009*, the general manager may release to the public an associated report or document that he or she is otherwise required under that subregulation to withhold, if –
  - (a) the council, or a council committee, has authorised its release to the public under regulation 175(89); or
  - (b) the council, or a council committee, has discussed, at a meeting that was not closed to the public under regulation 15, the matter to which the associated report or document relates and has, after considering privacy and confidentiality issues, authorised its release to the public.

- (9) A period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include -
- (a) the day on which an agenda and any associated reports and documents are made available under that subregulation; or
  - (b) the day of the meeting

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### **PART 3 – CONDUCT OF MEETINGS**

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#### **Chairperson (Regulation 120 – Part 2, Division 1)**

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- (1) The mayor or, in his or her absence, the deputy mayor is the chairperson at a meeting of a council.
- (2) If both the mayor and the deputy mayor are not present at a meeting of a council, the councillors present are to elect one of the councillors present to be the chairperson at that meeting.
- (3) A council may—
  - (a) elect a member of a council committee as chairperson of that council committee; or
  - (b) delegate that power of election to the members of the council committee.
- (4) If the chairperson is absent from a council committee meeting, the councillors present who are members of that council committee are to elect one of their members present to be the chairperson at that meeting.
- (5) If the chairperson has moved or seconded a motion, the chairperson is to vacate the chair until the motion has been dealt with.

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#### **Mayor's Communication (Council Policy)**

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Immediately after confirmation of the minutes at a Council Meeting, the Mayor or Chairperson may make any communication to the Council which the Mayor or Chairperson considers necessary.

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**Conduct of Meetings in Relation to the Chair (Council Policy)**

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- 1.1 The Chairperson need not stand when addressing the Council.
- 1.2 The Chairperson is to call on items listed on the formal agenda for consideration and until called on, no discussion or debate on motions is to ensue.
- 1.3 Before an item is discussed or debated there is to be a motion moved, seconded and accepted by the Chairperson.
- 1.4 In accordance with Regulation ~~10-12(5)~~ of the Local Government (Meeting Procedures) Regulations 20~~2~~15, if the Chairperson has moved or seconded a motion before the Meeting, the Chairperson is to vacate the Chair until the motion has been dealt with.
- 1.5 The Chairperson may remain in the Chair to address the meeting on any motion before the Chair which has not been moved or seconded by the Chairperson.
- 1.6 A ~~Councillor~~ ~~Alderman~~ proposing or speaking to a motion or discussing any matter under consideration is to stand and address the Chairperson.
- 1.7 If two or more ~~Councillors~~ ~~Aldermen~~ rise simultaneously to address the Chairperson, the Chairperson is to decide the order in which they are to address the meeting.
- 1.8 A ~~Councillor~~ ~~Alderman~~, when addressing the Chairperson, is to refer to the Mayor, Deputy Mayor and ~~Councillors~~ ~~Aldermen~~ by their respective titles.

**Quorum (Regulation 143 – Part 2, Division 1)**

(1) In this regulation

pecuniary interest means an interest within the meaning of section 49 of the Act.

- (2) A meeting may only transact business if a quorum is present.
- (3) The quorum at a council meeting is an absolute majority.
- (4) The quorum at a council committee meeting is the majority of such number of councillors as are members of the committee.
- (5) If a meeting lacks a quorum because a councillor declares a pecuniary interest and must leave the meeting, the Minister may permit the councillor to remain at that meeting or at a later meeting when the matter is next considered to make up a quorum on condition that the councillor does not take part in any discussion or vote on the matter.
- (6) The details of any permission given by the Minister are to be noted in the minutes.
- (7) If at any time during a meeting the required quorum is no longer present, the chairperson is to adjourn the meeting until the quorum is present or until a later date, unless the quorum is likely to be present for the next item of business.

**Abandoned meetings (Regulation 142 – Part 2, Division 1)**

- (1) If a quorum is not present within half an hour after a meeting is to start, the meeting is to be abandoned.
- (2) If a council meeting is abandoned because of the lack of a quorum, the general manager is to record the following details as the minutes of that meeting, even though business could not be transacted at that meeting:
  - (a) the absence of a quorum;
  - (b) the abandonment of the meeting and the time of abandonment;
  - (c) the names of the councillors present at the time of abandonment.
- (3) If a council meeting is abandoned, the mayor is to—
  - (a) within 14 days after the abandonment of the meeting, is to convene another council meeting to deal with the business that was to be dealt with at the abandoned meeting; and
  - (b) is to provide notice of the new meeting in accordance with regulation 97.
- (4) If 3 consecutive council meetings have been abandoned, the general manager must report the matter to the Minister.

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**Adjournments (Regulation 153 – Part 2, Division 1)**

- (1) The chairperson may only adjourn a meeting –
  - (a) for a proper purpose; and
  - (b) if it is reasonable to do so in the circumstances; and
  - (c) in good faith.
- (2) ~~At any time during a meeting, the chairperson, subject to subregulation (2), if a meeting is adjourned under subregulation (1), the meeting may be adjourned- may adjourn the meeting-~~
  - (a) to a later date; or
  - (b) to a later time on the same day.
- (3) The chairperson may only adjourn a meeting –
  - (a) for a proper purpose; and
  - (b) if it is reasonable to do so in the circumstances; and
  - (c) in good faith.
- (4) If a meeting is adjourned under subregulation (1), the chairperson is to ensure that any business of the meeting not then disposed of is given precedence at the resumption of the adjourned meeting.
- (5) At the adjournment of a meeting, the chairperson is to advise the councillors present of the date and time when the meeting is to be resumed and of the reasons for the adjournment.
- (6) If a meeting is adjourned under subregulation (1), the general manager is to advise the councillors not present at the meeting –
  - (a) that the meeting was adjourned; and
  - (b) of the date and time of the resumption of the meeting; and
  - (c) of the reasons for the adjournment.
- (7) The reason for the adjournment of a meeting under subregulation (1) is to be recorded in the minutes.
- (7)

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*Abandoned Meetings*

- (8) If a meeting is adjourned for a period which would allow a special meeting to be convened, the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice stating –
- (a) that the meeting has been adjourned; and
  - (b) the date and time of the resumption of the meeting.

**Open meetings (Regulation 164 – Part 2, Division 1)**

A meeting is to be open to the public unless closed under regulation 15.

**Closed meetings (Regulation 175 – Part 2, Division 1)**

(1) At a meeting, a council by absolute majority, or a council committee by simple majority, may close a part of the meeting to the public for a reason specified in subregulation (2).

(2) A part of a meeting may be closed to the public when any one or more of the following matters are being or are to be discussed at the meeting:

- (a) personnel matters, including complaints against an employee of the council ~~and industrial relations matters~~;
- ~~(a)~~(b) industrial relations matters;
- ~~(b)~~(c) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business;
- ~~(c)~~(d) commercial information of a confidential nature that, if disclosed, is likely to –
  - (i) prejudice the commercial position of the person who supplied it; or
  - (ii) confer a commercial advantage on a competitor of the council; or
  - (iii) reveal a trade secret;
- ~~(d)~~(e) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;
- ~~(e)~~(f) the security of –
  - (i) the council, councillors and council staff; or
  - (ii) the property of the council;
- ~~(f)~~(g) proposals for the council to acquire land or an interest in land or for the disposal of land;
- (h) information that is –
  - (i) of a personal and confidential nature; or
  - ~~(g)(ii) of a personal and confidential nature or information~~ provided to the council on the condition it is kept confidential;
  - (i) request applications by councillors for a leave of absence;
  - ~~(h)~~(j) notifications by councillors of leave of absence for parental leave;
  - ~~(j)~~(k) matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;
  - ~~(k)~~(l) the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.

(3) Unless subregulation (4) applies, a council or council committee must not close a meeting or part of a meeting when it is–

- (a) acting as a planning authority under the Land Use Planning and Approvals Act 1993; or
- (b) considering whether or not to grant a permit under that Act; or
- (c) considering proposals for the council to deal with public land under section 178 of the Act.

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- (4) A council or council committee may close a ~~a~~ part of a meeting when it is acting or considering as referred to in subregulation (3) if it is to consider any matter relating:
- (a) legal action taken by, or involving, the council; or
  - (b) possible future legal action that may be taken, or may involve, the council.
- (5) If at a meeting a council or council committee closes a part of the meeting, the grounds for the closure are to be recorded in the minutes relating to the part of the meeting that is open to the public.
- (6) If part of a meeting is a closed meeting, the chairperson—
- (a) is to exclude members of the public from a closed meeting; and
  - (b) may exclude the general manager from a closed meeting if the matter to be discussed relates to the contract of employment or the performance of the general manager; and
  - (c) may invite any person to remain, or be present, at the meeting to provide advice or information to the meeting or service, assistance or support to the meeting.
- (7) If ~~at a meeting~~ a council or council committee closes a part of the meeting, the grounds for the closure are to be recorded in the minutes of the meeting that relate ~~relating~~ to the part of the meeting that is open to the public.
- ~~(8) A council, or council committee, by simple majority may re-open a closed meeting to the public.~~
- (8) While in a closed meeting, the council, or council committee, is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.
- (9) Subject to the *Right to Information Act 2009*, any discussions, decisions, reports or documents relating to a closed meeting are to be kept confidential unless the council or council committee, after considering privacy and confidentiality issues, authorises their release to the public.
- (10) A council, or council committee, by simple majority may re-open a closed meeting to the public.

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### **Closed Meetings (Council Policy)**

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~~Council, in accordance with the procedures and intentions of the Local Government (Meeting Procedures) Regulations 2015, will deal with the following matters in Closed Meeting:~~

- ~~a. personnel matters including complaints against an employee of the Council;~~
  - ~~b. industrial matters relating to a person;~~
  - ~~e. contracts for the supply and purchase of goods and services;~~
  - ~~d. the security of property of the Council;~~
  - ~~e. proposals for the acquisition of land or an interest in the land or for the disposal of land;~~
  - ~~f. information provided to the Council on the condition it is kept confidential;~~
  - ~~g. trade secrets of private bodies;~~
  - ~~h. matters relating to actual or possible litigation taken by or involving the Council or an employee of the Council;~~
  - ~~i. applications by Aldermen for Leave of Absence;~~
- ~~the personal affairs of any person.~~

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**Suspension from meeting (Regulation 409 – Part 3)**

*Comments  
Interruption of  
Speaker*

- (1) The chairperson may suspend a councillor from part or all of a meeting if the councillor–
  - (a) makes a personal reflection about another councillor or an employee of the council and refuses to apologise; or
  - (b) interjects repeatedly; or
  - (c) disrupts the meeting and disobeys a call to order by the chairperson.
- (2) Before deciding to suspend a councillor, the chairperson is to–
  - (a) advise the councillor that suspension is being considered and the reasons for considering suspension; and
  - (b) give the councillor an opportunity to argue against the suspension or to apologise.
- (3) If, after considering any argument or apology from a councillor under subregulation (2), the chairperson decides to suspend the councillor, the councillor–
  - (a) must leave the meeting; and
  - (b) must not attend the meeting while suspended.

Penalty:

Fine not exceeding 10 penalty units.

- (4) The chairperson may request the assistance of a police officer to remove a councillor who refuses to leave a meeting as required under subregulation (3)(a).

**Digression, Personal Comments, or Improper Imputations (Council Policy)**

When addressing the Chairperson, a member is not to:

- a. digress from the subject under discussion; or
- b. make any personal comments regarding any other ~~Alderman~~Councillor; or
- c. impute an improper motive to any other ~~Councillor~~Alderman; or
- d. repeatedly annoy another ~~Alderman~~Councillor; or
- e. use an expression which, in the opinion of the Chairperson, is capable of being applied to another ~~Alderman~~Councillor so as to cause offence to that other ~~Alderman~~Councillor.

**Interruption of Speaker by ~~Councillor~~Alderman (Council Policy)**

When an ~~Alderman~~Councillor is addressing the Chairperson, no other ~~Alderman~~Councillor is to:

- a. converse aloud; or
- b. create any disturbance; or

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*Suspension from Meeting*

- c. interrupt the speaker or interject except:
- to request that any words spoken be noted; or
  - to call attention to a point of order; or
  - to call attention to the want of a quorum.

**PART 4 – MOTIONS**

**Motions generally (Regulation 18 – Part 2, Division 2)**

- (1) The chairperson of a meeting is not to allow a motion to be debated or otherwise dealt with unless it has been moved by one councillor and seconded by another councillor.
- (2) The chairperson of a council committee meeting may waive the requirement for a motion to be seconded.
- (3) A councillor moving a motion for an adjournment of the debate on another motion is to include in the motion the reason for the adjournment.
- (4) If a councillor, who has given notice of a motion in accordance with regulation 19(1), that has not been refused under subregulation (6), does not move the motion at the meeting, the motion lapses.
- (5) A councillor who has moved a motion, whether it is being debated or not, may only withdraw the motion -
  - (a) with the consent of the seconder, if a seconder was required; or
  - (b) with the consent of the meeting.
- (6) The chairperson of a meeting may refuse to accept a motion under regulation 19 or 20 if, in the opinion of both the general manager and the mayor, the motion -
  - (a) is defamatory; or
  - (b) contains offensive language; or
  - (c) is unlawful; or
  - (d) does not relate to the activities, or functions, of the council.

**Written notice of motion (Regulation 19 – Part 2, Division 2)**

- (1) A councillor may give to the general manager, at least 7 days before a meeting -
  - (a) written notice of a motion; and
  - (b) supporting information and reasons for the inclusion of the motion on the next meeting agenda.
- (2) If a councillor gives to the general manager written notice of a motion less than 7 days before a meeting, or during a meeting, the chairperson, in consultation with the general manager may -
  - (a) permit debate on the motion at the meeting; or
  - (b) set aside the motion for inclusion on the agenda of a later meeting.
- (3) The general manager is to include a motion with notice on the agenda of the next meeting if the motion -
  - (a) was given in accordance with subregulation (1); and
  - (b) was not refused under regulation 18(6).

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- ~~(a) is defamatory; or~~
- ~~(b) contains offensive language; or~~
- ~~(c) is unlawful.~~

~~(7) If a councillor who has given notice of a motion that has not been refused under subregulation (6) does not move the motion at the meeting, the motion lapses.~~

~~(8) A councillor who has moved a motion, whether it is being debated or not, may only withdraw the motion—~~

- ~~(a) with the consent of the seconder, if a seconder is required; or~~
- ~~(b) with the consent of the meeting.~~

~~(9) The chairperson may refuse to accept a motion of which written notice has not been given under subregulation (5) if, in the opinion of the chairperson, the motion—~~

- ~~(a) is defamatory; or~~
- ~~(b) contains offensive language; or~~
- ~~(c) is unlawful.~~

~~(10) The period referred to in subregulation (5) includes Saturdays, Sundays and statutory holidays but does not include—~~

- ~~(a) the day on which notice is given under that subregulation; and~~
- ~~(b) the day of the meeting.~~

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### Motions on Notice (Council Policy)

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In accordance with Regulation 196(15) of the Local Government (Meeting Procedures) Regulations 20205, [aan AldermanCouncillor](#) may give notice of a motion which that [AldermanCouncillor](#) intends to move at a meeting.

When [aan AldermanCouncillor](#) intends to give notice of a motion, that [AldermanCouncillor](#) is to submit to the General Manager on the Friday ten days before the meeting at which it is to be listed, a signed copy of the motion, together with supporting information and reasons prepared by that [AldermanCouncillor](#) explaining the motion and its effect on previous decisions or policies of the Council.

The General Manager is to notify the substance of the motion in the notice of the next meeting and is to incorporate the [AldermanCouncillor](#)'s motion and supporting information and reasons in the agenda of that meeting. In the case of motions on notice to overturn previous resolutions of Council, the General Manager is to include advice as to whether or not:

- a. the original motion directed that certain actions be taken; and
- b. that action has been wholly or substantially carried out.

A maximum of [onetwo noticenotices](#) of motion may be submitted by [aan AldermanCouncillor](#) for any one meeting of the Council.

In considering a notice of motion the Council is to have regard to the advice provided by the General Manager in respect of the motion.

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### Motions to amend motions (Regulation 2117 - Part 2, Division 2)

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- (1) At a meeting, a councillor who did not move or second a motion (the *original motion*) may move a motion to amend the original motion.
- (2) A councillor is not to move a motion to amend another motion while a previous motion to amend that motion is before the meeting.
- (3) If a motion to amend another motion is resolved in the affirmative, that other motion, as amended, is then the motion before the meeting.
- (4) The chairperson may refuse to accept more than 2 motions to amend a motion.

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**Motion to overturn decision (Regulation 2248 – Part 2, Division 2)**

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- (1) For the purposes of this regulation, a decision may be overturned, wholly or partly, by –
  - (a) a motion directly rescinding or otherwise overturning the decision or part of the decision; or
  - (b) a motion that conflicts with, or is contrary to, the decision or part of the decision.
- (2) A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election –
  - (a) by an absolute majority, in the case of a council; or
  - (b) by a simple majority, in the case of a council committee.
- (3) Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include –
  - (a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and
  - (b) the details of that previous decision, or the part of that previous decision, that would be overturned; and
  - (c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and
  - (d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

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**Discussion of resolved matter (Regulation 2349 – Part 2, Division 2)**

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- (1) The chairperson of a meeting may only allow a matter in respect of which a decision was made earlier at a meeting to be discussed again at that meeting if –
  - (a) in the opinion of the chairperson, the vote may not have accurately reflected the opinion held by the meeting due to misunderstanding of the motion or for some other reason; or
  - (b) new information comes to hand; or
  - (c) in the opinion of the chairperson, some vital information has been overlooked.
- (2) A motion that a matter be allowed to be discussed again under subregulation (1) is to be made and voted for in the affirmative before the matter may be discussed.

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**Procedural motions (Regulation ~~240~~ – Part 2, Division 2)**

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- (1) The following or their negatives are procedural motions:
  - (a) that the motion be now put;
  - (b) that the matter be deferred;
  - (c) that the matter of the motion be referred to a committee;
  - (d) that the meeting be now adjourned;
  - (e) that the meeting be ~~closed to the public~~ a closed meeting.
- (2) ~~Regulation 186(12) and (23)~~ applies to a procedural motion.
- (3) The chairperson is to—
  - (a) consider a procedural motion in precedence over all other business; and
  - (b) accept or reject that motion.
- (4) If the chairperson of a meeting accepts a procedural motion—
  - (a) no discussion on the procedural motion is to be allowed; and
  - (b) the procedural motion is to be put to the vote.
- (5) If the chairperson rejects a procedural motion, the chairperson is to give reasons for the rejection.
- (6) A councillor at a meeting must not move a motion of dissent against a ruling by the chairperson under subregulation (3).
- (7) Despite subregulation (4)(a), if the procedural motion is that the meeting be now adjourned, the chairperson is to allow discussion on, and only on, the date, time and place of resumption of the meeting.
- (8) If the chairperson of a meeting rejects a procedural motion or the vote in respect of a procedural motion is lost, the chairperson—
  - (a) is to allow discussion on the original motion to be resumed; and
  - (b) is not to permit a similar procedural motion to be moved until at least one councillor has addressed the meeting on the original motion.

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**Addressing council (Regulation ~~254~~ – Part 2, Division 2)**

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- (1) At a council meeting, a person is to refer to the chairperson by his or her title.
- (2) If 2 or more councillors wish to address a meeting of the council, the chairperson is to decide the order in which they are to do so.
- (3) If a councillor is addressing a meeting of a council, another councillor is not to converse aloud, interrupt the speaker or interject, except to call attention to a point of order or to call attention to the want of a quorum.
- (4) The council may resolve that this regulation applies to a council committee meeting.

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## **PART 5 – DEBATE**

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### **Debate at council meeting (Regulation 262 – Part 2, Division 2)**

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- (1) A councillor in addressing a council meeting is not to digress from the subject under discussion.
- (2) A councillor at a council meeting may speak once to a motion at any time after the motion has been moved and seconded.
- (3) A councillor at a council meeting is not to speak for more than 5 minutes on a motion.
- (4) A councillor at a council meeting may seek leave of council to speak on a motion for a further period of up to 3 minutes at any one time on a motion.
- (5) A councillor at a council meeting who moves a motion–
  - (a) has a right of reply for up to 3 minutes; and
  - (b) is not to introduce any new information in exercising that right.
- (6) A councillor at a council meeting who moves a motion loses the right of reply if a motion that the motion be put is passed.
- (7) The chairperson of a council meeting may invite the general manager or an employee of the council to provide further qualified advice to the meeting on any item on the agenda or incidental to the agenda.
- (8) The chairperson of a council meeting may note a foreshadowed motion given by a councillor.
- (9) If the council so decides, the chairperson of a council meeting is to suspend the operation of this regulation.
- (10) The council may resolve that this regulation applies to a council committee meeting.

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### **Point of order (Regulation 273 – Part 2, Division 2)**

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- (1) A councillor at a meeting may raise a point of order if–
  - (a) a councillor speaking raises an issue that is irrelevant to the motion being discussed; or
  - (b) a councillor speaking is being interrupted or distracted; or
  - (c) the councillor is of the opinion that a meeting procedure is contrary to the Act or these regulations; or
  - (d) the councillor has been misrepresented during the debate; or
  - (e) a statement is made by a councillor speaking that the councillor raising the point of order believes is, or is likely to be, offensive to a councillor or to another individual..

*Personal Explanation/  
Acting as a Planning Authority*

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- (2) A councillor who is interrupted by the taking of a point of order is to cease speaking.
- (3) The chairperson is to deal with a point of order as soon as it is raised and before the meeting resumes to deal with other business.
- (4) The chairperson's ruling on a point of order—
  - (a) is not to be questioned; and
  - (b) is binding on the meeting.

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**Personal explanation (Regulation 284 – Part 2, Division 2)**

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- (1) The chairperson of a meeting may allow a councillor to explain a matter of a personal nature in the absence of a motion on the matter if, in the opinion of the chairperson, it is in the interests of the councillor and the council or the council committee to do so.
- (2) An explanation—
  - (a) is not to include reference to any matter that, in the opinion of the chairperson, is not relevant to the explanation; and
  - (b) although it may be referred to in debate, is not to be the subject of debate.

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**Acting as planning authority (Regulation 295 – Part 2, Division 2)**

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- (1) If a council or council committee intends to act at a meeting as a planning authority under the *Land Use Planning and Approvals Act 1993*, the chairperson is to advise the meeting accordingly.
- (2) The general manager is to ensure that the reasons for a decision by a council or council committee acting as a planning authority are recorded in the minutes of the meeting.

**PART 6 – VOTING**

**Votes (Regulation 3026 – Part 2, Division 3)**

- (1) At a council meeting, each councillor, including the chairperson, has one vote.
- (2) At a council committee meeting, the chairperson, and a councillor who is a member of the council committee or who is filling a vacancy at the meeting at the request of the council committee, has one vote.

**Voting procedure (Regulation 3127 – Part 2, Division 3)**

- (1) Immediately after discussion on a motion is finished at a meeting, the chairperson is to–
  - (a) put the motion to the vote, first in the affirmative, then, if necessary, in the negative; and
  - (b) put the motion as often as is necessary to enable the chairperson to declare the result.
- (2) The chairperson of a council meeting or a council committee meeting is to take the vote by any means the council or council committee determines.
- (3) The chairperson is to ensure that the vote of each councillor is recorded in the minutes of the meeting.
- (4) Voting at a meeting may be conducted by secret ballot if the purpose is to select a person to represent the council on a committee or other body.

**Determination of voting (Regulation 32 28 – Part 2, Division 3)**

- (1) A motion at a council meeting is determined by a simple majority of votes unless an absolute majority is required under the Act or any regulations made under the Act.
- (2) A motion at a council committee meeting is determined by a simple majority of votes.
- (3) To abstain from voting at a meeting is to vote in the negative.
- (4) A tied vote at a meeting results in a motion being determined in the negative.

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## PART 7 – QUESTIONS

### Councillor and Public Questions generally (Regulation 33 – Part 2, Division 24)

(1) In this regulation -

*question* means -

- (a) a public question without notice; or
- (b) a public question on notice; or
- (c) a question without notice; or
- (d) a question on notice;

*relevant entity, in relation to refusing a question, means -*

- (a) if the question asked is a question without notice or a public question without notice, the chairperson of the meeting; or
- (b) if the question asked is a question on notice or public question on notice, the general manager;

(2) A question asked at a meeting is to, as far as is practicable -

- (a) be concise; and
- (b) be clear; and
- (c) not be a statement; and
- (d) have minimal pre-amble.

(3) A relevant entity may refuse to accept a question if the relevant entity is of the opinion that the question-

- (a) is defamatory; or
- (b) contains offensive language; or
- (c) is unlawful; or
- (d) does not relate to the activities of the council; or
- (e) does not meet the requirements specified in subregulation (2).

(4) If a relevant entity refuses a question under subregulation (3), the relevant entity is to give reasons for that refusal.

(5) If a question on notice or public question on notice is refused under subregulation (3), the question is not to be reproduced in the agenda for that meeting.

### Questions without notice by councillor (Regulation 3429 – Part 2, Division 4)

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

- (a) of the chairperson; or
- (b) through the chairperson, of –
  - (i) another councillor; or

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*Questions without Notice*

- (ii) the general manager.
- (2) In ~~asking~~ ~~putting~~ a question without notice, a councillor must not—
  - (a) offer an argument or opinion; or
  - (b) draw any inferences or make any imputations—except so far as may be necessary to explain the question.
- (3) The chairperson of a meeting must not permit any debate of a question without notice or its answer.
- (4) The chairperson, councillor or general manager who is asked a question without notice may decline to answer the question.
- ~~(5) The chairperson of a meeting may refuse to accept a question if it does not relate to the activities of the council.~~
- ~~(6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes.~~
- ~~(7)~~(5) The chairperson of a meeting may require a councillor to put a question without notice in writing.

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**Questions on notice by councillor (Regulation 350 – Part 2, Division 4)**

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

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**Aldermen's Councillors' Question Time (Council Policy)**

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In recognition of the provisions of Regulation ~~3429~~ of the Local Government (Meeting Procedures) Regulations 20~~2~~5, Aldermen Councillors are permitted to submit a maximum of two questions without notice at a Council Meeting. Council places no limitation on the number of questions that Aldermen Councillors may put on notice to be listed for answer at a forthcoming Council Meeting.

The Chairperson or Alderman Councillor asked a question on notice is not to answer it unless the Alderman Councillor giving notice, or an Alderman Councillor at the request and on behalf of that Alderman Councillor, is present at the meeting to ask the question formally.

A question on notice that has been answered, together with the answer, is to be recorded in the minutes of the meeting at which the answer was given.

In accordance with Regulation ~~35(1)9~~ of the Local Government (Meeting Procedures) Regulations 20~~2~~5 a Question on Notice is to be submitted in writing seven days before the Meeting.

**PART 8 – QUESTIONS – MEMBERS OF THE PUBLIC**

**Public question time Questions by members of the public (Regulation 36 – Part 2,**

- ~~(1) The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.~~
- ~~(2) A question asked by a member of the public under regulation 37 or 38, and the answer given to that question, is not to be debated at the ordinary council meeting.~~
- ~~(1) A member of the public may give written notice to the general manager at least 7 days before an ordinary meeting of a council of a question to be asked at that meeting.~~
- ~~(2) The chairperson of an ordinary council meeting may
 
  - ~~(a) address questions on notice submitted by members of the public; and~~
  - ~~(b) invite any member of the public present at the meeting to ask questions relating to the activities of the council.~~~~
- ~~(3) The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.~~
- ~~(4) A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary council meeting.~~
- ~~(5) The chairperson may
 
  - ~~(a) refuse to accept a question from a member of the public; or~~
  - ~~(b) require a question from a member of the public asked without notice to be put on notice and in writing to be answered at a later ordinary council meeting.~~~~
- ~~(6) If the chairperson of an ordinary council meeting refuses to accept a question from a member of the public, the chairperson is to give reasons for doing so.~~
- ~~(7)(3) A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.~~
- ~~(8) The period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays but does not include
 
  - ~~(a) the day on which notice is given under that subregulation; and~~
  - ~~(b) the day of the meeting.~~~~

**Questions without notice by member of the public (Regulation 37 – Part 2, Division 4)**

- ~~(1) A member of the public may, on invitation by, the chairperson of an ordinary council meeting, ask a question without notice at the meeting.~~

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### Public Question Time (Council Policy)

In accordance with the Local Government (Meeting Procedures) Regulations 2024~~5~~, a period of fifteen minutes for “public question time” will be set aside at ordinary Council Meetings for members of the community to ask questions relating to Council activities.

Public question time provides an opportunity for people to ask questions about Council’s activities, not make statements. Anyone wishing to address Council and make a statement may do so under the Deputation section of the Council Meeting Agenda.

The procedures for the conduct of public question time at meetings of the Clarence City Council are set out below.

#### 1. Asking a Question

Anyone may ask a question. A person may ask a maximum of three questions per meeting. Questions may be submitted in two ways:

- a. Two questions can be submitted in writing and be “put on notice” before the Council Meeting.
- b. One question may be raised from the public gallery “without notice” during public question time.

#### 2. Putting a Question on Notice

- 2.1 Members of the public are encouraged to submit a question in writing and be put on notice to address the Council in the public question time. Council recommends this option, as it will enable Council to provide a more “well-researched” and complete response.
- 2.2 A maximum of two questions may be submitted in writing before the meeting.
- 2.3 To submit a question in writing, members of the public will need to fill out a question registration form. These are available at Council offices and on the Council website.
- 2.4 Forms will need to be lodged at the Council Offices no later than 5 p.m. on the Friday 10 days before the scheduled meeting.
- 2.5 Question registration forms can be lodged by:  
Mail: PO Box 96, Rosny Park 7018  
In person: 38 Bligh Street, Rosny Park  
~~Fax:~~ [\(03\) 6245 8700](tel:(03)62458700)  
Email: [publicquestions@ccc.tas.gov.au](mailto:publicquestions@ccc.tas.gov.au)
- 2.6 The registered questions to be answered at the Council Meeting will be listed on the agenda for the scheduled meeting.
- 2.7 Each person whose registration form has been accepted or declined will be advised by no later than the Friday of the week before the scheduled meeting.

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### Public Question Time - Putting a Question on Notice /contd

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~~2.8~~ When contacted, a person who has submitted a question registration form will need to confirm their presence at the meeting for their question to be read.

~~2.9~~2.8 The name of the person asking a question on notice and the question will be included in the meeting agenda and minutes. ~~If members of the public do not want these details recorded, they may choose to ask a question without notice from the public gallery at the meeting, as these questions are not formally recorded.~~

### 3. Questions Without Notice

- 3.1 Priority will be given to questions on notice over questions without notice asked from the public gallery.
- 3.2 Questions without notice will be dependent on available time at the meeting (maximum 15 minutes).
- 3.3 Questions without notice are permitted at the discretion of the Chairperson.
- 3.4 Provided time is available, each person in the public gallery will be given an opportunity to ask one question without notice.
- 3.5 Subject to available time and in the event that no other persons seek to ask questions without notice at the meeting the Chairperson may allow further questions from persons in the public gallery. (Note: this is in recognition of the discretion of the Chairperson provided for under Regulation ~~37~~~~(2)(b)~~ in respect to questions without notice.)

~~3.6~~ ~~If members of the public wish to ask a question but would prefer that their name or question were not recorded in the minutes, they may choose to ask a question without notice from the public gallery, as names and details of questions without notice will not be recorded.~~

### 4. Questions May be Refused in Certain Circumstances

- 4.1 The Chairperson may refuse to allow a question on notice to be listed or refuse to respond to a question put at a meeting without notice that:
  - a. relates to any item listed on the agenda for the Council meeting (note: this ground for refusal is in order to avoid any procedural fairness concerns arising in respect to any matter to be determined on the Council Meeting Agenda);
  - b. is unlawful in any way;
  - c. contains defamatory remarks, offensive or improper language;
  - d. questions the competency of Council staff or ~~Councillors/Aldermen~~;
  - e. relates to the personal affairs or actions of Council staff or ~~Councillors/Aldermen~~;
  - f. relates to confidential matters, legal advice or actual or possible legal proceedings;
  - g. relates to any matter which would normally be discussed in the closed section of the Council Meeting pursuant to Regulation ~~15~~17 of the Local Government (Meeting Procedures) Regulations 202~~5~~;

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**Public Question Time – Questions May be Refused /contd**

- h. is, in the reasonable opinion of the Chairperson, proffered to advance a particular point of view rather than to make a genuine enquiry;
- i. is vague in nature or irrelevant to Council;
- j. is not related to Council activities; or
- k. is a question that has been substantively asked at the previous Council Meeting.

**5. At the Meeting**

- 5.1 Public question time will continue for no more than fifteen minutes.
- 5.2 At the Council Meeting, public question time will be held early on the Council Meeting Agenda. This is usually shortly after the meeting commences at ~~6.00pm-7.30pm.~~
- 5.3 At the beginning of public question time, the Chairperson (usually the Mayor) will firstly refer to questions on notice. The Chairperson will ask each person who has a question on notice to come forward to the microphone and state their name and where they are from (suburb or town) before asking their question(s).
- 5.4 The Chairperson will then ask anyone else with a question without notice to come forward to the microphone and give their name and where they are from (suburb or town) before asking their question.
- 5.5 If called upon by the Chairperson, a person asking a question without notice may need to submit a written copy of their question to the Chairperson in order to clarify the content of the question.
- 5.6 A member of the public may ask a Council officer to read their question for them.
- 5.7 If accepted by the Chairperson, the question will be responded to, or, it may be taken on notice as a question on notice for the next Council meeting. Questions will usually be taken on notice in cases where the questions raised at the meeting require further research or clarification.
- 5.8 The Chairperson may direct an ~~Alderman~~Councillor or Council officer to provide a response.
- 5.9 All questions and answers must be kept as brief as possible.
- 5.10 There will be no debate on any questions or answers.
- 5.11 In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.
- 5.12 Questions on notice and their responses will be minuted.
- ~~5.13 Questions without notice raised during public question time and the responses to them will not be minuted or recorded in any way.~~

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**Public Question Time – At the Meeting /contd**

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5.145.13 Once the allocated time period of fifteen minutes has ended, the Chairperson will declare public question time ended. At this time, any person who has not had the opportunity to put forward a question will be invited to submit their question in writing for the next meeting.

**Notes**

- Council officers may be called upon to provide assistance to those wishing to register a question, particularly those with a disability or from non-English speaking cultures, by typing their questions.
- The Chairperson may allocate a maximum time for each question, depending on the complexity of the issue, and on how many questions are asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.
- Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to local government, and any statements or discussion in the Council Chamber or any document produced are subject to the laws of defamation.

## PART 9 – DEPUTATIONS

### Deputations (Council Policy)

In accordance with the provisions of Regulation ~~38-46~~ of the Local Government (Meeting Procedures) Regulations 20~~2~~5, the following policy, guidelines and conditions apply for the attendance of deputations at Council Meetings.

#### 1. Public Participation segment of Council Meeting

As a standing practice the Council provides an opportunity for members of the public to request the opportunity to make a statement at Council meetings.

- 1.1 Members of the public are, at the invitation of the Chairperson of the meeting, permitted to make a statement at any ordinary meeting of Council provided the statement does not relate to a topic which is the subject of a motion of revocation which is to be discussed at the meeting which they address.
- 1.2 A maximum of fifteen minutes is to be set aside for public participation at ordinary Council Meetings.
- 1.3 Not more than five members of the public are to be permitted to address the Council at any one meeting.
- 1.4 The duration of any statement is not to exceed three minutes.
- 1.5 Any member of the public wishing to make a statement shall indicate his/her desire and subject matter, in writing, to the General Manager by lunch-time (12 noon) on the Friday preceding the meeting.
- 1.6 The subject of any statement can relate to a matter currently before, or at some future stage to come before the Council, or any other matter of general relevance to the interests of the City.

#### Notes

- The speaker is required to follow the direction of the Chairperson in relation to how and when they may make the statement.
- When the speaker has been invited forward by the Chairperson they are to introduce themselves to the meeting, stating where they are from (town or suburb) before commencing their statement.
- The speaker is reminded that Council Meetings are open forums and unlike State and Commonwealth parliaments these meetings do not have protection from parliamentary privilege. This means any statement made will need to take into account the rights of other persons.

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- At the meeting the speaker is fully responsible to ensure that the statement is accurate and that the statement is not defamatory, does not disclose any confidential information or personal information and does not disclose any commercial-in- confidence information.
- Should the statement be defamatory or disclose confidential information or personal information, or disclose commercial-in-confidence information then the speaker agrees that they will be fully responsible for any issues which follow from the statement.

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#### **Other Deputations (Council Policy)**

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A formal deputation may be received by Council or any committee of the Council upon invitation of the Chairperson. The procedures and conditions in relation to formal deputation requests are as follows:

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- a. A written request may be submitted to the Chairperson:
  - from the persons who intend to comprise the deputation; and
  - setting out the recommendation, request, or other matter which, it seeks to be placed before the Council or committee.
- b. The Chairperson is to decide whether or not the deputation requested will be invited.
- c. If the Chairperson decides that a deputation will be invited, the Chairperson is to indicate to the General Manager the meeting at which the deputation will be received.
- d. The Chairperson is to allow deputations as requested by Council.
- e. The General Manager, upon being informed of the matters referred to above is to:
  - include in the notice of meeting advice of the proposed deputation and its purpose; and
  - notify the persons that the request has been granted, and the meeting at which the deputation will be received.
- f. A recommendation, request or other matter placed before a Closed Meeting of the Council or committee, is not to be considered until the deputation has withdrawn from the meeting unless the Chairperson has invited them to remain in the meeting room.
- g. A deputation is:
  - not to exceed three persons; and
  - not to address the meeting for a period longer than fifteen minutes.

## PART 10 – RECORDING OF PROCEEDINGS

### Recording of Proceedings (Council Policy)

The following record of proceedings will apply to Council meetings in addition to the procedures outlined in the Local Government (Meeting Procedures) Regulations 20245.

#### 1. Lapse of Motion

A motion lapses if it is not seconded and is not to be recorded in the minutes of the meeting.

#### 2. Words may be Taken Down

~~AAn~~ AldermanCouncillor may request the General Manager to record in the minutes of the meeting any words spoken by another ~~Alderman~~Councillor when addressing the Chairperson, unless, in the opinion of the Chairperson, the request is made vexatiously or with the sole intention of hindering the meeting.

#### 3. Abstaining from Vote

- 3.1 ~~AAn~~ AldermanCouncillor who fails to vote in the manner applicable in the circumstances is taken to have abstained from the vote.
- 3.2 ~~AAn~~ AldermanCouncillor not in his or her seat or at the meeting table, unless absent from the room or from the meeting, when a motion is put, is taken to have abstained from the vote.
- 3.3 Immediately after a motion has been put and before the meeting has proceeded to the next item of business, ~~aan~~ AldermanCouncillor may request that his or her abstaining vote be recorded, and upon such a request the General Manager is to record the name and details of his or her abstaining vote in the minutes of the meeting.

### Audio recording of meetings (Regulation ~~4333~~ – Part 2, Division 5)

- (1) In this regulation -  
audio recording, of a meeting, includes part of an audio recording of the meeting.
- (2) A council is to make, as a minimum, an audio recording of a meeting.
- (3) For the purposes of subregulation (2), a council that makes an audio-visual recording of a meeting is taken to have made an audio recording of that meeting.
- (4) The audio recording of a meeting is to be retained by the council for a period of at least 2 years, commencing on the day after the day of the meeting.

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- (5) The audio recording of a meeting, that is not a closed meeting -  
(a) is to be, subject to subregulation (8), made available on the council's website-  
(i) within 5 business days after the day of the meeting; and  
(ii) for a continuous period of not less than 12 months from the day of the meeting; and  
(b) may be an edited, in full or in part, audio recording of the meeting.

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- (6) If an audio recording of a meeting is edited under subregulation (5)(b), the audio recording must include a statement, in any form, at the commencement of the recording, to the effect that-  
(a) the recording of the meeting has been edited; and  
(b) the reason for that edit.

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- (7) 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 is noticed, the council, at the next appropriate meeting, is to review the audio recording and either -  
(a) confirm that the minutes are a true record; or  
(b) amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.

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- (8) The general manager of a council may, in relation to the audio recording of a meeting, edit the audio recording if the manager is reasonably satisfied that the audio recording -  
(a) would, or is likely to, place the safety of a person at risk if the recording is published; or  
(b) is, or is likely to be, defamatory; or  
(c) contains, or is likely to contain, offensive language; or  
(d) is, or is likely to be, unlawful.

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- (9) A council may determine any other procedures relating to the audio recording of meetings that it considers appropriate.
- (10) For the avoidance of doubt, a recording made in accordance with this regulation is a State record within the meaning of the Archives Act 1983.

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#### **Audio visual recording of meetings – Council Policy**

In order to meet the requirements and obligation of the *Personal Information Protection Act 2004* and Council's Privacy Policy, advice will be provided to members of the public attending open Council meetings that an audio visual recording of the meeting will be made.

The advice will be displayed in the following manner:

- on the notice of agenda for meetings of Council and as advertised in The Mercury public notices;
- on the door of the Council Chambers before members of the public are admitted to the Chambers;

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Audio Recording of Meetings

- on the “Public Participation – Deputations” form;
- incorporation in the advices regarding public attendance and engagement at Council meetings (eg Public question time deputations, petitions etc.); and
- advice of the recording of the meeting will be communicated verbally by the Chairperson at the commencement of each meeting.

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The advice will state the purpose of audio visual recording of the meeting and that the recording may be made available to the public.

In the publication of any recording Council will have regard for its obligations to protect personal information and the individual's right to personal privacy under the *Personal Information Protection Act 2004* and Council's Privacy Policy.

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Audio visual recordings are to be securely stored in Council's records and will only be accessible to officers or agents of the Council authorised by the general manager; except as otherwise provided for under the Regulations or these Consolidated Meeting Procedures.

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- ~~(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
  - retained by the council for at least 6 months; and
  - made available free of charge for listening on written request by any person.~~

*Audio Recording of Meetings*

- ~~(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 audio recording of meetings it considers appropriate.~~

## PART 11 - MINUTES

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### Minutes – (Regulation 39 – Part 2, Division 5)

(1) Subject to regulation 40(1), the general manager is to ensure that the minutes of a meeting accurately record, as a minimum, the following matters as relevant to that meeting:

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- (a) each matter discussed at the meeting;
- (b) each decision made at the meeting;
- (c) if the Act or any regulations made under the Act require the making of a decision by absolute majority, that the decision was by absolute majority;
- (d) a summary of each address, statement or report made or provided on an invitation under regulation 46;
- (e) each motion moved during the meeting;
- (f) if a declaration of an interest in a matter of a councillor is made, the following information is to be recorded:
  - (i) the name of the councillor to whom the declaration relates;
  - (ii) the interest as described by the councillor's declaration;
  - (iii) if the councillor left the meeting, the period in which the councillor was not present during the meeting;
- (g) if a question is asked by a councillor -
  - (i) each question on notice asked that was not refused and the answer given to that question; and
  - (ii) each question without notice that was not refused and the answer given or a summary of the answer given to that question;
- (h) if a question is asked by a councillor on notice, or without notice, and is refused, only the following information is to be recorded:
  - (i) that acceptance of a question was refused;
  - (ii) the reason given under these regulations for that refusal;
  - (iii) the name of the councillor who asked the refused question;
  - (iv) the meeting date on which the refused question was asked;
- (i) if a question is asked by a member of the public -
  - (i) each public question on notice asked that was not refused and the answer given to that question; and
  - (ii) each public question without notice asked that was not refused and the answer given or a summary of the answer given to that question;
- (j) if a question is asked by a member of the public and is refused, only the following information is to be recorded:
  - (i) that acceptance of a public question on notice, or public question without notice, was refused;
  - (ii) the reason given under these regulations for that refusal;
  - (iii) the name of the person who asked the refused question;
  - (iv) the meeting date on which the question was asked;
- (k) each absence of any councillor during the meeting, including the times of leaving and returning to the meeting.

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- ~~(2) The general manager is to ensure that-~~  
~~(a) copies of the minutes of meetings are kept as records of the council; and~~  
~~(b) those copies are available to councillors.~~

- ~~(3) For the avoidance of doubt, the minutes of a meeting are the true record of that meeting.~~

**Minutes (Regulation 32 – Part 2, Division 5)**

- ~~(1) Subject to regulation 34(1), the general manager is to ensure that the minutes of a meeting accurately record the following:~~  
~~(a) any matter discussed at the meeting;~~  
~~(b) any decision made at the meeting;~~  
~~(c) if the Act or any regulations made under the Act require the making of a decision by absolute majority, that the decision was by absolute majority;~~  
~~(d) a summary of any address, statement or report made or provided on an invitation under regulation 38;~~  
~~(e) any motion moved during the meeting;~~  
~~(f) any question on notice by a councillor that is answered and the answer to that question;~~  
~~(g) any question asked and put in writing during the period referred to in regulation 31(3) and any written answer or summary of that answer to that question;~~  
~~(h) any question asked, without notice, by a member of the public and a summary of any answer given in response;~~  
~~(i) the attendance of councillors;~~  
~~(j) any absence of any councillor during the meeting, including the times of leaving and returning to the meeting.~~

- ~~(2) The general manager is to ensure-~~  
~~(a) that copies of the minutes of meetings are kept as records of the council; and~~  
~~(b) that they are available to councillors.~~

**Minutes of closed meeting (Regulation 34-40 – Part 2, Division 5)**

- ~~(1) If at a meeting it is decided to hold a part of the meeting as a closed meeting –~~  
~~(a) in accordance with regulation 175(65), the grounds for the closure are to be recorded in the minutes of that part of the meeting that is open to the public; and~~  
~~(b) in relation to a matter discussed at the closed meeting –~~  
~~(i) the fact that the matter was discussed at the closed meeting;~~  
~~(ii) a brief description of the matter so discussed –~~

~~are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be so recorded in a manner that does not disclose any confidential information and protects confidentiality; and~~

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*Circulation and Inspection of Minutes  
Confirmation of Minutes*

- (c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.
- (2) The general manager is to record in the minutes of a closed meeting any matter of a kind listed in regulation 392(1) that relates to the closed meeting.
- (3) The minutes of a closed meeting are to be kept confidential unless the council, or the council committee, after considering privacy and confidentiality issues, authorises the release to the public of the minutes.
- (4) If the general manager is excluded from a closed meeting, the chairperson of the meeting is to direct a person to record the minutes of the meeting.
- (5) A copy of the minutes of a closed meeting is to be provided to each councillor by the general manager or, if the general manager is excluded from the meeting, the person who recorded the minutes.
- (6) At the next closed meeting, the minutes of a closed meeting, after any necessary correction, are to be confirmed as the true record by the council or council committee and signed by the chairperson of the closed meeting.

**Circulation and inspection of minutes (Regulation ~~4135~~ – Part 2, Division 5)**

- ~~(1)~~(2) The minutes of a meeting, other than a closed meeting –
- (a) as soon as practicable but at least at the next ordinary council meeting, or next council committee meeting, that is open to the public, are to be circulated to all councillors; and
  - (b) at that next ordinary council meeting or next council committee meeting, after any necessary correction, are to be confirmed as the true record by the council or the council committee and signed by the chairperson of the meeting.

- ~~(2)~~(3) The general manager is to ensure that the minutes, and copies of any extract from the minutes, as confirmed under subregulation (1)(b), of a meeting that was open to the public are available to the public –
- (a) on the council's website for inspection; and
  - (b) at the public office of the council for inspection, free of charge, and for purchase by payment of the fee specified in ~~regulation 4~~regulation 4 ~~Schedule 1~~ – within 7 days after the minutes are so confirmed.

- ~~(3)~~(4) The general manager may withhold from purchase any extract from the minutes of a meeting–
- (a) for which the council does not own the intellectual property; or
  - (b) which contains information provided to the council on the condition that it be not made available to members of the public.

- ~~(4)~~(5) The period of 7 days referred to in subregulation (2) does not include Saturdays, Sundays and statutory holidays.

**Confirming minutes (Regulation ~~4236~~ – Part 2, Division 5)**

In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.

**Confirmation of Minutes (Council Policy)**

1. The Council or Council committee is to ensure that the minutes of any previous ordinary or special meeting not then confirmed are to be submitted for confirmation.
2. Council may resolve to amend the minutes of a meeting prior to confirmation.
3. In accordance with Regulation ~~36~~42 of the Local Government (Meeting Procedures) Regulations 2024~~15~~, debate of any matter referred to in minutes submitted for confirmation is not permissible except to question the accuracy of the minutes as a record of the meeting to which they relate.

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subregulation (1) for leave of absence from one or more of its meetings.

- (3) LA leave of absence may not be granted retrospectively.
- (4) The purpose of the leave of absence for which a councillor is granted leave of absence and the period involved are to be recorded in the minutes.
- (5) Leave of absence granted under this regulation must not be taken concurrently with leave of absence for parental leave under regulation 48.  
(4)

#### Parental Leave (Regulation 48 – Part 3)

- (1) A councillor is entitled to leave of absence for parental leave from one or more meetings for a period not exceeding 3 consecutive months, beginning on the day on which the councillor -
  - (a) becomes a parent due to the birth of a child; or
  - (b) either alone or with another person, adopts, becomes the guardian or foster parent of, a child under the age of 16.
- (2) A councillor who intends to take leave of absence for parental leave is to -
  - (a) give written notice of that intention to the general manager before commencing the leave of absence; and
  - (b) include with that written notice information supporting the councillor's intention.
- (3) The purpose for which the councillor gives written notice of leave of absence for parental leave and the period involved are to be recorded in the minutes.
- (4) Leave of absence for parental leave must not be taken concurrently with leave of absence granted under regulation 47.

#### Offences (Regulation 41 – Part 3)

- (1) A member of the public must not hinder or disrupt a meeting.  
Penalty:  
Fine not exceeding 10 penalty units.
- (2) A member of the public must leave a closed meeting unless invited to remain.  
Penalty:  
Fine not exceeding 10 penalty units.
- (3) If a member of the public –

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*Other Procedures*  
*Leave of Absence*

- (a) hinders or disrupts a meeting; or
- (b) tries to hinder or disrupt a meeting; or
- (c) fails or refuses to leave a closed meeting –

the chairperson may take reasonable steps to remove the person from the meeting or closed meeting, including requesting the assistance of a police officer in removing the person.

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**Powers and functions of commissioner under Application of regulations to**

- (1) In this regulation -  
meeting procedures means the meeting procedures under these regulations.
- (2) Pursuant to section 232 of the Act, a commissioner may conduct meetings of a council in accordance with the meeting procedures.
- ~~(1)~~(3) Despite subregulation (2), a commissioner may vary the meeting procedures, in relation to a council, if the commissioner considers it necessary in the circumstances. The meeting procedures in these regulations apply as far as practicable to a commissioner but the commissioner may vary those meeting procedures if the commissioner considers it necessary to do so.
- ~~(2)~~(4) If a commissioner varies the meeting procedures in relation to a council under subregulation (3), the commissioner ~~must~~ is to—  
(a) table a copy of the variation to the meeting procedures; and  
(a) ~~table a copy of those meeting procedures; and~~  
(b) conduct council meetings and council committee meetings in accordance with the tabled meeting procedures; and  
(c) ensure that a copy of the variation is available during business hours for public scrutiny -  
i. at the public office of the council; and  
ii. at council meetings.  
(b) —
- ~~(3)~~(5) The commissioner is to ensure that a copy of the varied meeting procedures are available during business hours for public scrutiny at the public office and at any council meeting.

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### Representatives of the Council (Council Policy)

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~~1. The Mayor is to be the Council's representative on the Local Government Association of Tasmania, Australian Mayoral Aviation Council, Counter Disaster Committee, Southern Tasmanian Councils Board (Authority to be formalised) unless the Mayor declines that appointment, in which case, he or she may appoint another member to be the Council's representative. The Mayor is to represent the council on regional organisations and at intergovernmental forums at regional, state and federal levels.~~

~~2.1.~~ With the exception of appointments made by the Council under any other Act, all representative appointments of the Council on boards, authorities, special committees, community committees and outside bodies expire at the first Council Meeting following every ordinary Council election.

~~3.2.~~ At the first Council Meeting following every ordinary Council election the Council is to elect its representatives, to fill the expired terms referred to in "2" above.

Where there are two or more positions to be filled to represent Council on a particular body, then each position is to be dealt with as a separate election in accordance with the following election process.

The election process for filling of the expired terms is to be in accordance with the following procedures:

- a. nominations put before the meeting do not require a seconder, however, the nomination must be accepted by the nominee;
- b. in the event that there are two or more nominations received, the nominee members must leave the meeting room whilst the election takes place;
- c. if there are more than two candidates for an appointment then the election is to be conducted in the following manner:
  - the vote is to be taken in stages;
  - the candidate having the least number of votes is to be eliminated from the ballot and excluded from the next stage of the ballot;
  - the candidate member who has been excluded from the ballot is entitled to return to the meeting room and thereafter is entitled to take part in the voting for the remaining candidates;
  - this procedure is to be followed until the number of candidates has been reduced to two;
- d. if there is a tie in the number of votes cast for two or more nominee members, the nominee eliminated or the successful nominee, whichever the case may require, is to be determined by lot.

~~4.3.~~ In the event that there is a casual vacancy for a representative appointment made by Council then the Council is to elect a replacement appointee to fill the vacancy at the earliest available meeting of the Council in accordance with the above election process.



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## **Clarence City Council Consolidated Meeting Procedures 2025**

*(Based on the Local Government (Meeting Procedures) Regulations 2025 and Council's Meetings Procedures Policy as adopted by Council on 18 July 2005 and amended on 7 July 2025.)*

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Any reference in these Consolidated Meeting Procedures to the title “General Manager” includes reference to the title of “Chief Executive Officer”.

## 1. PART 1 – CONVENING MEETINGS

### Convening Meetings of Council (*Regulation 5 - Part 2, Division 1*)

1. In this regulation -

**majority**, of councillors at a meeting, means a majority of councillors other than -

- a) the mayor; or
  - b) in the absence of the mayor, the deputy mayor acting as the mayor.
2. The mayor of a council may convene -
- a) an ordinary meeting of the council; and
  - b) a special meeting of the council.
3. The general manager of an existing council is to convene the first ordinary meeting of a council following an ordinary election.
4. The Minister is to convene the first ordinary meeting of a newly established council.
5. An ordinary meeting of a council is to be held at least once in each month.
6. The general manager is to convene an ordinary meeting of a council if the mayor has not convened such a meeting in the previous calendar month.
7. The mayor of a council, or the general manager if the mayor has not done so, must convene a special meeting of the council at the request of a majority of councillors or if the council so determines.
8. A request for a special meeting of a council must–
- a) be in writing and signed by the councillors making the request; and
  - b) include details of the subject matter and any motion to be dealt with by the meeting; and
  - c) be lodged with the mayor.

### Convening meetings of council committee (*Regulation 6 – Part 2, Division 1*)

1. The chairperson of a council committee may convene a meeting of that committee.
2. The chairperson of a council committee must convene a meeting of that committee:
  - a) if the council committee or the council so determines; or
  - b) at the request of a majority of the members of the committee.



### **Times of meetings (Regulation 7 – Part 2, Division 1)**

1. A meeting is not to start before 5 p.m. unless otherwise determined by the council by absolute majority or by the council committee by simple majority.
2. After each ordinary election, a council and a council committee are to review the times of commencement of meetings.

### **Statement to be made at meetings (Regulation 8 – Part 2, Division 1)**

1. The chairperson of a meeting is to make a verbal statement at the beginning of a meeting, so far as is practicable, to the effect that-
  - a) an audio or audio visual recording is being made of the meeting; and
  - b) all persons attending the meeting are to be respectful of, and considerate towards, other persons attending the meeting; and
  - c) language and conduct at the meeting that could be perceived as offensive, defamatory or threatening to a person attending the meeting, or listening to the recording, is not acceptable.

### **Notice of meetings (Regulation 9– Part 2, Division 1)**

1. The general manager is to provide each councillor with a notice in writing of the time and place of a council meeting or a council committee meeting-
  - a) at least 4 days but not more than 14 days before an ordinary meeting, or a council committee meeting;; or
  - b) at least 2 days but not more than 14 days before a special meeting.
2. At least once in each year, the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice containing —
  - a) the times and places of the ordinary council meetings for the next 12 months; and
  - b) the times and places, as known, of the council committee
3. The general manager also is to ensure that -
  - a) the notice referred to in subregulation (2) is made available to the public on the website of the council for the period to which the notice applies; and
  - b) any member of the public is able to inspect, and obtain a copy of, that notice, free of charge, at the public office of the council.
4. If there is any change in the time or place of an ordinary council meeting, or a council committee meeting, as published under subregulations (2) and (3), the general manager is to -
  - a) publish a notice of the change in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area; and
  - b) ensure that the notice of the times and places for such meetings published on the website of the council is accordingly up-dated; and



- c) ensure that the notice of the times and places for such meetings that is made available to the public, at the public office of the council, also is accordingly up-dated.
- 5.** In the case of a special council meeting -
- a) the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice of the time and place of the meeting at least 2 days, but not more than 14 days, before the meeting; and
  - b) the general manager is to ensure that the notice –
    - i. is made available to the public on the website of the council for the relevant period; and
    - ii. any member of the public is able to inspect, and obtain a copy of, that notice, free of charge, at the public office of the council; and
  - c) the notice is to –
    - i. state whether any part of the meeting is likely to be a closed meeting; and
    - ii. if a part of the meeting is not likely to be a closed meeting, include details of the items to be discussed at that meeting or part of the meeting.
- 6.** A period referred to in this regulation includes Saturdays, Sundays and statutory holidays, but does not include -
- a) the day on which a notice is provided or made available under subregulation (1); or
  - b) the day of the meeting.



## 2. PART 2 – AGENDA

### **Agenda (Regulation 10 – Part 2, Division 1)**

1. In this regulation -  
**council workshop** means a workshop, seminar or gathering of persons for the purposes of a council, but does not include a meeting or a meeting of a special committee.
2. The general manager is to—
  - a) prepare an agenda for each meeting and council committee meeting; and
  - b) in the case of a council meeting, provide each councillor with the agenda together with any associated reports and documents at least –
    - i. 2 days before a special meeting; and
    - ii. 4 days before an ordinary meeting; and
  - c) in the case of a council committee meeting, provide each member of the committee with the agenda and any associated reports and documents at least 4 days before the council committee meeting.
3. The agenda of an ordinary meeting of a council is to provide for, but is not limited to, the following items:
  - a) attendance and apologies;
  - b) confirmation of the minutes;
  - c) the date and purpose of any council workshop held since the last meeting;
  - d) requests for leave of absence;
  - e) notifications of leave of absence for parental leave;
  - f) declarations of any interest of a councillor or close associate;
  - g) public question time;
  - h) councillor question time;
  - i) councillor motions with notice;
  - j) any reports to be received; and
  - k) any matter to be discussed at the meeting.
4. The general manager is to arrange the agenda so that the items to be dealt with by a council or council committee as a planning authority are sequential.
5. The business of a meeting is to be conducted in the order in which it is set out in the agenda of that meeting, unless the council by absolute majority, or the council committee by simple majority, determines otherwise.
6. Subject to subregulation (7), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.
7. A council by absolute majority at an ordinary council meeting, or a council committee by simple majority, at a council committee meeting may decide to deal with a matter that is not on the agenda if
  - a) the general manager has reported the reason it was not possible to include the matter on the agenda; and



- b) the general manager has reported that the matter is urgent; and
  - c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.
8. The chairperson of a council or a council Committee is to request councillors or members of the committee to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.
9. The periods referred to in subregulation (2) include Saturdays, Sundays and public holidays but do not include –
- a) the day on which the agenda and any associated reports and documents are provided under subregulation (2)(b); or; and
  - b) the day of the meeting.

## **Council Meeting Agenda and Report Formats (*Council Policy*)**

### **1. Agenda Format**

The following format outlines the standing items and business order for Council Meetings:-

- 1. Acknowledgement of Country
- 2. Attendance and Apologies
- 3. Declarations of Interest of Councillors or Close Associate
- 4. Omnibus Items
  - 4.1 Confirmation of Minutes
  - 4.2 Mayor's Communication
  - 4.3 Council Workshops
  - 4.4 Tabling of Petitions
  - 4.5 Reports from Outside Bodies
  - 4.6 Reports from Single and Joint Authorities
  - 4.7 Reports from Council and Special Committees and other Representative Bodies
  - 4.8 Weekly Briefing Reports
- 5. Public Question Time
  - 5.1 Public Questions on Notice
  - 5.2 Answers to Public Questions on Notice
  - 5.3 Answers to Previous Public Questions Taken on Notice



- 5.4 Public Questions without Notice
- 6. Deputations by Members of the Public
- 7. Planning Authority Items
- 8. Reports from Officers
  - 8.1 Determination on Petitions Tabled at Previous Council Meetings
  - 8.2 Asset Management Items
  - 8.3 Financial Management Items
  - 8.4 Governance Items
  - 8.5 Motions on Notice
- 9. Councillors' Question Time (Questions with Notice and Questions without Notice)
- 10. Closed Meeting
  - 10.1 Requests for Leave of Absence

## 2. Report Format

The following format outlines the content details for agenda items and associated reports listed on Council Meeting Agendas:-

### **Title**

### **Executive Summary**

Purpose

Relation to Existing Policy/Plans Legislative Requirements Consultation

Financial Implications

### **Recommendation**

### **Associated Report**

- 1. Background
- 2. Report in Detail
- 3. Consultation
- 4. Strategic Plan/Policy Implications
- 5. External Impacts
- 6. Risk and Legal Implications



7. Financial Implications
8. Any other Unique Issues
9. Conclusion

**=Briefing Report Items (Council Policy)**

Only reports which are of an informative nature and which do not require formal consideration by the Council will be included in the Weekly Briefing Report; and an item for noting regarding the Weekly Briefing Report will be included in the Agenda for the Council Meeting.

**Public access to documents (Regulation 11 – Part 2, Division 1)**

1. As far as practicable, the general manager is to make available for inspection by members of the public a copy of the agenda of a meeting and any associated reports and documents, other than an extract relating to any matter referred to in regulation 17(2), at least–
  - a) 2 days before before the meeting in the case of a special council meeting; or
  - b) 4 days before the meeting in the case of an ordinary council meeting or a council committee meeting.
2. The agenda and associated reports and documents made available for inspection under subregulation (1) are to be so made available under that subregulation –
  - a) at the public office, and on the website, of the council; and
  - b) free of charge.
3. As far as practicable, the general manager is to make available for purchase by members of the public, by payment of the fee specified in regulation 4, copies of the agenda and any associated reports and documents made available for inspection under subregulation (1).
4. The agenda and associated reports and documents made available for purchase under subregulation (3) are to be made available under that subregulation at the public office of the council during the relevant period specified in subregulation (1).
5. At a meeting, a copy of the agenda of the meeting is to be made available free of charge to any member of the public attending the meeting.
6. At a meeting, any associated report or document made available for inspection under subregulation (1) is to be made available free of charge for inspection by members of the public attending the meeting.
7. Subject to the *Right to Information Act 2009*, the general manager must withhold from the public all associated reports and documents which, in the opinion of the general manager, relate to any matter referred to in regulation 17(2).



8. Despite subregulation (7), but subject to the *Right to Information Act 2009*, the general manager may release to the public an associated report or document that he or she is otherwise required under that subregulation to withhold, if –
  - a) the council, or a council committee, has authorised its release to the public under regulation 17(8); or
  - b) the council, or a council committee, has discussed, at a meeting that was not closed to the public under regulation 15, the matter to which the associated report or document relates and has, after considering privacy and confidentiality issues, authorised its release to the public.
  
9. A period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include -
  - a) the day on which an agenda and any associated reports and documents are made available under that subregulation; or
  - b) the day of the meeting



### **3. PART 3 – CONDUCT OF MEETINGS**

#### **Chairperson (*Regulation 12 – Part 2, Division 1*)**

1. The mayor or, in his or her absence, the deputy mayor is the chairperson at a meeting of a council.
2. If both the mayor and the deputy mayor are not present at a meeting of a council, the councillors present are to elect one of the councillors present to be the chairperson at that meeting.
3. A council may–
  - a) elect a member of a council committee as chairperson of that council committee; or
  - b) delegate that power of election to the members of the council committee.
4. If the chairperson is absent from a council committee meeting, the councillors present who are members of that council committee are to elect one of their members present to be the chairperson at that meeting.
5. If the chairperson has moved or seconded a motion, the chairperson is to vacate the chair until the motion has been dealt with.

#### **Mayor's Communication (*Council Policy*)**

1. Immediately after confirmation of the minutes at a Council Meeting, the Mayor or Chairperson may make any communication to the Council which the Mayor or Chairperson considers necessary.

#### **Conduct of Meetings in Relation to the Chair (*Council Policy*)**

1. The Chairperson need not stand when addressing the Council.
2. The Chairperson is to call on items listed on the formal agenda for consideration and until called on, no discussion or debate on motions is to ensue.
3. Before an item is discussed or debated there is to be a motion moved, seconded and accepted by the Chairperson.
4. In accordance with Regulation 12(5) of the Local Government (Meeting Procedures) Regulations 2025, if the Chairperson has moved or seconded a motion before the Meeting, the Chairperson is to vacate the Chair until the motion has been dealt with.
5. The Chairperson may remain in the Chair to address the meeting on any motion before the Chair which has not been moved or seconded by the Chairperson.
6. A Councillor proposing or speaking to a motion or discussing any matter under consideration is to stand and address the Chairperson.
7. If two or more Councillors rise simultaneously to address the Chairperson, the Chairperson is to decide the order in which they are to address the meeting.

8. A Councillor, when addressing the Chairperson, is to refer to the Mayor, Deputy Mayor and Councillors by their respective titles.

### **Quorum (*Regulation 13 – Part 2, Division 1*)**

1. In this regulation

***pecuniary interest*** means an interest within the meaning of section 49 of the Act.

2. A meeting may only transact business if a quorum is present.
3. The quorum at a council meeting is an absolute majority.
4. The quorum at a council committee meeting is the majority of such number of councillors as are members of the committee.
5. If a meeting lacks a quorum because a councillor declares a pecuniary interest and must leave the meeting, the Minister may permit the councillor to remain at that meeting or at a later meeting when the matter is next considered to make up a quorum on condition that the councillor does not take part in any discussion or vote on the matter.
6. The details of any permission given by the Minister are to be noted in the minutes.
7. If at any time during a meeting the required quorum is no longer present, the chairperson is to adjourn the meeting until the quorum is present or until a later date, unless the quorum is likely to be present for the next item of business.

### **Abandoned meetings (*Regulation 14 – Part 2, Division 1*)**

1. If a quorum is not present within half an hour after a meeting is to start, the meeting is to be abandoned.
2. If a council meeting is abandoned because of the lack of a quorum, the general manager is to record the following details as the minutes of that meeting, even though business could not be transacted at that meeting:
  - a) the absence of a quorum;
  - b) the abandonment of the meeting and the time of abandonment;
  - c) the names of the councillors present at the time of abandonment.
3. If a council meeting is abandoned, the mayor is to—
  - a) within 14 days after the abandonment of the meeting, is to convene another council meeting to deal with the business that was to be dealt with at the abandoned meeting; and
  - b) is to provide notice of the new meeting in accordance with regulation 9.
4. If 3 consecutive council meetings have been abandoned, the general manager must report the matter to the Minister.

### **Adjournments (*Regulation 15 – Part 2, Division 1*)**

1. The chairperson may only adjourn a meeting –
  - a) for a proper purpose; and
  - b) if it is reasonable to do so in the circumstances; and
  - c) in good faith.
2. If a meeting is adjourned under subregulation (1), the meeting may be adjourned-
  - a) to a later date; or
  - b) to a later time on the same day.
3. The chairperson may only adjourn a meeting –
  - a) for a proper purpose; and
  - a) if it is reasonable to do so in the circumstances; and
  - b) in good faith.
4. If a meeting is adjourned under subregulation (1), the chairperson is to ensure that any business of the meeting not then disposed of is given precedence at the resumption of the adjourned meeting.
5. At the adjournment of a meeting, the chairperson is to advise the councillors present of the date and time when the meeting is to be resumed and of the reasons for the adjournment.
6. If a meeting is adjourned under subregulation (1), the general manager is to advise the councillors not present at the meeting –
  - a) that the meeting was adjourned; and
  - b) of the date and time of the resumption of the meeting; and
  - c) of the reasons for the adjournment.
7. The reason for the adjournment of a meeting under subregulation (1) is to be recorded in the minutes.
8. If a meeting is adjourned for a period which would allow a special meeting to be convened, the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice stating –
  - a) that the meeting has been adjourned; and
  - b) the date and time of the resumption of the meeting.

### **Open meetings (*Regulation 16 – Part 2, Division 1*)**

1. A meeting is to be open to the public unless closed under regulation 15.

### **Closed meetings (*Regulation 17 – Part 2, Division 1*)**

1. At a meeting, a council by absolute majority, or a council committee by simple majority, may close a part of the meeting to the public for a reason specified in subregulation (2).
2. A part of a meeting may be closed to the public when any one or more of the following matters are being or are to be discussed at the meeting:
  - a) personnel matters, including complaints against an employee of the council;
  - b) industrial relations matters;

- c) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business;
  - d) commercial information of a confidential nature that, if disclosed, is likely to –
    - i. prejudice the commercial position of the person who supplied it; or
    - ii. confer a commercial advantage on a competitor of the council; or
    - iii. reveal a trade secret;
  - e) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;
  - f) the security of –
    - i. the council, councillors and council staff; or
    - ii. the property of the council;
  - g) proposals for the council to acquire land or an interest in land or for the disposal of land;
  - h) information that is –
    - i. of a personal and confidential nature; or
    - ii. provided to the council on the condition it is kept confidential;
  - i) requests by councillors for a leave of absence;
  - j) notifications by councillors of leave of absence for parental leave;
  - k) matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;
  - l) the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.
- 3.** Unless subregulation (4) applies, a council or council committee must not close a meeting or part of a meeting when it is–
- a) acting as a planning authority under the *Land Use Planning and Approvals Act 1993*; or
  - b) considering whether or not to grant a permit under that Act; or
  - c) considering proposals for the council to deal with public land under section 178 of the Act.
- 4.** A council or council committee may close a part of a meeting when it is acting or considering as referred to in subregulation (3) if it is to consider any matter relating:
- a) legal action taken by, or involving, the council; or
  - b) possible future legal action that may be taken, or may involve, the council.
- 5.** If at a meeting a council or council committee closes a part of the meeting, the grounds for the closure are to be recorded in the minutes relating to the part of the meeting that is open to the public.
- 6.** If part of a meeting is a closed meeting, the chairperson–
- a) is to exclude members of the public from a closed meeting; and
  - b) may exclude the general manager from a closed meeting if the matter to be discussed relates to the contract of employment or the performance of the general manager; and
  - c) may invite any person to remain, or be present, at the meeting to provide advice or information to the meeting or service, assistance or support to the meeting.
- 7.** If a council or council committee closes a part of the meeting, the grounds for the closure are to be recorded in the minutes of the meeting that relate to the part of the meeting that is open to the public.

8. While in a closed meeting, the council, or council committee, is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.
9. Subject to the Right to Information Act 2009, any discussions, decisions, reports or documents relating to a closed meeting are to be kept confidential unless the council or council committee, after considering privacy and confidentiality issues, authorises their release to the public.
10. A council, or council committee, by simple majority may re-open a closed meeting to the public.

### **Suspension from meeting (*Regulation 49 – Part 3*)**

1. The chairperson may suspend a councillor from part or all of a meeting if the councillor–
  - a) makes a personal reflection about another councillor or an employee of the council and refuses to apologise; or
  - b) interjects repeatedly; or
  - c) disrupts the meeting and disobeys a call to order by the chairperson.
2. Before deciding to suspend a councillor, the chairperson is to–
  - a) advise the councillor that suspension is being considered and the reasons for considering suspension; and
  - b) give the councillor an opportunity to argue against the suspension or to apologise.
3. If, after considering any argument or apology from a councillor under subregulation (2), the chairperson decides to suspend the councillor, the councillor–
  - a) must leave the meeting; and
  - b) must not attend the meeting while suspended.  
Penalty:  
Fine not exceeding 10 penalty units.
4. The chairperson may request the assistance of a police officer to remove a councillor who refuses to leave a meeting as required under subregulation (3)(a).

### **Digression, Personal Comments, or Improper Imputations (Council Policy)**

1. When addressing the Chairperson, a member is not to:
  - a) digress from the subject under discussion; or
  - b) make any personal comments regarding any other Councillor; or
  - c) impute an improper motive to any other Councillor; or
  - d) repeatedly annoy another Councillor; or
  - e) use an expression which, in the opinion of the Chairperson, is capable of being applied to another Councillor so as to cause offence to that other Councillor.

## **Interruption of Speaker by Councillor (Council Policy)**

1. When a Councillor is addressing the Chairperson, no other Councillor is to:
  - a) converse aloud; or
  - b) create any disturbance; or
  - c) interrupt the speaker or interject except:
    - i. to request that any words spoken be noted; or
    - ii. to call attention to a point of order; or
    - iii. to call attention to the want of a quorum.

#### **4. PART 4 – MOTIONS**

##### **Motions generally (Regulation 18 – Part 2, Division 2)**

1. The chairperson of a meeting is not to allow a motion to be debated or otherwise dealt with unless it has been moved by one councillor and seconded by another councillor.
2. The chairperson of a council committee meeting may waive the requirement for a motion to be seconded.
3. A councillor moving a motion for an adjournment of the debate on another motion is to include in the motion the reason for the adjournment.
4. If a councillor, who has given notice of a motion in accordance with regulation 19(1), that has not been refused under subregulation (6), does not move the motion at the meeting, the motion lapses.
5. A councillor who has moved a motion, whether it is being debated or not, may only withdraw the motion-
  - a) with the consent of the seconder, if a seconder was required; or
  - b) with the consent of the meeting.
6. The chairperson of a meeting may refuse to accept a motion under regulation 19 or 20 if, in the opinion of both the general manager and the mayor, the motion -
  - a) is defamatory; or
  - b) contains offensive language; or
  - c) is unlawful; or
  - d) does not relate to the activities, or functions, of the council.

##### **Written notice of motion (Regulation 19 – Part 2, Division 2)**

1. A councillor may give to the general manager, at least 7 days before a meeting -
  - a) written notice of a motion; and
  - b) supporting information and reasons for the inclusion of the motion on the next meeting agenda.
2. If a councillor gives to the general manager written notice of a motion less than 7 days before a meeting, or during a meeting, the chairperson, in consultation with the general manager may -
  - a) permit debate on the motion at the meeting; or
  - b) set aside the motion for inclusion on the agenda of a later meeting.
3. The general manager is to include a motion with notice on the agenda of the next meeting if the motion-
  - a) was given in accordance with subregulation (1); and
  - b) was not refused under regulation 18(6).
4. A period referred to in subregulation (1) or (2) includes Saturdays, Sundays and statutory holidays, but does not include -
  - a) the day on which notice is given under that subregulation; or
  - b) the day of the meeting.

### **Motions without notice (Regulation 20 – Part 2, Division 2)**

1. A councillor may, during a meeting, move a motion of which notice has not been given in accordance with regulation 19.
2. If a councillor intends to move a motion without notice-
  - a) the chairperson of the meeting may require the councillor to provide a written copy of the motion; and
  - b) the subject matter of the motion must relate to a matter that is listed on the agenda of that meeting.
3. If, during a meeting, a councillor moves a motion without notice, the chairperson, in consultation with the general manager, may -
  - a) permit the councillor to debate the motion at the meeting; or
  - b) set aside the motion for inclusion in the agenda of a later meeting.
4. The general manager is to include a motion without notice moved in accordance with subregulation (1) if the motion-
  - a) was set aside for inclusion in the agenda of a later meeting in accordance with subregulation (3)(b); and
  - b) not refused under regulation 18(6).

### **Motions on Notice (Council Policy)**

1. In accordance with Regulation 19(1) of the Local Government (Meeting Procedures) Regulations 2025, a Councillor may give notice of a motion which that Councillor intends to move at a meeting.
2. When a Councillor intends to give notice of a motion, that Councillor is to submit to the General Manager on the Friday ten days before the meeting at which it is to be listed, a signed copy of the motion, together with supporting information and reasons prepared by that Councillor explaining the motion and its effect on previous decisions or policies of the Council.
3. The General Manager is to notify the substance of the motion in the notice of the next meeting and is to incorporate the Councillor's motion and supporting information and reasons in the agenda of that meeting. In the case of motions on notice to overturn previous resolutions of Council, the General Manager is to include advice as to whether or not:
  - a) the original motion directed that certain actions be taken; and
  - b) that action has been wholly or substantially carried out.
4. A maximum of one notice of motion may be submitted by a Councillor for any one meeting of the Council.
5. In considering a notice of motion the Council is to have regard to the advice provided by the General Manager in respect of the motion.

### **Motions to amend motions (*Regulation 21 - Part 2, Division 2*)**

1. At a meeting, a councillor who did not move or second a motion (the original motion) may move a motion to amend the original motion.
2. A councillor is not to move a motion to amend another motion while a previous motion to amend that motion is before the meeting.
3. If a motion to amend another motion is resolved in the affirmative, that other motion, as amended, is then the motion before the meeting.
4. The chairperson may refuse to accept more than 2 motions to amend a motion.

### **Motion to overturn decision (*Regulation 22 – Part 2, Division 2*)**

1. For the purposes of this regulation, a decision may be overturned, wholly or partly, by –
  - a) a motion directly rescinding or otherwise overturning the decision or part of the decision; or
  - b) a motion that conflicts with, or is contrary to, the decision or part of the decision.
2. A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election –
  - a) by an absolute majority, in the case of a council; or
  - b) by a simple majority, in the case of a council committee.
3. Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include –
  - a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and
  - b) the details of that previous decision, or the part of that previous decision, that would be overturned; and
  - c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and
  - d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

### **Discussion of resolved matter (*Regulation 23 – Part 2, Division 2*)**

1. The chairperson of a meeting may only allow a matter in respect of which a decision was made earlier at a meeting to be discussed again at that meeting if–
  - a) in the opinion of the chairperson, the vote may not have accurately reflected the opinion held by the meeting due to misunderstanding of the motion or for some other reason; or
  - b) new information comes to hand; or
  - c) in the opinion of the chairperson, some vital information has been overlooked.
2. A motion that a matter be allowed to be discussed again under subregulation (1) is to be made and voted for in the affirmative before the matter may be discussed.

### **Procedural motions (*Regulation 24 – Part 2, Division 2*)**

1. The following or their negatives are procedural motions:
  - a) that the motion be now put;
  - b) that the matter be deferred;
  - c) that the matter of the motion be referred to a committee;
  - d) that the meeting be now adjourned;
  - e) that the meeting be a closed meeting.
2. Regulation 18(1) and (2) apply to a procedural motion.
3. The chairperson is to–
  - a) consider a procedural motion in precedence over all other business; and
  - b) accept or reject that motion.
4. If the chairperson of a meeting accepts a procedural motion–
  - a) no discussion on the procedural motion is to be allowed; and
  - b) the procedural motion is to be put to the vote.
5. If the chairperson rejects a procedural motion, the chairperson is to give reasons for the rejection.
6. A councillor at a meeting must not move a motion of dissent against a ruling by the chairperson under subregulation (3).
7. Despite subregulation (4)(a), if the procedural motion is that the meeting be now adjourned, the chairperson is to allow discussion on, and only on, the date, time and place of resumption of the meeting.
8. If the chairperson of a meeting rejects a procedural motion or the vote in respect of a procedural motion is lost, the chairperson–
  - a) is to allow discussion on the original motion to be resumed; and
  - b) is not to permit a similar procedural motion to be moved until at least one councillor has addressed the meeting on the original motion.

### **Addressing council (*Regulation 25 – Part 2, Division 2*)**

1. At a council meeting, a person is to refer to the chairperson by his or her title.
2. If 2 or more councillors wish to address a meeting of the council, the chairperson is to decide the order in which they are to do so.
3. If a councillor is addressing a meeting of a council, another councillor is not to converse aloud, interrupt the speaker or interject, except to call attention to a point of order or to call attention to the want of a quorum.
4. The council may resolve that this regulation applies to a council committee meeting.

## **5. PART 5 - DEBATE**

### **Debate at council meeting (*Regulation 26 – Part 2, Division 2*)**

1. A councillor in addressing a council meeting is not to digress from the subject under discussion.
2. A councillor at a council meeting may speak once to a motion at any time after the motion has been moved and seconded.
3. A councillor at a council meeting is not to speak for more than 5 minutes on a motion.
4. A councillor at a council meeting may seek leave of council to speak on a motion for a further period of up to 3 minutes at any one time on a motion.
5. A councillor at a council meeting who moves a motion–
  - a) has a right of reply for up to 3 minutes; and
  - b) is not to introduce any new information in exercising that right.
6. A councillor at a council meeting who moves a motion loses the right of reply if a motion that the motion be put is passed.
7. The chairperson of a council meeting may invite the general manager or an employee of the council to provide further qualified advice to the meeting on any item on the agenda or incidental to the agenda.
8. The chairperson of a council meeting may note a foreshadowed motion given by a councillor.
9. If the council so decides, the chairperson of a council meeting is to suspend the operation of this regulation.
10. The council may resolve that this regulation applies to a council committee meeting.

### **Point of order (*Regulation 27 – Part 2, Division*)**

1. A councillor at a meeting may raise a point of order if–
  - a) a councillor speaking raises an issue that is irrelevant to the motion being discussed; or
  - b) a councillor speaking is being interrupted or distracted; or
  - c) the councillor is of the opinion that a meeting procedure is contrary to the Act or these regulations; or
  - d) the councillor has been misrepresented during the debate; or
  - e) a statement is made by a councillor speaking that the councillor raising the point of order believes is, or is likely to be, offensive to a councillor or to another individual.
2. A councillor who is interrupted by the taking of a point of order is to cease speaking.
3. The chairperson is to deal with a point of order as soon as it is raised and before the meeting resumes to deal with other business.

4. The chairperson's ruling on a point of order–
  - a) is not to be questioned; and
  - b) is binding on the meeting.

**Personal explanation (*Regulation 28 – Part 2, Division 2*)**

1. The chairperson of a meeting may allow a councillor to explain a matter of a personal nature in the absence of a motion on the matter if, in the opinion of the chairperson, it is in the interests of the councillor and the council or the council committee to do so.
2. An explanation–
  - a) is not to include reference to any matter that, in the opinion of the chairperson, is not relevant to the explanation; and
  - b) although it may be referred to in debate, is not to be the subject of debate.

**Acting as planning authority (*Regulation 29 – Part 2, Division 2*)**

1. If a council or council committee intends to act at a meeting as a planning authority under the Land Use Planning and Approvals Act 1993, the chairperson is to advise the meeting accordingly.
2. The general manager is to ensure that the reasons for a decision by a council or council committee acting as a planning authority are recorded in the minutes of the meeting.

## 6. PART 6 - VOTING

### **Votes (*Regulation 30 – Part 2, Division 3*)**

1. At a council meeting, each councillor, including the chairperson, has one vote.
2. At a council committee meeting, the chairperson, and a councillor who is a member of the council committee or who is filling a vacancy at the meeting at the request of the council committee, has one vote.

### **Voting procedure (*Regulation 31 – Part 2, Division 3*)**

1. Immediately after discussion on a motion is finished at a meeting, the chairperson is to–
  - a) put the motion to the vote, first in the affirmative, then, if necessary, in the negative; and
  - b) put the motion as often as is necessary to enable the chairperson to declare the result.
2. The chairperson of a council meeting or a council committee meeting is to take the vote by any means the council or council committee determines.
3. The chairperson is to ensure that the vote of each councillor is recorded in the minutes of the meeting.
4. Voting at a meeting may be conducted by secret ballot if the purpose is to select a person to represent the council on a committee or other body.

### **Determination of voting (*Regulation 32 – Part 2, Division 3*)**

1. A motion at a council meeting is determined by a simple majority of votes unless an absolute majority is required under the Act or any regulations made under the Act.
2. A motion at a council committee meeting is determined by a simple majority of votes.
3. To abstain from voting at a meeting is to vote in the negative.
4. A tied vote at a meeting results in a motion being determined in the negative.

## 7. PART 7 – QUESTIONS

### Councillor and Public Questions generally (Regulation 33 – Part 2, Division 4)

1. In this regulation -

**question** means -

- a) a public question without notice; or
- b) a public question on notice; or
- c) a question without notice; or
- d) a question on notice;

**relevant entity**, in relation to refusing a question, means -

- a) if the question asked is a question without notice or a public question without notice, the chairperson of the meeting; or
- b) if the question asked is a question on notice or public question on notice, the general manager

2. A question asked at a meeting is to, as far as is practicable -

- a) be concise; and
- b) be clear; and
- c) not be a statement; and
- d) have minimal pre-amble.

3. A relevant entity may refuse to accept a question if the relevant entity is of the opinion that the question-

- a) is defamatory; or
- b) contains offensive language; or
- c) is unlawful; or
- d) does not relate to the activities of the council; or
- e) does not meet the requirements specified in subregulation (2).

4. If a relevant entity refuses a question under subregulation (3), the relevant entity is to give reasons for that refusal.

5. If a question on notice or public question on notice is refused under subregulation (3), the question is not to be reproduced in the agenda for that meeting.

### Questions without notice by councillor (Regulation 34 – Part 2, Division 4)

1. A councillor at a meeting may ask a question without notice –

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

2. In asking a question without notice, a councillor must not–

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

3. The chairperson of a meeting must not permit any debate of a question without notice or its answer.
4. The chairperson, councillor or general manager who is asked a question without notice may decline to answer the question.
5. The chairperson of a meeting may require a councillor to put a question without notice in writing.

#### **Questions on notice by councillor (*Regulation 35 – Part 2, Division 4*)**

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

#### **Councillors' Question Time (Council Policy)**

1. In recognition of the provisions of Regulation 34 of the Local Government (Meeting Procedures) Regulations 2025, Councillors are permitted to submit a maximum of two questions without notice at a Council Meeting. Council places no limitation on the number of questions that Councillors may put on notice to be listed for answer at a forthcoming Council Meeting.
2. The Chairperson or Councillor asked a question on notice is not to answer it unless the Councillor giving notice, or an Councillor at the request and on behalf of that Councillor, is present at the meeting to ask the question formally.
3. A question on notice that has been answered, together with the answer, is to be recorded in the minutes of the meeting at which the answer was given.
4. In accordance with Regulation 35(1) of the Local Government (Meeting Procedures) Regulations 2025 a Question on Notice is to be submitted in writing seven days before the Meeting.

## **8. PART 8 – QUESTIONS – MEMBERS OF THE PUBLIC**

### **Questions by members of the public (*Regulation 36 – Part 2, Division 4*)**

1. The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.
2. A question asked by a member of the public under regulation 37 or 38, and the answer given to that question, is not to be debated at the ordinary council meeting.
3. A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.

### **Questions without notice by member of the public (*Regulation 37 – Part 2, Division 4*)**

1. A member of the public may, on invitation by the chairperson of an ordinary council meeting, ask a question without notice at the meeting.
2. A public question without notice must relate to the activities of the council.
3. The chairperson of an ordinary council meeting may require a public question without notice to be-
  - a) put on notice in writing; and
  - b) answered at a later ordinary council meeting.

### **Questions on notice by member of the public (*Regulation 38 – Part 2, Division 4*)**

1. A member of the public may, at least 7 days before an ordinary council meeting, give written notice to the general manager
2. of a question to which the member of the public seeks an answer at the meeting.
3. A public question on notice must relate to the activities of the council.
4. The chairperson of an ordinary council meeting may address a public question on notice.
5. The period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include -
  - a) the day on which notice is given under that subregulation; or
  - b) the day of the ordinary council meeting.

## **Public Question Time (*Council Policy*)**

1. In accordance with the Local Government (Meeting Procedures) Regulations 2025, a period of fifteen minutes for “public question time” will be set aside at ordinary Council Meetings for members of the community to ask questions relating to Council activities.
2. Public question time provides an opportunity for people to ask questions about Council’s activities, not make statements. Anyone wishing to address Council and make a statement may do so under the Deputation section of the Council Meeting Agenda.
3. The procedures for the conduct of public question time at meetings of the Clarence City Council are set out below.

### **1. Asking a Question**

Anyone may ask a question. A person may ask a maximum of three questions per meeting. Questions may be submitted in two ways:

- a) Two questions can be submitted in writing and be “put on notice” before the Council Meeting.
- b) One question may be raised from the public gallery “without notice” during public question time.

### **2. Putting a Question on Notice**

- 2.1. Members of the public are encouraged to submit a question in writing and be put on notice to address the Council in the public question time. Council recommends this option, as it will enable Council to provide a more “well-researched” and complete response.
- 2.2. A maximum of two questions may be submitted in writing before the meeting.
- 2.3. To submit a question in writing, members of the public will need to fill out a question registration form. These are available at Council offices and on the Council website.
- 2.4. Forms will need to be lodged at the Council Offices no later than 5 p.m. on the Friday 10 days before the scheduled meeting.
- 2.5. Question registration forms can be lodged by:  
  
Mail: PO Box 96, Rosny Park 7018  
  
In person: 38 Bligh Street, Rosny Park  
  
Email: [publicquestions@ccc.tas.gov.au](mailto:publicquestions@ccc.tas.gov.au)
- 2.6. The registered questions to be answered at the Council Meeting will be listed on the agenda for the scheduled meeting.
- 2.7. Each person whose registration form has been accepted or declined will be advised by no later than the Friday of the week before the scheduled meeting.

- 2.8. The name of the person asking a question on notice and the question will be included in the meeting agenda and minutes.

### **3. Questions Without Notice**

- 3.1. Priority will be given to questions on notice over questions without notice asked from the public gallery.
- 3.2. Questions without notice will be dependent on available time at the meeting (maximum 15 minutes).
- 3.3. Questions without notice are permitted at the discretion of the Chairperson.
- 3.4. Provided time is available, each person in the public gallery will be given an opportunity to ask one question without notice.
- 3.5. Subject to available time and in the event that no other persons seek to ask questions without notice at the meeting the Chairperson may allow further questions from persons in the public gallery. (Note: this is in recognition of the discretion of the Chairperson provided for under Regulation 37 in respect to questions without notice.)

### **4. Questions May be Refused in Certain Circumstances**

- 4.1. The Chairperson may refuse to allow a question on notice to be listed or refuse to respond to a question put at a meeting without notice that:
  - a) relates to any item listed on the agenda for the Council meeting (note: this ground for refusal is in order to avoid any procedural fairness concerns arising in respect to any matter to be determined on the Council Meeting Agenda);
  - b) is unlawful in any way;
  - c) contains defamatory remarks, offensive or improper language;
  - d) questions the competency of Council staff or Councillors;
  - e) relates to the personal affairs or actions of Council staff or Councillors;
  - f) relates to confidential matters, legal advice or actual or possible legal proceedings;
  - g) relates to any matter which would normally be discussed in the closed section of the Council Meeting pursuant to Regulation 17 of the Local Government (Meeting Procedures) Regulations 2025;
  - h) is, in the reasonable opinion of the Chairperson, proffered to advance a particular point of view rather than to make a genuine enquiry;
  - i) is vague in nature or irrelevant to Council;
  - j) is not related to Council activities; or
  - k) is a question that has been substantively asked at the previous Council Meeting.

## **5. At the Meeting**

- 5.1. Public question time will continue for no more than fifteen minutes.
- 5.2. At the Council Meeting, public question time will be held early on the Council Meeting Agenda. This is usually shortly after the meeting commences at 6.00pm
- 5.3. At the beginning of public question time, the Chairperson (usually the Mayor) will firstly refer to questions on notice. The Chairperson will ask each person who has a question on notice to come forward to the microphone and state their name and where they are from (suburb or town) before asking their question(s).
- 5.4. The Chairperson will then ask anyone else with a question without notice to come forward to the microphone and give their name and where they are from (suburb or town) before asking their question.
- 5.5. If called upon by the Chairperson, a person asking a question without notice may need to submit a written copy of their question to the Chairperson in order to clarify the content of the question.
- 5.6. A member of the public may ask a Council officer to read their question for them.
- 5.7. If accepted by the Chairperson, the question will be responded to, or, it may be taken on notice as a question on notice for the next Council meeting. Questions will usually be taken on notice in cases where the questions raised at the meeting require further research or clarification.
- 5.8. The Chairperson may direct a Councillor or Council officer to provide a response.
- 5.9. All questions and answers must be kept as brief as possible.
- 5.10. There will be no debate on any questions or answers.
- 5.11. In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.
- 5.12. Questions on notice and their responses will be minuted.
- 5.13. Once the allocated time period of fifteen minutes has ended, the Chairperson will declare public question time ended. At this time, any person who has not had the opportunity to put forward a question will be invited to submit their question in writing for the next meeting.

## **Notes**

- 1.** Council officers may be called upon to provide assistance to those wishing to register a question, particularly those with a disability or from non-English speaking cultures, by typing their questions.
- 2.** The Chairperson may allocate a maximum time for each question, depending on the complexity of the issue, and on how many questions are asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.
- 3.** Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to local government, and any statements or discussion in the Council Chamber or any document produced are subject to the laws of defamation.

## **9. PART 9 - DEPUTATIONS**

### **Deputations (Council Policy)**

1. In accordance with the provisions of Regulation 46 of the Local Government (Meeting Procedures) Regulations 2025, the following policy, guidelines and conditions apply for the attendance of deputations at Council Meetings.
2. As a standing practice the Council provides an opportunity for members of the public to request the opportunity to make a statement at Council meetings.
3. Members of the public are, at the invitation of the Chairperson of the meeting, permitted to make a statement at any ordinary meeting of Council provided the statement does not relate to a topic which is the subject of a motion of revocation which is to be discussed at the meeting which they address.
4. A maximum of fifteen minutes is to be set aside for public participation at ordinary Council Meetings.
5. Not more than five members of the public are to be permitted to address the Council at any one meeting.
6. The duration of any statement is not to exceed three minutes.
7. Any member of the public wishing to make a statement shall indicate his/her desire and subject matter, in writing, to the General Manager by lunch-time (12 noon) on the Friday preceding the meeting.
8. The subject of any statement can relate to a matter currently before, or at some future stage to come before the Council, or any other matter of general relevance to the interests of the City.

### **Notes**

1. The speaker is required to follow the direction of the Chairperson in relation to how and when they may make the statement.
2. When the speaker has been invited forward by the Chairperson they are to introduce themselves to the meeting, stating where they are from (town or suburb) before commencing their statement.
3. The speaker is reminded that Council Meetings are open forums and unlike State and Commonwealth parliaments these meetings do not have protection from parliamentary privilege. This means any statement made will need to take into account the rights of other persons.
4. At the meeting the speaker is fully responsible to ensure that the statement is accurate and that the statement is not defamatory, does not disclose any confidential information or personal information and does not disclose any commercial-in- confidence information.
5. Should the statement be defamatory or disclose confidential information or personal information, or disclose commercial-in-confidence information then the speaker agrees that they will be fully responsible for any issues which follow from the statement.

### **Other Deputations (*Council Policy*)**

1. A formal deputation may be received by Council or any committee of the Council upon invitation of the Chairperson. The procedures and conditions in relation to formal deputation requests are as follows:
2. A written request may be submitted to the Chairperson:
  - a) from the persons who intend to comprise the deputation; and
  - b) setting out the recommendation, request, or other matter which, it seeks to be placed before the Council or committee.
3. The Chairperson is to decide whether or not the deputation requested will be invited.
4. If the Chairperson decides that a deputation will be invited, the Chairperson is to indicate to the General Manager the meeting at which the deputation will be received.
5. The Chairperson is to allow deputations as requested by Council.
6. The General Manager, upon being informed of the matters referred to above is to:
  - a) include in the notice of meeting advice of the proposed deputation and its purpose; and
  - b) notify the persons that the request has been granted, and the meeting at which the deputation will be received.
7. A recommendation, request or other matter placed before a Closed Meeting of the Council or committee, is not to be considered until the deputation has withdrawn from the meeting unless the Chairperson has invited them to remain in the meeting room.
8. A deputation is:
  - a) not to exceed three persons; and
  - b) not to address the meeting for a period longer than fifteen minutes.

## 10. PART 10 – RECORDING OF PROCEEDINGS

### Recording of Proceedings (*Council Policy*)

The following record of proceedings will apply to Council meetings in addition to the procedures outlined in the Local Government (Meeting Procedures) Regulations 2025.

#### 1. Lapse of Motion

A motion lapses if it is not seconded and is not to be recorded in the minutes of the meeting.

#### 2. Words may be Taken Down

A Councillor may request the General Manager to record in the minutes of the meeting any words spoken by another Councillor when addressing the Chairperson, unless, in the opinion of the Chairperson, the request is made vexatiously or with the sole intention of hindering the meeting.

#### 3. Abstaining from Vote

3.1 A Councillor who fails to vote in the manner applicable in the circumstances is taken to have abstained from the vote.

3.2 A Councillor not in his or her seat or at the meeting table, unless absent from the room or from the meeting, when a motion is put, is taken to have abstained from the vote.

3.3 Immediately after a motion has been put and before the meeting has proceeded to the next item of business, a Councillor may request that his or her abstaining vote be recorded, and upon such a request the General Manager is to record the name and details of his or her abstaining vote in the minutes of the meeting.

### Audio recording of meetings (*Regulation 43 – Part 2, Division 5*)

#### 1. In this regulation -

*audio recording*, of a meeting, includes part of an audio recording of the meeting.

#### 2. A council is to make, as a minimum, an audio recording of a meeting.

#### 3. For the purposes of subregulation (2), a council that makes an audio-visual recording of a meeting is taken to have made an audio recording of that meeting.

#### 4. The audio recording of a meeting is to be retained by the council for a period of at least 2 years, commencing on the day after the day of the meeting.

5. The audio recording of a meeting, that is not a closed meeting -
  - a) is to be, subject to subregulation (8), made available on the council's website-
    - i. within 5 business days after the day of the meeting; and
    - ii. for a continuous period of not less than 12 months from the day of the meeting; and
  - b) may be an edited, in full or in part, audio recording of the meeting.
  
6. If an audio recording of a meeting is edited under subregulation (5)(b), the audio recording must include a statement, in any form, at the commencement of the recording, to the effect that-
  - a) the recording of the meeting has been edited; and
  - b) the reason for that edit.
  
7. 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 is noticed, the council, at the next appropriate meeting, is to review the audio recording and either -
  - a) confirm that the minutes are a true record; or
  - b) amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.
  
8. The general manager of a council may, in relation to the audio recording of a meeting, edit the audio recording if the manager is reasonably satisfied that the audio recording -
  - a) would, or is likely to, place the safety of a person at risk if the recording is published; or
  - b) is, or is likely to be, defamatory; or
  - c) contains, or is likely to contain, offensive language; or
  - d) is, or is likely to be, unlawful.
  
9. A council may determine any other procedures relating to the audio recording of meetings that it considers appropriate.
  
10. For the avoidance of doubt, a recording made in accordance with this regulation is a State record within the meaning of the *Archives Act 1983*.

### **Audio visual recording of meetings – Council Policy**

1. In order to meet the requirements and obligation of the Personal Information Protection Act 2004 and Council's Privacy Policy, advice will be provided to members of the public attending open Council meetings that an audio visual recording of the meeting will be made.
  
2. The advice will be displayed in the following manner:
  - a) on the notice of agenda for meetings of Council and as advertised in The Mercury public notices;
  - b) on the door of the Council Chambers before members of the public are admitted to the Chambers;
  - c) on the "Public Participation – Deputations" form;
  - d) incorporation in the advices regarding public attendance and engagement at Council meetings (eg Public question time deputations, petitions etc.); and
  - e) advice of the recording of the meeting will be communicated verbally by the Chairperson at the commencement of each meeting.

3. The advice will state the purpose of audio visual recording of the meeting and that the recording may be made available to the public.
4. In the publication of any recording Council will have regard for its obligations to protect personal information and the individual's right to personal privacy under the *Personal Information Protection Act 2004* and Council's Privacy Policy.
5. Audio visual recordings are to be securely stored in Council's records and will only be accessible to officers or agents of the Council authorised by the general manager; except as otherwise provided for under the Regulations or these Consolidated Meeting Procedures.

## 11. PART 11 - MINUTES

### Minutes – (*Regulation 39 – Part 2, Division 5*)

1. Subject to regulation 40(1), the general manager is to ensure that the minutes of a meeting accurately record, as a minimum, the following matters as relevant to that meeting:
  - a) each matter discussed at the meeting;
  - b) each decision made at the meeting;
  - c) if the Act or any regulations made under the Act require the making of a decision by absolute majority, that the decision was by absolute majority;
  - d) a summary of each address, statement or report made or provided on an invitation under regulation 46;
  - e) each motion moved during the meeting;
  - f) if a declaration of an interest in a matter of a councillor is made, the following information is to be recorded:
    - i. the name of the councillor to whom the declaration relates;
    - ii. the interest as described by the councillor's declaration;
    - iii. if the councillor left the meeting, the period in which the councillor was not present during the meeting;
  - g) if a question is asked by a councillor -
    - i. each question on notice asked that was not refused and the answer given to that question; and
    - ii. each question without notice that was not refused and the answer given or a summary of the answer given to that question;
  - h) if a question is asked by a councillor on notice, or without notice, and is refused, only the following information is to be recorded:
    - i. that acceptance of a question was refused;
    - ii. the reason given under these regulations for that refusal;
    - iii. the name of the councillor who asked the refused question;
    - iv. the meeting date on which the refused question was asked;
  - i) if a question is asked by a member of the public-
    - i. each public question on notice asked that was not refused and the answer given to that question; and
    - ii. each public question without notice asked that was not refused and the answer given or a summary of the answer given to that question;
  - j) if a question is asked by a member of the public and is refused, only the following information is to be recorded:
    - i. that acceptance of a public question on notice, or public question without notice, was refused;
    - ii. the reason given under these regulations for that refusal;
    - iii. the name of the person who asked the refused question;
    - iv. the meeting date on which the question was asked;
  - k) each absence of any councillor during the meeting, including the times of leaving and returning to the meeting.
2. The general manager is to ensure that-
  - a) copies of the minutes of meetings are kept as records of the council; and
  - b) those copies are available to councillors.

3. For the avoidance of doubt, the minutes of a meeting are the true record of that meeting.

### **Minutes of closed meeting (*Regulation 40 – Part 2, Division 5*)**

1. If at a meeting it is decided to hold a part of the meeting as a closed meeting –
  - a) in accordance with regulation 17(6), the grounds for the closure are to be recorded in the minutes of that part of the meeting that is open to the public; and
  - b) in relation to a matter discussed at the closed meeting –
    - i. the fact that the matter was discussed at the closed meeting;
    - ii. a brief description of the matter so discussed –  
are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be so recorded in a manner that does not disclose any confidential information and protects confidentiality; and
  - c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.
2. The general manager is to record in the minutes of a closed meeting any matter of a kind listed in regulation 39(1) that relates to the closed meeting.
3. The minutes of a closed meeting are to be kept confidential unless the council, or the council committee, after considering privacy and confidentiality issues, authorises the release to the public of the minutes.
4. If the general manager is excluded from a closed meeting, the chairperson of the meeting is to direct a person to record the minutes of the meeting.
5. A copy of the minutes of a closed meeting is to be provided to each councillor by the general manager or, if the general manager is excluded from the meeting, the person who recorded the minutes.
6. At the next closed meeting, the minutes of a closed meeting, after any necessary correction, are to be confirmed as the true record by the council or council committee and signed by the chairperson of the closed meeting.

### **Circulation and inspection of minutes (*Regulation 41 – Part 2, Division 5*)**

1. The minutes of a meeting, other than a closed meeting –
  - a) as soon as practicable but at least at the next ordinary council meeting, or next council committee meeting, that is open to the public, are to be circulated to all councillors; and
  - b) at that next ordinary council meeting or next council committee meeting, after any necessary correction, are to be confirmed as the true record by the council or the council committee and signed by the chairperson of the meeting.
  
2. The general manager is to ensure that the minutes, and copies of any extract from the minutes, as confirmed under subregulation (1)(b), of a meeting that was open to the public are available to the public –
  - a) on the council's website for inspection; and
  - b) at the public office of the council for inspection, free of charge, and for purchase by payment of the fee specified in regulation 4 – within 7 days after the minutes are so confirmed.
  
3. The general manager may withhold from purchase any extract from the minutes of a meeting–
  - a) for which the council does not own the intellectual property; or
  - b) which contains information provided to the council on the condition that it be not made available to members of the public.
  
4. The period of 7 days referred to in subregulation (2) does not include Saturdays, Sundays and statutory holidays.

### **Confirming minutes (*Regulation 42 – Part 2, Division 5*)**

In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.

### **Confirmation of Minutes (*Council Policy*)**

1. The Council or Council committee is to ensure that the minutes of any previous ordinary or special meeting not then confirmed are to be submitted for confirmation.
  
2. Council may resolve to amend the minutes of a meeting prior to confirmation.
  
3. In accordance with Regulation 42 of the Local Government (Meeting Procedures) Regulations 2025, debate of any matter referred to in minutes submitted for confirmation is not permissible except to question the accuracy of the minutes as a record of the meeting to which they relate.

## **12. PART 12 – GENERAL PROVISIONS**

### **Other procedures (*Regulation 37 – Part 3*)**

A council may determine any other procedures relating to meetings it considers appropriate.

### **Requirement to attend meetings in-person (*Regulation 45 – Part 3*)**

A councillor is required to attend a meeting in-person.

### **Invitations to address meeting (*Regulation 46 – Part 3*)**

1. The chairperson of a meeting, including a closed meeting, may invite a person -
  - a) to address the meeting; and
  - b) to make statements or deliver reports to the meeting.
2. An invitation under subregulation (1) may be subject-
  - a) in the case of a council meeting, to any condition that the council may impose; or
  - b) in the case of a council committee meeting, to any condition that the council, or the council committee, may impose.

### **Leave of absence (*Regulation 47 – Part 3*)**

1. If a councillor wishes to take a leave of absence, other than for parental leave under regulation 48, in respect of one or more meetings, the councillor, or the chairperson on behalf of the councillor, may request that leave of absence.
2. At a meeting –
  - a) the council may grant a request for a leave of absence under subregulation (1) for leave of absence from one or more of its meetings or one or more council committee meetings, or both; and
  - b) a council committee may grant a request for a leave of absence under subregulation (1) for leave of absence from one or more of its meetings.
3. Leave of absence may not be granted retrospectively.
4. The purpose for which a councillor is granted leave of absence and the period involved are to be recorded in the minutes.
5. Leave of absence granted under this regulation must not be taken concurrently with leave of absence for parental leave under regulation 48.



### **Parental Leave (*Regulation 48 – Part 3*)**

1. A councillor is entitled to leave of absence for parental leave from one or more meetings for a period not exceeding 3 consecutive months, beginning on the day on which the councillor -
  - a) becomes a parent due to the birth of a child; or
  - b) either alone or with another person, adopts, becomes the guardian or foster parent of, a child under the age of 16.
2. A councillor who intends to take leave of absence for parental leave is to -
  - a) give written notice of that intention to the general manager before commencing the leave of absence; and
  - b) include with that written notice information supporting the councillor's intention.
3. The purpose for which the councillor gives written notice of leave of absence for parental leave and the period involved are to be recorded in the minutes.
4. Leave of absence for parental leave must not be taken concurrently with leave of absence granted under regulation 47.

### **Offences (*Regulation 41 – Part 3*)**

1. A member of the public must not hinder or disrupt a meeting.  
Penalty:  
Fine not exceeding 10 penalty units.
2. A member of the public must leave a closed meeting unless invited to remain.  
Penalty:  
Fine not exceeding 10 penalty units.
3. If a member of the public –
  - a) hinders or disrupts a meeting; or
  - b) tries to hinder or disrupt a meeting; or
  - c) fails or refuses to leave a closed meeting –the chairperson may take reasonable steps to remove the person from the meeting or closed meeting, including requesting the assistance of a police officer in removing the person.

**Powers and functions of commissioner under section 232 of the Act  
(Regulation 51)**

1. In this regulation -  
  
*meeting procedures* means the meeting procedures under these regulations.
2. Pursuant to section 232 of the Act, a commissioner may conduct meetings of a council in accordance with the meeting procedures.
3. Despite subregulation (2), a commissioner may vary the meeting procedures, in relation to a council, if the commissioner considers it necessary in the circumstances.
4. If a commissioner varies the meeting procedures in relation to a council under subregulation (3), the commissioner must—
  - a) table a copy of the variation to the meeting procedures; and
  - b) conduct meetings in accordance with the tabled meeting procedures; and
  - c) ensure that a copy of the variation is available during business hours for public scrutiny—
    - i. at the public office of the council; and
    - ii. at council meetings.
5. The commissioner is to ensure that a copy of the varied meeting procedures are available during business hours for public scrutiny at the public office and at any council meeting.

**Representatives of the Council (Council Policy)**

1. The Mayor is to represent the council on regional organisations and at intergovernmental forums at regional, state and federal levels.
2. With the exception of appointments made by the Council under any other Act, all representative appointments of the Council on boards, authorities, special committees, community committees and outside bodies expire at the first Council Meeting following every ordinary Council election.
3. At the first Council Meeting following every ordinary Council election the Council is to elect its representatives, to fill the expired terms referred to in “2” above.
4. Where there are two or more positions to be filled to represent Council on a particular body, then each position is to be dealt with as a separate election in accordance with the following election process.
5. The election process for filling of the expired terms is to be in accordance with the following procedures:

- a) nominations put before the meeting do not require a seconder, however, the nomination must be accepted by the nominee;
- b) in the event that there are two or more nominations received, the nominee members must leave the meeting room whilst the election takes place;
- c) if there are more than two candidates for an appointment then the election is to be conducted in the following manner:
  - i. the vote is to be taken in stages;
  - ii. the candidate having the least number of votes is to be eliminated from the ballot and excluded from the next stage of the ballot;
  - iii. the candidate member who has been excluded from the ballot is entitled to return to the meeting room and thereafter is entitled to take part in the voting for the remaining candidates;
  - iv. this procedure is to be followed until the number of candidates has been reduced to two;
- d) if there is a tie in the number of votes cast for two or more nominee members, the nominee eliminated or the successful nominee, whichever the case may require, is to be determined by lot.

**6.** In the event that there is a casual vacancy for a representative appointment made by Council then the Council is to elect a replacement appointee to fill the vacancy at the earliest available meeting of the Council in accordance with the above election process.

**8.4.2 PURCHASE OF 30 GORDONS HILL ROAD, ROSNY PARK****EXECUTIVE SUMMARY****PURPOSE**

The purpose of this report is to note Council's recent purchase of 30 Gordons Hill Road, Rosny Park, including the cost of purchase.

**RELATION TO EXISTING POLICY/PLANS**

The Strategic Plan 2021-2031 and the final draft City Heart Plan are relevant.

**LEGISLATIVE REQUIREMENTS**

The Local Government Act 1993 (Tas.) is relevant. Section 175 provides a Council may purchase land for any purpose which it considers to be of benefit to the Council or the community.

**CONSULTATION**

Nil.

**FINANCIAL IMPLICATIONS**

At its meeting of 7 April 2025, Council resolved to amend the current operating plan to purchase the property. The full cost to purchase the property (including purchase price, and associated costs) will need to be funded from cash holdings and borrowings. While the purchase has been fully funded through cash holdings at this time, Council may consider external loan funding at a later time should it need to improve its cash position.

**RECOMMENDATION:**

That Council notes its recent purchase of the property at 30 Gordons Hill Road, Rosny Park for \$23.5 million plus stamp duty and transfer fee, which has been estimated at \$1,052,930.

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**ASSOCIATED REPORT****1. BACKGROUND**

- 1.1.** At its meeting of 7 April 2025, Council resolved to enter into a sale agreement to purchase the premises at 30 Gordons Hill Road, Rosny Park.
- 1.2.** The property settled on 23 June 2025 and the purchase has been reported in Council's Annual Plan 2025/2026.
- 1.3.** At the date of writing this agenda, the final purchase costs are an estimate. When the final purchase costs are determined, this will be advised.

**2. REPORT IN DETAIL**

- 2.1.** At its meeting of 7 April 2025, Council resolved to purchase the property at 30 Gordons Hill Road, Rosny Park. The decision followed a significant amount of work investigating Council's current office and chambers building and the need to either modify its existing building or to find alternative premises to accommodate Council's workforce and to meet the community's needs and expectations in providing functional civic spaces.
- 2.2.** Council's office and chambers building was built on its current site at 38 Bligh Street, Rosny Park in 1973. The chambers building consists of two distinct sections: administration and civic chambers, interconnected by an entry foyer accessed from a small forecourt facing the civic lawns. The administration portion spans above ground over two levels. The council chambers section is housed in a vertically ribbed concrete masonry structure set into the ground floor.
- 2.3.** Council's office and chambers building lacks a larger town hall or civic space for public meetings, events, or gatherings, constraining the engagement opportunities for the Clarence community with their Council. The Chambers lack modern technology, is not DDA compliant, cannot accommodate the required Executive Leadership Team staff and can only accommodate 23 members of the public in the gallery.
- 2.4.** In December 2024, council officers were made aware that the owners of 30 Gordons Hill Road, Rosny Park were interested in selling the property. The site known as 30 Gordons Hill Road, Rosny Park (the Premises) was built in 1983 and is located on 1.3333ha with net lettable area of 5281m<sup>2</sup>. The Premises were designed by Blythe Yeung Associated (Architects and Engineers) and have a distinctive design and layout made up of interconnected modules or Tetris-like wings which support individual sections of pyramid styled roofs.
- 2.5.** The building consists of two storeys fitted with a lift, office accommodation, storage, three courtyards and open and covered car parking areas. For the last 15 years the Premises have been occupied by various Departments of the Crown with its lease due to expire in January 2027. The lessee pays monthly rent and is responsible for all outgoings except for capital maintenance.

- 2.6.** The Premises are ideally located within the Rosny CBD and are located alongside Service Tasmania, Homes Tasmania and Libraries Tasmania which would create a “government hub”. The Premises are recognised in the draft City Heart Plan as part of the Civic, Community and Employment Precinct area. From a land use perspective, it is critical to Rosny Park to maintain a civic area for local and state government services and opportunities for civic functions.
- 2.7.** The Premises are already fitted out for office accommodation and would need little immediate work to accommodate council staff. Council would need to consider its future use and layout; however, this could be done in stages. The Premises can accommodate all of Council’s requirements with room to expand over time or to sub-let to other like entities. This would also enable Council to cease the two current leases it holds in Rosny Park when those leases expire.
- 2.8.** There are significant advantages in Council acquiring the Premises including:
- increased floor area;
  - increased parking spaces;
  - ending sunk costs associated with other leaseholds;
  - bring all Council administrative workgroups back under one roof;
  - unlikely there will be another opportunity to purchase a building in the CBD that can house all staff and address current and future needs;
  - opportunity to generate income through lease and/or co-locate for other uses;
  - opportunity to include community use spaces either within the Premises and/or the existing council building
- 2.9.** The property settled on 23 June 2025 and transferred into Council ownership. The purchase price was \$23.5 million, and stamp duty has been estimated at \$1,052,930.00.

### **3. CONSULTATION**

#### **3.1. Community Consultation Undertaken**

Nil.

**3.2. State/Local Government Protocol**

Nil.

**3.3. Other**

Nil.

**3.4. Further Community Consultation**

Nil.

**4. STRATEGIC PLAN/POLICY IMPLICATIONS**

The purchase of the Premises aligns with the final draft City Heart Plan as it relates to the Civic, Community and Employment.

**5. EXTERNAL IMPACTS**

Nil.

**6. RISK AND LEGAL IMPLICATIONS**

Section 175 of the LGA provides that a Council may purchase or lease land for any purpose which it considers to be of benefit to the Council or the community.

**7. FINANCIAL IMPLICATIONS**

Nil.

**8. ANY OTHER UNIQUE ISSUES**

Nil.

**9. CONCLUSION**

The purchase of 30 Gordons Hill Road, Rosny Park presented a strategic acquisition opportunity for Council, consistent with the final draft City Heart Plan. Following settlement of the property, it is appropriate to note the total purchase costs which include purchase price of \$23.5 million and estimated stamp duty of \$1,052,930.00.

Attachments: Nil

Ian Nelson  
**CHIEF EXECUTIVE OFFICER**

**9. MOTIONS ON NOTICE****9.1 NOTICE OF MOTION – COUNCILLOR GOYNE  
REMOVAL OF SIGNS TANGARA TRAIL**

In accordance with Notice given, Councillor Goyne intends to move the following Motion:

“That Council authorise the removal of all ‘No Dogs’ signage on the Racecourse Flats section of the Tangara Trail in Lauderdale, with replacement ‘Dogs on Lead, On Track’ signs installed, pending outcome of the upcoming Dog Management Policy review.”

**EXPLANATORY NOTES**

Recent installation of “No Dogs” signage at entrances to the Racecourse Flats Reserve, indicates that dogs are prohibited on the trail. This prohibition is based on the area being part of the Racecourse Flats Reserve, which was included in the Dog Management Policy, approved by Council in 2021. However, it is noteworthy that the area was not signed sufficiently in 2021 to alert trail users of the dog prohibition.

The Tangara trail is generally understood to be distinct from the Racecourse Flats Reserve, with a clearly established fence line demarcating the two areas. Furthermore, the trail is identified on Google Maps as the Tangara trail and in Council's own Tangara trail brochure as part of the trail network. Council's Dog Management Policy 2021 states that the Tangara Trails are covered under the category of Public Areas not Declared in this Schedule, where dogs may be taken off-lead but must remain under effective control.

The Tangara Recreational Trails Inc. also interprets the policy as permitting dogs on the trail and all sections of the trail network allow access to dogs in some capacity.

In light of this information, I respectfully request that the “NO DOGS” signage be removed by Council until a decision is reached at the conclusion of the upcoming Dog Management Policy review, and that dogs be allowed on leash on the trail through this area to ensure safe passage for all users while respecting the sensitivity of the area's flora and fauna.

E Goyne  
**COUNCILLOR**

/ contd on Page 451

**CHIEF EXECUTIVE OFFICER'S COMMENT**

Council's Dog Management Policy 2021 contains requirements in respect to Bushland Reserves and the Tangara Trail.

The Racecourse Flats area is subject to the Lauderdale Saltmarsh Reserve Activity Plan 2020 – 2030 (LSRAP). The area has several threatened flora and fauna species that are identified as being highly susceptible to the presence of dogs. During the development of the LSRAP, expert advice and community feedback were obtained, each indicating that an off-leash dog presence was undesirable in this sensitive ecosystem.

The Dog Management Policy lists Racecourse Flats Reserve as a Prohibited Area. However, the "Shared Tracks and Trails" section of the Policy states "Tracks cutting through bushland reserves will carry the same dog exercise regulations as the reserve in which they are located. In bushland reserves, dogs are encouraged to remain on formed tracks." There is a degree of conflict between the application of these provisions which requires clarification.

While Council's Dog Management Policy is scheduled for its next review in 2026, it is appropriate for Council to consider clarifying the intent and application of the Policy via this Notice of Motion - to designate the Racecourse Flats section of Tangara Trail as a "dogs on lead, on track" area with all other areas of the reserve remaining prohibited. This clarification would be subject to further review as a part of the broader Dog Management Policy review scheduled to commence later this year.

**9.2 NOTICE OF MOTION – COUNCILLOR CHONG  
LIFT THE TONE CAMPAIGN**

In accordance with Notice given, Councillor Chong intends to move the following Motion:

“That Council:

1. Provides its support for the LGAT ‘Lift the Tone’ campaign.
2. Pledges its support for the Local Government Association of Tasmania’s Lift the Tone campaign by committing to:
  - a. Promoting civility in public debate
  - b. Refraining from abusive language and behaviour online or in person
  - c. Encouraging others to engage respectfully.
3. Resolves to continue to challenge the normalisation of abuse against elected members and officers and uphold exemplary standards of public and political debate in all it does.”

**EXPLANATORY NOTES**

In July 2024, Council passed a Notice of Motion by Councillor Kennedy, prompting a community awareness campaign. This motion authorised the Chief Executive Officer to develop and deliver a community awareness campaign, aimed at addressing poor behaviour and conduct towards both councillors and council staff. It worked towards highlighting the impacts this behaviour has on mental health and psychological safety in the workplace, while also encouraging people to report such inappropriate behaviour as soon as possible after it occurs, in order that it be dealt with in a timely way.

This culminated over several months, coming to fruition in a Kindness Campaign, which Councillor Kennedy launched through legacy media, and is now active on Council’s digital platforms, promoting kindness and compassion for all in our community, and encouraging those who interact to acknowledge “*Council*” isn’t just a building or a logo. We’re your neighbours. We’re your friend from the dog park, the parent you chat to at your kids’ football game, or the person you walk past on the beach each day.

Cr Kennedy’s motion also authorised the CEO to:

“coordinate any campaign with LGAT and other councils across the state, to ensure consistency and collaboration across the sector.”

Council has now implemented a “*Managing Unreasonable Customer Contact*” policy in response to the increasing abuse directed towards elected representatives and council staff. Unfortunately, poor behaviour, particularly on social media, has continued unabated.

Our council and many others are experiencing increasing levels of toxicity in public and political discourse. While ensuring that everyone has a voice, including engaging in debate, is a vital part of democracy, when comments and actions shift from honest and respectful to abusive, they become harmful.

This intimidation of councillors, in person or otherwise, undermines democracy; preventing elected members from representing the communities they serve and deterring individuals from standing for election.

In late 2024, the Local Government Association of Tasmania (LGAT) conducted a survey of elected representatives to seek a better understanding of their experiences of bullying, harassment and intimidation.

The survey found that 78% of Respondents had experienced abuse or intimidation from members of the community during the last two years. It was identified that the most common place for this to occur was social media (47%), followed by verbally in public (37%).

LGAT has now developed the Lift the Tone campaign, which aims to raise public awareness of this issue and reduce harassment and abuse directed towards elected representatives and council staff by encouraging constructive and solution-oriented public debate. The Lift the Tone campaign aligns well with Council’s kindness campaign and should be supported by this council and others in the sector.

H Chong  
**COUNCILLOR**

**CHIEF EXECUTIVE OFFICER COMMENTS**

A matter for Council.

## 10. COUNCILLORS' QUESTION TIME

A Councillor may ask a question with or without notice at Council Meetings. No debate is permitted on any questions or answers.

### 10.1 QUESTIONS ON NOTICE

(Seven days before an ordinary Meeting, a Councillor may give written notice to the Chief Executive Officer of a question in respect of which the Councillor seeks an answer at the meeting).

Nil.

### 10.2 ANSWERS TO QUESTIONS ON NOTICE

Nil.

### 10.3 ANSWERS TO QUESTIONS WITHOUT NOTICE – PREVIOUS COUNCIL MEETING

Cr Warren

A number of years ago we had an aspirational turnaround for elected member requests of ten days, now, it is nowhere near that now. Can I have some indication of what would be a reasonable turn around for an elected member request?

#### ANSWER

(Chief Executive Officer) Nothing has changed from our point of view; it is still a ten working day turnaround. As you would be aware we provide councillors with updates on a weekly basis usually on a Friday which catalogue outstanding requests and provide a brief update in order to allow you to interrogate that and raise any issues. Some of those requests do take longer than ten days and that is flagged within that report each week. If there are issues, I would encourage you to raise those with me and I will deal with them.

(Further information) Following further discussion on this question, it is clear that the 10-day response time cannot be met in all cases. For example, when a question must be referred to an internal working group or where investigation is required. To address this, the weekly update on Elected Member Requests progress report to councillors will be updated to include an estimated time for response, if likely to be beyond 10 working days. Consistent with past practice, councillors are encouraged to raise any concerns regarding response time directly with the CEO.

Cr Goyne

1. On 17 July 2023 we received a Weekly Briefing Report that there would be a temporary closure of the access to the beach near Eumatalla Street and on 25 March, Aragoon Street followed suit with the adventurous stealing of some rolling equipment. Could we have an update on when we are expecting those stairs to be replaced?

**ANSWER**

(Head of Infrastructure and Natural Assets) I understand that the estimated construction is within two to three weeks as we are waiting for specialised timber material to arrive.

(Further information) Off-site fabrication of the steps is underway. The on-site construction involves heavy plant and is dependent on tidal and weather conditions. Should conditions be favourable, the stairs are expected to be completed by the end of July 2025.

2. As a member of the Tangara Recreational Trails committee, the other members have expressed concern that on the new Council website it is no longer easy to find the Tangara Recreational Trails website and some of the brochure information is now outdated. Is it possible to liaise with them to update and reconfigure that part of our website?

**ANSWER**

(Head of Strategic Development, Communications and Engagement) If you would like to pass on the details we will look into it.

**Cr Walker**

1. I notice that since our last meeting an election has been called and I reflect back to the previous election where the Executive Leadership Team put together a priority list of aspirations Council would like to see occur. Is this going to be happening again, and given the climate we are in, is there potential within that to have another list of aspirational reforms or changes you would like to see within the local government sphere that might not necessarily be a bolus of cash but productivity or efficiency enhancing reform?

**ANSWER**

(Mayor) The short answer is absolutely. We have as you know the Prospectus from both the Federal but also the not-too-distant 2024 State election. We also have our priorities from our Annual Plan, we will be updating those once we know who the candidates are. Clearly the two major parties have not yet endorsed their candidates, I think something is happening tomorrow night but once the candidates are announced we will be approaching them.

**Question contd**

Just for clarification, the prospectus in the past have always been those projects that we are seeking funding for but again, the concept of doing that which every Council will be doing but alongside that potentially putting in reform requests as well or productivity or efficiency enhancing requests because they might be things that might have a better chance of getting through if funding doesn't.

(Mayor) The CEO and I had a very productive meeting with the Minister for Infrastructure and Local Government earlier today obviously they are in caretaker mode at the moment. I am happy to discuss with you what suggestions you might have but what has been problematic in previous elections of course is candidates run around and promise money to certain sporting groups and then Council is left having to manage those projects and that is not always the best outcome for all parties involved. I certainly take your suggestion with regard to productivity dividends and efficiencies are something that we all should be moving towards.

(Further information) Council has its Strategic Priorities 2025 document, which outlines priority projects it is seeking funding for this year. Along with this, council officers are collating a list of grassroots projects around the city to discuss with candidates for the upcoming state election, these span from around \$10K to \$250K, this was the same tandem approach taken at the last state election and was quite successful.

Cr James

1. We have just struck the rates for 2025 / 2026, so my question is will there be a transfer of some of the rate revenue to top up the cash reserves that we have drawn down from for the purchase of 30 Gordons Hill Road?

**ANSWER**

Response inaudible.

(Further information) No, there will not be. If at any stage the cash at bank balance needs to be increased, we will borrow money to fund the purchase of 30 Gordons Hill Road, in accordance with the Council decision in April 2025.

2. We note that there has been some drilling by a private contractor on the Chambroad site at Kangaroo Bay. Is that part of the project of major significance that the Minister has endorsed and hence there is preliminary drilling on the site as part of the approval for the project of major significance on the Chambroad development site?

**ANSWER**

(Mayor) As you know there was a report sent to all councillors informing them as to what that was involving.

(Chief Executive Officer) The advice in the memo as it stands is preliminary work as part of the early process to make an application for planning approval through the major projects process.

Cr Hulme

A while back and I think it may have been last year, possibly the year before, there was going to be a session organised with the Brain Injury Association of Tasmania talking about the National Assistance Card which is available nationally for people with brain injury but was on a limited trial in Tasmania for people with autism but has now been expanded nationally for that cohort of people. For some reason that session was postponed but I don't think it has been rescheduled could we progress that?

**ANSWER**

Taken on notice.

Our Access and Inclusion officer is investigating if sessions are available. A briefing memo will be provided when we have relevant details.

Cr Hunter

1. My question is in relation to the disc golf at Seven Mile Beach. My family recently discovered it after meeting with the President of Disc Golf Tasmania. I know it is only a trial but given the amount we have spent on it so far and have put in great signage, would it be possible to install a sign at the intersection of Surf Road and Leyden Avenue directing people to where to find it because it is quite tricky unless you know it is there?

**ANSWER**

Taken on notice.

The community will benefit from clear wayfinding signage for the Seven Mile Beach disc golf course. Council officers are exploring optimum locations to install signage, integrating with existing street signs to assist navigation to the course. The suggestion for the intersection of Surf Road and Leyden Avenue will be carefully considered as part of this assessment.

2. My question is regarding the citizenship ceremony on 19 June, and I have been made aware by someone who is receiving their citizenship that they could only have one attendee with them and later worked out when she enquired there are actually four ceremonies in a row. Can we have some clarification as to why that process is different to what I have experienced because it is unfortunate for someone to receive their citizenship under those circumstances?

**ANSWER**

(Chief Executive Officer) I will have to obtain some more information there must be some different arrangements in this case.

(Mayor) What we have done in the past, we do have some sessions in this Chamber, small ceremonies, otherwise we have a backlog of sixty to eighty applicants which is not fair to anyone. If we are in here, we are constrained for space if we are at Clarence on the Bay clearly there is opportunity there to have more space. I appreciate how important it is to everyone so they can call the CEO's office to clarify that.

Cr Mulder

Do we have any information or otherwise of the Rosny Hill hotel development or the Kangaroo Bay boulevard and at what stage do we say build it or go away?

**ANSWER**

(Chief Executive Officer) I appreciate that this question has come up several times we have been working through a process to understand contractually where we are at with both those projects, and it is not appropriate that I provide an answer in open council but I am happy to provide an update by confidential memo.

#### **10.4 QUESTIONS WITHOUT NOTICE**

A Councillor may ask a Question without Notice of the Chairman or another Councillor or the Chief Executive Officer. Note: the Chairman may refuse to accept a Question without Notice if it does not relate to the activities of the Council. A person who is asked a Question without Notice may decline to answer the question.

Questions without notice and their answers will be recorded in the following Agenda.

The Chairman may refuse to accept a question if it does not relate to Council's activities.

The Chairman may require a question without notice to be put in writing. The Chairman, a Councillor or the Chief Executive Officer may decline to answer a question without notice.

**11. CLOSED MEETING**

Regulation 15 of the Local Government (Meetings Procedures) Regulations 2015 provides that Council may consider certain sensitive matters in Closed Meeting.

The following matters have been listed in the Closed Meeting section of the Council Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015.

- 11.1 APPLICATIONS FOR LEAVE OF ABSENCE
- 11.2 CONTRACT FOR SERVICES – STATUTORY VALUATION SERVICES
- 11.3 PERSONNEL MATTER

These reports have been listed in the Closed Meeting section of the Council agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulation 2015 as the detail covered in the report relates to:

- personnel matters;
- contracts and tenders for the supply of goods and services; and
- applications by Councillors for a Leave of Absence;

**Note: The decision to move into Closed Meeting requires an absolute majority of Council.**

**The content of reports and details of the Council decisions in respect to items listed in “Closed Meeting” are to be kept “confidential” and are not to be communicated, reproduced or published unless authorised by the Council.**

**PROCEDURAL MOTION**

“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 room”.