



## **AGENDA**

**Tuesday 16 September 2025**  
**Ordinary Council Meeting**

WEBSITE: [www.wtc.tas.gov.au](http://www.wtc.tas.gov.au)

## WEST TAMAR COUNCIL

PO Box 16  
RIVERSIDE TAS 7250

Council Chambers  
BEACONSFIELD TAS 7270

11 September 2025

**TO ALL COUNCILLORS**

Dear Councillor

I wish to advise that an Ordinary meeting of the West Tamar Council will be held at the Windsor Community Precinct, 1 Windsor Drive, Riverside on Tuesday 16 September 2025 at 1:30 pm.



Kristen Desmond  
Chief Executive Officer

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## ACKNOWLEDGEMENT OF COUNTRY

We start today's meeting by acknowledging and paying respects to the Ieterremairrener and pangerninghe Aboriginal people, the Traditional Custodians of the land on which we are gathered today.

Council pays its respects to their Elders past and present and acknowledges all Aboriginal and Torres Strait Islanders here today.

## PUBLIC ATTENDANCE

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Public attendees are requested to register their attendance prior to entering the meeting.

## AUDIO RECORDINGS OF COUNCIL MEETINGS

Council reminds attendees that this meeting will be audio recorded as provided for by Regulation 43 of the *Local Government (Meeting Procedures) Regulations 2025*.

Council also resolved in June 2025 to adopt a new Audio Recording and Minutes Policy which sets out Council's policy in relation to the recording of Council meetings.

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Any Recordings that have been edited to remove any part of the meeting in line with the above reasons will include a statement at the commencement of the recording to the effect that the recording of the meeting has been edited and the reason for that edit.

# **1 PRESENT**

## **1.1 Present**

## **1.2 In Attendance**

## **1.3 Apologies and Leave of Absence**

## 2 CONFIRMATION OF MINUTES

### 2.1 Confirmation of Minutes of Meeting held 19 August 2025

**ATTACHMENTS:** 1. [2.1.1] 2025-08 Ordinary Council Meeting Minutes - Unconfirmed

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#### RECOMMENDATION

That the Minutes of Council's Ordinary Meeting held on 19 August 2025 numbered 25/88 to 25/107 as provided to Councillors be received and confirmed as a true record of proceedings.

#### DECISION

Moved:

Seconded:

#### VOTING

For:

Against:



## MINUTES

# Tuesday 19 August 2025 Ordinary Council Meeting

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### ACKNOWLEDGEMENT OF COUNTRY

We start today's meeting by acknowledging and paying respects to the *leterremairrener* and *pangerninghe* Aboriginal people, the Traditional Custodians of the land on which we are gathered today.

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**ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025**

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Tuesday 19 August 2025**



**1 PRESENT**

**1.1 Present**

Mayor Cr Christina Holmdahl  
Cr Joy Allen  
Cr Lynden Ferguson  
Cr Richard Ireland  
Cr Caroline Lerner  
Cr Geoff Lyons  
Cr Josh Manticas  
Cr Rick Shegog  
Cr Julie Sladden

**1.2 In Attendance**

Chief Executive Officer	Kristen Desmond
Director Corporate & Community	David Gregory
Director Community Assets	Dino De Paoli
Director Planning & Development	Michelle Riley
Director People, Culture & Safety	Richard Heyward
Executive Assistant to the CEO	Eleanor Moore
Governance Officer	Tom Chalmers
Manager Communications & Engagement	Simon Tennant
Chief Financial Officer	Jason Barker
Team Leader - Planning	Krstyna Ennis

**1.3 Apologies and Leave of Absence**

Nil

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## 2 ELECTION OF DEPUTY MAYOR

### 2.1 Appointment of Councillor to preside at Meeting

**REPORT AUTHOR:** Chief Executive Officer - Kristen Desmond

**REPORT DATE:** 8 August 2025

**ATTACHMENTS:** Nil

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#### RECOMMENDATION

That Council appoints Mayor Cr Christina Holmdahl to preside at the meeting for the period of the ballot to elect a Deputy Mayor.

**Minute No. 25/88**

#### DECISION

Moved: Cr Manticas

Seconded: Cr Sladden

That Council appoints Mayor Cr Christina Holmdahl to preside at the meeting for the period of the ballot to elect a Deputy Mayor.

#### VOTING

For: Mayor Cr Holmdahl, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larner, Cr Lyons, Cr Manticas, Cr Shegog and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

## 2.2 Election of Deputy Mayor

### DECLARATION

That the result of the ballot for the office of Deputy Mayor is as follows:

Cr Joy Allen                      4 votes

Cr Rick Shegog                5 votes

**The new Deputy Mayor is declared to be Cr Rick Shegog.**

UNCONFIRMED

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### **3 CONFIRMATION OF MINUTES**

#### **3.1 Confirmation of Minutes of Meeting held 15 July 2025**

##### **RECOMMENDATION**

That the Minutes of Council's Ordinary Meeting held on 15 July 2025 numbered 25/80 to 25/87 as provided to Councillors be received and confirmed as a true record of proceedings.

##### **Minute No. 25/89**

##### **DECISION**

Moved: Cr Lyons

Seconded: Cr Ferguson

That the Minutes of Council's Ordinary Meeting held on 15 July 2025 numbered 25/80 to 25/87 as provided to Councillors be received and confirmed as a true record of proceedings.

##### **VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larner, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

#### 4 LATE ITEMS

Nil

UNCONFIRMED

## 5 DECLARATIONS OF INTEREST IN A MATTER OF A COUNCILLOR

Nil

UNCONFIRMED

## 6 PUBLIC QUESTION TIME

### 6.1 Public Question Time

Commenced at: 1.50 pm

Concluded at: 2.03 pm

#### Don Sutherland, Beauty Point (on behalf of Peter Hodges, Beauty Point)

**Statement:** In the recent Tasmanian Supreme Court decision of Lowe vs Beauty Point Tasmania Pty Ltd and Beauty Point Trading Pty Ltd, the judge quoted in detail the letter from Council to the Beauty Point Trading company of January the 15<sup>th</sup> this year that also included a notice of intention to issue an enforcement notice. In effect, the Council's letter and it's accompanying notice advised the company that it had committed an offence under the Land Use Act. Further, as noted specifically by the judge, the Council advice made it clear to the company that it did not intend to have anyone evicted from the site because of that breach. However, what has become clear, is that the company cannot replace any resident who leaves with a new resident, and that, in effect, current residents cannot now on sell their lease and property for the future.

**Question 1:** Given that, what specific steps has the Council taken, before and since January the 15<sup>th</sup> 2025 to explain that correspondence and the decision about it to the residents, and to ascertain from them the possible ramifications of it for residents and their families.

**Response:** *We'll take that question on notice Mr Sutherland and reply to it in the statutory time period.*

**Question 2:** During my residency at my permanent home in the Beauty Point Tourist Park, I sought the help of the Council to resolve a long standing problem, over six years, with the management regarding flooding arising from inadequate drainage at my site by letter on the 18<sup>th</sup> April 2023, and a meeting at the Council offices on May 5<sup>th</sup> 2023, with two senior staff members. Despite its acknowledged powers to issue compliance notices, and my engineer's advice provided to Council, why was the Council unwilling and/or unable to inspect the site and assess my concerns.

**Response:** *I'll take that question on notice as well, Mr Sutherland.*

**Question 3:** The Supreme Court decision in the Lowe case says that the relationship between the owners of the park and the residents is in the form of a lease. What implications does that lease arrangement have for the powers and policies of the Council to conduct inspections and assess concerns or matters of concern by residents, like flooding, pursuant to its powers and responsibilities under the land use and local government laws and its own vision statement?

**Response:** *And again, I take that question on notice. Thank you, Mr Sutherland.*

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**Geoff Dickinson, Beauty Point**

**Statement:** Congratulations to those who are not elevated to Deputy Mayor. As for the nominee, may the responsibilities of mixed agency sit squarely on your shoulders. You're now "Second Shebang Shegog". I have asked Council before, what kind of mugs are we? I address you today concerning Council's biggest asset, West Tamar Council's shareholding in TasWater. I urge Council to instigate an owner's revolt to proposed increases in TasWater's charges for the five years starting next year. I suggest this Council, as representatives of the water rate payers, to intervene and oppose rates increases predicted to be over 40% over the 2026 – 2030 forward period. Yes, I said 40%, unless Al is lying to me.

This year's increase of 3.5%, that's enough...Enough is enough!

**Response:** *Mr Dickinson, you've got 10 seconds left to make your point.*

*Cr Shegog moved an extension of time, seconded Cr Larnier*

**Response:** *I'll allow you another 60 seconds, Mr Dickinson.*

**Statement:** OK, well let's look at some general principles. Accountants, or worse, are there to compile costs and cook the books. Managers and engineers are there to manipulate and massage the minions. Directors are there to dine on the fare of their perceived and projected importance. The work output from the kitchens fed through various contractors, both prime and convenient. The cockroaches of the kitchens, the consultants, leave enough breeding patterns to ensure the cockroaches are never eliminated and are replaced with more expensive ones continually. TasWater for Tasmanians, not mainlanders or Texas big thinking.

**Question 1:** Are you going to do something?

**Response:** *Thank you very much, Mr Dickinson, as you know, every Council has a representative that represents its Council with TasWater and our representative is Cr Richard Ireland. We certainly are going to become involved in the discussion.*

**Statement:** Well, I have an issues management plan if anyone wants to talk with me about it.

**Response:** *Thank you very much.*

**Malcolm Henry, Exeter**

*Point of order called by Deputy Mayor Cr Shegog at 2.00pm*

**Statement:** I left Tasmania in 1988 for the sole reason that it was still rubbish living here. Nothing gets done, the place has gone backwards. The West Tamar now would be ten times worse than what it was when I left. Before it was a thriving community, now it's a backward... a nothing. It's gone backwards like forty years. We need to go ahead. You cannot stop progress. Progress is something that needs to be done, if you don't go ahead it's going to end up just the same, it's going to end up like Alice Springs and places like that. I tried to do the right thing, I come back here, I invested \$2.5million in the West Tamar. We tried for 3½ years to get some plans through, they keep changing the rules, West Tamar Council. They changed rule three times, changed the planner, different planner, I've begged and grovelled on the damn floor for these people to sort

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of tell me what they want. I did the right thing, I changed the drawings to two bedrooms not three bedrooms, then...

**Response:** *Mr Henry, you've got ten seconds left to close.*

*Cr Ferguson moved an extension of time, seconded Cr Allen.*

**Response:** *We'll give you another minute, Mr Henry.*

**Question 1:** Why don't you want the West Tamar to go ahead?

**Response:** *I'm afraid I don't agree with you, with what you're saying, because if you look at the way the West Tamar has grown, it's the fastest growing municipality in Northern Tasmania.*

**Statement:** Maybe for the Legana district, but it's not the greatest growing in Beaconsfield or Beauty Point, it's going backwards.

**Response:** *That's your view and you're entitled to it, Mr Henry.*

**Statement:** I'm sixth generation Tasmanian.

**Response:** *We take what you say on notice.*

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**6.2 Public Questions on Notice**

Nil

UNCONFIRMED

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Tuesday 19 August 2025



6.3 Responses to Questions from Previous Public Question Time

6.3.1 C Swan, Paper Beach

Our Ref: GO.COJ.178

Enquiries: Office of the Chief Executive Officer  
Phone : (03) 6323 9300

5 August 2025

Ms C Swan



Dear Ms Swan

**Response to Question on Notice – Ordinary Council Meeting 15 July 2025**

I refer to the question set out below which was taken on notice at the West Tamar Council meeting on 15 July 2025 and now provide the following response:

**Question 1:** *I'd like to raise the Swan Point area roads and footpaths again. Previously I've been told that in the financial year, which is this financial year, there'll be work done down in our area. I would like to please have the detail, and the start and finish schedule of what work is to be done.*

Council's previous correspondence to you in relation to the sealing of Paper Beach Road noted that the road is due for sealing in the near future, but after an assessment of sealed pavements in recent weeks, it is not proposed to reseal Paper Beach Road in the 2025/26 sealing season. There are other roads in the network that are of higher priority at the present time. But please note that Paper Beach Road remains on our list of roads to reassess for sealing.

Following your question, Council's Operations staff carried out an inspection of roads in the area including Paper Beach, Swan Point and the foreshore roads, and has identified maintenance work that will be undertaken in the week commencing 11 August 2025.

This work will include placement of shoulder gravel material and repair of sealed pavement edge breaks. Council will continue to monitor pavement condition as part of its routine maintenance inspections.

Please note Council has not approved any funding allocation for the development of new footpaths in the area.

Yours sincerely

Kristen Desmond  
CHIEF EXECUTIVE OFFICER



## 7 CHIEF EXECUTIVE OFFICER'S DECLARATION

"I certify that with respect to all advice, information or recommendation provided to Council with this agenda:

1. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation;
2. where any advice is given directly to council by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person; and
3. a copy or written transcript of the advice received has been provided to council."



Kristen Desmond  
**CHIEF EXECUTIVE OFFICER**

"Notes: Section 65(1) of the *Local Government Act 1993 (Tas)* requires the General Manager to ensure that any advice, information or recommendation given to the council (or a council committee) is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. Section 65(2) forbids council from deciding any matter which requires the advice of a qualified person without considering that advice."

At West Tamar Council, the title Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the *Local Government Act 1993 (Tas)*. For the avoidance of doubt, Chief Executive Officer means General Manager for the purposes of the *Local Government Act 1993 (Tas)* and all other legislation administered by or concerning Council.

## 8 PLANNING AUTHORITY

*Councils are a planning authority. Each council acts as the planning authority for their municipality. In this role, councillors consider development applications and make administrative decisions that are based on the council's planning scheme. While councillors are obliged to consider the community's views, this does not mean they can vote in favour of those views while fulfilling the role of a planning authority. Councillors must make planning decisions based on whether a planning application is consistent with the local planning scheme, even if members of the community object to the planning proposal.*

### 8.1 Plan 1 - PA2023172 - Residential - Multiple dwellings x 3 - 21 Beatty Street, Beauty Point

**REPORT AUTHOR:** Statutory Planner - Patrick McMahon

**REPORT DATE:** 29 July 2025

**ATTACHMENTS:** 1. [8.1.1] Plan 1 - Attachment 1 - Location Plan  
2. [8.1.2] Plan 1 - Attachment 2 - Proposal Plans

*Team Leader - Planning entered the meeting at 2.04pm*

### RECOMMENDATION

That application PA2023172 be determined as follows:

- (a) The requested variations do not comply with the relevant performance criteria and are not supported;
- (b) Matters raised by the representors have been considered and do not alter the assessment against the Scheme or the recommendation; and
- (c) That the application for Residential – Multiple Dwellings (3 new dwellings), by Malcolm Henry, for land at 21 Beatty Street, Beauty Point, CT 55715/76 be **REFUSED** on the following grounds:
  - (i) The proposal does not satisfy Clause 8.4.1 Performance Criteria P1, as the proposed density is not compatible with the density of existing residential developments in the surrounding area and does not provide a significant social or community benefit;
  - (ii) The proposal does not satisfy Clause 8.4.3 Performance Criteria P2, as the proposed private open space for Units 1 and 3 is inadequate, due to not being conveniently located in relation to the living area and/or not being orientated to take advantage of sunlight; and,
  - (iii) The proposed development cannot be reasonably conditioned to comply with the Performance Criteria or applicable standards.

## FORESHADOWED MOTION

Moved: Cr Manticas

That application PA2023172 be approved as it demonstrates compliance with performance criteria demonstrating significant social and community benefit and the private open space in line with previous Council decisions subject to the following conditions:

### ENDORSED PLANS

1. The use and development must be substantially in accordance with the following endorsed documents, except where modified below:
  - (a) Endorsed plans by Plans to Build, Dated 17/01/2025. Reference 22018; Excluding A03 alternate site plan.Any other development and/or use, or substantial intensification of the approved use, may require separate assessment and a fresh application should be submitted to Council.

### TASWATER

2. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA2023/00703-WTC) attached.

### FENCING

3. Any front fencing, on or within 4.5m of the front boundary, must be:
  - (a) Limited to 1.2m in height; OR
  - (b) Up to 1.8m in height, with any part over 1.2m in height at least 50% transparent.

### WINDOW SCREENING

4. Screening must be provided between any habitable room windows on the western facade of the dwellings and the shared internal driveway.

### CONSTRUCTION MANAGEMENT (MAJOR $\geq$ 250m<sup>2</sup>)

5. Prior to the commencement of works (including vegetation removal), a construction management plan must be submitted detailing how soil and water is to be managed during the construction process to prevent the escape of soil and sediments beyond site boundaries. This plan must clearly set out the property owner's obligations for erection, inspection and maintenance of all control measures approved. The management plan must include the following:
  - (a) date and author;
  - (b) property boundaries, location of adjoining roads and other public land if any, impervious surfaces, underground services and existing drainage, contours, approximate grades of slope, directions of fall, north point and scale;
  - (c) general soil description;
  - (d) location and types of all existing vegetation, location and amount of proposed ground disturbance, limit of clearing, grading and filling and the proposed location of soil, sand, topsoil and other material stockpiles;
  - (e) critical natural areas such as drainage lines, cliffs, wetlands and unstable ground;
  - (f) location of vegetation to be retained and removed;
  - (g) location of stabilised site access;
  - (h) initial and final contours, location of watercourses, surface drainage and existing stormwater infrastructure;
  - (i) stormwater discharge point, if proposed;
  - (j) location of all proposed temporary drainage control measures;
  - (k) construction details;
  - (l) location and details of all proposed erosion control measures;
  - (m) location and details of all proposed measures to minimize dust generation and emission beyond the site boundaries;

- (n) location and details of all proposed sediment control measures;
- (o) a statement of who is responsible for establishing and maintaining erosion and sediment control measures;
- (p) site rehabilitation or landscaping/revegetation program;
- (q) estimated dates for start and finish of the works including installation sequence of different erosion and sediment controls;
- (r) any information required to address soil, water and dust control measures required to accommodate staging of the proposal; and
- (s) outline of the maintenance program for erosion and sediment controls. This must include weekly inspection as well as before and after every rain event and a reporting schedule to Council.

Works must not commence prior to the approval of the Construction Management Plan by the Director of Infrastructure and Assets or their delegate. The approved plan must be implemented with the commencement of works on site and maintained during construction to ensure soil erosion and dust are appropriately managed to reasonably maintain the amenity of adjoining and nearby properties and public land. A copy of the approved Construction Management Plan must be on the site at all times. All on-ground workers must be aware of and understand the plan.

#### **COMMENCED DEVELOPMENT STOP**

Where development has commenced on site and then stops for two weeks or more, interim stormwater, erosion and dust control measures must be installed and maintained on site to ensure overland flows do not become a nuisance to adjoining properties or Council's infrastructure until work recommences. The measures must include weekly inspections and reporting to Council as well as before and after every rain event to the satisfaction of the Director of Infrastructure and Assets or their delegate. This may require a revision of the approved Construction Management Plan – any changes must be approved by the Director of Infrastructure and Assets or their delegate.

#### **VISITOR PARKING FOR MULTIPLE DWELLINGS**

- 6. Prior to the commencement of the use, the visitor parking on common property must be constructed in accordance with the endorsed plans and clearly delineated for visitor use through signage or other physical means.

#### **STAGED MULTIPLE DWELLINGS**

- 7. Where development is to be staged, the following works must be completed prior to sealing of the strata plan:
  - (b) Common property – all common property proposed in the strata plan must be completed, including construction of driveway, parking and access areas, landscaping, mailboxes, bin storage areas and utilities connections;
  - (c) Each strata lot – for developed individual strata lots containing a building, all building works, landscaping, utilities connections, parking and driveways must be completed; and
  - (d) Each strata lot – for vacant individual strata lots or any balance lot for future strata division, access and utilities connections (including provision for future lots within a balance lot) must be completed prior to sealing of the staged strata plan.

#### **VEHICULAR CROSSING**

- 8. Prior to the commencement of the use, the existing site crossover must be removed and replaced with a crossover at least 4.5m wide, for a distance at least 7m from the kerb line on Beatty Street.
- 9. The new crossover is to be constructed in accordance with Council's current urban driveway standard, TSD-R09. The new crossover is to be positioned so the driveway apron has at least 1m clearance to the existing power pole in the verge.

10. Works in the road reserve shall not commence until a *Driveway Application Form* has been submitted to Council and approved by the Road Authority.

#### STORMWATER WORKS

11. Stormwater works must include the provision of a stormwater connection from the site into the kerb, in accordance with LGAT Standard Drawing TSD-SW29, to drain the development site.
12. On-site stormwater detention is required to limit the peak rate of piped stormwater from the site into the kerb connection, with the following design requirements:
  - (a) The detention system must: be in accordance with AS3500.3, be designed by a suitably qualified person under the Occupational Licensing Act 2005, and have a maintenance schedule in accordance with the Building Act 2016;
  - (b) The maximum permissible site discharge is to be no more than the equivalent flow from the undeveloped site during the 20% AEP storm. The detention system must be sized to store flows from the developed site up to the 2% AEP storm.
  - (c) The plans, calculations, and engineering drawings are to be submitted to the Stormwater Authority for approval prior to submitting the plumbing permit application. On completion, an "as constructed" plan with levels is to be submitted, complete with a certification that the storage and adjacent floor levels have been constructed in accordance with the approved design.

#### Permit Notes

- A. This Permit was issued based on the proposal documents submitted for PA2023172. You should contact Council for advice about any other use of development, as it may require separate approval.
- B. This Permit does not imply any other approval required under any other by-law or legislation has been granted.
- C. This Permit takes effect after:
  - (a) the 14-day appeal period expires; or
  - (b) any appeal to the Tasmanian Civil and Administrative Tribunal is abandoned or determined; or
  - (c) any agreement that is required by this Permit pursuant to Part 5 of the *Land Use Planning and Approvals Act 1993* is executed; or
  - (d) any other required approvals under this or any other Act are granted.
- D. If the applicant is the only person with a right of appeal pursuant to S61 of the *Land Use Planning and Approvals Act 1993* and wishes to commence the use or development for which the Permit has been granted within the 14-day appeal period, the Council must be notified in writing. A copy of the Notice to Waive Right of Appeal is attached.
- E. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil and Administrative Tribunal. A planning appeal may be instituted within 14 days of the date the corporation serves notice of the decision on the applicant. For more

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information see the Tasmanian Civil and Administrative Tribunal website  
[www.tascat.tas.gov.au](http://www.tascat.tas.gov.au).

- F. This Permit is valid for two (2) years from the date of approval (or any other date under note B. as applicable) and will thereafter lapse if the use or development is not substantially commenced. An extension may be granted subject to the provisions of the *Land Use Planning and Approvals Act 1993* as amended, by a request to Council.

**MOTION**

Moved: Cr Lerner

Seconded: Cr Ireland

That application PA2023172 be determined as follows:

- (a) The requested variations do not comply with the relevant performance criteria and are not supported;
- (b) Matters raised by the representors have been considered and do not alter the assessment against the Scheme or the recommendation; and
- (c) That the application for Residential – Multiple Dwellings (3 new dwellings), by Malcolm Henry, for land at 21 Beatty Street, Beauty Point, CT 55715/76 be **REFUSED** on the following grounds:
  - (i) The proposal does not satisfy Clause 8.4.1 Performance Criteria P1, as the proposed density is not compatible with the density of existing residential developments in the surrounding area and does not provide a significant social or community benefit;
  - (ii) The proposal does not satisfy Clause 8.4.3 Performance Criteria P2, as the proposed private open space for Units 1 and 3 is inadequate, due to not being conveniently located in relation to the living area and/or not being orientated to take advantage of sunlight; and,
  - (iii) The proposed development cannot be reasonably conditioned to comply with the Performance Criteria or applicable standards.

**VOTING**

For: Cr Ferguson, Cr Ireland and Cr Lerner

Against: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Lyons, Cr Manticas and Cr Sladden

**LOST 3/6**

*The Chair adjourned the meeting at 2.20pm*

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*The Chair resumed the meeting at 2.29pm*

**MOTION**

**Minute No. 25/90**

Moved: Cr Manticas

Seconded: Cr Lyons

That application PA2023172 be approved as it demonstrates compliance with performance criteria demonstrating significant social and community benefit and the private open space in line with previous Council decisions subject to the following conditions:

**ENDORSED PLANS**

1. The use and development must be substantially in accordance with the following endorsed documents, except where modified below:
  - (a) Endorsed plans by Plans to Build, Dated 17/01/2025. Reference 22018; Excluding A03 alternate site plan.Any other development and/or use, or substantial intensification of the approved use, may require separate assessment and a fresh application should be submitted to Council.

**TASWATER**

2. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA2023/00703-WTC) attached.

**FENCING**

3. Any front fencing, on or within 4.5m of the front boundary, must be:
  - (a) Limited to 1.2m in height; OR
  - (b) Up to 1.8m in height, with any part over 1.2m in height at least 50% transparent.

**WINDOW SCREENING**

4. Screening must be provided between any habitable room windows on the western facade of the dwellings and the shared internal driveway.

**CONSTRUCTION MANAGEMENT (MAJOR≥250m<sup>2</sup>)**

5. Prior to the commencement of works (including vegetation removal), a construction management plan must be submitted detailing how soil and water is to be managed during the construction process to prevent the escape of soil and sediments beyond site boundaries. This plan must clearly set out the property owner's obligations for erection, inspection and maintenance of all control measures approved. The management plan must include the following:
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  - (e) critical natural areas such as drainage lines, cliffs, wetlands and unstable ground;
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- (i) stormwater discharge point, if proposed;
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  - (b) The maximum permissible site discharge is to be no more than the equivalent flow from the undeveloped site during the 20% AEP storm. The detention system must be sized to store flows from the developed site up to the 2% AEP storm.
  - (c) The plans, calculations, and engineering drawings are to be submitted to the Stormwater Authority for approval prior to submitting the plumbing permit application. On completion, an "as constructed" plan with levels is to be submitted, complete with a certification that the storage and adjacent floor levels have been constructed in accordance with the approved design.

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- C. This Permit takes effect after:
  - (a) the 14-day appeal period expires; or
  - (b) any appeal to the Tasmanian Civil and Administrative Tribunal is abandoned or determined; or
  - (c) any agreement that is required by this Permit pursuant to Part 5 of the *Land Use Planning and Approvals Act 1993* is executed; or
  - (d) any other required approvals under this or any other Act are granted.

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- D. If the applicant is the only person with a right of appeal pursuant to S61 of the *Land Use Planning and Approvals Act 1993* and wishes to commence the use or development for which the Permit has been granted within the 14-day appeal period, the Council must be notified in writing. A copy of the Notice to Waive Right of Appeal is attached.
- E. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil and Administrative Tribunal. A planning appeal may be instituted within 14 days of the date the corporation serves notice of the decision on the applicant. For more information see the Tasmanian Civil and Administrative Tribunal website [www.tascat.tas.gov.au](http://www.tascat.tas.gov.au).
- F. This Permit is valid for two (2) years from the date of approval (or any other date under note B. as applicable) and will thereafter lapse if the use or development is not substantially commenced. An extension may be granted subject to the provisions of the *Land Use Planning and Approvals Act 1993* as amended, by a request to Council.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Lerner, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

*Team Leader - Planning left the meeting at 2.37pm*

## 9 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 9.1 CEO 1 - Council Workshops held in July and August

**REPORT AUTHOR:** Chief Executive Officer - Kristen Desmond

**REPORT DATE:** 13 August 2025

**ATTACHMENTS:** Nil

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#### RECOMMENDATION

That Council receives the report on Council Workshops held on 15 July and 5 August 2025.

**Minute No. 25/91**

#### DECISION

Moved: Cr Allen

Seconded: Cr Ferguson

That Council receives the report on Council Workshops held on 15 July and 5 August 2025.

#### VOTING

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

Abstained: Cr Larnier

**CARRIED 8/1**

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**9.2 CEO 2 - 4th Quarter Performance Report - April to June 2025**

**REPORT AUTHOR:** Chief Executive Officer - Kristen Desmond

**REPORT DATE:** 11 August 2025

**ATTACHMENTS:** 1. [9.2.1] Draft 4th Quarter Report - April to June 2025

---

**RECOMMENDATION**

That Council:

1. Receives the West Tamar Council 4<sup>th</sup> Quarter Performance Report 1 April 2025 to 30 June 2025; and
2. Provides public access to the report as part of Council's commitment to ongoing good governance.

**Minute No. 25/92**

**DECISION**

Moved: Cr Ferguson

Seconded: Cr Manticas

That Council:

1. Receives the West Tamar Council 4<sup>th</sup> Quarter Performance Report 1 April 2025 to 30 June 2025; and
2. Provides public access to the report as part of Council's commitment to ongoing good governance.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larner, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

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**9.3 CEO 3 - Partnership with West Tamar Landcare - Goat Track Upgrade**

**REPORT AUTHOR:** Chief Executive Officer - Kristen Desmond

**REPORT DATE:** 14 August 2025

**ATTACHMENTS:** 1. [9.3.1] Detailed proposal for walking track Exeter Council Reserve

---

**RECOMMENDATION**

That Council:

1. Authorises the Chief Executive Officer to work in partnership with West Tamar Landcare to upgrade the existing walking trail from Glen Ard Mohr Road through the local reserve to connect the Exeter Gravelly Beach Trail to the West Tamar Highway and the Exeter Township.

**Minute No. 25/93**

**DECISION**

Moved: Cr Lyons

Seconded: Cr Ireland

That Council:

1. Authorises the Chief Executive Officer to work in partnership with West Tamar Landcare to upgrade the existing walking trail from Glen Ard Mohr Road through the local reserve to connect the Exeter Gravelly Beach Trail to the West Tamar Highway and the Exeter Township.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

Abstained: Cr Larnier

**CARRIED 8/1**

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## 10 GOVERNANCE

### 10.1 Gov 1 - Councillor Committee Representation

**REPORT AUTHOR:** Governance Officer - Tom Chalmers

**REPORT DATE:** 11 August 2025

**ATTACHMENTS:** Nil

### RECOMMENDATION

That Council:

1. endorse the following list of committee representatives to serve for the remainder of the term of this Council:

	Positions Available	Councillor Appointed
<b>Council Committees</b>		
Audit Panel	1	Cr Julie Sladden
<b>Advisory Committees</b>		
Youth Advisory Council	1	Cr Joy Allen

**Minute No. 25/94**

### DECISION

Moved: Cr Lyons

Seconded: Deputy Mayor Cr Shegog

That Council:

1. endorse the following list of committee representatives to serve for the remainder of the term of this Council:

	Positions Available	Councillor Appointed
<b>Council Committees</b>		
Audit Panel	1	Cr Julie Sladden
<b>Advisory Committees</b>		
Youth Advisory Council	1	Cr Joy Allen

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**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larnier, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

UNCONFIRMED

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**10.2 Gov 2 - New Policy - Dispute Resolution Policy**

**REPORT AUTHOR:** Chief Executive Officer - Kristen Desmond

**REPORT DATE:** 11 August 2025

**ATTACHMENTS:**

1. [10.2.1] W T- HR M 67.00 - Dispute Resolution Policy - August 2025 - DRAFT
2. [10.2.2] W T- HR M 67.00 - Dispute Resolution Policy - August 2025 - DRAFT - Track Changes

---

**RECOMMENDATION**

That Council:

1. Adopts the new Dispute Resolution Policy as presented, effective 19 August 2025;
2. Allocates a new policy number of 67.00;
3. Updates the version number to 1.00; and
4. Approves a review date of December 2026.

**Minute No. 25/95**

**DECISION**

Moved: Cr Manticas

Seconded: Cr Sladden

That Council:

1. Adopts the new Dispute Resolution Policy as presented, effective 19 August 2025;
2. Allocates a new policy number of 67.00;
3. Updates the version number to 1.00; and
4. Approves a review date of December 2026.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larnier, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

## 11 DEVELOPMENT

Nil

UNCONFIRMED

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## 12 CORPORATE

### 12.1 Corp 1 - Capital Budget Carryovers & Amendments August 2025

**REPORT AUTHOR:** Chief Financial Officer - Jason Barker CPA

**REPORT DATE:** 7 August 2025

**ATTACHMENTS:**

1. [12.1.1] Capital Budget Amendments Excluding Carryovers Aug 2025
2. [12.1.2] Proposed Additional Capital Carryovers & Amendments Aug 2025

---

### RECOMMENDATION

That Council pursuant to section 82 of the *Local Government Act 1993*, adopts the 2024/2025 capital carryovers and amendments into the 2025/2026 estimates.

*Chief Financial Officer entered the meeting at 3.11pm*

**Minute No. 25/96**

### DECISION

Moved: Cr Lyons

Seconded: Deputy Mayor Cr Shegog

That Council pursuant to section 82 of the *Local Government Act 1993*, adopts the 2024/2025 capital carryovers and amendments into the 2025/2026 estimates.

### VOTING

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larner, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

*Chief Financial Officer left the meeting at 3.15pm*

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## 13 COMMUNITY

### 13.1 Comm 1 - Youth Advisory Council Minutes - July 2025

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye

**REPORT DATE:** 7 August 2025

**ATTACHMENTS:** 1. [13.1.1] Youth Advisory Council - Minutes - 3 July 2025

#### RECOMMENDATION

That Council receives and notes the minutes as presented for the Youth Advisory Council Meeting held on 3 July 2025.

*Director Corporate & Community entered the meeting at 3.15pm*

**Minute No. 25/97**

#### DECISION

Moved: Cr Ferguson

Seconded: Cr Larner

That Council receives and notes the minutes as presented for the Youth Advisory Council Meeting held on 3 July 2025.

#### VOTING

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larner, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

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**13.2 Comm 2 - Positive Ageing Committee Minutes - July 2025**

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye

Community Development Officer - Todd Mitchell

**REPORT DATE:** 8 August 2025

**ATTACHMENTS:** 1. [13.2.1] Positive Ageing Committee Minutes - 21 July 2025

**RECOMMENDATION**

That Council:

1. Receives and notes the minutes as presented for the West Tamar Positive Ageing Committee held a meeting on 21 July 2025.

**Minute No. 25/98**

**DECISION**

Moved: Cr Allen

Seconded: Cr Manticas

That Council:

1. Receives and notes the minutes as presented for the West Tamar Positive Ageing Committee held a meeting on 21 July 2025.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larner, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

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**13.3 Comm 3 - Australia Day Awards and Citizenship Ceremony 2026**

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye  
Community Development Officer - Todd Mitchell

**REPORT DATE:** 8 August 2025

**ATTACHMENTS:** Nil

---

**RECOMMENDATION**

That Council:

1. holds the West Tamar Council Australia Day Awards and Citizenship Ceremony (dinner) on Monday 26 January 2026 at the Tailrace Centre in Riverside;
2. sponsors a family fun day at the Riverside Pool on the declared public holiday; and
3. holds a competitive Australia Day community event grant round for events in the municipality

**Minute No. 25/99**

**DECISION**

Moved: Cr Ireland

Seconded: Deputy Mayor Cr Shegog

That Council:

1. holds the West Tamar Council Australia Day Awards and Citizenship Ceremony (dinner) on Monday 26 January 2026 at the Tailrace Centre in Riverside;
2. sponsors a family fun day at the Riverside Pool on the declared public holiday; and
3. holds a competitive Australia Day community event grant round for events in the municipality

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larnier, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

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**13.4 Comm 4 - West Tamar Council Australia Day Awards - Nominations and Assessment Process**

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye  
Community Development Officer - Todd Mitchell

**REPORT DATE:** 6 August 2025

**ATTACHMENTS:** 1. [13.4.1] 2025 26 West Tamar Council Australia Day Awards Guidelines Nomination Form

**RECOMMENDATION**

That Council:

1. Seek nominations in the following categories:
  - a. Citizen of the Year
  - b. Young Citizen of the Year
  - c. Community Event of the Year, and
  - d. Community Group of the Year.
2. Endorse an internal Assessment Panel with Council making a final decision at its closed November Ordinary Meeting (option 2). The panel will be formed by the following members:
  - Mayor
  - CEO
  - Team Leader - Community Services
  - Community Development Officer

**Minute No. 25/100**

**DECISION**

Moved: Cr Allen

Seconded: Deputy Mayor Cr Shegog

That Council:

1. Seek nominations in the following categories:
  - a. Citizen of the Year
  - b. Young Citizen of the Year

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- c. Community Event of the Year, and
  - d. Community Group of the Year.
2. Endorse an internal Assessment Panel with Council making a final decision at its closed November Ordinary Meeting (option 2). The panel will be formed by the following members:
- Mayor
  - CEO
  - Team Leader - Community Services
  - Community Development Officer

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larnier, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

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**13.5 Comm 5 - Youth Mayor Program 2026 Eligibility**

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye

**REPORT DATE:** 6 August 2025

**ATTACHMENTS:** 1. [13.5.1] Youth Mayor Position Description 2026

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**RECOMMENDATION**

That Council:

1. Extends the existing Youth Mayor Program to allow a Youth Mayor who is a student in years 7-12 when serving their term (applications are open for students in years 6-11).

**Minute No. 25/101**

**MOTION**

Moved: Cr Ferguson

Seconded: Deputy Mayor Cr Shegog

That Council endorses option one and reviews the grade range of the Youth Mayor in 2026.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Lerner, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

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**13.6 Comm 6 - Community Grant Application - Legana Tennis Club**

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye  
Community Development Officer - Todd Mitchell

**REPORT DATE:** 6 August 2025

**ATTACHMENTS:** 1. [13.6.1] Application - Legana Tennis Club  
2. [13.6.2] Matrix Evaluation - Legana Tennis Club

**RECOMMENDATION**

That Council:

1. Approves the Legana Tennis Club Community Grant Application for the All Access Light Solution Project to the value of \$2,354.00.

**Minute No. 25/102**

**DECISION**

Moved: Cr Allen

Seconded: Cr Lyons

That Council:

1. Approves the Legana Tennis Club Community Grant Application for the All Access Light Solution Project to the value of \$2,354.00.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larner, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

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**13.7 Comm 7 - Community Grant Application - Beaconsfield House**

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye  
Community Development Officer - Todd Mitchell

**REPORT DATE:** 6 August 2025

**ATTACHMENTS:** 1. [13.7.1] Application - Beaconsfield House  
2. [13.7.2] Matrix Evaluation - Beaconsfield House

**RECOMMENDATION**

That Council:

1. Approves the Beaconsfield House Community Grant Application for the Seniors Day Out Project to the value of \$1,350.00.

**Minute No. 25/103**

**DECISION**

Moved: Cr Allen

Seconded: Deputy Mayor Cr Shegog

That Council:

1. Approves the Beaconsfield House Community Grant Application for the Seniors Day Out Project to the value of \$1,350.00.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larnier, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

*Director Corporate & Community left the meeting at 3.51pm*

## 14 COMMUNITY ASSETS

Nil

UNCONFIRMED

## 15 PEOPLE, CULTURE & SAFETY

Nil

UNCONFIRMED

## 16 PETITIONS

Nil

UNCONFIRMED

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## 17 NOTICE OF MOTIONS

### 17.1 Motions on Notice

#### 17.1.1 Cr Manticas - Motion regarding Greens Beach Road and Kellys Lookout Road

##### MOTION

That Council:

1. **Engages a qualified traffic or road engineer** to prepare a report on the intersection of Green's Beach Road and Kelly's Lookout Road;
2. **Ensures that the report includes an analysis of crash history data**, site conditions, and any other relevant traffic information;
3. **Requests that the report provide recommendations for improved safety measures** that would be reasonable and appropriate given the assessment findings; and
4. **Receives the report at a future Council meeting**, with the findings and recommended actions presented for Council's consideration.

Minute No. 25/104

##### DECISION

Moved: Cr Manticas

Seconded: Cr Sladden

That Council:

1. **Engages a qualified traffic or road engineer** to prepare a report on the intersection of Green's Beach Road and Kelly's Lookout Road;
2. **Ensures that the report includes an analysis of crash history data**, site conditions, and any other relevant traffic information;
3. **Requests that the report provide recommendations for improved safety measures** that would be reasonable and appropriate given the assessment findings; and
4. **Receives the report at a future Council meeting**, with the findings and recommended actions presented for Council's consideration.

##### VOTING

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larnier, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

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**17.2 Motions without Notice**

**MOTION**

Moved: Cr Sladden

Seconded: Cr Manticas

That West Tamar Council suspend the inclusion of the Acknowledgement of Country in printed Council Meeting Agendas pending a review and formal decision of Council regarding its inclusion.

**Minute No. 25/105**

**MOTION**

Moved: Deputy Mayor Cr Shegog

Seconded: Cr Manticas

That the motion be deferred with the intent that this is deferred until the next workshop for discussion during the workshop.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ireland, Cr Larner, Cr Manticas and Cr Sladden

Against: Cr Lyons

Abstained: Cr Ferguson

**CARRIED 7/2**

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**Minute No. 25/106**

**MOTION**

Moved: Deputy Mayor Cr Shegog

Seconded: Mayor Cr Holmdahl

That the West Tamar Council acknowledge and pay respect to our former Councillor and Senator, Mr John Watson, who passed away recently.

**VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Larnier, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 9/0**

## 18 COUNCILLORS' QUESTIONS

### 18.1 Councillors' Questions on Notice

#### Cr Manticas

**Question 1:** Has the Council at any time used ratepayer funds to cover, reimburse, or contribute towards legal or other costs incurred by a councillor in defending a personal Code of Conduct complaint? If so can you provide further details?

**Response:** *In June 2023 Council received an invoice for an insurance deductible of \$5,500 that was subsequently paid by Council. Council at that time had received legal advice that the Mayor would be covered by Council's insurance policy in relation to a Code of Conduct complaint.*

**Question 2:** Has the Council at any time provided administrative, research, drafting, or any other form of assistance to a councillor in relation to their defense of a personal Code of Conduct complaint? If so, what assistance was provided and under whose authority?

**Response:** *Council Officers did provide some administrative assistance to the Mayor in relation to the above Code of Conduct complaint, as was considered appropriate by the previous General Manager.*

**Question 3:** Does the General Manager acknowledge that section 28ZN of the Local Government Act 1993 requires that all costs associated with a Code of Conduct complaint are to be met by the parties involved and are not to be funded by the Council?

**Response:** *Section 28ZN requires the complainant in a Code of Conduct complaint, and the councillor against whom the complaint is made, to bear their own costs relating to the investigation and determination of the complaint.*

**Question 4:** Does the Council have an adopted policy that expressly prohibits the use of ratepayer funds or Council staff resources for the personal benefit of councillors in connection with Code of Conduct complaints? If so, when was it last reviewed? If not, why does such a policy not exist?

**Response:** *No – The Chief Executive Officer is currently developing a policy that clearly sets out Council Officers' responsibilities in a Code of Conduct complaint that involves a Councillor.*

**Question 5:** Has the Council ever sought repayment from a sitting councillor for ratepayer funds used in connection with a personal Code of Conduct complaint? If so, please provide the date of such request or resolution, the amount sought, and whether repayment was received in full.

**Response:** *Yes, a request to repay the insurance deductible of \$5,500 was made on 20 June 2025. As of 14 August 2025, the amount has not been repaid.*

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**Cr Sladden**

**Question 1:** What clinical safety protocols are implemented during school-based immunisation sessions conducted by Council including

- Verifying consent forms and medical history (such as allergies or previous vaccine reactions);
- Preparing and checking emergency medical equipment (e.g., epinephrine, resuscitation equipment);
- Monitoring recipients for adverse events post-vaccination and responding to any such events.

**Response:** *Council has engaged Authorised Nurse Immunisers (ANIs) to administer the vaccines. Tasmanian Immunisation Program Guidelines and the Australian Immunisation Handbook are required to be followed in the administering of vaccinations.*

*A new electronic vaccination program, Vitavo, has been implemented this year which includes consent processes from a parent or guardian, including pre-screening questions about previous reactions or allergies or relevant medical conditions. The digital platform clearly shows where consent has been given and for which vaccines.*

*All students are observed for 15 minutes following vaccination for any adverse reactions including anaphylaxis. An anaphylaxis kit is taken to each vaccination session and there are specific protocols if an anaphylaxis reaction occurs under the Australian Immunisation Handbook.*

*The ANIs and Council staff that attend a schools-based immunisation program have current First Aid Training in resuscitation.*

**Question 2:** Which clinical standards, guidelines, or legal authorisations govern the delivery of immunisations in school settings under Council's jurisdiction? For example, are there requirements for the immuniser to be authorised under Tasmanian regulations, trained in paediatric CPR, and registered with AHPRA?

**Response:** *The Department of Health authorises nurse immunisers. To gain authorisation as an ANI the following documentation is required and must be submitted with the initial authorisation application:*

- *APHRA Registration Certificate.*
- *A certificate of competence in paediatric and adult CPR as per [Australian Resuscitation Council \(ARC\) guidelines](#) attended in the last 12 months.*
- *A certificate of completion from a HESA accredited immunisation training program, undertaken within the last three (3) years. If longer than three years, the applicant must have recently been practicing as an Authorised Immuniser*

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*in another State administering vaccines, under the National Immunisation Program, to all age groups (infants, children and adults).*

- *[A Skills Assessment Record – Clinical practicum](#) with evidence of ten (10) individual vaccination encounters if a practicum was not included as part of the immunisation training program completed.*

*An annual authorisation process also applies.*

**Question 3:** Where can the community find more detailed information on these practices - such as publicly available policies, guidelines, or procedural documents?

**Response:** *There are a number of relevant standards and guidelines for the delivery of school-based immunisation programs which are available publicly on the internet including:*

*Australian Immunisation Register Act 2015 (Registered 7 October 2021)  
National Health Act 1953  
Archives Act 1983  
Personal Information Protection Act 2004  
Poisons Act 1971  
Public Health Act 1997  
Registration to work with Vulnerable People Act 2013  
Right to Information Act 2009  
Work Health and Safety Act 2012  
Poisons Regulations 2018*

*Director of Public Health Program Approval (annual)  
DoH Guidelines for Providers Employing Nurse Immunisers in Vaccination Programs (Current edition)  
Nursing and Midwifery Board of Australia (Registration Standards and Professional Codes and Guidelines)  
Australian Health Practitioner Regulation Agency (AHPRA)*

*National Guidelines: Australian Immunisation Handbook  
National Vaccine Storage Guidelines: Strive for Five  
Tasmanian Guidelines: Tasmanian Immunisation Program Guidelines for authorised nurse and midwife immuniser  
National and State Immunisation Program Schedules*

**Question 4:** In March the Council passed a motion that the Chief Executive Officer:

1. write to the Minister for Transport requesting a review of both the classification of the road from rural to urban, and a commensurate reduction in the speed limit of the West Tamar Highway to 80 km/h between Riverside and the Acropolis Drive roundabout; and
2. write to the Minister for Infrastructure requesting a smoother asphalt road seal be applied to the South bound 2 km section of the West Tamar highway, from Acropolis Drive to the Tamar Wetlands entrance.

Could you please provide any formal response received from the State Government as a result of this correspondence.

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**Response:** The following responses were received from the Minister for Transport and Minister for Infrastructure in May and provided to Councillors at the time:

Ms Kristen Desmond  
Chief Executive Officer  
West Tamar Council  
Email: [kristen.desmond@wtc.tas.gov.au](mailto:kristen.desmond@wtc.tas.gov.au)

09 MAY 2025

Dear Ms Desmond *Kristen,*

Thank you for your letter of 31 March 2025 regarding a reduction in speed limit for the West Tamar Highway between Riverside and Legana.

The Department of State Growth has advised me that a speed review for the West Tamar Highway between Legana and Riverside was a recommendation of the West Tamar Highway Corridor Strategy (Launceston to Beauty Point). As a result, in 2024 the traffic engineering team performed a review of the current speed limit and, considering multiple factors, which are laid out below, the Department decided not to recommend a speed limit reduction to the Commissioner of Transport.

The Department has advised me that they have received a large amount of correspondence from the community with the vast majority being against a speed reduction in this area.

The three-kilometre section of road between Acropolis Drive, Legana and Cormiston Road, Riverside is quite flat and relatively straight. There are no curves that cannot be traversed at the posted speed. This means that sight lines are clear for properties that have direct access to the highway. Regarding direct access there are relatively less direct property accesses compared to other sections of the highway, with residences and businesses located further back from the roadway. There are also no facilities on the eastern side of the highway through this section, which results in fewer pedestrians crossing. While cycling groups often use this section of road, overall, the level of use by vulnerable road users is low.

There are also multiple safety features already in place through this section of highway, including a central median with a safety barrier to separate the four lanes of traffic, marked turning lanes to keep vehicles clear of other traffic when turning off the highway, and a good road surface due to being resealed in 2022. The Department has informed me that this resurfacing work was completed to reduce the noise levels following noise assessment tests and feedback from residents. Further, the Minister for Infrastructure has advised that this was a 7mm sprayed seal, rather than the 14mm aggregate referred to in your letter. This seal performs similarly to dense asphalt surfacing in terms of reducing noise. Switching from the 7mm seal to the dense asphalt will only improve the noise variation by two decibels, which is not usually discernible to human ears. If this section was to be replaced with dense asphalt surfacing, there would be no other performance benefits and the cost of the works would be very high.

The Department has advised me that the work and measures outlined above have resulted in only eight crashes over the last five years that resulted in injuries, none of which were serious. The total of reported total crashes for this stretch of highway over five years is 34, with the majority resulting only in property damage. For a road with traffic volumes of the West Tamar Highway, this number is very low.

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Regarding the classification of the road, the Department has advised there is no classification system for specifically designating roads as rural or urban on the State Road Network. The terms rural and urban are often used when describing a road to highlight the environment it is passing through. The classification of rural or urban would not factor into the department's recommendation regarding whether to reduce a road's speed limit.

While the findings from the Department's assessment of this section of the West Tamar Highway do not support your requested changes at this time, it is important to understand that speed limits are regularly reviewed as road conditions and circumstances change. I trust this information clarifies the situation at this time.

Yours sincerely

A handwritten signature in black ink, appearing to read "Eric Abetz".

Eric Abetz MP  
Minister for Transport

cc Kerry Vincent MP, Minister for Infrastructure

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Ms Kristen Desmond  
CEO, West Tamar Council

6 MAY 2025

kristen.desmond@wtc.tas.gov.au

Dear Ms Desmond

I write in response to your letter in relation to the Council's motion on the West Tamar Highway, Riverside to Acropolis Drive, Legana.

I am aware of the concerns raised by the West Tamar Liveability Group with all levels of Government and while I will not comment on the speed limit component of the Council's resolution, I am pleased to respond to your Council's request for an asphalt seal on this part of the Highway.

Resurfacing work was completed in this area in December 2022 to reduce the noise levels following noise assessment tests and feedback from residents. This was a 7mm sprayed seal, rather than the 14mm aggregate referred to in your letter. This seal performs similarly to dense asphalt surfacing in terms of reducing noise. Switching from the 7mm seal to the dense graded asphalt will only improve the noise variation by two decibels, which is not usually discernible to human ears. If this section was to be replaced with dense asphalt surfacing there would be no other safety or performance benefits and the cost of the works would be very high.

I understand from your letter you will write to the Minister for Transport in relation to the classification of the road from rural to urban. There is no classification system for specifically designating roads as rural or urban on the State road network. The terms rural and urban are often used when describing a road to highlight the environment it is passing through. In Tasmania, the default speed limit through areas described as rural is 100 km/h. However, this does not mean a 100km/h speed limit is only used in rural areas, or a road with a 100 km/h speed limit is classified as a rural road. Rural roads generally have minimal direct accesses and houses are usually set back some distance from the edge of the road. The West Tamar Highway between Acropolis Drive and Cormiston Road fits this description, with most properties being set back from the Highway and are accessible by other roads that intersect with the Highway.

In light of the information above and given the need to prioritise the allocation of limited public funds to the State road system, I do not intend to request the Department replace this section of the West Tamar Highway with asphalt.

Yours sincerely

A handwritten signature in black ink, appearing to be "Kerry Vincent", written over a large, faint, diagonal watermark that reads "UNCONFIRMED".

Hon Kerry Vincent MLC  
Minister for Infrastructure

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**Question 5:** *[Referring to Questions on Notice printed in May 2025 Agenda relating to Herbicide use and a No Spray Register] I request the answers to these questions be made publicly available.*

**Response:** *The questions were answered in a confidential Workshop Report to Councillors printed in their agenda for the June Pre-Meeting Workshop. The responses are now reproduced below:*

Can the General Manager provide a report outlining:

1. The types of herbicides currently used by Council (including glyphosate), and the frequency, volume, and typical locations of application in public spaces;

*It is paramount that all effective and safe weed management options are available for Council's land management operations to avoid environmental damage, loss of biodiversity and loss of community assets and amenity. Council operates a seasonal weed spraying program to control weeds in our public spaces, recreation areas and streets.*

*The timing of treatment is considered carefully, dependent on the particular area to be sprayed and during times of minimal or no contact with members of the community. Council takes advantage of still weather conditions and less busy times of the day to undertake spraying which means the community may occasionally see operations being undertaken at night or in the early hours of the morning.*

*For our sports fields, Council uses two types of selective herbicide (Dicamba M and Contra M Duo) for eradication of broad leaf weeds. There are typically two (2) applications per year at a rate of 6.5 litres per hectare. Over a 12-month period Council would use approximately 130 litres of these selective herbicides across the municipality. Signage is erected at our sports field during spraying operations and grounds closed for use as appropriate for the withholding period of the product applied.*

*The community may often see spraying operations in progress at our sports fields, but this is predominantly for the application of liquid fertilisers. These are applied every 4 to 6 weeks depending on the needs of the ground. Organic soil and plant enhancing fertilisers used such as Seasol and MP Roots do not require any withholding time and are safe for public to go onto the surface immediately after spraying. Signage is erected during spraying operations.*

*For the spraying of roadside vegetation, Council and its contractors are only using those glyphosate products that are registered with the Australian Pesticides and Veterinary Medicines Authority (APVMA) and are applied by trained competent staff in accordance with label instructions, which complies with the Tasmanian Government Code of Practice for Spraying in Public Places. This activity is seasonal and includes spot spraying in kerbs, footpaths and parklands (low quantity) as well as mobile spraying of road shoulders to maintain road safety and protect our infrastructure. Council's contractor uses approximately 500 litres per annum of glyphosate product within the municipality.*

2. The current safety procedures in place for Council staff applying herbicides, including use of personal protective equipment, training requirements, and risk management processes including whether glyphosate is on the WH&S risk register;

*A number of our operations staff have undertaken training in use of chemicals to obtain a ChemCERT accreditation. The SDS (safety data sheet) for each chemical used by our teams outlines the PPE (personal protective equipment) that must be used when handling, mixing and applying. This may include respirators, gloves and disposable overalls. When applying herbicide from a tractor mounted spray unit officers may not use a respirator as the cab of the tractor is fitted with special filters. The use of PPE will come down to the specific chemical being used and how it is applied.*

*Council has SOPs (safe operating procedures) in place to guide officers in the use of chemicals, and our Take 5 safety process also provides the opportunity for officers to review and identify hazards on their jobs on a daily basis or as their workflow may change during the day.*

*Our Hazard/Risk register for the Parks team does not include glyphosate specifically, however refers to weed infestations as the hazard needing management.*

3. How the public is currently notified of herbicide spraying, and whether Council has considered the implementation of mandatory signage or other public notifications before or after spraying;

*In line with the Code of Practice for Spraying in Public Places, where practicable, the spray supervisor will inform the public of the planned spray operations through the use of signage or other suitable means available.*

*Council's commercial operator, who holds a commercial operator licence and valid certificate of competency, displays signage on the front and back of the spray vehicle to alert road users and the public of the activity in progress. A contact phone number is also displayed should the public wish to enquire about the spray operation. Spraying will be stopped if a member of the public, or other third party, approaches the area being sprayed.*

4. Whether Council has explored, or would consider, the development of a formal "No Spray Register" to allow residents to opt out of herbicide application near their property, and whether Council is investigating alternatives to glyphosate-based herbicides in response to health and environmental concerns.

*Council is progressing a formal "No Spray Register" to be compliant with the Code of Practice for Spraying in Public Places. Property owners who request that Council desist from spraying public land in front of their properties must prepare a proposed pest control plan detailing how they intend to control the problem themselves. The plan must be approved by Council and be carried out in a timely manner. If the issue is not dealt with satisfactory, the Council may resume responsibility for the maintenance of the land using chemical products if necessary.*

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*Council officers review global advice on chemical treatments with the most recent advice from the Australian Pesticides and Veterinary Medicines Authority (APVMA). APVMA is responsible for regulating these chemicals in Australia and is globally renowned for its comprehensive, rigorous, science and evidence-based assessments and has concluded that glyphosate products are safe to use provided they are used in accordance with the label instructions.*

*In 2016 APVMA comprehensively reviewed the International Agency for Research on Cancer report and found no grounds for glyphosate approved uses to be reassessed.*

*The United States Environmental Protection Agency reaffirmed the safety of glyphosate finding it is not a carcinogen. Their Glyphosate Proposed Interim Decision found there are no risks to public health when glyphosate is used in accordance with its current label.*

*We are constantly reviewing alternative methods to reduce or eliminate the need of chemicals as well as routinely reviewing our programs to ensure they are meeting contemporary community expectations.*

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**18.2 Councillors' Questions without Notice**

*Cr Larner left the meeting at 4.13pm*

*Cr Ireland left the meeting at 4.14pm*

*Cr Ireland entered the meeting at 4.16pm*

**Cr Allen**

**Question 1:** Looks like the basketball ring has been built at the RSL park, and I thought the position was a bit strange right beside where the parents sit under the shade shelter with the basketball court right beside it?

**Response:** *(From the CEO through the Chair) There were a number of consultations that occurred with young people and others, including our staff, and that was deemed the most appropriate place.*

**Question 2:** I went to park at the back of the library the other day and noted that you can't get round off Biloo St, it's all blocked off. The idea was that people could park around there and come out near the library, but Council has blocked the entrance into the back of the library from Biloo St.

**Response:** *(From the CEO through the Chair) I'll take that one on notice, Cr Allen.*

**Deputy Mayor Cr Shegog**

**Statement:** Just to thank Council for their support in the election for Deputy Mayor, and for Joy and Geoff for nominating as well.

**Cr Ferguson**

**Question 1:** One for infrastructure, I just had a query from YAC regarding Forest Rd, whether there were any plans for a roundabout at West Tamar Highway and Forest Rd, and at the other end, if there's any plans on that intersection at Salt, how that's being planned for in the future.

**Response:** *(From the Chair) That particular issue, the only place where I've seen it come up as a matter is when State Growth initially announced the proposal for a bridge across the Tamar, and there were three options in it, and one of them was coming down Forest Rd and there would be a light there and the idea was that you'd come down and go straight over to the other side, that's the only time I've ever heard of that being mentioned as a possibility.*

**Response:** *(From the CEO through the Chair) We'll take it on notice.*

**Question 2:** They asked about the bus stops, the designation for funds, and wondered whether the wetlands area, one of the students asked if there were any plans for a bus stop and shelter being put there with the funds that we were potentially applying for with the State Government. In previous years we had grants, I don't know if you had a schedule of where we were going to be sponsoring or getting grant money for bus stops.

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**Response:** *(From the CEO through the Chair) We'll take that one on notice as well.*

**Cr Lyons**

**Question 1:** In terms of Forest Rd and also Barnes Hill, I think somehow State Growth got to us that they don't need to buy land. We raised the question of how much land they needed and they should be buying houses, if you're going to have a roundabout at Forest Rd, and a two-lane highway, if you're trying to turn north and come up the road it's going to be very difficult. I still think we should be pushing the State Government to do something about Barnes Hill potential link with Forest Rd, but we should continue to ask for Barnes Hill to be fixed.

**Response:** *(From the CEO through the Chair) We'll come back to you.*

**Mayor Cr Holmdahl**

**Question 1:** While we're talking about road safety issues, can we have an update about Exeter, what is the latest situation?

**Response:** *(From the CEO through the Chair) We have published the response from the Department of State Growth in the next section of the agenda in responses to previous questions on notice, on page 256 of your agendas, which is the last one that we've received, and essentially it's while they're in caretaker they won't be saying anything.*

**Cr Manticas**

**Question 1:** I've raised it informally but I think that it's good to get a more formal response. There's been a number of people now that have contacted me in regards to geese at Legana, and the droppings, and so rather than ask a specific question if the Council could be indulging to me and just provide an update of what we've been able to ascertain?

**Response:** *(From the CEO through the Chair) Apologies, Cr Manticas, I did have an answer but I haven't been able to send it out to all Councillors yet. In relation to those geese, initially the question was that whoever owns them needs to pen them up. They are wild geese that have lived in the orchards, and continue to live and breed in the orchards, so it's not that someone has to take control of housing them because the orchards is their home. What we're looking at is what maintenance solutions we may be able to do in terms of additional cleaning and upkeep of footpaths. In terms of what we do with them, and I've seen commentary by the community as well on a range of things. If you capture them and take them away, they're just going to come back. It's about how do we get a growing urban area to live somewhat harmoniously with geese that have been living there as well, but we'll continue to provide some updates. It's not an easy one because it's not about getting any one person to take responsibility for animals they own, because they are wild geese that were there before the houses were built.*

**Question 2:** My other question relates to our youth programs that we administer as a Council. A community member has said we do really well in the space of catering to 10 – 17 year

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olds, but would like to have more information about what's available for those aged 0 – 10, and those aged 18 – 25.

**Response:** *(From the CEO through the Chair) I will take that on notice and come back to you with an answer, bearing in mind that Council does not provide childcare, so those types of services there won't be significant numbers for the 0 – 5 age category but we will come back with what services we do offer.*

**Question 3:** Especially from Greens Beach to Beaconsfield, I notice white spray paint on the edges of the bitumen, occasionally a pothole is marked with a bit of white paint, somebody raised the issue with me and naturally I just said well it's pretty clear they've been identified, it shouldn't be too long until someone comes and does something. To get absolute clarity, can we highlight the process that we take from identification to then scheduling, and how we actually look after it just in case I've given the wrong information?

**Response:** *(From the CEO through the Chair) There's a number of things happening with our Operations Manager who is scheduling this work, we can come back to Council and take you through the process.*

**Cr Sladden**

**Statement:** I just wanted to provide comment on the Cape Barren geese, I'm pretty sure back in the 1970s and 80s, I'm pretty sure it was classified as endangered, I have a stamp somewhere attesting to that, so it's amazing the wonder of nature when you allow it to do its thing. Now it looks like the Cape Barren geese have recovered to abundance.

**Question 1:** I was speaking to a member of the gallery earlier today and it reminded me about the Live Streaming, I was just wondering if we can have an update on where we are with that please.

**Response:** *(From the CEO through the Chair) You certainly can. You may well see around you the blue tape on the floors, that is getting ready for the work that needs to occur. Live Streaming, if everything goes to plan, should occur at the September meeting,*

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**18.3 Responses to Previous Questions on Notice**

**Cr Allen**

**Question 1:** I've been asked by a ratepayer, Mr. Robert Long, who could not attend today to bring this up. Robert lives on the corner of Kelly's Lookout Rd and Greens Beach Rd in Beaconsfield. There have been 8 accidents there since Christmas and it appears that cars are coming up Kellys Lookout Rd and are not giving way to those coming along Greens Beach Rd. I have spoken to our engineer (Director Community Assets) about this and he will follow it up but I just wanted it on record that it needs addressing at that intersection.

**Response:** *A traffic engineering consultant has been engaged by Council and a review of the intersection undertaken to discuss options for improvement. Preliminary findings have been presented to Council Workshop and officers will proceed to finalise a scope of work statement and cost estimate for the recommended treatment, which includes pavement surface improvement and installation of islands.*

**Cr Shegog**

**Question 1:** Last meeting I brought up about Legana, near the cricket ground, there's a boggy area there where Hangry As are parking their van. I've just sent Councillors and officers a picture, it's still like a big mud patch, I'm just wondering if (Director Community Assets) could organise a works truck to dump a load of blue metal. I know we have long-term plans but that's not going to happen in the next month or so.

**Response:** *Additional rock material has been placed in low spots in vicinity of where the food van is parking next to the Legana Cricket Ground. Officers are assessing options to install a connection point for food vans at the back of the footpath on the eastern side of Tatana Way.*

**Mayor Holmdahl**

**Question 1:** We spent quite a bit of money creating a little plaza in that part of Legana, I have never seen anybody using it. Is there any reason why food trucks couldn't park there where there's seating and some nice landscaping, is there any reason why that couldn't happen?

**Response:** *Council officers will undertake an assessment of alternate areas having regard to safety, availability of infrastructure, and other relevant considerations to inform potential updates to the list of permitted locations defined in Council's Mobile Food Vendor Policy and prepare a report for a future Council Workshop.*

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Mayor Holmdahl

*"Excerpt from June 2025 Minutes*

**Question 1:** *Now that I live in Exeter, and I bump into the local residents, the biggest concern that they have is the very, very poor process that the State Growth Department's undertaking to deal with traffic in Exeter, and every second person I come across complains about the process itself, about the ideas that State Growth is planning to implement and have asked can we please let the government know that they're not happy?*

**Response:** *(From the CEO through the chair) At this stage, we've received nothing from the Department of State Growth in terms of the next phases of progress around traffic management in Exeter proper, so what we can do is we could write to State Growth to receive an update on where they're up to and whether there's been any changes to the plans. At this stage, given community consultation, as I understand it, didn't close very long ago, we haven't actually seen what impact, if any, that's had so I would suggest writing to State Growth asking for an update in this instance, I don't think it's worth writing to the Minister given we're in caretaker mode, so we're happy to reach out to the Department and see where it's up to and we can provide a briefing at next workshop for you.*

**Statement:** *I would agree with that as long as the response can be circulated to the community because they're the ones that are asking for the answers.*

**Response:** *(From the CEO through the chair) Happy to take it on notice and then it will be printed in next month's agenda."*

*Response reproduced below:*

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Mr Dino De Paoli  
Director Community Assets  
West Tamar Council  
[wtc@wtc.tas.gov.au](mailto:wtc@wtc.tas.gov.au)

Dear Mr De Paoli

Thank you for your email of 27 June 2025 regarding the Exeter Pedestrian Crossing project. I apologise for the delay in responding to your request.

This project is currently in the concept design phase and the first round of public consultation ran from mid-March 2025 until June 2025. During this time, we considered all feedback and have incorporated changes to the design where possible.

The Tasmanian Government has entered caretaker mode until the outcome of the State Election on 19 July 2025 is known. As such, we paused further planned public consultation and stakeholder engagement that was scheduled to occur during June and July 2025. The aim of this second round of consultation was to share the revised concept design with the community and demonstrate how the feedback received in initial consultation has been incorporated into the design.

We value Council's ongoing feedback and intend to meet with Council once we have briefed the incoming government on progress with the project. The project team expects to be in contact in early August 2025 to arrange a meeting to discuss the revised concept design, next steps for the project and any further queries or concerns.

We are also happy to meet with the Ageing Committee who have sent through a separate request to meet and discuss the project.

We are currently reviewing the speed limit through the township and will provide an update on this when the project team next meet with you. I note that any changes to speed limits on the State Road Network need to be approved by the Commissioner for Transport after a supported application by us as the road owner if we determine that a reduced speed limit is appropriate. It is worth noting that we need to balance the needs of both local road users and through traffic on this section of Category 2 are 3 State Road through Exeter, so until the speed limit review is complete I am not in a position to advise of the outcome, and it may also depend on the pedestrian design option adopted.

Please note that Simon Reading, who you've previously engaged with, is currently on extended leave and our Project Manager is now Ben Lehner, who can be contacted by email at [Ben.Lehner@stategrowth.tas.gov.au](mailto:Ben.Lehner@stategrowth.tas.gov.au) or telephone on (03) 6165 5183 for more information.

Yours sincerely

A handwritten signature in black ink, appearing to read "Elspeth Moroni".

Elspeth Moroni  
A/General Manager, State Roads

18 July 2025

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Tuesday 19 August 2025**



## **19 INTO CLOSED MEETING**

### **RECOMMENDATION**

That, pursuant to Section 17(1) of the *Local Government (Meeting Procedures) Regulations 2025*, Council close the meeting to the public at ...pm to discuss the following items:

#### **Confirmation of Minutes**

##### **2.1 Confirmation of Minutes of Closed Meeting held 15 July 2025**

*This report has been submitted to the closed part of the Council Meeting in accordance with Section 40(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.*

**Minute No. 25/107**

### **DECISION**

Moved: Cr Ireland

Seconded: Cr Allen

That, pursuant to Section 17(1) of the *Local Government (Meeting Procedures) Regulations 2025*, Council close the meeting to the public at 4.26 pm to discuss the following items:

#### **Confirmation of Minutes**

##### **2.1 Confirmation of Minutes of Closed Meeting held 15 July 2025**

*This report has been submitted to the closed part of the Council Meeting in accordance with Section 40(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.*

### **VOTING**

For: Mayor Cr Holmdahl, Deputy Mayor Cr Shegog, Cr Allen, Cr Ferguson, Cr Ireland, Cr Lyons, Cr Manticas and Cr Sladden

Against: Nil

**CARRIED UNANIMOUSLY 8/0**

**REQUIRES ABSOLUTE MAJORITY OF COUNCIL**

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**20 OUT OF CLOSED MEETING**

**DECISION**

That Council:

1. Moves out of Closed Meeting at 4.40pm; and
2. endorses those decisions made while in Closed Meeting; and
3. the information remains Confidential unless authorised to be released at the Chief Executive Officer's discretion

UNCONFIRMED

## 21 CLOSURE

There being no further business, the meeting closed at 4.41pm.

UNCONFIRMED

### 3 LATE ITEMS

## **4 DECLARATIONS OF INTEREST IN A MATTER OF A COUNCILLOR**

## 5 PUBLIC QUESTION TIME

***General rules for public question time and questions without notice:***

- *30 minutes maximum for public question time and public questions.*
- *Any one speaker is limited to a maximum of 90 seconds to make a statement and/or 3 minutes for questions and a maximum of 3 questions.*
- *A question will be answered if the information is known, otherwise it will be taken on notice and responded to in writing.*
- *If a member of the public –*

*a) hinders or disrupts a meeting; or*

*b) tries to hinder or disrupt a meeting; or*

*c) refuses to leave a closed meeting; or*

*d) uses obscene or offensive language*

*the chairperson may take reasonable steps to remove the person from the ordinary or closed meeting, including requesting the assistance of a police officer if required.*

To assist with the compilation of minutes, it would be appreciated if community members with prepared questions and statements could please provide a copy to Council via email [wtc@wtc.tas.gov.au](mailto:wtc@wtc.tas.gov.au) or leave a copy with us.

When addressing Council please state your name and address.

To be clear to any members of the public in attendance, as outlined in the Council's Public Question Time Policy, we will not allow statements or questions relating to the personal affairs or actions of a Councillor or Council staff or which questions the competency of Council staff or Councillors.

If someone chooses to ignore this directive, in the first instance the statement of question will be rejected and you will be asked to sit down. Should anyone choose to ignore that advice or enter into a debate, or disrupt the meeting, you will be asked to leave.

## **5.1 Public Question Time**

Commenced at:

Concluded at:

## 5.2 Public Questions on Notice

***All answers to questions on Notice have been prepared by the Chief Executive Officer, Kristen Desmond.***

### 5.2.1 B Brown, Legana

**Question 1:** Can the Mayor provide all receipts, invoices, or other documentation showing who actually paid for her attendance?

**Response:** *The Mayor did not attend the conference.*

**Question 2:** What steps does Council take to prevent elected officials' attendance from creating a real or perceived conflict of interest, given the Summit was sponsored by arms dealers, real estate developers, and other entities with local, national, and international vested interests, and will Council publish all sponsored attendance, associated costs, and supporting documentation?

**Response:** *It is each Councillor's responsibility to determine if they have a conflict of interest. Councillors' obligations in relation to declaring conflicts of interest are set out in the Code of Conduct Order 2024.*

**Question 3:** Can the Mayor confirm what tangible benefits her attendance would have provided to the West Tamar community, and provide supporting evidence?

**Response:** (From the Mayor) *Without having attended the conference, it is difficult to say and any response would be purely speculative.*

*That said, I strongly believe that all members of community have a right to feel safe and not be confronted with acts of hate and division regardless of race, religion or gender and as Mayor of the West Tamar, I support any effort that helps build respect, peace and tolerance.*

### **5.3 Responses to Questions from Previous Public Question Time**

#### **5.3.1 P Hodges**

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

Our Ref: GO.COU.179

Enquiries: Office of the Chief Executive Officer  
Phone : (03) 6323 9300

29 August 2025

Mr Peter Hodges

By email: [REDACTED]

Dear Mr Hodges



Eden Street, Riverside TAS 7250  
PO Box 16, Riverside TAS 7250  
e. [wtc@wtctas.gov.au](mailto:wtc@wtctas.gov.au)  
p. 03 6323 9300  
f. 03 6323 9349  
[wtc.tas.gov.au](http://wtc.tas.gov.au)

**Response to Question on Notice – Ordinary Council Meeting 19 August 2025**

I refer to the questions set out below which were asked on your behalf by Mr Don Sutherland and taken on notice at the West Tamar Council meeting on 19 August 2025, and now provide the following responses:

**Question 1:** *What specific steps has the Council taken, before and since January the 15th 2025 to explain that correspondence and the decision about it to the residents, and to ascertain from them the possible ramifications of it for residents and their families.*

On 23 May 2024 Council provided an update to the Beauty Point Tourist Park Residents Association regarding its investigation into long-term residents indicating that a transition process to return to Visitor Accommodation would be established. Formal notices have since been issued to the operators of the Tourist Park.

It is not Council's responsibility to advise residents of the content of those notices.

**Question 2:** *During my residency at my permanent home in the Beauty Point Tourist Park, I sought the help of the Council to resolve a long standing problem, over six years, with the management regarding flooding arising from inadequate drainage at my site by letter on the 18th April 2023, and a meeting at the Council offices on May 5th 2023, with two senior staff members. Despite its acknowledged powers to issue compliance notices, and my engineer's advice provided to Council, why was the Council unwilling and/or unable to inspect the site and assess my concerns.*

Council's powers in relation to discharge of stormwater drainage is limited to when a nuisance is caused to a neighbouring property. It is understood the concerns raised were internal to the Beauty Point Caravan Park site and could not be regulated by Council.

**Question 3:** *The Supreme Court decision in the Lowe case says that the relationship between the owners of the park and the residents is in the form of a lease. What implications does that lease arrangement have for the powers and policies of the Council to conduct inspections and assess*



*concerns or matters of concern by residents, like flooding, pursuant to its powers and responsibilities under the land use and local government laws and its own vision statement?*

The lease or tenure of residents does not impact the powers or responsibilities of Local Government.

Yours sincerely



**Kristen Desmond**  
**CHIEF EXECUTIVE OFFICER**

## 6 CHIEF EXECUTIVE OFFICER'S DECLARATION

"I certify that with respect to all advice, information or recommendation provided to Council with this agenda:

1. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation;
2. where any advice is given directly to council by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person; and
3. a copy or written transcript of the advice received has been provided to council."



Kristen Desmond  
**CHIEF EXECUTIVE OFFICER**

"Notes: Section 65(1) of the *Local Government Act 1993 (Tas)* requires the General Manager to ensure that any advice, information or recommendation given to the council (or a council committee) is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. Section 65(2) forbids council from deciding any matter which requires the advice of a qualified person without considering that advice."

At West Tamar Council, the title Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the *Local Government Act 1993 (Tas)*. For the avoidance of doubt, Chief Executive Officer means General Manager for the purposes of the *Local Government Act 1993 (Tas)* and all other legislation administered by or concerning Council.

## 7 PLANNING AUTHORITY

*Councils are a planning authority. Each council acts as the planning authority for their municipality. In this role, councillors consider development applications and make administrative decisions that are based on the council's planning scheme. While councillors are obliged to consider the community's views, this does not mean they can vote in favour of those views while fulfilling the role of a planning authority. Councillors must make planning decisions based on whether a planning application is consistent with the local planning scheme, even if members of the community object to the planning proposal.*

### 7.1 Plan 1 - PA2024357 - Multiple Dwellings Development (11 new 1 existing) 47 Orana Place, Riverside

**REPORT AUTHOR:** Statutory Planner - Patrick McMahon

**REPORT DATE:** 9 September 2025

**ATTACHMENTS:**

1. [7.1.1] Location Plan
2. [7.1.2] PA2024357 Proposal Plans

#### INTRODUCTION

Council acts as a Planning Authority for the assessment of this application under the *Land Use Planning and Approvals Act 1993 (the Act)*. Council as the Planning Authority must determine the application for a permit pursuant to Section 51(2) of the Act and 6.10 of the *Tasmanian Planning Scheme – West Tamar (the Scheme)*.

In determining an application, the Planning Authority must 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.”*

Compliance with the applicable standards (a) consists of complying with the Acceptable Solution or satisfying the Performance Criteria. The use of “or” is to be read plainly in that if an application satisfies the Acceptable Solution, no consideration of the Performance Criteria is required.

The purpose of this report is for Council to consider a proposal for Residential - Multiple dwellings, comprising a 12-unit Strata development (11 new units and 1 existing unit) at 47 Orana Place in Riverside. The site is accessed from a driveway off Orana Place.

The proposal requires a discretion of the following development standards:

	Acceptable Solution	Proposed
<b>Building Height</b>	<8.5m	Unit 4 (10.0m) Unit 5 (8.9m)
<b>Pedestrian Access</b>	1m wide pedestrian access	Speed restrictions and shared zone
<b>Traffic Generation</b>	Less than 40 per day	60 per day
<b>Works Within a Landslip Area</b>	No Acceptable Solution	Works are proposed in the medium landslip area

## STATUTORY REQUIREMENTS AND TIMEFRAMES

The application was made pursuant to Section 57 of the Act. Determination of the application is a statutory obligation.

<b>Receipt Date</b>	02/01/2025
<b>Request for further information</b>	08/01/2025
<b>Information satisfied</b>	01/04/2025
<b>Advertised</b>	05/04/2025
<b>Closing date for representations</b>	30/04/2025
<b>Day 42</b>	08/05/2025
<b>Extension of time granted</b>	24/04/2025
<b>Decision due</b>	30/10/2025

## THE APPLICATION

### Application Details:

<b>Development Application</b>	PA2024357
<b>Location</b>	47 Orana Place, Riverside.
<b>Applicant</b>	Wilkin Design & Drafting Pty Ltd
<b>Planning Instrument</b>	Tasmanian Planning Scheme – West Tamar ( <b>the Scheme</b> )
<b>Zone</b>	General Residential
<b>Use</b>	Residential – Multiple Dwellings
<b>Codes</b>	C2.0 Parking and Sustainable Transport Code C3.0 Road and Railway Assets Code C15.0 Landslip Hazard Code
<b>Specific Area Plans</b>	NA

### Site Details:

<b>Area</b>	7058m <sup>2</sup>
<b>Slope</b>	~20% Slope incline from NE to SW
<b>Existing Use/Development</b>	Residential – Single dwelling with strata
<b>Surrounding Use/Development</b>	Aged Care, Single Dwellings Residential, Multiple Dwellings Residential.

## STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

### 3.2 Our Future

Goal: To encourage sustainable growth and prosperity.

Objective: Development is in keeping with the character of the area and natural values.

Council will:

- Be an active participant in planning reform and embrace Council's planning role.

## STATE POLICIES

The proposal is consistent with the intent of all State Policies.

## LAND USE PLANNING AND APPROVALS ACT 1993

The proposal is consistent with the objectives of the Act.

## GOVERNMENT CONSULTATION

The application did not require State Government referral.

## FINANCIAL IMPACT

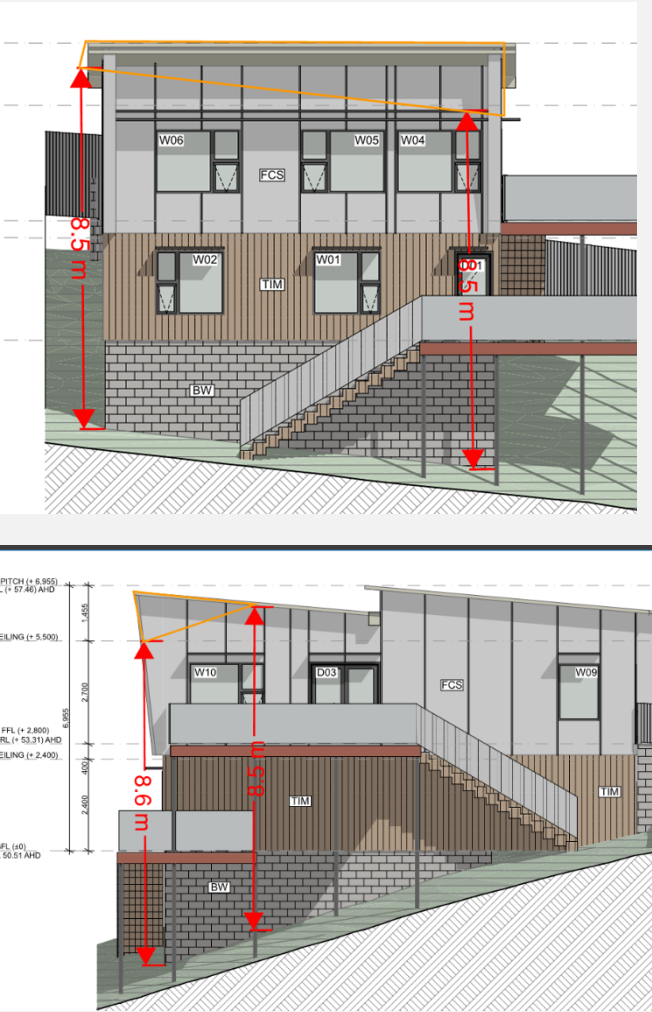
Financial impacts are normally limited to the application process and any appeal that may be lodged against the Planning Authority's decision, provided statutory obligations are met.

## STANDARDS REQUIRING COUNCIL DISCRETION

The application was assessed against the relevant zone and code standards. The proposal complied with the relevant standards, except for the identified discretions that follow. When a proposal relies on discretion, it must be assessed against the relevant performance criteria for compliance.

### CLAUSE 8.4.2 Setbacks and building envelope for all dwellings (height of the building)

<b>ACCEPTABLE SOLUTION NOT ACHIEVED</b>	<p><i>A3. A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions that extend not more than 0.9m horizontally beyond the building envelope, must:</i></p> <p>(a) <i>be contained within a building envelope (refer to Figures 8.1, 8.2 and 8.3) determined by:</i></p> <p>(i) <i>a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a property with an adjoining frontage; and</i></p> <p>(ii) <i>projecting a line at an angle of 45 degrees from the horizontal at a height of 3m above existing ground level at the side and rear boundaries to a building height of not more than 8.5m above existing ground level; and</i></p> <p>(b) <i>only have a setback of less than 1.5m from a side or rear boundary if the dwelling:</i></p> <p>(i) <i>does not extend beyond an existing building built on or within 0.2m of the boundary of the adjoining property; or</i></p> <p>(ii) <i>does not exceed a total length of 9m or one third the length of the side boundary (whichever is the lesser).</i></p>
<b>PERFORMANCE CRITERIA</b>	<p><i>P3 The siting and scale of a dwelling must:</i></p> <p>(a) <i>not cause an unreasonable loss of amenity to adjoining properties, having regard to:</i></p> <p>(i) <i>reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property;</i></p>

	<ul style="list-style-type: none"> <li>(ii) overshadowing the private open space of a dwelling on an adjoining property;</li> <li>(iii) overshadowing of an adjoining vacant property; and</li> <li>(iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining property;</li> </ul> <p>(b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and</p> <p>(c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on:</p> <ul style="list-style-type: none"> <li>(i) an adjoining property; or</li> <li>(ii) another dwelling on the same site.</li> </ul>
<p><b>ASSESSING OFFICER'S COMMENTS</b></p>	<p>As both Unit 4 (10.0m) and Unit 5 (8.9m) exceed the height of 8.5m from the natural ground level as prescribed in the Acceptable Solution, the Performance Criteria must be assessed. The over-height portion of Units 4 and 5 is limited to a small portion of the front facade of the building, on the downhill side. Whilst this part of the roofline could be brought within the 8.5m height limit achieved for the majority of the roofline, the over height portion is a feature of the roof design and topography of the land.</p> 

The increased height of the buildings is due to the steep nature of the land. They face the north, with the shadows primarily overcasting uphill minimising the effect of any shadowing due to the height.

- (a) There will be no unreasonable loss of amenity to adjoining properties regarding
- (i) There are no proposed habitable rooms in the path of the shadowing as shown by the shadow plan.
  - (ii) There are no private open spaces to be overshadowed by the proposed development
  - (iii) N/A - There are no vacant properties to be overshadowed by the proposed development
  - (iv) The visual impact caused by the size and bulk of the development is minimal as the proposed buildings are on a steep hill with the roadside being the shorter side and the extended height from the higher side not being easily seen from the road/driveway or other open spaces/dwellings.



- (b) The separation between the proposed buildings exceeding the height limit prescribed by the Acceptable Solution still provides adequate separation between the proposed and the existing buildings. The proposal is consistent with the existing properties in the area
- (c) There is no overshadowing of any existing solar installations on
- (i) An adjacent property or
  - (ii) N/A - No solar installations on the existing dwelling on the same site

As such, the Performance Criteria has been met.

#### CLAUSE C2.6.5 Pedestrian Access

##### ACCEPTABLE SOLUTION NOT ACHIEVED

**A1.1** Uses that require 10 or more car parking spaces must:

- (a) have a 1m wide footpath that is separated from the access ways or parking aisles, excluding where crossing access ways or parking aisles, by:

	<ul style="list-style-type: none"> <li>(i) a horizontal distance of 2.5m between the edge of the footpath and the access way or parking aisle; or</li> <li>(ii) protective devices such as bollards, guard rails or planters between the footpath and the access way or parking aisle; and</li> <li>(iii) be signed and line marked at points where pedestrians cross access ways or parking aisles.</li> </ul>
<b>PERFORMANCE CRITERIA</b>	<p>Safe and convenient pedestrian access must be provided within parking areas, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the characteristics of the site;</li> <li>(b) the nature of the use;</li> <li>(c) the number of parking spaces;</li> <li>(d) the frequency of vehicle movements;</li> <li>(e) the needs of persons with a disability;</li> <li>(f) the location and number of footpath crossings;</li> <li>(g) vehicle and pedestrian traffic safety;</li> <li>(h) the location of any access ways or parking aisles; and</li> <li>(i) any protective devices proposed for pedestrian safety.</li> </ul>
<b>ASSESSING OFFICER'S COMMENTS</b>	<p>There are more than 10 carparks required for this development, which triggers the requirement for a 1m wide footpath for pedestrian access to meet the Acceptable Solution. As this is not provided, the Performance Criteria must be assessed.</p> <p>The applicant supplied a Traffic Impact Assessment prepared by Midson Traffic Pty Ltd, Dated March 2025 which is relied upon for the assessment of the safety of the sites access for pedestrians and vehicles.</p> <ul style="list-style-type: none"> <li>(a) The site relies on a relatively steep and long access driveway up to the proposed dwellings. The site is within walking distance of some basic shops and public transit, however it is seen as likely that the majority of traffic is likely to be vehicular in nature with minimal pedestrian access.</li> <li>(b) The site will be for a residential use with 12 dwellings (11 proposed 1 existing) utilising the access.</li> <li>(c) There are a sufficient number of parking spaces provided for all residents and several visitor parking spaces as well, with 60 car movements per day expected.</li> <li>(d) There are 60 movements per day expected for typical use on the site</li> <li>(e) The site does not accommodate or consider mobility access as the access provided is too steep for most with mobility issues to access.</li> <li>(f) There is one intersection with a footpath as the driveway intersects onto Orana Place</li> <li>(g) A Traffic Impact Assessment prepared by Midson Traffic Pty Ltd, Dated March 2025 has been undertaken and relied upon for addressing the safety of road and pedestrian users for the site</li> <li>(h) The access way is located off Orana Place</li> <li>(i) The proposal includes a mandatory speed limit of 10kmph to be enforced and signage to be in place</li> </ul> <p>As such, the Performance Criteria has been met.</p>

**CLAUSE C3.5.1 Traffic Generation at a vehicle crossing level crossing or new junction**

<b>ACCEPTABLE SOLUTION NOT ACHIEVED</b>	<p><b>A1.4</b> Vehicular traffic to and from the site, using an existing vehicle crossing or private level crossing, will not increase by more than:</p> <ul style="list-style-type: none"> <li>(a) the amounts in Table C3.1; or</li> <li>(b) allowed by a licence issued under Part IVA of the Roads and Jetties Act 1935 in respect to a limited access road.</li> </ul>
<b>PERFORMANCE CRITERIA</b>	<p>Vehicular traffic to and from the site must minimise any adverse effects on the safety of a junction, vehicle crossing or level crossing or safety or efficiency of the road or rail network, having regard to:</p> <ul style="list-style-type: none"> <li>(a) any increase in traffic caused by the use;</li> <li>(b) the nature of the traffic generated by the use;</li> <li>(c) the nature of the road;</li> <li>(d) the speed limit and traffic flow of the road;</li> <li>(e) any alternative access to a road;</li> <li>(f) the need for the use;</li> <li>(g) any traffic impact assessment; and</li> <li>(h) any advice received from the rail or road authority.</li> </ul>
<b>ASSESSING OFFICER'S COMMENTS</b>	<p>The proposed development would generate more than 40 additional movements per day, as specified in the Acceptable Solution. The estimated increase as calculated by the Traffic Impact Assessment prepared by Midson Traffic Pty Ltd, Dated March 2025 provided is approximately 60 movements per day, and as such, the Performance Criteria must be assessed.</p> <ul style="list-style-type: none"> <li>(a) There is expected to be an increase of 60 movements per day out of the driveway and into Orana Place attributed to the development.</li> <li>(b) The nature of the traffic will be typically residential in nature with occasional private waste collection</li> <li>(c) The driveway is slightly smaller than it would be if it met all the prescribed design elements but has saved space by not providing pedestrian access and utilising a shared driveway in order to accommodate all the vehicle and pedestrian traffic in a shared zone. It feeds off onto Orana Place, which is a road that sees only a small amount of local traffic daily.</li> <li>(d) The driveway is limited to 10kmph, while the Orana Place local road is a standard suburban 50 zone, feeding off onto the West Tamar Highways 60 zone.</li> <li>(e) There are no alternative access for local users other than Orana Place road</li> <li>(f) The development is for multiple dwellings in a high growth area and provides housing supply to the area.</li> <li>(g) A Traffic Impact Assessment prepared by Midson Traffic Pty Ltd, Dated March 2025 has been provided.</li> <li>(h) The Road Authority has provided advice and consent.</li> </ul> <p>Further assessment by the Road Authority is provided below which concludes the Performance Criteria has been met.</p>

**CLAUSE C15.6.1 Building and works within a landslip hazard area**

<b>ACCEPTABLE SOLUTION NOT ACHIEVED</b>	<i>A1 No Acceptable Solution</i>
<b>PERFORMANCE CRITERIA</b>	<p><b>P1.1</b> <i>Building and works within a landslip hazard area must minimise the likelihood of triggering a landslip event and achieve and maintain a tolerable risk from landslip, having regard to:</i></p> <ul style="list-style-type: none"> <li><i>a) the type, form, scale and intended duration of the development;</i></li> <li><i>b) whether any increase in the level of risk from a landslip requires any specific hazard reduction or protection measures;</i></li> <li><i>c) any advice from a State authority, regulated entity or a council; and</i></li> <li><i>d) the advice contained in a landslip hazard report.</i></li> </ul> <p><b>P1.2</b> <i>A landslip hazard report also demonstrates that the buildings and works do not cause or contribute to landslip on the site, on adjacent land or public infrastructure.</i></p> <p><b>P1.3</b> <i>If landslip reduction or protection measures are required beyond the boundary of the site the consent in writing of the owner of that land must be provided for that land to be managed in accordance with the specific hazard reduction or protection measures.</i></p>
<b>ASSESSING OFFICER'S COMMENTS</b>	<p>There is no Acceptable Solution for building and works in a landslip zone, and as such the Performance Criteria must be assessed.</p> <p>As the dwellings are exempt from this assessment as they will be assessed at the building stage, the only assessment here is for the driveway and access.</p> <p><b>P1.1</b></p> <ul style="list-style-type: none"> <li>a) The development of the driveway and access is to be completed in the first stage of development, with large scale earthworks and driveway works included.</li> <li>b) A Landslide Risk Assessment by Geoslope, dated 28/08/2025 has been provided and peer reviewed containing hazard reduction measures to be implemented during development and after, to minimise the risk of hazard. This includes engineered retaining walls, the location and material of water pipes, and drainage.</li> <li>c) There is no particular provided state or regulated entity advice.</li> <li>d) The Risk Assessment of the report, as well as the independent review both concur that the development can be safely managed.</li> </ul> <p><b>P1.2</b></p> <p>The landslip report and associated peer review demonstrates that there is minimal risk from landslip on the site or any adjacent sites, provided the correct hazard management procedures are undertaken.</p> <p><b>P1.3</b></p> <p>There are no landslip reduction or protection measures required on adjoining land</p>

	<p>It is noted that the Landslide Risk Assessment peer review conducted by WSP stated that they would have liked to see more extensive drilling to determine the sites soil and hydrology more accurately. A condition is recommended requiring that additional bore holes are drilled to show that these mitigation measures, as proposed by Geoslope are sufficient for the site. It is reasonable that these detailed investigations occur as part of the construction stage.</p> <p>As such, the Performance Criteria has been met.</p>
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## ROAD AUTHORITY COMMENTS

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The Road Authority under consideration of the *Local Government (Highways) Act 1982* provided the following advice:

The proposal seeks to create 11 new multiple dwellings at an existing strata development, which will access Orana Place using an upgraded crossover. The crossover will be widened to match the internal driveway width, which will allow two-way manoeuvring within the access road and crossover. It will also make entry/exit from the site more efficient.

The property is located within a two-way section of Orana Place. It is expected that all vehicles entering the site will be from a right-in manoeuvre. Vehicles can exit the site in either direction.

While the default 50km/hr urban speed limit applies to Orana Place, speed humps are located to control speeds within the one-way section. Any driver exiting the site with a right-turn manoeuvre will encounter the local area traffic management, which has a signposted recommended speed of 25km/hr at each speed hump.

Waste collection for the development will be undertaken using a private agreement between the body corporate and a waste management company. This is due to limited space along the frontage for Council's kerbside collection service. The private waste collection vehicle will be able to enter the site in a forward direction and turn at the turning area in the common property, before collecting the bins from the storage area and then leaving the site in a forward direction.

The proposed Use requires 27 carparking spaces, which includes three dedicated spaces for visitors to the site. To meet the acceptable solution of C2.6.5, a one-metre-wide footpath, separated from the access way, is required since the Use requires 10 or more parking spaces.

The site is an internal lot with a constrained frontage and access way width of six metres. It does not provide enough space for two-way passing traffic and a separated pedestrian path within the site, so is relying on the relevant performance criteria to be met to meet the planning objective, which is to provide pedestrian access within parking areas in a safe and efficient manner.

In this environment of a private residential multiple dwelling development, pedestrians and drivers sharing the access way are expected to be neighbours and therefore familiar with the characteristics of the site and each other. 10 km/hr shared zone signage will be installed at the access way to alert visitors and any unfamiliar users of the site what to expect when negotiating the shared access way.

The Road Authority agrees with the justification of the performance criteria provided in the Traffic Impact Assessment by Midson Traffic, that the proposed development will create a

safe pedestrian environment without a separated pedestrian path in the access way. This is a common discretion for multiple dwellings, as speed environments associated with residential uses are low and adequate onsite parking is proposed.

A relevant example of a safe shared zone without a separated footpath is the neighbouring Stanton Drive development to the north-west, which is of a much larger scale. It does not provide a footpath from Winifried Circle to Cormiston Road. It should also be noted that the majority of Orana Place does not have a footpath.

It is expected that the development will create an additional 55 vehicle movements per day at the existing access, seven of those being in the peak hour. The Road Authority agrees with the conclusions of the Traffic Impact Assessment by Midson Traffic, that the surrounding road network can absorb the seven additional movements in the peak hour while maintaining a high level of efficiency and safety, and the Performance Criteria of C3.5.1 is satisfied.

## STORMWATER AUTHORITY COMMENTS

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The Stormwater Authority under consideration of the *Urban Drainage Act 2013* provided the following advice:

The site has two existing stormwater connections to Council's drainage network: a headwall to collect and direct surface drainage into the public drainage system located at the northern site boundary; and a kerb connection into the Orana Place carriageway. Both will be made redundant by the development and instead replaced with two new connections to Council's underground drainage system.

The development will create impervious carparking areas and access ways. Stormwater runoff from these areas will be collected and drained.

A condition requiring on-site stormwater detention has been included on the draft permit, to limit the peak rate of piped stormwater from the development site into Council's underground drainage system.

## NOTIFICATION

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The application was notified for the required 14 day period in accordance with the Act. Consideration of any representation is a requirement under both the Scheme and the Act.

The number of representations received during this time was six (6).

ISSUE 1	The intensity of the new development will place too much of a burden on the existing stormwater systems
ASSESSING OFFICER'S COMMENTS	<b>The Stormwater Authority has recommended a condition to the draft permit requiring an on-site detention system to limit the peak rate of piped stormwater from the development site, before connecting into Council's public drainage system.</b>
ISSUE 2	The runoff from adjoining properties goes through 47 Orana, and there is no drainage in place to reroute this which will cause stormwater to backup and damage my property

<b>ASSESSING OFFICER'S COMMENTS</b>	<p>Stormwater from impervious areas in upstream properties should already be connected to their respective site stormwater connections. Runoff from pervious areas is considered natural overland flow.</p> <p>Detailed design as part of the Building Application stage will include drainage above any batter slopes and retaining walls to divert runoff from the upslope natural catchment away from structures and into the new site stormwater connections.</p> <p>As mentioned in the comment above, an on-site stormwater detention system will be provided to limit the peak rate of piped stormwater from the development site.</p> <p>A condition has been added to the draft permit to require the detailed design plans be submitted to the Stormwater Authority at the Building Application stage, so the detailed site drainage plans and on-site stormwater detention system can be assessed.</p>
<b>ISSUE 3</b>	Development of 11 new buildings will put pressure on the sewer system
<b>ASSESSING OFFICER'S COMMENTS</b>	The development includes a condition from Taswater to manage upgrades to the sewer for the proposed development.
<b>ISSUE 4</b>	The proposed buildings are too close to my fence
<b>ASSESSING OFFICER'S COMMENTS</b>	The proposal complies with all relevant Acceptable Solutions for distances to the boundaries of the lot.
<b>ISSUE 5</b>	The loss of amenity during the construction phase is too great
<b>ASSESSING OFFICER'S COMMENTS</b>	Some impacts to amenity during construction phase is possible, however construction will be subject to the requirements of the Environmental Management and Pollution Control Act 1994 such as noise and dust nuisance and when machinery can be used.
<b>ISSUE 6</b>	The construction phase will be too long
<b>ASSESSING OFFICER'S COMMENTS</b>	Not a planning issue. Council does not have any involvement in how quickly or slowly a private developer develops their own land.
<b>ISSUE 7</b>	The driveway is too steep
<b>ASSESSING OFFICER'S COMMENTS</b>	The driveway has been assessed in the landslip report and more importantly, the Traffic Impact Assessment, as well as by council's engineers and planners. The driveway, while steep, still complies with all relevant Australian Standards.
<b>ISSUE 8</b>	The driveway is too narrow

<b>ASSESSING OFFICER'S COMMENTS</b>	The driveway relies on a Performance Criteria, as it does not include the 1m pedestrian access to meet the Acceptable Solution. In this manner, by controlling the speed of the driveway users and allowing both pedestrian and vehicular traffic on the driveway, and it is deemed as suitable for the use as shown in the Traffic Impact Assessment. The driveway width meets the acceptable solution of C2.6.2, as 5.5m is in accordance with the dimensions in Table C2.3.
<b>ISSUE 9</b>	Emergency Vehicles cannot access the site as it is too narrow
<b>ASSESSING OFFICER'S COMMENTS</b>	The driveway meets the Acceptable Solution for the driveway width, and as such is suitable for emergency vehicle access.
<b>ISSUE 10</b>	The driveway will be unsafe in wet weather due to its steep gradient
<b>ASSESSING OFFICER'S COMMENTS</b>	The proposed driveway meets the Australian standard for its gradient and construction material, and has been assessed by a certified traffic impact assessor as well as Council's road authority as being suitable.
<b>ISSUE 11</b>	There is inadequate siting for the driveway
<b>ASSESSING OFFICER'S COMMENTS</b>	The Traffic Impact Assessment shows that there is adequate siting for the entire length of the driveway.
<b>ISSUE 12</b>	There is difficulty in cars turning left and right out of the driveway
<b>ASSESSING OFFICER'S COMMENTS</b>	<p>The Traffic Impact Assessment has assessed the access in and out of the driveway and determined that there is suitable access proposed in and out of the property.</p> <p>The crossover will be upgraded and widened to provide safe and efficient entry/exit.</p>
<b>ISSUE 13</b>	The driveway is a pedestrian hazard
<b>ASSESSING OFFICER'S COMMENTS</b>	The Traffic Impact Assessment was conducted and found that there is minimal risk to safety for pedestrians using the driveway or on Orana place. The mitigation measures proposed in the report are reasonable and allow for pedestrian safety.
<b>ISSUE 14</b>	The traffic report is inconsistent
<b>ASSESSING OFFICER'S COMMENTS</b>	The original report was prepared over several months and as such, did not reflect changes such as the changed speed limit in the area, and had inconsistencies in its traffic numbers. This was rectified in a second report requested by and provided to Council.
<b>ISSUE 15</b>	The waste bins will produce a nuisance in smell, sound and pests
<b>ASSESSING OFFICER'S COMMENTS</b>	The waste bins and their location meet the Acceptable Solution for the Tasmanian Planning Scheme.

<b>ISSUE 16</b>	The construction and subsequent use will lower my property value
<b>ASSESSING OFFICER'S COMMENTS</b>	<b>Not a planning issue. Impact on property values is not a matter for consideration under the Tasmanian Planning Scheme.</b>
<b>ISSUE 17</b>	Headlights from people driving down the driveway will shine into neighbor's houses
<b>ASSESSING OFFICER'S COMMENTS</b>	<b>There will be a fence provided along the boundary of the driveway at 1.7m in height which will mitigate much of the effect of headlights into adjacent properties. There may be some residual impact, however the proposal still complies with the planning scheme and any impact is not deemed unreasonable.</b>
<b>ISSUE 18</b>	Removing the power pole will leave me without access to power and amenities
<b>ASSESSING OFFICER'S COMMENTS</b>	<b>The site has an existing power supply via a private pole near the existing dwelling. There is a condition on the draft permit for detailed plans of electrical infrastructure to be submitted to Council. TasNetworks will manage any change or interruption to power supply to neighbouring properties while works occur.</b>
<b>ISSUE 19</b>	Works will trigger landslip risks
<b>ASSESSING OFFICER'S COMMENTS</b>	<b>A comprehensive landslip report has been undertaken with several revisions, having passed scrutiny of a 3<sup>rd</sup> party peer review contracted by Council. A condition is also recommended that prior to works starting, a further assessment of the soil and hydrology of the site is conducted.</b>
<b>ISSUE 20</b>	The developer should undertake dilapidation studies on the surrounding houses before earthworks
<b>ASSESSING OFFICER'S COMMENTS</b>	<b>There is no requirement in the Tasmanian Planning Scheme for a developer to undertake such studies prior to developing, nor any professional recommendations that such an undertaking should be taken.</b>

## OPTIONS

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The Planning Authority may approve (with or without conditions) or refuse the application, based on its assessment against the Scheme and any representations that were received.

A recommendation for approval is provided with conditions. Any alternative recommendation/s requires justification with relevant planning reasons.

## PROFESSIONAL COMMENTS OF THE ASSESSING OFFICER

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The assessing officer has evaluated the proposal and is satisfied the proposal meets the relevant acceptable solutions and demonstrates compliance with the performance criteria for the requested discretions.

The matters raised by the representors have been considered but do not impact the assessment of the application and the officer's recommendation. The proposed development complies with all

relevant Performance Criteria, and conditions have been drafted to ensure that the development continues in a safe manner.

As such, the proposal is recommended to be accepted.

## RECOMMENDATION

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That application PA2024357 be determined as follows:

- (a) the requested variations comply with the relevant performance criteria and be supported;
- (b) matters raised by the representor have been considered but do not alter the assessment against the Scheme or the recommendation; and

That the application for Residential – Multiple dwelling (11 new units and 1 existing unit), by Wilkin Design & Drafting Pty Ltd, for land at 47 Orana Place, Riverside, CT 186722/2 be **APPROVED** subject to the following conditions:

## ENDORSED PLANS

1. The use and development must be substantially in accordance with the following endorsed documents, except where modified below:
  - (a) Endorsed plans by Wilkin Design, Dated 25/03/2025, Job No. 1421
  - (b) Traffic Impact Assessment by Midson Traffic Pty Ltd, Dated March 2025
  - (c) Landslide Risk Assessment by Geoslope, Dated 28/08/2025 Reference GEO200 Revision 5
  - (d) Review of Geotechnical Assessment by WSP Dated 03 September 2025 Reference PS202972-WSP-MEL-GEO-LTR-007 Revision 3Any other development and/or use, or substantial intensification of the approved use, may require separate assessment and a fresh application should be submitted to Council.

## SUBMISSION AND APPROVAL OF PLANS

2. Prior to the commencement of the development of the site, detailed plans and specifications must be submitted to Council for approval by the Road and Stormwater Authority. Such plans and specifications must:
  - (a) Include a longitudinal section of the intended driveway works in the road reserve, showing the extent of cuts and fills;
  - (b) Include details and specifications of the internal driveway in the common property, showing the extents of cuts, fills, engineer-designed retaining walls, and grades along the driveway into manoeuvring and parking areas;
  - (c) Include details and specifications of all existing and proposed water-bearing services in the site. Stormwater, sewerage, and water pipes must be selected and positioned to limit their potential impact on landslide mechanisms and potential to elevate groundwater, by including the following design criteria:
    - I) Use of watertight conduits with flexible joints;
    - II) Surface and subsoil drainage improvements;
    - III) Aligning the location of service pipes to be away from unstable slope zones, where practical
  - (d) Include the proposed locations for site connections to communication and electricity infrastructure. *Advice: West Tamar Council does not allow Private Underground Consumer Mains in its road reserves;*
  - (e) Show all public infrastructure will be constructed strictly in accordance with Council's Tasmanian Standard Drawings;
  - (f) be prepared by a suitably qualified and experienced engineer or consultancy; and

- (g) be accompanied by a memorandum or declaration from a suitably qualified person that confirms the detailed plans and specifications are in accordance with the recommendations of the endorsed Landslide Risk Assessment. The memorandum or declaration must also include updated borehole logs from the additional site investigations and drilling, to confirm soil types and groundwater levels below 2m and ensure that the Landslide Risk Assessment risk mitigation measures are sufficient for the soil conditions of the site.

#### DRIVEWAY WORKS

- 3. Prior to the commencement of the use, the existing access onto Orana Place must be upgraded to provide a minimum driveway apron width of 5.5m. The existing arch crossing is to be removed and replaced with a wedge type crossing (open or grated).
- 4. The new crossover, and driveway pavement in the road reserve and common property, must be designed with a twin-steer, side-lift garbage truck as the design vehicle.
- 5. Prior to the commencement of the use, Shared & End Shared Zone 10km/hr signage must be installed at the entry and exit of the driveway.
- 6. Any existing services impacted by the changes to the crossover shall have a trafficable cover installed, to the satisfaction of the Responsible Authority.
- 7. Works in the road reserve shall not commence until a *Driveway Application Form* has been submitted and approved by the Road Authority.
- 8. Before commencement of the use, parking bays and access ways as shown on the endorsed plans must:
  - (a) be line-marked or otherwise delineated to indicate each car space and access lane;
  - (b) be properly constructed to such levels that they can be used in accordance with the plans, especially any accessible parking spaces which must be in accordance with Australian Standard AS/NZ2890.6-2009 Off-street parking for people with disabilities;
  - (c) be surfaced with an all-weather impervious surface; and
  - (d) be adequately drained to prevent stormwater being discharged to neighbouring property.

Parking areas and access lanes must be kept available for these purposes at all times and maintained for the life of the use.

#### STORMWATER WORKS

- 9. Stormwater works must include the provision of a stormwater connection(s), minimum DN150, directly connected into Council's underground drainage system, to drain each site sub-catchment. The existing headwall and stub of outlet pipe in future unit 1 area is to be removed.
- 10. On-site stormwater detention is required to limit the peak rate of piped stormwater from the site into the connections(s), with the following design requirements:
  - (a) The detention system must: be in accordance with AS3500.3, be designed by a suitably qualified person under the Occupational Licensing Act 2005, and have a maintenance schedule in accordance with the *Building Act 2016*;

- (b) The maximum permissible site discharge is to be no more than the equivalent flow from the undeveloped site during the 20% AEP storm. The detention system must be sized to store flows from the developed site up to the 1% AEP storm. Note: the undeveloped site can include existing impervious areas within the site such as rooves and sealed driveways;
- (c) The plans, calculations, and engineering drawings are to be submitted to the Stormwater Authority for approval prior to submitting the plumbing permit application. On completion, an “as constructed” plan with levels is to be submitted, complete with a certification that the storage and adjacent floor levels have been constructed in accordance with the approved design.

## **CONSTRUCTION OF WORKS**

- 11. Prior to the commencement of the use, the private and public infrastructure works must be constructed in accordance with plans and specification approved by the Council. The required infrastructure works must be as shown in the application documents and endorsed plans or as modified by the approvals of the Road & Stormwater Authorities.

## **SOIL AND WATER MANAGEMENT CONTROL PLAN**

- 12. Prior to the commencement of any works on site (including vegetation removal), a site management plan must be submitted detailing how soil and water is to be managed on the site during the construction process to prevent the escape of soil and sediments beyond site boundaries. This plan must clearly set out the property owner’s obligations for erection, inspection and maintenance of all control measures approved. The management plan must include the following:
  - (a) Date and author;
  - (b) Property boundaries, location of adjoining roads, impervious surfaces, underground services and existing drainage , contours, approximate grades of slope, directions of fall, north point and scale;
  - (c) General soil description;
  - (d) Location and types of all existing natural vegetation, location and amount of the proposed ground disturbance, the limit of clearing, grading and filling and the proposed location of soil, sand, topsoil and other material stockpiles.
  - (e) Critical natural areas such as drainage lines, cliffs, wetlands and unstable ground;
  - (f) Location of vegetation to be retained and removed;
  - (g) Location of stabilised site access;
  - (h) Initial and final contours, location of watercourses, surface drainage and existing stormwater infrastructure;
  - (i) Stormwater discharge point, if proposed;
  - (j) Location of all proposed temporary drainage control measures;
  - (k) Construction details - buildings or subdivision;
  - (l) Location and details of all proposed erosion control measures;
  - (m) Location and details of the measures to minimise dust escaping from the site;
  - (n) Location and details of all proposed sediment control measures;
  - (o) A statement of who is responsible for establishing and maintaining erosion and sediment control measures;

- (p) Site rehabilitation or revegetation/landscaping program;
  - (q) The estimated dates for the start and finish of the works - including the installation sequence of the different erosion and sediment controls;
  - (r) Any information required to address soil, water and dust control measures required to accommodate staging of the proposal;
  - (s) Outline of the maintenance program for the erosion and sediment controls; this must include a weekly inspection as well as before and after every rain event and a reporting schedule to council.
13. Works must not commence prior to the approval of the Soil and Water Management Control Plan by the Director of Community Assets. The approved Plan must be implemented with the commencement of works on site and maintained during construction to ensure that soil erosion and dust are appropriately managed to reasonably maintain amenity of adjoining and nearby properties. A copy of the approved Soil and Water Management Plan must be on the site at all times. All on ground workers must be aware of and understand the plan.

#### **COMMENCED DEVELOPMENT STOP**

14. Where development has commenced on site and then stops for two weeks or more, interim stormwater, erosion and dust control measures must:
- (a) be installed and maintained on site to the satisfaction of the Director of Community Assets;
  - (b) Ensure that overland flows do not become a nuisance to adjoining properties or council's infrastructure;
  - (c) be maintained until work recommences on site; and
  - (d) include a weekly inspection as well as before and after every rain event and a reporting schedule to council.

Measures under this condition may require a revised Soil and Water Management Control Plan to be approved for the site.

#### **TASWATER**

15. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater TWDA 2024/01479-WTC attached.

#### **TASNETWORKS**

16. The development must act in accordance with the instructions provided by TasNetworks regarding the removal and installation of electrical assets on the site.

#### **OUTBUILDINGS**

17. The use of outbuildings is not permitted for human habitation and is limited to residential storage and related activities only.

#### **VISITOR PARKING FOR MULTIPLE DWELLINGS**

18. Prior to the commencement of the use, the visitor parking on common property must be constructed in accordance with the endorsed plans and clearly delineated for general use through signage or other physical means.

## STAGED MULTIPLE DWELLINGS

19. Where development is to be staged, the following works must be completed prior to sealing of the strata plan:
- (a) Common property – all common property proposed in the strata plan must be completed, including construction of driveway, parking and access areas, landscaping, mailboxes, bin storage areas and utilities connections;
  - (b) Each strata lot – for developed individual strata lots containing a building, all building works, landscaping, utilities connections, parking and driveways must be completed; and Each strata lot – for vacant individual strata lots or any balance lot for future strata division, access and utilities connections (including provision for future lots within a balance lot) must be completed prior to sealing of the staged strata plan.

## WASTE COLLECTION

20. Waste is to be collected by a private contractor at the designated location on a fortnightly basis. Council's waste collection team will not service the development. The driveway works for stage 1 must be completed prior to the beginning of the waste collection by the private service provider.

## Permit Notes

### Notations

- A. This permit was issued based on the proposal documents submitted for PA2024357. You should contact Council with any other use or developments, as they may require the separate approval of Council.
- B. This permit take effect after:
  - a. The 14 day appeal period expires; or
  - b. Any appeal to the Tasmanian Civil and Administrative Tribunal is abandoned or determined; or
  - c. Any agreement that is required by this permit pursuant to Part 5 of the *Land Use Planning and Approvals Act 1993* is executed; or
  - d. Any other required approvals under this or any other Act are granted.
- C. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted subject to the provisions of the *Land use Planning and Approvals Act 1993* as amended, by a request to Council.

### Other Approvals

- D. This permit does not imply that any other approval required under any other by-law or legislation has been granted.

### Appeal Provisions

- E. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil and Administrative Tribunal.

A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant.

For more information see the Tasmanian Civil and Administrative Tribunal website [www.tascat.tas.gov.au](http://www.tascat.tas.gov.au).

**Permit Commencement**

- F. If an applicant is the only person with a right of appeal pursuant to section 61 of the *Land Use Planning and Approvals Act 1993* and wishes to commence the use or development for which the permit has been granted within the 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

**DECISION**

Moved:

Seconded:

**VOTING**

For:

Against:

## Location Plan

Subject site highlighted in blue



ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

PROJECT INFORMATION

MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS 7250

CONTACT

laura@wilkindesign.com.au

DESIGNER

T. WILKIN  
Acc: CC678 X

DATE

12/06/2025

INFORMATION

PID 9763164  
TITLE REFERENCE 186722/2  
SOIL CLASS TBC  
WIND CLASSIFICATION TBC  
BAL TBC  
CORROSION ENVIRONMENT N/A

SITE INFORMATION

COUNCIL WEST TAMAR COUNCIL  
ZONE GENERAL RESIDENTIAL  
KNOWN SITE HAZARDS LOW LANDSLIP HAZARD BAND  
MEDIUM LANDSLIP HAZARD BAND  
ALPINE AREA N/A  
CLIMATE ZONE 7  
TOTAL SITE AREA: 7,058m<sup>2</sup>

AREA SCHEDULE

(TOTAL)

SITE AREA	7,058m <sup>2</sup>
LOT 01 AREA (PROPOSED)	434.10m <sup>2</sup>
LOT 02 AREA (PROPOSED)	408.82m <sup>2</sup>
LOT 03 AREA (PROPOSED)	486.72m <sup>2</sup>
LOT 04 AREA (PROPOSED)	375.78m <sup>2</sup>
LOT 05 AREA (PROPOSED)	429.13m <sup>2</sup>
LOT 06 AREA (PROPOSED)	420.29m <sup>2</sup>
LOT 07 AREA (PROPOSED)	399.39m <sup>2</sup>
LOT 08 AREA (PROPOSED)	407.33m <sup>2</sup>
LOT 09 AREA (PROPOSED)	397.53m <sup>2</sup>
LOT 10 AREA (PROPOSED)	397.54m <sup>2</sup>
LOT 11 AREA (PROPOSED)	427.23m <sup>2</sup>
LOT 12 AREA (EXISTING)	690.00m <sup>2</sup>
VISITOR PARKING	08



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MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE  
RIVERSIDE TAS 7250

ID	REV	NAME
DA01		COVER
DA02		LOCALITY PLAN
DA03		SITE PLAN
DA04		STRATA PLAN
DA05		UNIT TYPE 01 FLOOR PLANS
DA06		UNIT TYPE 02 FLOOR PLANS
DA07		UNIT TYPE 03 FLOOR PLANS
DA08		UNIT TYPE 04 FLOOR PLANS
DA09		UNIT 01 ELEVATIONS
DA10		UNIT 02 ELEVATIONS
DA11		UNIT 03 ELEVATIONS
DA12		UNIT 04 ELEVATIONS
DA13		UNIT 05 ELEVATIONS
DA14		UNIT 06 ELEVATIONS
DA15		UNIT 07 ELEVATIONS
DA16		UNIT 08 ELEVATIONS
DA17		UNIT 09 ELEVATIONS
DA18		UNIT 10 ELEVATIONS
DA19		UNIT 11 ELEVATIONS
DA20		SITE ELEVATIONS
DA21		DRIVEWAY LONGITUDINAL PLANS
DA22		DRIVEWAY LONGITUDINAL PLANS
DA23		DRIVEWAY LONGITUDINAL PLANS
DA24		SHADOW DIAGRAMS
DA25		PLUMBING PLAN
DA26		3D VIEWS
DA27		3D VIEWS



CHECK CAREFULLY ALL ASPECTS OF THESE DOCUMENTS BEFORE COMMENCING ASSESSMENT.

ANY ERRORS OR ANOMALIES TO BE REPORTED TO THE DRAWER BEFORE ASSESSMENT IS CONTINUED

CONFIRM ALL SIZES AND HEIGHTS ON SITE

DO NOT SCALE OFF PLAN

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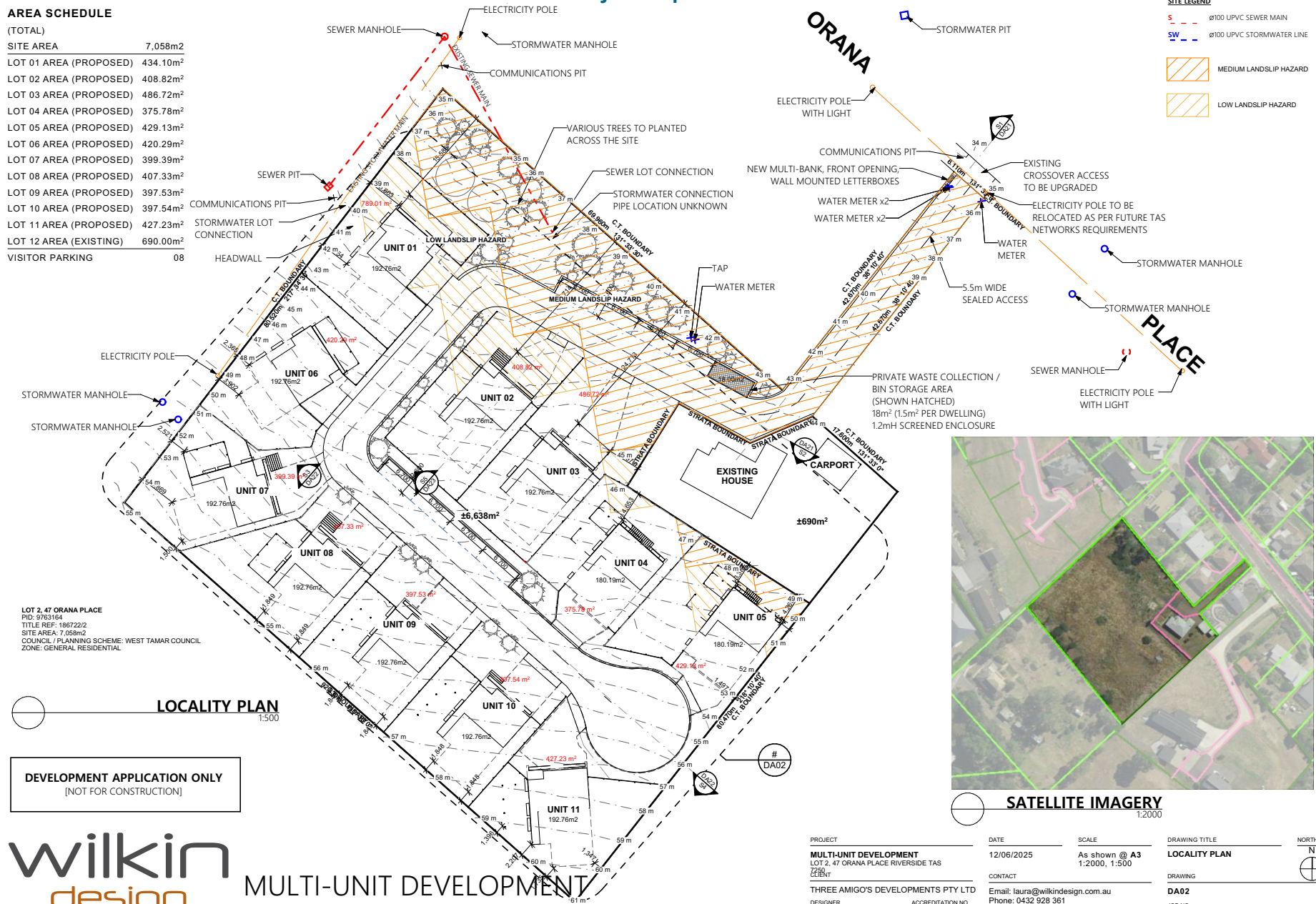
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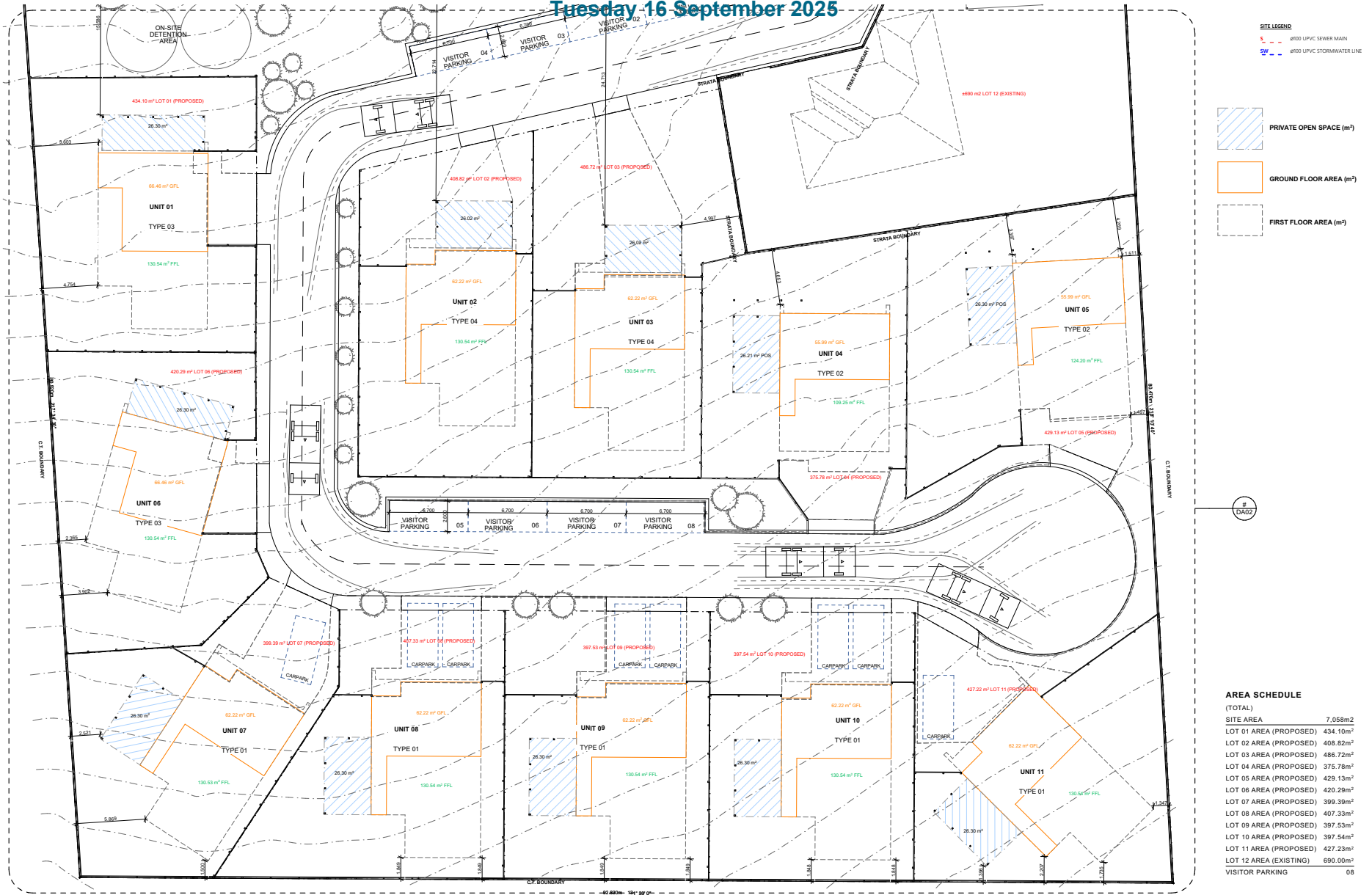
# ORDINARY COUNCIL MEETING Tuesday 16 September 2025

## AREA SCHEDULE

(TOTAL)	
SITE AREA	7,058m <sup>2</sup>
LOT 01 AREA (PROPOSED)	434.10m <sup>2</sup>
LOT 02 AREA (PROPOSED)	408.82m <sup>2</sup>
LOT 03 AREA (PROPOSED)	486.72m <sup>2</sup>
LOT 04 AREA (PROPOSED)	375.78m <sup>2</sup>
LOT 05 AREA (PROPOSED)	429.13m <sup>2</sup>
LOT 06 AREA (PROPOSED)	420.29m <sup>2</sup>
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LOT 08 AREA (PROPOSED)	407.33m <sup>2</sup>
LOT 09 AREA (PROPOSED)	397.53m <sup>2</sup>
LOT 10 AREA (PROPOSED)	397.54m <sup>2</sup>
LOT 11 AREA (PROPOSED)	427.23m <sup>2</sup>
LOT 12 AREA (EXISTING)	690.00m <sup>2</sup>
VISITOR PARKING	08



ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



wilkin  
design MULTI-UNIT DEVELOPMENT

PROJECT: MULTI-UNIT DEVELOPMENT  
LOT 2, 45 ORAMA PLACE RIVERVIEW TAS  
Z28B  
DATE: 12/06/2025  
SCALE: As shown @ A2 1:200  
DRAWING TITLE: SITE PLAN  
CONTRACT: THREE AMIGOS DEVELOPMENTS PTY LTD  
DESIGNER: T. WILKIN  
ACCREDITATION NO.: CC678X  
Email: laura@wilkindesign.com.au  
Phone: 0422 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250  
JOB NO.: 1421  
DRAWING: DA03  
NORTH

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

ORANA

PLACE



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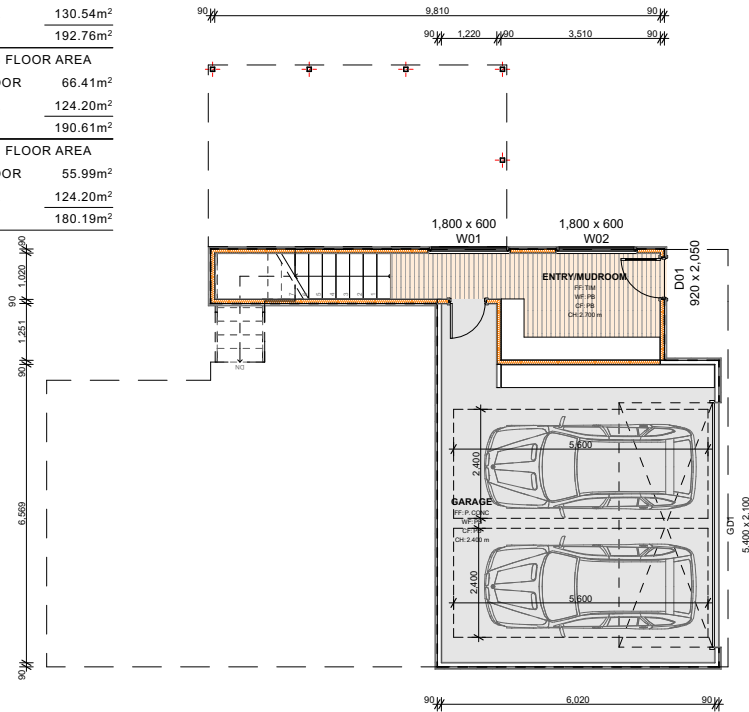
wilkin  
design

MULTI-UNIT DEVELOPMENT

# ORDINARY COUNCIL MEETING Tuesday 16 September 2025

## AREA SCHEDULE

UNIT TYPE 01 FLOOR AREA	
GROUND FLOOR	55.99m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	180.19m <sup>2</sup>
UNIT TYPE 02 FLOOR AREA	
GROUND FLOOR	62.22m <sup>2</sup>
FIRST FLOOR	130.54m <sup>2</sup>
	192.76m <sup>2</sup>
UNIT TYPE 03 FLOOR AREA	
GROUND FLOOR	66.41m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	190.61m <sup>2</sup>
UNIT TYPE 04 FLOOR AREA	
GROUND FLOOR	55.99m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	180.19m <sup>2</sup>

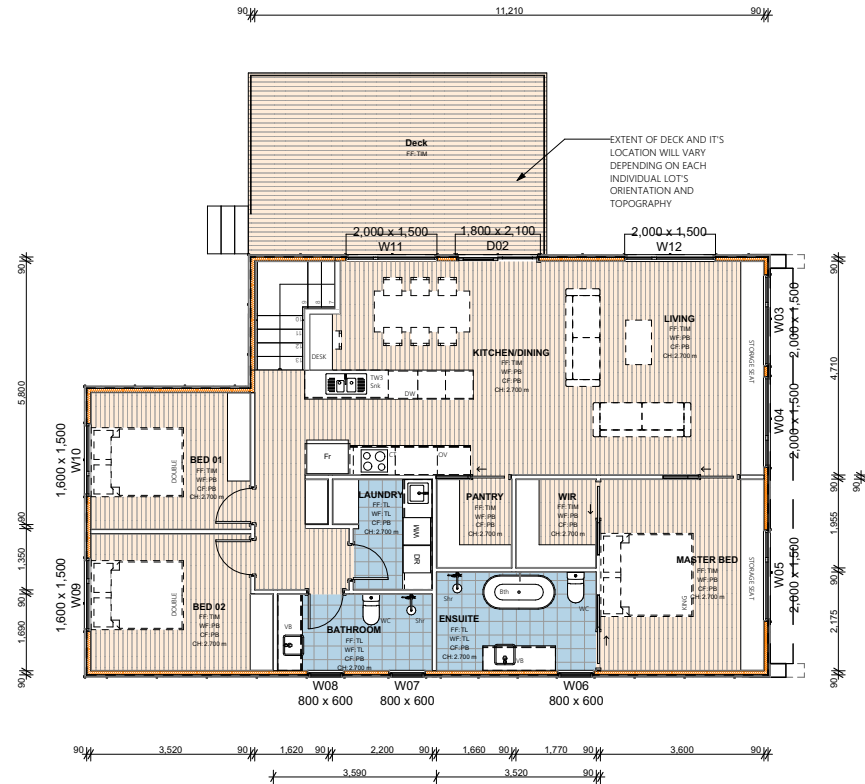


GROUND FLOOR PLAN - UNIT TYPE 01  
1:100

DEVELOPMENT APPLICATION ONLY  
(NOT FOR CONSTRUCTION)

**wilkin**  
design

MULTI-UNIT DEVELOPMENT



FIRST FLOOR PLAN - UNIT TYPE 01  
1:100

PROJECT	DATE	SCALE	DRAWING TITLE	NORTH
MULTI-UNIT DEVELOPMENT LOT 2, 47 ORANA PLACE RIVERSIDE TAS	12/06/2025	As shown @ A3 1:100	UNIT TYPE 01 FLOOR PLANS	
DESIGNER	CONTACT	Email: laura@wilkindesign.com.au Phone: 0432 928 361 PO BOX 478 LAUNCESTON, TAS. 7250	DRAWING	
THREE AMIGO'S DEVELOPMENTS PTY LTD	ACCREDITATION NO.		DA05	
T. WILKIN	CC678X		JOB NO.	
			1421	

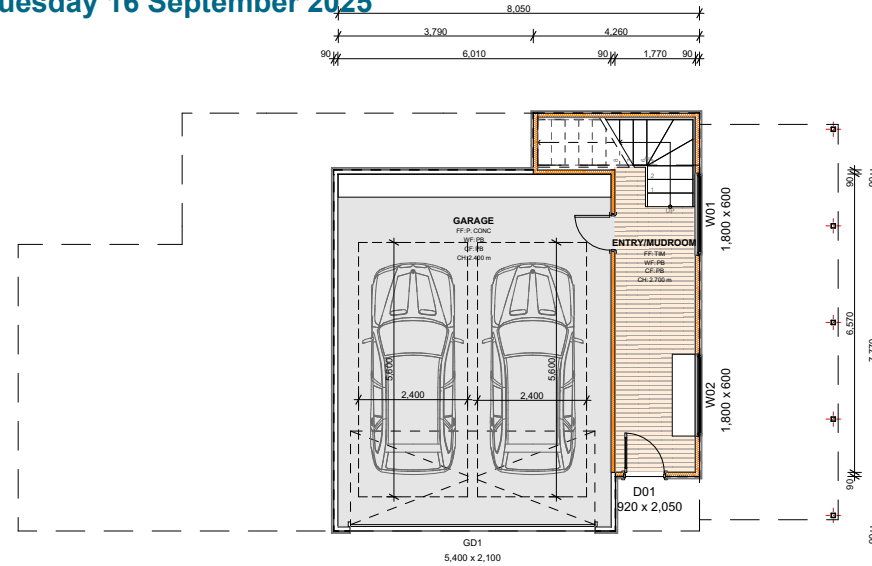
## Page 107 of 216

# ORDINARY COUNCIL MEETING Tuesday 16 September 2025

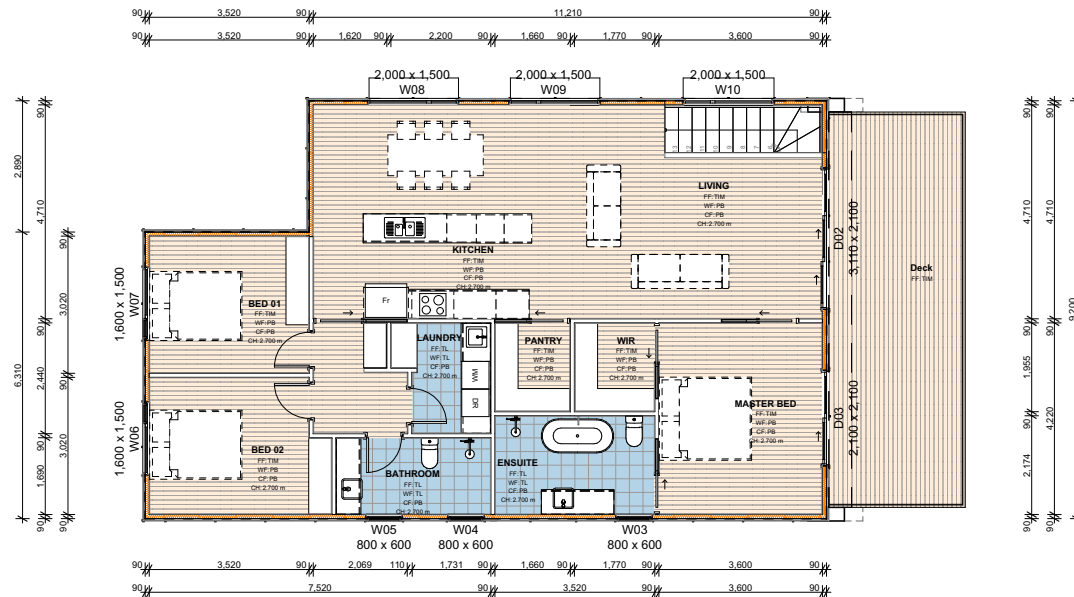
## AREA SCHEDULE

UNIT TYPE 01 FLOOR AREA	
GROUND FLOOR	55.99m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	180.19m <sup>2</sup>
UNIT TYPE 02 FLOOR AREA	
GROUND FLOOR	62.22m <sup>2</sup>
FIRST FLOOR	130.54m <sup>2</sup>
	192.76m <sup>2</sup>
UNIT TYPE 03 FLOOR AREA	
GROUND FLOOR	66.41m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	190.61m <sup>2</sup>
UNIT TYPE 04 FLOOR AREA	
GROUND FLOOR	55.99m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	180.19m <sup>2</sup>

GROUND FLOOR PLAN - UNIT TYPE 03  
1:100



FIRST FLOOR PLAN - UNIT TYPE 03  
1:100



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MULTI-UNIT DEVELOPMENT

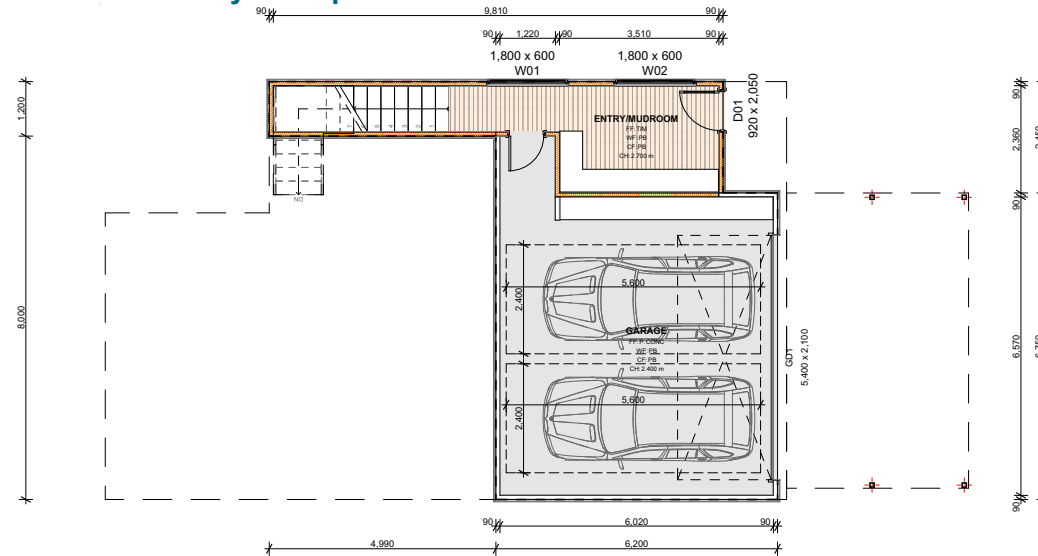
PROJECT: MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
DATE: 12/06/2025  
SCALE: As shown @ A3  
1:100  
CONTACT: Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250  
DESIGNER: THREE AMIGO'S DEVELOPMENTS PTY LTD  
ACCREDITATION NO.: CC678X  
T. WILKIN

DRAWING TITLE: UNIT TYPE 03 FLOOR PLANS  
NORTH  
DRAWING: DA07  
JOB NO.: 1421

# ORDINARY COUNCIL MEETING Tuesday 16 September 2025

## AREA SCHEDULE

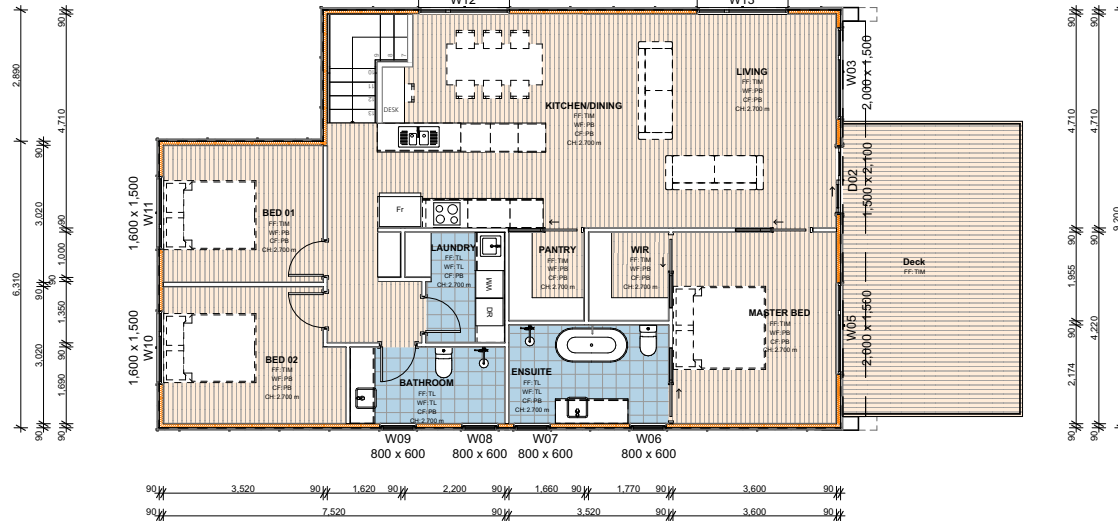
UNIT TYPE 01 FLOOR AREA	
GROUND FLOOR	55.99m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	180.19m <sup>2</sup>
UNIT TYPE 02 FLOOR AREA	
GROUND FLOOR	62.22m <sup>2</sup>
FIRST FLOOR	130.54m <sup>2</sup>
	192.76m <sup>2</sup>
UNIT TYPE 03 FLOOR AREA	
GROUND FLOOR	66.41m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	190.61m <sup>2</sup>
UNIT TYPE 04 FLOOR AREA	
GROUND FLOOR	55.99m <sup>2</sup>
FIRST FLOOR	124.20m <sup>2</sup>
	180.19m <sup>2</sup>



GROUND FLOOR PLAN - UNIT TYPE 04  
1:100

FIRST FLOOR PLAN - UNIT TYPE 04  
1:100

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MULTI-UNIT DEVELOPMENT

PROJECT: MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
DESIGNER: T. WILKIN  
ACREDITATION NO.: CC678X

DATE: 12/06/2025

SCALE: As shown @ A3  
1:100

CONTACT: Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE: UNIT TYPE 04 FLOOR PLANS  
NORTH

DRAWING: DA08  
JOB NO.: 1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

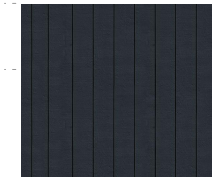
MATERIALS



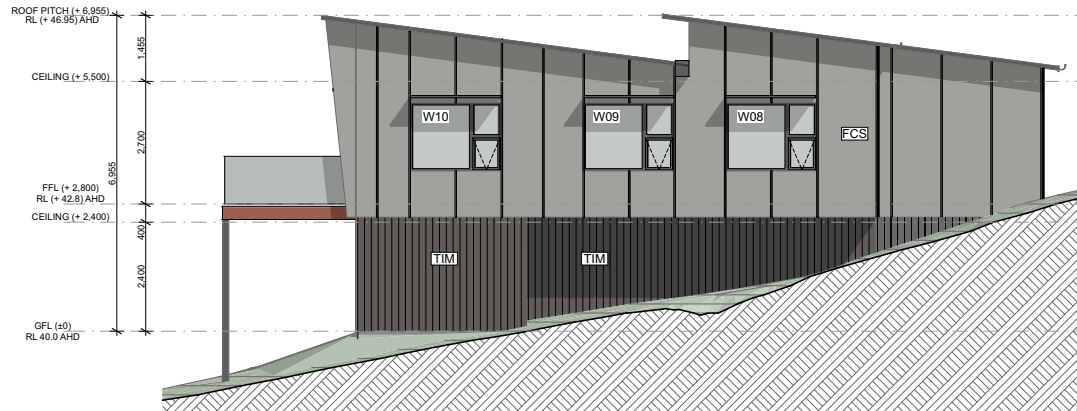
FCS  
HARDIE FLEX SHEET WITH  
BATTES  
PAINTED FINISH SHALE GREY



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND MONUMENT



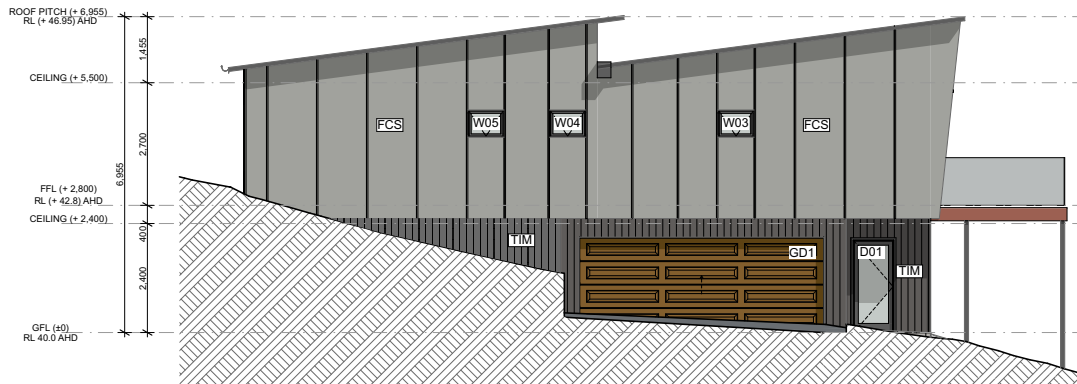
TIM:  
CIMENTEL TERRITORY  
WOODLANDS EBONY



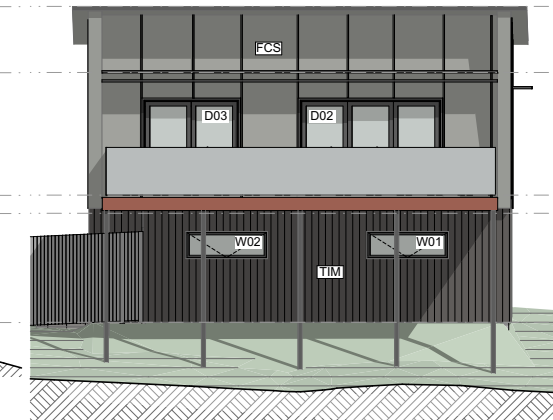
1.NW UNIT 01 North-West Elevation  
1:100



1.SW UNIT 01 South-West Elevation  
1:100



1.SE UNIT 01 South-East Elevation  
1:100



1.NE UNIT 01 North-East Elevation  
1:100

DEVELOPMENT APPLICATION ONLY  
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MULTI-UNIT DEVELOPMENT

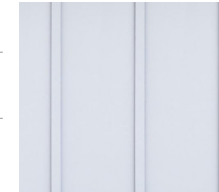
PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

DATE  
12/06/2025  
SCALE  
As shown @ A3  
1:100  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

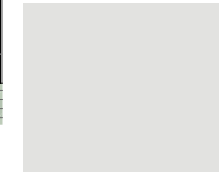
DRAWING TITLE  
UNIT 01 ELEVATIONS  
NORTH  
DRAWING  
DA09  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

MATERIALS



FCS  
HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH SURFMIST



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND SURFMIST



TIM:  
CIMENTEL TERRITORY  
WOODLANDS OAKY SLATS



BW:  
SMOOTH FINISH BLOCKWORK  
ISLAND BLOCK AND PAVING



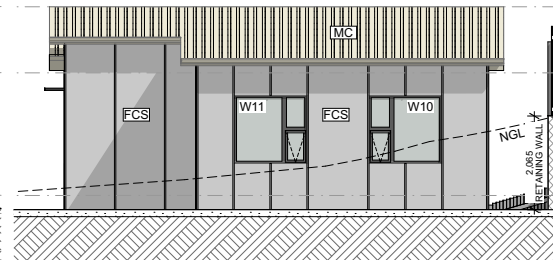
2.SE UNIT 02 South-East Elevation  
1:100



2.NE UNIT 02 North-East Elevation  
1:100



2.NW UNIT 02 North-West Elevation  
1:100



2.SW UNIT 02 South-West Elevation  
1:100

DEVELOPMENT APPLICATION ONLY  
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MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN  
ACCREDITATION NO.  
CC678X

DATE  
12/06/2025  
SCALE  
As shown @ A3  
1:100  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 02 ELEVATIONS  
NORTH  
DRAWING  
DA10  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

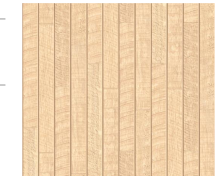
MATERIALS



FCS  
HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH TERRAIN



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND MONUMENT



TIM:  
CIMENTEL TERRITORY  
WOODLANDS OAK SLATS



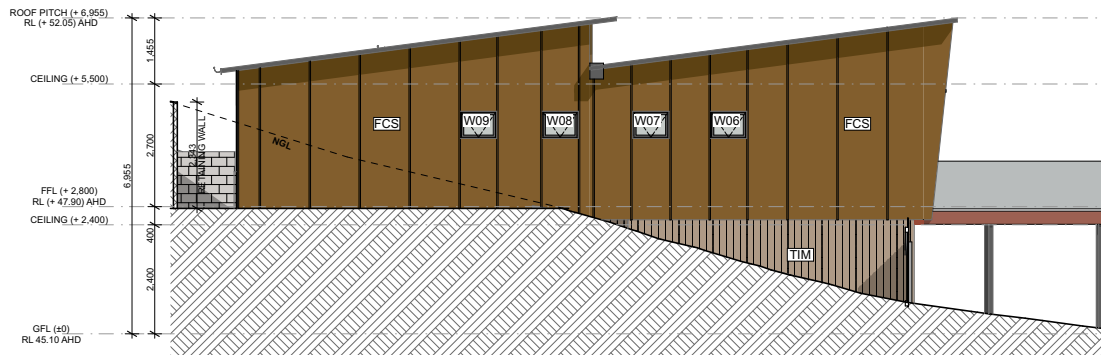
BW:  
SMOOTH FINISH BLOCKWORK  
ISLAND BLOCK AND PAVING



3.NW UNIT 03 North-West Elevation  
1:100



3.SW UNIT 03 South-West Elevation  
1:100



3.SE UNIT 03 South-East Elevation  
1:100



3.NE UNIT 03 North-East Elevation  
1:100

DEVELOPMENT APPLICATION ONLY  
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design

MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
DESIGNER  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN  
ACCREDITATION NO.  
CC678X

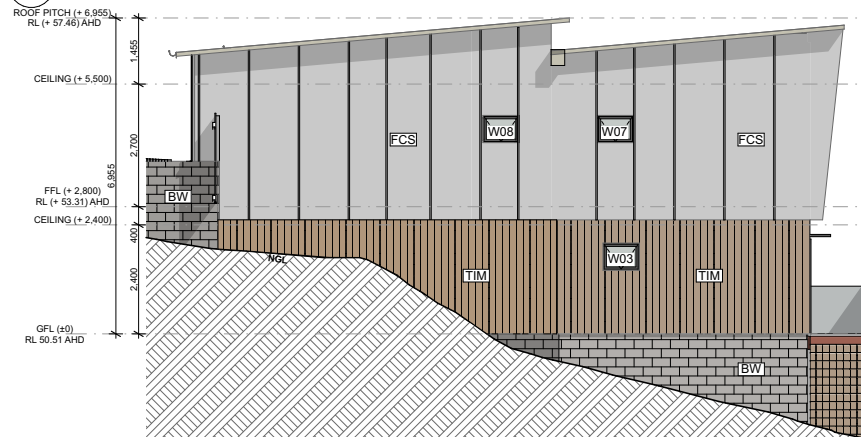
DATE  
12/06/2025  
SCALE  
As shown @ A3  
1:100  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 03 ELEVATIONS  
NORTH  
DRAWING  
DA11  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



4.NW UNIT 04 North-West Elevation  
1:100

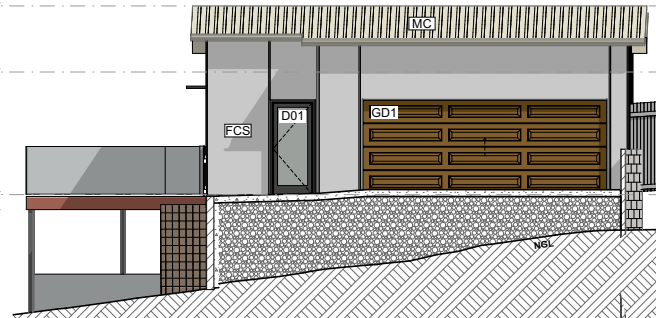


4.SE UNIT 04 South-East Elevation  
1:100

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MULTI-UNIT DEVELOPMENT

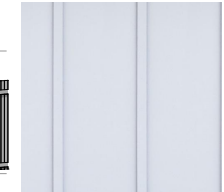


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1:100

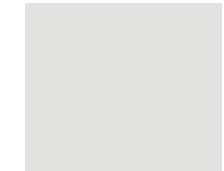


4.NE UNIT 04 North-East Elevation  
1:100

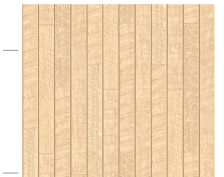
MATERIALS



FCS  
HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH SURFMIST



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND SURFMIST



TIM:  
CIMENTEL TERRITORY  
WOODLANDS OAK SLATS



BW:  
SMOOTH FINISH BLOCKWORK  
ISLAND BLOCK AND PAVING

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
DESIGNER  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

DATE  
12/06/2025  
SCALE  
As shown @ A3  
1:100  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 04 ELEVATIONS  
DRAWING  
DA12  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



5.SE UNIT 5 South-East Elevation  
1:100



5.NE UNIT 5 North-East Elevation  
1:100



5.NW UNIT 5 North-West Elevation  
1:100

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]



5.SW UNIT 5 South-West Elevation  
1:100

MATERIALS



FCS  
HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH COTTAGE  
GREEN



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND MONUMENT



TIM:  
CIMENTEL TERRITORY  
WOODLANDS EBONY



BW:  
SMOOTH FINISH BLOCKWORK  
ISLAND BLOCK AND PAVING

wilkin  
design

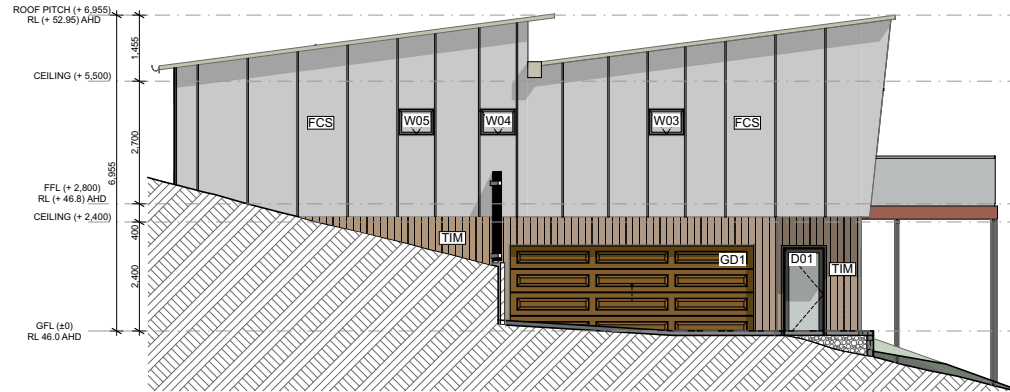
MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

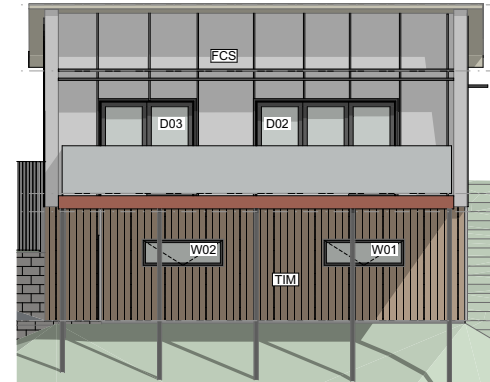
DATE  
12/06/2025  
SCALE  
As shown @ A3  
1:100  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 05 ELEVATIONS  
NORTH  
DRAWING  
DA13  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

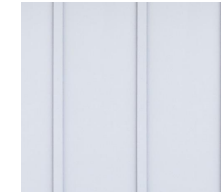


6.SE UNIT 6 South-East Elevation  
1:100

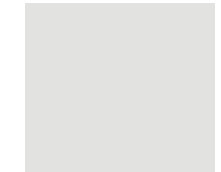


6.NE UNIT 6 North-East Elevation  
1:100

MATERIALS



FCS  
HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH SURFMIST



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND SURFMIST



TIM:  
CIMENTEL TERRITORY  
WOODLANDS OAK SLATS



BW:  
SMOOTH FINISH BLOCKWORK  
ISLAND BLOCK AND PAVING



6.NW UNIT 6 North-West Elevation  
1:100



6.SW UNIT 6 South-West Elevation  
1:100

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
DESIGNER  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
T. WILKIN

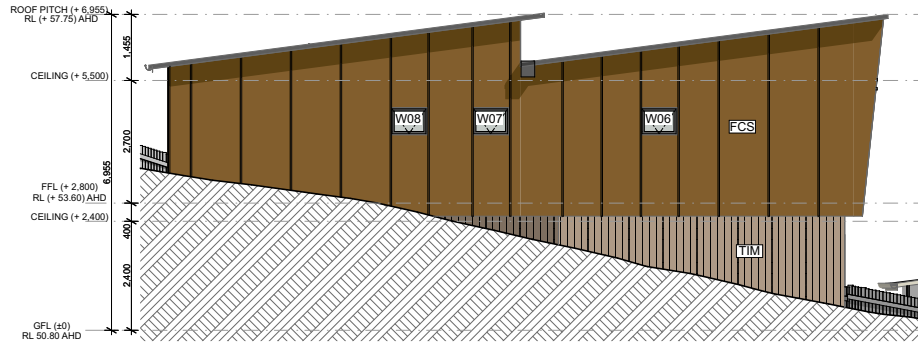
DATE  
12/06/2025  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

SCALE  
As shown @ A3  
1:100

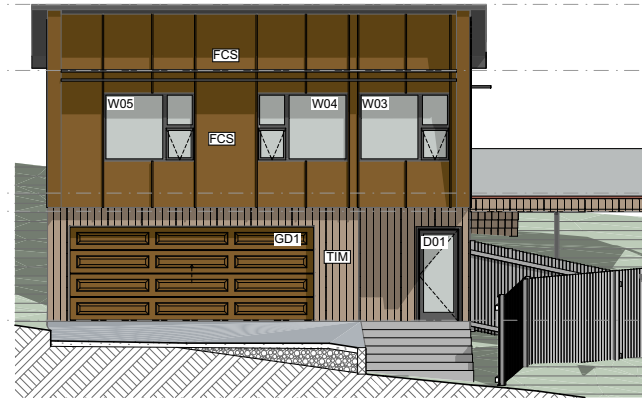
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UNIT 06 ELEVATIONS

DRAWING  
DA14  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

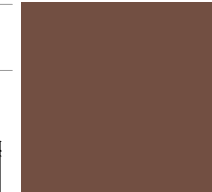


7.SE UNIT 7 South-East Elevation  
1:100



7.NE UNIT 7 North-East Elevation  
1:100

MATERIALS



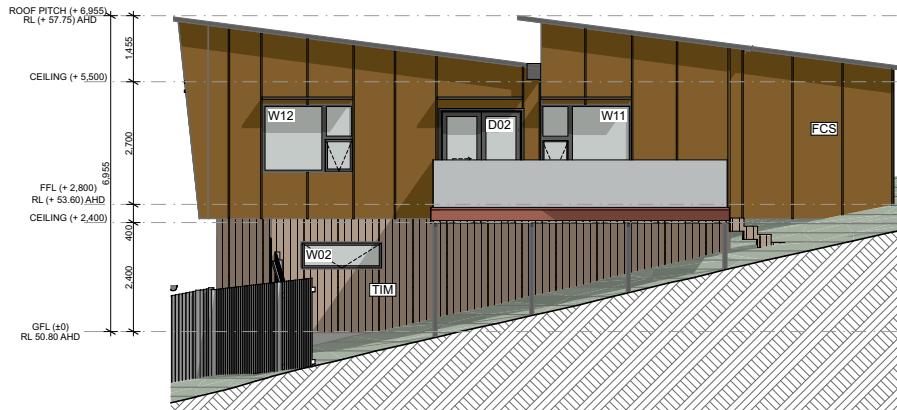
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BATTENS  
PAINTED FINISH TERRAIN



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND MONUMENT



TIM:  
CIMENTEL TERRITORY  
WOODLANDS OAKY SLATS



7.NW UNIT 7 North-West Elevation  
1:100



7.SW UNIT 7 South-West Elevation  
1:100

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

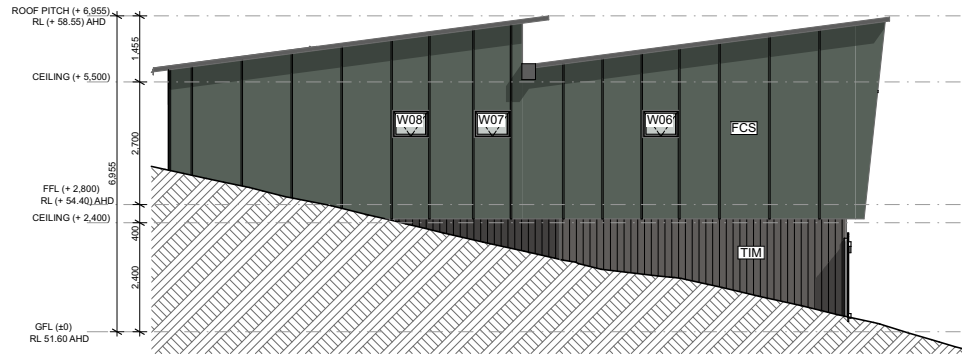
MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN  
ACCREDITATION NO.  
CC678X

DATE  
12/06/2025  
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CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 07 ELEVATIONS  
NORTH  
DRAWING  
DA15  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



7 UNIT 8 South-East Elevation  
1:100



4 UNIT 8 North-East Elevation  
1:100

MATERIALS



FCS  
HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH COTTAGE  
GREEN



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND MONUMENT



TIM:  
CIMENTEL TERRITORY  
WOODLANDS EBONY



5 UNIT 8 North-West Elevation  
1:100



6 UNIT 8 South-West Elevation  
1:100



BW:  
SMOOTH FINISH BLOCKWORK  
ISLAND BLOCK AND PAVING

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

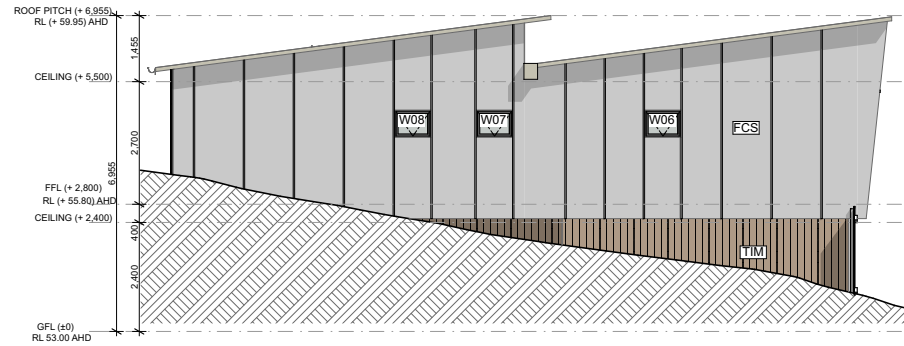
MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN  
ACCREDITATION NO.  
CC678X

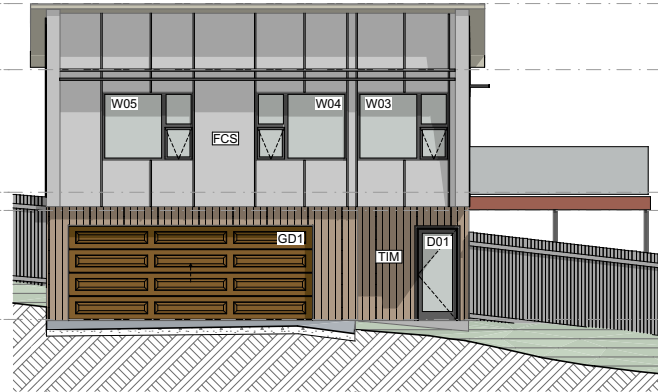
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CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 08 ELEVATIONS  
NORTH  
DRAWING  
DA16  
JOB NO.  
1421

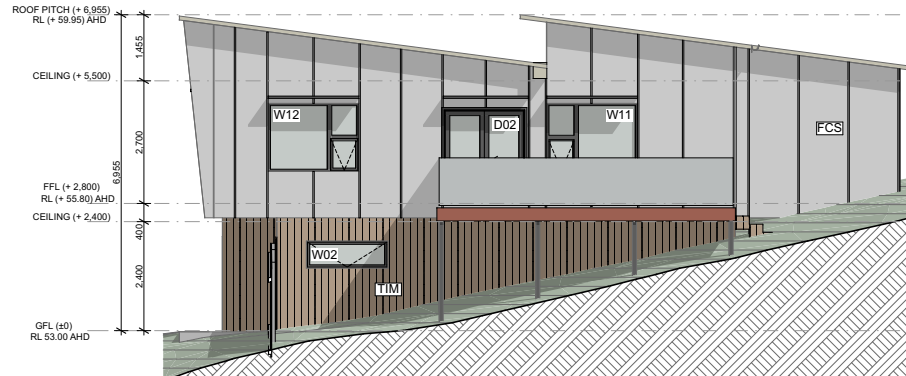
ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



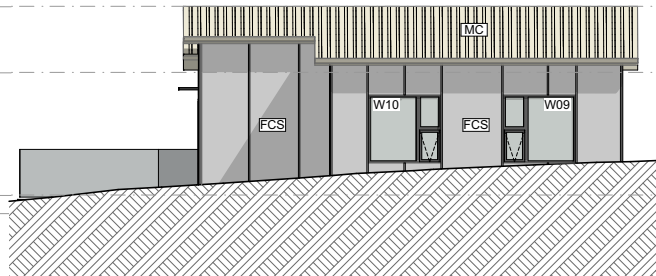
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9.NE UNIT 9 North-East Elevation  
1:100

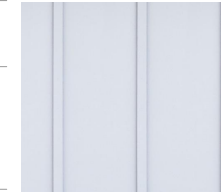


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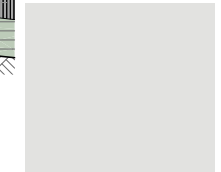


9.SW UNIT 9 South-West Elevation  
1:100

MATERIALS



FCS  
HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH SURFMIST



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND SURFMIST



TIM:  
CIMENTEL TERRITORY  
WOODLANDS OAKY SLATS



BW:  
SMOOTH FINISH BLOCKWORK  
ISLAND BLOCK AND PAVING

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

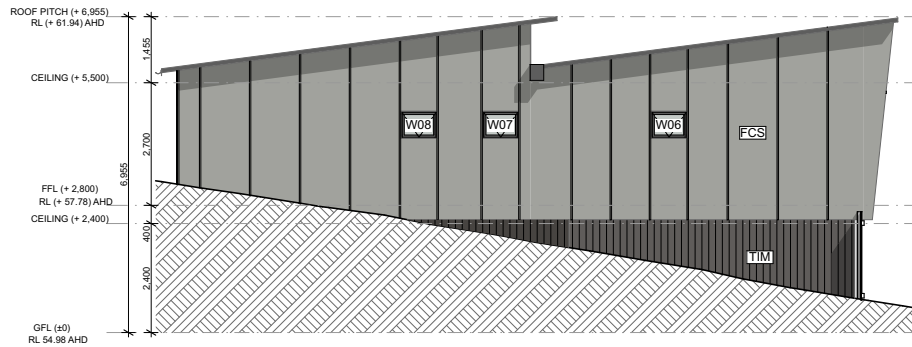
MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN  
ACCREDITATION NO.  
CC678X

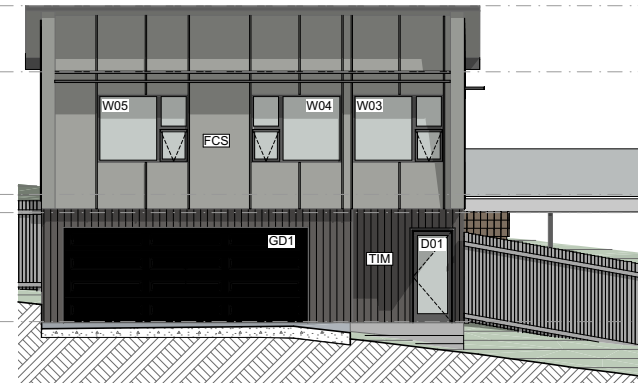
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12/06/2025  
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CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 09 ELEVATIONS  
NORTH  
DRAWING  
DA17  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



10.SE UNIT 10 South-East Elevation  
1:100



10.NE UNIT 10 North-East Elevation  
1:100

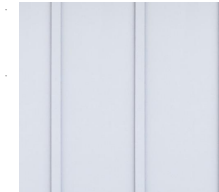


10.NW UNIT 10 North-West Elevation  
1:100



10.SW UNIT 10 South-West Elevation  
1:100

MATERIALS



FCS  
HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH SHALE GREY



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND MONUMENT



TIM:  
CIMENTEL TERRITORY  
WOODLANDS EBONY

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

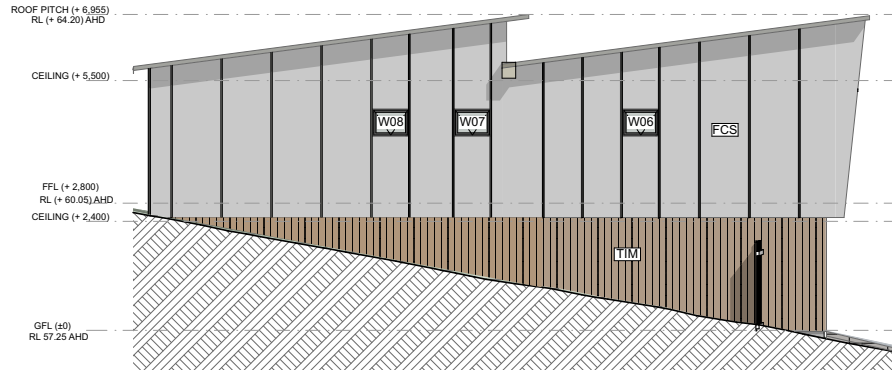
MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

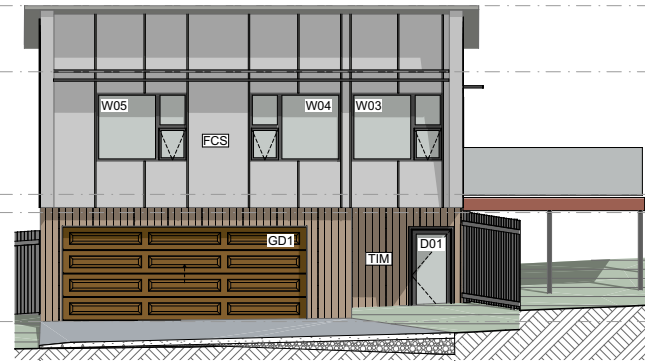
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CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 10 ELEVATIONS  
DRAWING  
DA18  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

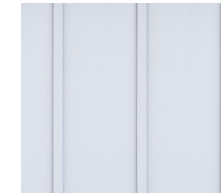


11.E UNIT 11 East Elevation  
1:100

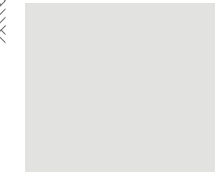


11.N UNIT 11 North Elevation  
1:100

MATERIALS



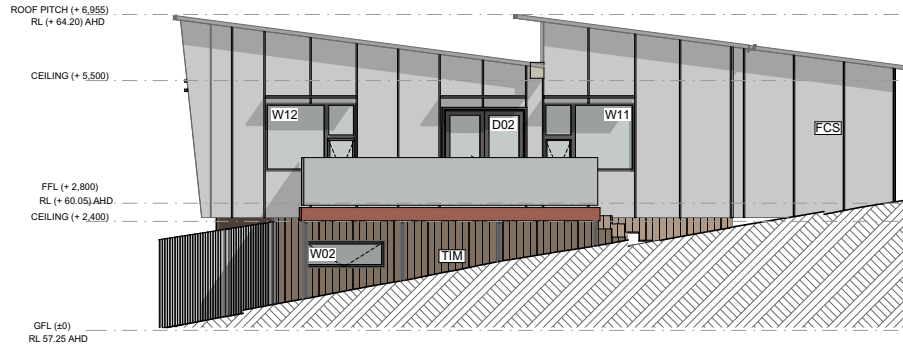
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HARDIE FLEX SHEET WITH  
BATTENS  
PAINTED FINISH SURFMIST



MC:  
TRIMDEK ROOF SHEETING  
COLORBOND SURFMIST



TIM:  
CIMENTEL TERRITORY  
WOODLANDS OAKY SLATS



11.W UNIT 11 West Elevation  
1:100



11.S UNIT 11 South Elevation  
1:100

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN  
ACCREDITATION NO.  
CC678X

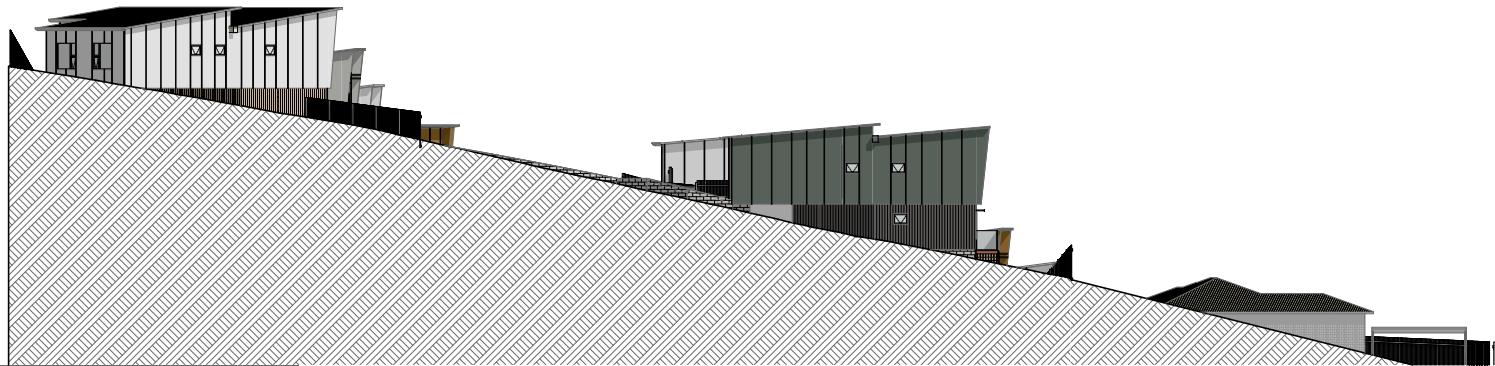
DATE  
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CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
UNIT 11 ELEVATIONS  
DIRECTION  
NORTH  
DRAWING  
DA19  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



○ — SITE ELEVATION  
1:250



DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

○ — SITE ELEVATION  
1:250

wilkin  
design

MULTI-UNIT DEVELOPMENT

PROJECT  
**MULTI-UNIT DEVELOPMENT**  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

ACCREDITATION NO.  
CC678X

DATE  
12/06/2025

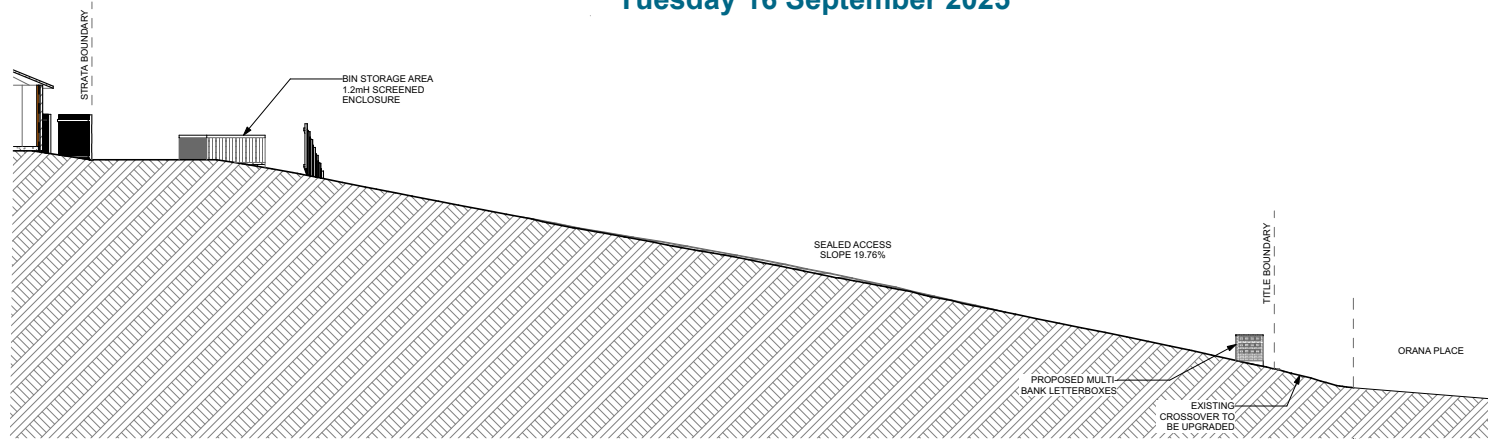
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

SCALE  
As shown @ A3  
1:250

DRAWING TITLE  
**SITE ELEVATIONS**

DRAWING  
**DA20**  
JOB NO.  
1421

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



S1

Section  
1:200



S2

Section  
1:200

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

MULTI-UNIT DEVELOPMENT

PROJECT  
**MULTI-UNIT DEVELOPMENT**  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

ACCREDITATION NO.  
CC678X

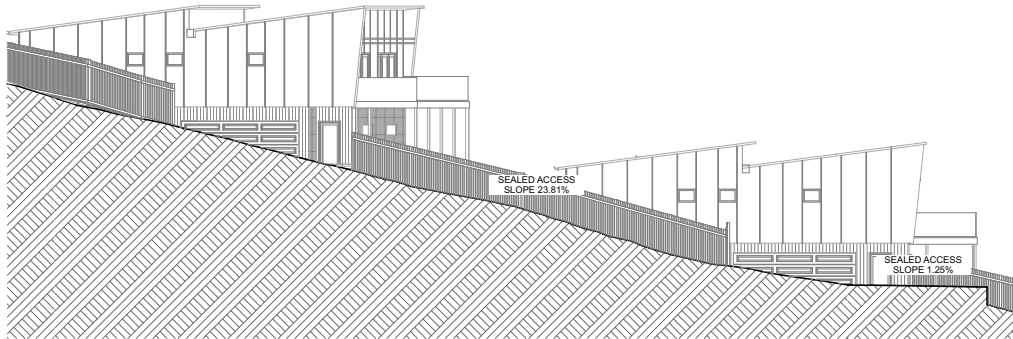
DATE  
12/06/2025  
CONTACT  
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Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

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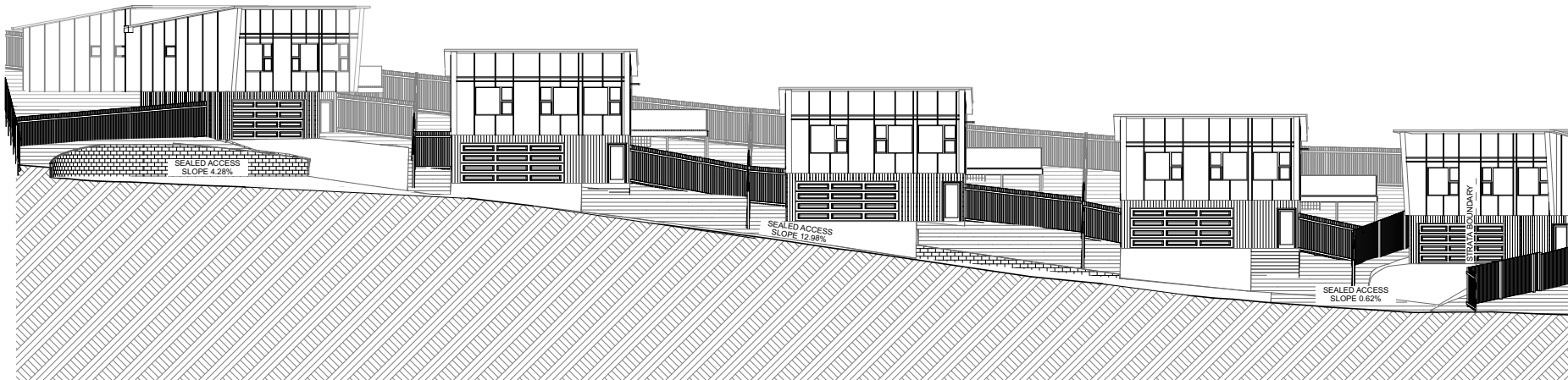
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**DRIVEWAY LONGITUDINAL PLANS**  
DRAWING  
**DA21**  
JOB NO.  
1421

NORTH

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



S3 Section  
1:200



S4 Section  
1:200

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

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design

MULTI-UNIT DEVELOPMENT

PROJECT  
**MULTI-UNIT DEVELOPMENT**  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

ACCREDITATION NO.  
CC678X

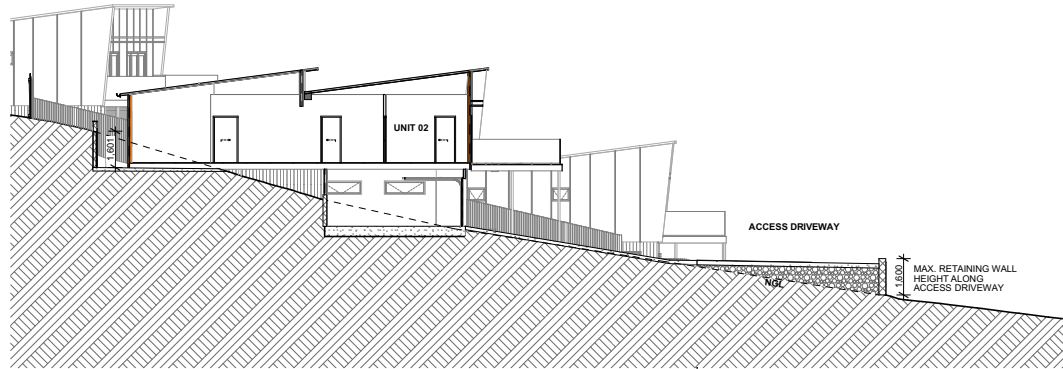
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12/06/2025  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

SCALE  
As shown @ A3  
1:200

DRAWING TITLE  
**DRIVEWAY LONGITUDINAL PLANS**  
DRAWING  
**DA22**  
JOB NO.  
1421

NORTH

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



S5 Driveway Access Section  
1:200

DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

MULTI-UNIT DEVELOPMENT

PROJECT  
MULTI-UNIT DEVELOPMENT  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

ACCREDITATION NO.  
CC678X

DATE  
12/06/2025  
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1:200  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
DRIVEWAY LONGITUDINAL  
PLANS  
DRAWING  
DA23  
JOB NO.  
1421

NORTH

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

**wilkin**  
design

MULTI-UNIT DEVELOPMENT

PROJECT  
**MULTI-UNIT DEVELOPMENT**  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

DATE  
12/06/2025  
SCALE  
As shown @ A3  
1:1.18, 1:1.14  
CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

DRAWING TITLE  
**SHADOW DIAGRAMS**  
DRAWING  
**DA24**  
JOB NO.  
1421

**PLUMBING PLAN**

1:500

**PERMITS APPLICATION ONLY  
[NOT FOR CONSTRUCTION]**

**LOT 2, 47 ORANA PLACE**  
PID: 9763164  
TITLE REF: 186722/2  
SITE AREA: 7,058m<sup>2</sup>  
COUNCIL / PLANNING SCHEME: WEST TAMAR COUNCIL  
ZONE: GENERAL RESIDENTIAL

**NEW STORMWATER LOT CONNECTION**

**PROPOSED AREA FOR ON-SITE DETENTION - ABOVE GROUND SOLUTION TO BE CONNECTED TO STORMWATER**

**EXISTING SW LOT CONNECTION TO BE RELOCATED DOWNSLOPE**

**STORMWATER MANHOLE**

**STORMWATER MANHOLE**

**SEWER LOT CONNECTION**

**STORMWATER CONNECTION PIPE LOCATION UNKNOWN**

**TAP**

**WATER METER**

**WATER METER x2**

**WATER METER x2**

**GRATED DRAIN TO CAPTURE DRIVEWAY RUNOFF**

**SUMP**

**KERB CUTTER**

**CT BOUNDARY**

**STRATA BOUNDARY**

**NOTE:**  
DOUBLE PIPING OF WATERMAINS IN CR WHERE THE MAIN IS IN THE SITE PROPR BRANCHES INTO THE STRATAAREAS.  
  
CONTROL JOINTS WILL BE UTILISED ON WATER MAINS AND ALL SURFACE WATE ON THE PROPERTY.  
  
ALL CUTS/RETAINING WALLS INCLUDING RESIDENCES WILL HAVE FRENCH DRAIN SERVICES.

**NOTE:** DOUBLE PIPING OF WATER MAINS IN CRITICAL SLOPED AREAS WHERE THE MAIN IS IN THE SITE PROPER BEFORE IT BRANCHES INTO THE STRATAAREAS.

CONTROL JOINTS WILL BE UTILISED ON SEWER AND STORM-WATER MAINS AND ALL SURFACE WATER WILL BE CAPTURED ON THE PROPERTY.

ALL CUTS/RETAINING WALLS INCLUDING UNDER THE RESIDENCES WILL HAVE FRENCH DRAINS TO STORM-WATER SERVICES.

**DEVELOPMENT APPLICATION ONLY**  
[NOT FOR CONSTRUCTION]

## MULTI-UNIT DEVELOPMENT

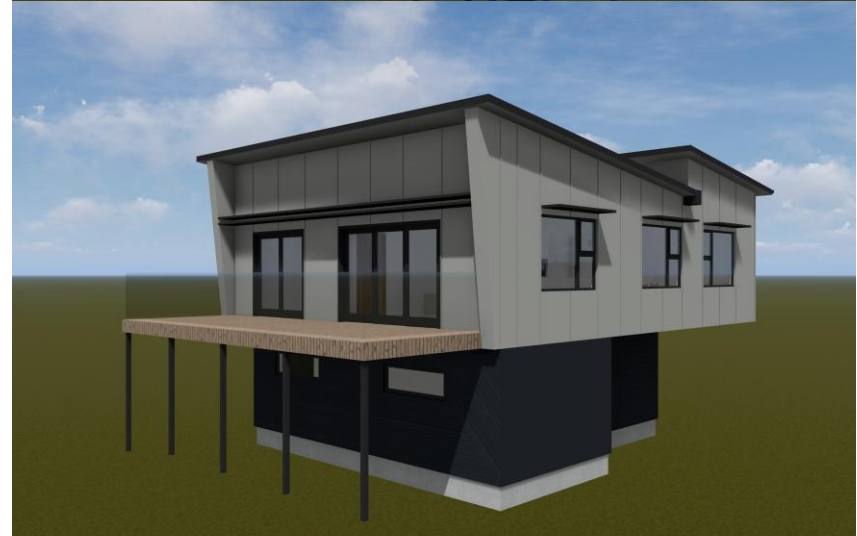
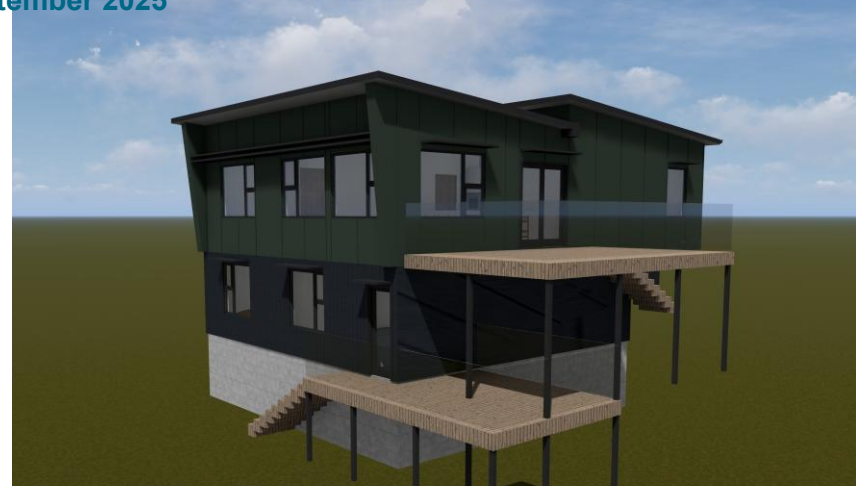
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12/06/2025	As shown 1:500
CONTACT	
Email: <a href="mailto:laura@wilkindesign.com.au">laura@wilkindesign.com.au</a> Phone: 0432 928 361 PO BOX 478 LAUNCESTON, TAS. 7250	

DRAWING TITLE  
**PLUMBING PLAN**

DRAWING  
**DA25**

JOB NO.  
**1421**

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

**wilkin**  
design

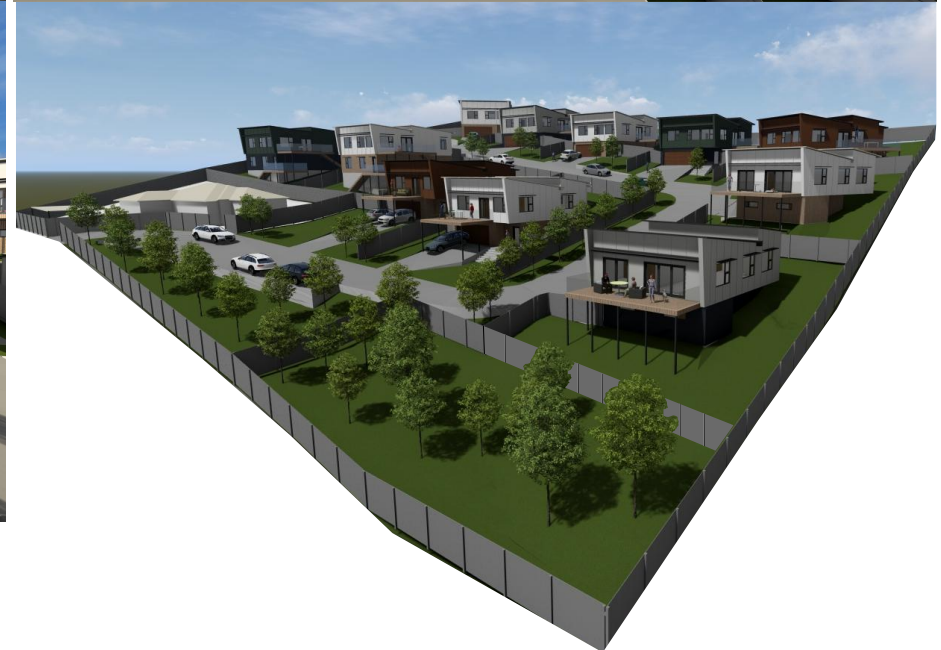
MULTI-UNIT DEVELOPMENT

7.1.2 PA2024357 Proposal Plans

PROJECT	DATE	SCALE	DRAWING TITLE	NORTH
MULTI-UNIT DEVELOPMENT LOT 2, 47 ORANA PLACE RIVERSIDE TAS	12/06/2025	As shown @ A3	3D VIEWS	
CONTACT	CONTACT		DRAWING	
THREE AMIGO'S DEVELOPMENTS PTY LTD	Email: laura@wilkindesign.com.au		DA26	
DESIGNER	Phone: 0432 928 361		JOB NO.	
T. WILKIN	PO BOX 478 LAUNCESTON, TAS. 7250		1421	
ACCREDITATION NO.				
CC678X				

Page 127 of 216

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



DEVELOPMENT APPLICATION ONLY  
[NOT FOR CONSTRUCTION]

wilkin  
design

MULTI-UNIT DEVELOPMENT

7.1.2 PA2024357 Proposal Plans

PROJECT  
**MULTI-UNIT DEVELOPMENT**  
LOT 2, 47 ORANA PLACE RIVERSIDE TAS  
CLIENT  
THREE AMIGO'S DEVELOPMENTS PTY LTD  
DESIGNER  
T. WILKIN

ACCREDITATION NO.  
CC678X

DATE  
12/06/2025

CONTACT  
Email: laura@wilkindesign.com.au  
Phone: 0432 928 361  
PO BOX 478  
LAUNCESTON, TAS. 7250

SCALE  
As shown @ A3

DRAWING TITLE  
**3D VIEWS**

DRAWING  
**DA27**  
JOB NO.  
1421

Page 128 of 216

## 8 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 8.1 CEO 1 - Council Workshops held in August and September

**REPORT AUTHOR:** Chief Executive Officer - Kristen Desmond

**REPORT DATE:** 8 September 2025

**ATTACHMENTS:** Nil

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#### SUMMARY

The purpose of this report is to provide a record of workshops held in accordance with the requirements of section 10(3)(c) of the *Local Government (Meeting Procedures) Regulations 2025*.

---

#### DATE AND PURPOSE OF WORKSHOP HELD

##### 19 August 2025 – Pre-meeting Workshop (half day)

**Present:** Mayor Cr Christina Holmdahl  
Deputy Mayor Cr Rick Shegog  
Cr Joy Allen  
Cr Lynden Ferguson  
Cr Richard Ireland  
Cr Caroline Larner  
Cr Geoff Lyons  
Cr Josh Manticas  
Cr Julie Sladden

**Apologies:** Nil

**In Attendance:** Kristen Desmond – Chief Executive Officer  
David Gregory – Director Corporate & Community  
Dino De Paoli – Director Community Assets  
Richard Heyward – Director People, Culture & Safety  
Michelle Riley – Director Planning & Development  
Simon Tennant - Media & Communications Officer  
Tom Chalmers – Governance Officer  
Eleanor Moore – Executive Assistant to the CEO  
Krstyna Ennis – Team Leader Planning

**Presenters:** Helen Lever, LG Services Group  
Rowena Austin, Rowella Hall Committee  
Ros Bender, Rowella Hall Committee

##### Topics Discussed:

- CEO Performance Review
- Election of Deputy Mayor – Process Review
- Rowella Hall Committee
- Agenda Review

**2 September 2025 – Interim Workshop (full day)**

**Present:** Mayor Cr Christina Holmdahl  
Deputy Mayor Cr Rick Shegog (Online)  
Cr Joy Allen  
Cr Lynden Ferguson  
Cr Richard Ireland  
Cr Caroline Larner  
Cr Geoff Lyons  
Cr Josh Manticas (Online)  
Cr Julie Sladden

**Apologies:** Nil

**In Attendance:** Kristen Desmond – Chief Executive Officer  
David Gregory – Director Corporate & Community  
Dino De Paoli – Director Community Assets  
Richard Heyward – Director People, Culture & Safety  
Michelle Riley – Director Planning & Development  
Simon Tennant - Media & Communications Officer  
Tom Chalmers – Governance Officer  
Krstyna Ennis – Team Leader Planning  
Elizabeth Nye – Team Leader Community  
Alicia Perry – Tourism and Economic Development Officer  
Leigh Handley – Manager Asset Operations  
Rebekkah McLean – Acting Executive Assistant to the CEO

**Presenter:** Nil

**Topics Discussed:**

- Elected Members Work Health and Safety
- TasWater Update
- Planning Update
- Business Grants Program 2025/2026
- Community Grant Applications
- Cr Sladden's Motion – Acknowledgment of Country
- Mayor Holmdahl – Potential LGAT Motion
- NRM North – Councillor Representation
- HB Engineering
- Innova Business Park Update
- Capital Works Contract Variations
- Playground Fencing
- New Ecclestone Road, Riverside – Stormwater Upgrade
- Grubb Street Recreation Ground – Trotting Track Lease & Fencing
- Vegetation & Weed Management – No Spray Register
- Road Safety Review – Rowella Road & Auburn Road
- Road Safety Review – Winkleigh Road
- Upper McEwans Road – Update on Stormwater Drainage Issue
- Capital Works Project Update
- General Business

## STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: The community is informed and engaged and receives quality customer service.

Council will:

- Keep our people and our community informed.

### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: Council is recognised as a leader in local government.

Council will:

- Be open and transparent in how we make our decisions.
- Be accessible and responsive.

## STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

*Local Government (Meeting Procedures) Regulations 2025*

## RISK CONSIDERATIONS

This report is provided in accordance with the provisions of the *Local Government (Meeting Procedures) Regulations 2025*, section 10(3)(c). Risk implications are therefore considered to be low.

## FINANCIAL IMPACT

Nil.

## CONSULTATION

Nil.

## OPTIONS

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

#### OFFICER'S COMMENTS

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Nil.

#### RECOMMENDATION

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That Council receives the report on Council Workshops held on 19 August 2025 and 2 September 2025.

#### DECISION

Moved:

Seconded:

#### VOTING

For:

Against:

## 8.2 CEO 2 - Elected Members Work Health & Safety Policy

**REPORT AUTHOR:** Chief Executive Officer - Kristen Desmond

**REPORT DATE:** 9 September 2025

**ATTACHMENTS:** 1. [8.2.1] W T- HR M 72.00 - Elected Members Work Health & Safety Policy - September 2025 - DRAFT

### SUMMARY

The purpose of this report is to seek Council approval of a new Elected Members Work Health and Safety Policy.

### BACKGROUND

LGAT has developed a toolkit to support the Office of Local Government's Model Guidelines for Unreasonable Conduct within Councils (Elected Members), Recognition and Response (OLG Guide).

This toolkit provides the steps that should be undertaken, including templates and examples of the associated supporting documentation, to ensure a council has the necessary framework in place to appropriately manage unreasonable behaviour and, if required, support referral to regulators if the unreasonable conduct by an elected representative persists.

Unreasonable Conduct, if not properly dealt with, presents real risks for councils in the context of their statutory obligations to maintain a safe workplace. Such conduct also has the potential to severely undermine community confidence in the professionalism of Elected Members and can damage the reputation and community standing of individual councils and the sector overall.

It is therefore crucial that Unreasonable Conduct is clearly identified and addressed appropriately.

The toolbox recommends the adoption of a Work, Health and Safety Policy for Elected Members.

### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

#### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: Council is a preferred employer.

Council will:

- Provide a safe and supportive work environment where all employees feel valued and are encouraged to optimise their performance and personal satisfaction.

#### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: Council is recognised as a leader in local government.

Council will:

- Be open and transparent in how we make our decisions.
- Have appropriate policies and procedures in place with clearly defined accountability.
- Manage risks through continual assessment, review and improvement.

## **STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS**

*Anti-Discrimination Act 1998*

*Health and Safety Act 2012*

Local Government Code of Conduct

WT-HRM07.00 - Work Health and Safety Policy

WT-HRM09.00 - Bullying, Harassment, Discrimination and Equal Opportunity Policy

WT-HRM09.01 - Procedures for Dealing with Bullying, Harassment and Discrimination in the Workplace

## **RISK CONSIDERATIONS**

Additional guidance, tools and methodologies for the management of the health and safety of elected members is expected to reduce risk. Overall risk of adopting this policy is low – in fact this policy will ensure that Council's Chief Executive Officer is meeting her PCBU obligations.

## **FINANCIAL IMPACT**

Nil

## **CONSULTATION**

Consultation occurred with Elected Members at the 2 September 2025 Interim Workshop.

## **OPTIONS**

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## **OFFICER'S COMMENTS**

The CEO carries the responsibility of the PCBU for Council and is required to ensure all Council workplaces are safe. The CEO must ensure as much as is reasonably possible a safe workplace (including that the workplace is psychologically safe). It is appropriate that Council adopts a Work Health and Safety Policy that sets out Elected Members responsibilities and obligations in relation to their own and others workplace safety.

## **RECOMMENDATION**

That Council:

1. Adopts the new Elected Members Work Health and Safety Policy as presented, effective 16 September 2025;
2. Allocates a new policy number of 72.00;
3. Updates the version number to 1.00; and
4. Approves a review date of September 2027.

## **DECISION**

Moved:

Seconded:

## **VOTING**

For:

Against:

## Elected Members Work Health & Safety Policy



Document No.:		WT-HRM72.00	Approved By:		Council (25/XX)
Issue No.:		1.00	Approved On:		16 September 2025
Responsibility:		Office of the CEO	Review Date:		September 2026
Document Control For Internal Release – N2025xxxxxx					
Rev. No.	Date	Revision Details		Reviewer	Approver

### 1 PURPOSE

West Tamar Council (Council) is committed to providing and maintaining a safe and healthy environment for all persons associated with its operations, including councillors, employees, contractors, volunteers, residents and visitors. This applies to our work areas and our community spaces.

Our commitment is based on the principle that work health and safety is the most important of all our business objectives, the recognition that workplace injuries can be prevented, that everyone in the organisation should have clearly defined work health and safety responsibilities, and that meeting this commitment through the management of our stakeholder relationships is important.

The *Work Health and Safety Act 2012* applies to council and councillors. Councillors have a role in:

- protecting their own and others' health and safety in the workplace
- taking all reasonably practicable measures through the Chief Executive Officer to ensure a safe workplace.

The purpose of this policy is to:

- outline councillors' responsibilities under the *Work Health and Safety Act 2012*
- set out councillors' and the organisation's obligations in respect of work health and safety
- provide guidance to councillors on how to respond in various scenarios with health and safety implications that may arise in a work setting.

### 2 SCOPE

This policy always applies to all councillors when undertaking their roles as elected officers of Council. Councillors within this context include the Mayor and Deputy Mayor. This policy applies to councillors as individuals in the workplace and as office holders with legal responsibilities for work health and safety. Health and safety matters include those relating to hazards, risks and incidents, and their physical and as well as psychological consequences on individuals or the community.

The Chief Executive Officer has specific responsibilities to create a safe workplace under the *Work Health and Safety Act 2012*, and other legislation and is so empowered to take certain actions that may impact on the ability of councillors to perform functions in a particular way, consistent with those responsibilities.

Nothing in this policy changes or detracts from the operation of other provisions in the Councillor Code of Conduct.

The Chief Executive Officer from time to time, in consultation with councillors, can make minor changes to this policy to reflect contemporary best practice.

### **3 POLICY**

Councillors have agreed, through their Code of Conduct, that Council is committed to providing and maintaining a safe workplace for all and recognises that the provisions of the *Work Health and Safety Act 2012* apply to Council and councillors.

### **4 RESPONSIBILITIES**

Each councillor has agreed that they understand that work health and safety is a shared responsibility. Responsibilities relating to this policy are as follows:

Councillors will:

- Make themselves familiar with the provisions of this policy, raise any concerns or questions about the policy's coverage or application and comply with this policy and associated reporting procedures.
- Take reasonable care to protect their own health and safety, as well as the health and safety of others in the workplace.
- Attend and participate in all required training, to maintain understanding of the duties and obligations imposed by the *Work Health and Safety Act 2012* and their application to the broad range of activities undertaken by Council.
- Participate where required in the resolution of safety issues.
- Consider any health and safety implications when making Council decisions.

Council will:

- As far as reasonably practicable, provide a safe workplace that is without risks to the health of councillors performing their duties in the role of councillor, by ensuring appropriate systems and policies are in place to manage those risks.
- Proactively monitor the workplace to identify hazards, assess risks and implement control measures where it is reasonably practical to do so.
- Take all reasonable steps to ensure organisational compliance to the organisation's work health and safety policies and the continuous improvement of the WHS Management System
- Provide training opportunities to assist councillors to achieve and maintain understanding of the duties and obligations imposed by the *Work Health and Safety Act 2012* and their application to the broad range of activities undertaken by Council.

## **5 INCIDENT AND HAZARD REPORTING PROCEDURES**

All hazards, near misses and incidents that occur because of councillors conducting the business of Council, acting as a representative of Council, including as part of attending Council related functions, during or outside normal Council hours, must be reported.

In most cases where councillors notice something unsafe, it will be appropriate for them to notify the Chief Executive Officer. They will be required to complete a hazard/incident report in accordance with Council's relevant policy and procedure.

An incident investigation and risk assessment may be undertaken and documented, including any actions to be taken to control the risk.

If the issue relates to potential psychological injury arising from disrespectful conduct the issue must be reported to the Chief Executive Officer.

If the Chief Executive Officer has serious concerns about a risk to the health and safety of a councillor, councillors, Council staff or the community, the Chief Executive Officer has overall accountability to take appropriate action to ensure the safety of all.

Depending on the issue, the Chief Executive Officer will notify the councillor of the outcome of a reported hazard or incident once addressed.

## **6 LEGISLATION & POLICIES**

*Local Government Act 1993*

*Anti-Discrimination Act 1988*

*Work Health and Safety Act 2012*

*Age Discrimination Act 2004 (Cth)*

*Disability Discrimination Act 1992 (Cth)*

*Racial Discrimination Act 1975 (Cth)*

*Sex Discrimination Act 1984 (Cth)*

*Local Government Code of Conduct*

*Workplace Gender Equality Act 2012 (Cth)*

*WT-HRM07.00 - Work Health and Safety Policy*

*WT-HRM09.00 - Bullying, Harassment, Discrimination and Equal Opportunity Policy*

*WT-HRM09.01 - Procedures for Dealing with Bullying, Harassment and Discrimination in the Workplace*

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

**7 APPROVAL**

*Approved by Council on 16 September 2025*

Signed: \_\_\_\_\_  
Chief Executive Officer

## 9 GOVERNANCE

### 9.1 Gov 1 - West Tamar Council Audit Panel Minutes

**REPORT AUTHOR:** Governance Officer - Tom Chalmers

**REPORT DATE:** 8 September 2025

**ATTACHMENTS:**

1. [9.1.1] Audit Panel - Minutes - 4 June 2025 - CONFIRMED
2. [9.1.2] Audit Panel - Minutes - 27 August 2025 - UNCONFIRMED

#### SUMMARY

The purpose of this report is to provide Council with copies of the confirmed Audit Panel Minutes from the meeting dated 4 June 2025 and the unconfirmed Audit Panel Minutes from the meeting dated 27 August 2025, in accordance with the West Tamar Council Audit Panel Charter.

#### BACKGROUND

West Tamar Council Audit Panel meets quarterly to consider reports presented by Council Officers in line with the adopted and endorsed Audit Panel Work Plan. In accordance with the Charter, meeting minutes of the Audit Panel are to be presented to Council at an Ordinary Council meeting.

#### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

#### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: Council is recognised as a leader in local government.

Council will:

- Be open and transparent in how we make our decisions.
- Have appropriate policies and procedures in place with clearly defined accountability.
- Manage risks through continual assessment, review and improvement.
- As a leader in local government, seek to influence decisions affecting our community.
- Continue to engage positively with our sector and the State Government to shape local government reform.

#### STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

- *Local Government Act 1993*
- *Local Government (Audit Panels) Order 2014 Statutory Rules 2014*
- *West Tamar Council Audit Panel Charter*

## RISK CONSIDERATIONS

Low

## FINANCIAL IMPACT

Nil.

## CONSULTATION

Nil.

## OPTIONS

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## OFFICER'S COMMENTS

The minutes for the 4 June 2025 meeting were confirmed by the Audit Panel Committee on 27 August 2025, with the minutes for the 27 August 2025 meeting expected to be confirmed at the meeting scheduled for 3 December 2025.

## RECOMMENDATION

That Council receives and notes the confirmed Minutes of the Audit Panel meeting held on 4 June 2025 and the unconfirmed Minutes of the Audit Panel meeting held on 27 August 2025.

## DECISION

Moved:

Seconded:

## VOTING

For:

Against:

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

	<b>MINUTES</b> <b>AUDIT PANEL</b>
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<b>DATE/TIME</b>	4 June 2025	1.00PM	<b>VENUE</b>	Windsor Chambers
<b>PRESENT</b>	Andrew Gray (Chair), Cr Jess Greene, Cr Josh Manticas			
<b>APOLOGIES</b>				
<b>IN ATTENDANCE</b>	Cr Christina Holmdahl, Claire Connelly (Principal Assurance & Advisory – Synectic Group), Alyssa Mahar (Synectic Group), Kristen Desmond (CEO), David Gregory (Director Corporate and Community), Jason Barker (CFO), Tom Chalmers (Governance Officer)			

### ORDER OF BUSINESS

1. **Declaration of Pecuniary Interests/Conflict of Interest**  
Nil
2. **Adoption of Previous Minutes**  
The Panel approved the minutes from the 25 March 2025 meeting as presented as a true and correct record of that meeting.
3. **Outstanding From Previous Meeting – Action Sheet**  
The Panel reviewed the Action Sheet noting the pending engagement of an external provider for Risk Analysis and that having the external provider present to Council also would be of benefit.

### GOVERNANCE AND STRATEGY

4. **Review Policies and Procedures**  
The Panel noted the information presented and requested the prioritisation of WT-HRM35.00, WT-HRM35.01 and WT-HRM35.02.
5. **Related Party Disclosures Policy**  
The Panel noted the updated policy and discussed the timing of disclosures.
6. **Fuel Card Policy**  
The Panel received and noted the new policy.
7. **Review performance of plans, strategies and policies including performance against identified benchmarks**  
The Panel received and noted the information presented.

### FINANCIAL AND MANAGEMENT REPORTING

8. **Review of current financial results**  
The Panel received and noted the May 2025 financial report.
9. **Review 2025-26 budget estimates**  
The Panel received the 2025-2026 budget estimates, noting that they will be considered and adopted by Council at its June 2025 Ordinary Council meeting.

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

- |     |   |
|-----|---|
| 10. | <b>Review the impact of changes to Australian Accounting Standards</b><br>Nil |
|-----|---|

**INTERNAL AUDIT**

- |     |   |
|-----|---|
| 11. | <b>Consider any available internal audit reports</b><br>The Panel welcomed Claire Connelly and Alyssa Mahar from Synectic Group and received the draft report on Privacy Act Compliance.<br><br>The Panel reviewed and noted the information presented.   |
| 12. | <b>Review and Approve 2025-2026 Internal Audit program</b><br>The Panel reviewed and approved the proposed Internal Audit Program as presented, noting an additional requirement to provide costings for externally completed activities and details of internal resource allocation and timelines. |

**EXTERNAL AUDIT**

- |     |  |
|-----|--|
| 13. | <b>Consider any available external audit reports</b><br>Nil  |
| 14. | <b>Review management's implementation of audit recommendations</b><br>Nil  |
| 15. | <b>Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council</b><br>Nil      |
| 16. | <b>Note Terms of Audit Engagement for the Audit of the Financial Report of the West Tamar Council</b><br>The Panel noted the information provided. |

**RISK MANAGEMENT AND COMPLIANCE**

- |     |  |
|-----|--|
| 17. | <b>Annual review of risk management framework policies</b><br>The panel received and noted the information provided.   |
| 18. | <b>Review material risk management reports</b><br>The panel received and noted the information provided.   |
| 19. | <b>Review business continuity plan</b><br>The Panel received and noted the information provided, noting that risk activities will precede and feed into Business Continuity. |
| 20. | <b>Review WH&amp;S Management processes</b><br>The Panel received and noted the information provided and reiterated the prioritisation request recorded at item 4.           |
| 21. | <b>Review of major complaints, claims or lawsuits involving Council</b><br>Nil   |
| 22. | <b>Review any instances of suspected cases of fraud or other illegal and unethical behaviour</b><br>Nil  |

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

**AUDIT PANEL PERFORMANCE**

**23. Report to Council regarding execution of duties and responsibilities by the Audit Panel and review annual work plan and meeting schedule**

The Panel reviewed the information provided and agreed to submit the following to Council for information:

- Audit Panel report on activities in 2024-25 drafted by the chair, noting an error to be corrected prior to submission; and
- Audit Panel annual work plan for 2025-26

**OTHER BUSINESS**

**24. Review of Delegations Motion – January 2023**

The Panel received and noted the information provided.

**25. Next meeting and close**

The Panel agreed that the next meeting be held on 27 August 2025 at 1pm.

**MEETING CLOSED**

3.00PM

**NEXT MEETING**

27 August 2025

1.00PM

3:00PM

Windsor Chambers

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**



**MINUTES**  
**AUDIT PANEL**

<b>DATE/TIME</b>	27 August 2025	1.00PM	<b>VENUE</b>	Area 2, Windsor Precinct
<b>PRESENT</b>	Andrew Gray (Chair), Cr Josh Manticas (via Teams), Cr Julie Sladden			
<b>APOLOGIES</b>				
<b>IN ATTENDANCE</b>	Cr Christina Holmdahl, Cr Caroline Larner, Kristen Desmond (Chief Executive Officer), Jason Barker (Chief Financial Officer), Tom Chalmers (Governance Officer), Dylan Xing (Tasmanian Audit Office - via Teams)			

**ORDER OF BUSINESS**

1. **Declaration of Pecuniary Interests/Conflict of Interest**  
Nil
2. **Adoption of Previous Minutes**  
The Panel approved the minutes from the 4 June 2025 meeting as presented as a true and correct record of that meeting.
3. **Outstanding From Previous Meeting – Action Sheet**  
The Panel reviewed the Action Sheet noting the ongoing work with the external provider for risk management activities and that review of the Work Health and Safety policies is progressing.

**GOVERNANCE AND STRATEGY**

4. **Review Annual Plan**  
The panel received and noted the information provided.
5. **Review Long-Term Strategic Asset Management Plan, Asset Management Strategy and Asset Management Policy**  
The panel received and noted the information provided including that a more in-depth review is planned for the asset management space in the short term.
6. **Review Policies and Procedures**  
The Panel received and noted the information presented including that a Councillor Work, Health and Safety policy is under development, and that access is available to internal, operational policies by request. The panel requested that a separate paper be brought to the next meeting on the progress of Work, Health & Safety related policies. **(AI2508.1)**

**FINANCIAL AND MANAGEMENT REPORTING**

7. **Review of current financial results**  
The Panel received and noted the August 2025 financial report and recommended specific additional information to be included in the cash investments reporting moving forward. **(AI2508.2)**
8. **Review 2024-25 Financial Accounts**  
The Panel received and noted the information provided.

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

**9. Report on revaluation of selected asset classes**

The Panel received and noted the information provided.

**10. Review leave entitlements and selected leave**

The Panel received and noted the information provided, including an increase to the frequency and detail of reporting to the CEO being under development.

**INTERNAL AUDIT**

**11. Review Internal Audit Program and any available internal audit reports**

The Panel reviewed and noted the information presented.

**12. Review management's implementation of internal audit recommendations**

The Panel reviewed and noted the information presented and requested enhanced progress reporting moving forward. (AI2508.3)

**EXTERNAL AUDIT**

**13. Consider any available external audit reports**

Nil

**14. Review TAO annual plan of works and assess implications for the Council**

The Panel reviewed and noted the information provided.

**15. Audit Strategy 2024-2025**

The panel received the information presented by TAO and noted the confirmation of the proposed start date of 11 September 2025.

**16. Annual Audit Outcomes**

The Panel received and noted the information presented. CFO to provide the final version of the *WT-HRM69.00 Private Works Policy* to TAO (AI2508.4) and for TAO to be invited to the December 2025 meeting. (AI2508.5)

**RISK MANAGEMENT AND COMPLIANCE**

**17. Review processes to manage insurable risks and existing insurance cover**

The panel received and noted the information provided and requested the CFO to confirm coverage details with insurance provider and advise. (AI2508.6)

**18. Review of major complaints, claims or lawsuits involving Council**

*Cr Manticas left the meeting at 2.40pm*

The panel received and noted the information provided.

*Cr Manticas entered the meeting at 2.44pm*

*Cr Holmdahl left the meeting at 2.46pm*

The panel received and noted the information provided.

*Cr Holmdahl entered the meeting at 2.53pm*

**19. Review any instances of suspected cases of fraud or other illegal and unethical behaviour**

Nil

**AUDIT PANEL PERFORMANCE - NIL**

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025

OTHER BUSINESS

20. Next meeting and close

The Panel agreed that the next meeting be held on 3 December 2025 at 9am.

MEETING CLOSED

3.00PM

NEXT MEETING

3 December 2025

9.00AM

11:00AM

Windsor Chambers

## 9.2 Gov 2 - NRM North - Councillor Representation

**REPORT AUTHOR:** Chief Executive Officer - Kristen Desmond

**REPORT DATE:** 10 September 2025

**ATTACHMENTS:** Nil

### SUMMARY

Council is required to nominate a representative for the forthcoming 12 months and the upcoming NRM North Annual General Meeting.

### BACKGROUND

West Tamar Council is a funding member of NRM North (a "Group A" member) and each year is required to nominate a representative on the Association to enable voting rights. Council representatives are required to be an elected member or a senior manager.

Deputy Mayor Cr Rick Shegog is Council's current representative.

### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

#### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: The community is informed and engaged and receives quality customer service.

Council will:

- Keep our people and our community informed.
- Undertake appropriate and effective engagement with our community.

#### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: Council is recognised as a leader in local government.

Council will:

- Be open and transparent in how we make our decisions.
- As a leader in local government, seek to influence decisions affecting our community.

### STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

Nil.

### RISK CONSIDERATIONS

Overall risk is considered low

## FINANCIAL IMPACT

The nominated representative is required to be a paid member at a cost of \$20.00 - this cost has been budgeted for.

## CONSULTATION

Consultation with Elected Members occurred at the Interim Workshop on 2 September 2025.

## OPTIONS

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## OFFICER'S COMMENTS

Each year every "Group A" member of NRM North is required to nominate a representative. For West Tamar Council this is either an elected member or a person with a senior role at Council.

The NRM North Annual General Meeting will be held on 24 September 2025 and our official nomination to NRM North will be provided following a decision at the Ordinary Council Meeting on 16 September 2025.

## RECOMMENDATION

That Council endorses the nomination of Deputy Cr Mayor Rick Shegog as Council's representative for NRM North for the forthcoming 12-month period.

## DECISION

Moved:

Seconded:

## VOTING

For:

Against:

## 10 DEVELOPMENT

Nil

## 11 CORPORATE

### 11.1 Fees & Charges Amendment for 2025/2026 Financial Year

**REPORT AUTHOR:** Chief Financial Officer - Jason Barker CPA

**REPORT DATE:** 9 September 2025

**ATTACHMENTS:** 1. [11.1.1] Safe Waste 70 B L 00 Multifit Instructions

---

#### SUMMARY

The purpose of this report is for Council to adopt a new fee under Council's waste kerbside collection service for the provision of a bin latch for mobile garbage bins.

#### BACKGROUND

During the October 2024 Ordinary Council meeting, Cr Manticas asked the following question:

**Question 1:** A council very close to us have bin latches available for \$10 to their ratepayers, and what this latch does is allow you to secure the top of your load from the winds and when it gets tipped up it all goes down quite easily. It's been well received in that municipality and I was just wanting to know if that is something that this Council could look at as I believe it would be equally well received in ours.

**Response:** (From the CEO through the chair) *I'm certainly happy to talk to George Town Council and see how they went about it and costings and come back to Council.*

Approaches were made to George Town Council who provided Council with information regarding their bin latch scheme and details of their supplier. At a Council workshop on the 15th of April 2025, it was revealed George Town have latches for purchase from Council offices at a cost of \$10 each. Council Officers have now procured bin latches for sale to West Tamar Community members.

#### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

##### 3.4 Our Infrastructure

Goal: To ensure the provision and maintenance of efficient and effective infrastructure and assets.

Objective: Provide for a broad range of infrastructure, services and future developments.

Council will:

- Develop and manage fit for purpose infrastructure in a sustainable manner.

##### 3.4 Our Infrastructure

Goal: To ensure the provision and maintenance of efficient and effective infrastructure and assets.

Objective: Planning is innovative and smart.

Council will:

- Plan for the future (future-proof) based on community needs and expectations and to meet future challenges e.g. climate change, population growth.

### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: The community is informed and engaged and receives quality customer service.

Council will:

- As a leader in local government, focus on our customers.

### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: Council is financially sustainable.

Council will:

- Manage our finances in a responsible manner and deliver value for our community.

## STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

Council has the authority under section 205 of the *Local Government Act 1993* to impose specific fees and charges.

## RISK CONSIDERATIONS

The risk is overall risk of the addition of this additional charge is low considered low.

## FINANCIAL IMPACT

The recommended \$10 fee will be just sufficient to cover the direct cost of the latch. Administration of the arrangements can be covered within existing budgets.

## CONSULTATION

Consultation occurred at a Council workshop on the 15<sup>th</sup> of April 2025.

## OPTIONS

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## OFFICER'S COMMENTS

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The recommended fee is set at a level to obtain cost recovery only.

## RECOMMENDATION

---

That Council, pursuant to section 205 of the *Local Government Act 1993*, makes a waste kerbside collection service fee of \$10 for the provision of a bin latch for the period 16 August 2025 to 30 June 2026.

## DECISION

Moved:

Seconded:

## VOTING

For:

Against:

## SafeWaste Multi-fitLid Latch Installation Guide



### Step 1: Let's get started

Before you start – Wetting the latch with water can make installation easier but it's not really necessary. Most importantly, please pay special attention to Step 2, as incorrect orientation can affect the performance of the latch during a tip-over.

### Step 2: (Correct orientation of the latch)

Hold the latch so that the **hook is facing down**, and the buckle faces **towards the centre of the bin** and is under the handle.



### Step 3: Looping the latch

Bring the rounded end (Pull Tab) of the latch over the top of the lid handle and push it through the buckle.



### Step 4: Completing the installation

Pull the latch hook and 'S-Flex' section completely through the buckle, as shown in the image below;

The latch should be firmly looped around the handle, **pulled all the way through**, and be firm around the handle



### Step 5: Securing the bin lid

Holding the Pull Tab firmly, pull the latch down so the hook engages under the lip of the bin. Your lid is now securely fastened.

To open the lid, pull the Tab out from the bin lip to disengage the hook.



### Step 6: Check the latch is correctly tensioned

Check the tension on the 'S-Flex' by engaging the latch to secure the cart lid.

If the 'S-Flex' is over-stretched (too much tension) OR if the hook is not properly engaged on the cart rim (too little tension), adjust the tension by tightening/loosening the loop around the handle. The 'S-Flex' should be similar to the images below.



NOTE: THE SAFEWASTE LATCH IS DESIGNED TO AUTOMATICALLY RELEASE WHEN THE CART IS EMPTIED INTO THE COLLECTION TRUCK.

PLEASE ENSURE THE CART LID IS SECURED WITH THE SAFEWASTE LATCH WHEN YOUR CART IS OUT FOR COLLECTION.

[www.safewaste.global](http://www.safewaste.global)

## 12 COMMUNITY

### 12.1 Comm 1 - Youth Advisory Council Minutes - August 2025

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye

**REPORT DATE:** 9 September 2025

**ATTACHMENTS:** 1. [12.1.1] YAC Meeting Minutes - August 2025

---

#### SUMMARY

The purpose of this report is to provide Council with the minutes from the Youth Advisory Council (YAC) meeting held on 14 August 2025 for noting.

#### BACKGROUND

The Youth Advisory Council (YAC) meets monthly to discuss issues, concerns and praises they have from young people in the municipality. YAC consists of young people from the municipality, Councillors and Council's Youth Development Officer. The meetings are recorded through meeting minutes to record and report on the activities of YAC and discussions held.

YAC strives to achieve the goals of the 2023-2026 Youth Strategy.

#### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

##### 3.1 Our Community

**Goal:** To maintain an engaged and active community where partnerships are established and needs are identified and Council assists in achieving sustainable outcomes.

**Objective:** Council and the community work together building creative, innovative and resilient communities where people feel able and encouraged to participate.

Council will:

- Work in collaboration with its community.

##### 3.1 Our Community

**Goal:** To maintain an engaged and active community where partnerships are established, needs are identified and Council assists in achieving sustainable outcomes.

**Objective:** Residents enjoy a safe equitable and inclusive and sustainable lifestyle.

Council will:

- Foster an inclusive, engaged and active community through all its activities.

## STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

West Tamar Youth Strategy 2023-2026

## RISK CONSIDERATIONS

LOW – YAC is an established and ongoing initiative. The membership process is transparent, and activities are recorded and reported each month. YAC is facilitated by the Council's Youth Development Officer.

## FINANCIAL IMPACT

Nil

## CONSULTATION

Nil

## OPTIONS

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## OFFICER'S COMMENTS

The minutes for the 14 August 2025 YAC meeting are provided to Council for noting.

## RECOMMENDATION

That Council receives and notes the minutes as presented for the Youth Advisory Council Meeting held on 14 August 2025.

## DECISION

Moved:


Seconded:

## VOTING

For:

Against:

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

	<b>MEETING NOTES</b>			
	<b>WEST TAMAR YOUTH ADVISORY COUNCIL</b>			

<b>DATE/TIME</b>	14 August 2025	4.00PM	<b>VENUE</b>	Windsor Community Precinct
<b>PRESENT</b>	Millie, Alice, Nina, Elizabeth, Yuxuan, Esther, Evie, Maddi, Kirsten, Mayor Christina, John, Nicole, Emerson, Cr Lynden F, Kirsten			
<b>APOLOGIES</b>	Buddy, Jess, Ava			

**ITEMS FOR DISCUSSION**

**1.1 GENERAL BUSINESS AND YAC MEMBERSHIP**

**Introduction**

- Chairperson: Yuxuan See
- Acknowledgement of Country: Yuxuan See
- Notes: Millie

**Youth Mayor Update**

- Very quiet month
- Youth Mayor Applications open for 2026 in late August.

**Red Room Poetry**

- Daniel gave an outline of their work.
- Looking for an Australian young poet to be a representative (Poet Laureate) of Young Australians at important, national events. Open to poetry from, e.g. rap, poems, etc.
- Applications open April 2026, role commences August 2026
- Ages – High School? 18-25?
- Schools could also have their own poet laureate.

**Advice to Council**

- The Riverside Underpass has been graffitied, and young people are feeling unsafe, can YAC recommend this to be repainted to be a YAC project and who do they need to contact to get permissions to do so?
- Rubbish build-up in the Riverside area where there is a patch of the West Tamar Highway which has no bins and rubbish is being dropped.
- Windsor precinct trails, one is a dead end, could it be turned into a loop so it goes somewhere?
- Bus shelter on the Highway near wetlands.
- Forest Rd traffic lights.

**Christmas Breakup**

- Saturday December 6<sup>th</sup>. Hobart for 1 or 2 big activities, 8am-7pm

**Camp Update**

- Camp will just be West Tamar Council in 2026, not with George Town. This is due to staffing availabilities from George Town, and as we've already booked the venue, we cannot change the dates.

**Masquerade Ball and Youth Festival**

## ORDINARY COUNCIL MEETING Tuesday 16 September 2025

- Planning continues

### 2026 Brainstorm

- What do we want to achieve?

### First Aid Update

- Up to 18 people attend, must be 12 years or older. 14 hours over 2 days, possibly January or October, First week of October holidays in Council rooms.

### Other business

- Next Secretary Nina

5:18pm

### Next Meeting

11 September 2025

4.00PM

Windsor Community Precinct

## 12.2 Comm 2 - Positive Ageing Committee Minutes - August 2025

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye  
Community Development Officer - Todd Mitchell

**REPORT DATE:** 9 September 2025

**ATTACHMENTS:** 1. [12.2.1] Positive Ageing Committee - Meeting Minutes August 2025

---

### SUMMARY

The purpose of this report is to provide Council with the minutes from the West Tamar Positive Ageing Committee's (**PAC**) meeting held on 25 August 2025 for noting.

### BACKGROUND

The PAC, formerly known as the West Tamar Seniors' Advisory Group, is responsible for the review and implementation of the Positive Ageing Strategy (**PAS**).

PAC is made up of representatives from the community, Councillors and Council's Community Development Officer.

PAC holds a committee meeting once a month to discuss issues of positive ageing in the West Tamar and are actively involved in actioning and monitoring the goals identified in the PAS.

The meetings are recorded through meeting minutes in order to record and report on the activities of PAC and discussions held.

### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

#### 3.1 Our Community

**Goal:** To maintain an engaged and active community where partnerships are established and needs are identified and Council assists in achieving sustainable outcomes.

**Objective:** Council and the community work together building creative, innovative and resilient communities where people feel able and encouraged to participate.

Council will:

- Inform, consult and engage with the community to promote participation.
- Work in collaboration with its community.

#### 3.1 Our Community

**Goal:** To maintain an engaged and active community where partnerships are established, needs are identified and Council assists in achieving sustainable outcomes.

**Objective:** Residents enjoy a safe equitable and inclusive and sustainable lifestyle.

Council will:

- Foster an inclusive, engaged and active community through all its activities.

## **STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS**

West Tamar Council Positive Ageing Strategy 2022-2027  
West Tamar Council Community Health and Wellbeing Plan

## **RISK CONSIDERATIONS**

LOW – PAC is an established and ongoing committee of Council. The membership process is transparent, and activities are recorded and reported each month. PAC is facilitated by Council's Community Development Officer.

## **FINANCIAL IMPACT**

Nil

## **CONSULTATION**

Nil

## **OPTIONS**

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## **OFFICER'S COMMENTS**

The minutes for the 25 August 2025 PAC meeting are provided to Council for noting.

## **RECOMMENDATION**

That Council:

Receives and notes the minutes as presented for the West Tamar Positive Ageing Committee meeting held on 25 August 2025.

**ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025**

**DECISION**

Moved:

Seconded:

**VOTING**

For:

Against:

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

	<b>MEETING NOTES</b> <b>WEST TAMAR POSITIVE AGEING COMMITTEE</b>
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<b>DATE/TIME</b>	25 August 2025	10.00AM	<b>VENUE</b>	Windsor Community Precinct
<b>PRESENT</b>	Ros Burr (RB) Chair, Lynn Pugh (LP), Glenda Daly (GD - left meeting at 10.20), Christine Fulcher (CF), Cr Christina Holmdahl (Mayor CH), Cr Dr Julie Sladden (JS - left meeting at 11.45), Carl Cooper (CC), Kristin Desmond (KD CEO – left meeting at 10.30), David Gregory (DG)			
<b>APOLOGIES</b>	Fran Mamo (FM), Todd Mitchell (TM), Elizabeth Nye (EN)			
<b>ADDITIONAL</b>				

**ITEMS FOR DISCUSSION**

**CONFIRMATION OF PREVIOUS MEETING NOTES**

- **Moved:** Christine Fulcher    **Seconded:** Joy Allen  
July meeting notes to be amended to remove Lynn Pugh as an attendee.

**INTRODUCTION AND COMMITTEE INFORMATION**

- - **Development of Terms of Reference (TOR):**  
Kristen attended meeting to explain the need for PAC to develop a TOR as they are deemed a special committee of Council formed under s24 of the *Local Government Act 1993*. Until a TOR is approved and implemented PAC should not be advocating on behalf of Council without prior endorsement.  
  
There is no need for PAC to pause currently planned activities however over the next 2-3 meetings Kristen and Tom (Governance Officer) will attend to work through the operations of PAC and start drafting a TOR that will outline how the committee is formed and how it will function.  
  
The aim is for each special committee of Council to have an individual TOR and for committee minutes to be tabled at Council meetings.

**CORRESPONDENCE**

- - Nil

**BUSINESS ARISING**

- - **Manion's Visit – Transport Issues:**

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

4 PAC members attended a meeting on 18 August where representatives from Manion's Bus Service were present to respond to questions about transport services in the West Tamar. Carl provided a summary of the meeting which was chaired by Cr Allen:

- Subsidised services are funded and programmed by State Growth and any changes to services must be approved by State Growth.
- All Manion services are all ability compliant.
- Lack of approved drivers is challenging for the service provider.
- Another meeting is scheduled for 8 September where the group will meet with CTST's Operations Manager. This meeting to be followed with a public meeting on 17 September at Beaconsfield House.

It was noted that there is only 1 taxi in the West Tamar and that the CTST service is only available for medical appointments so transport options are very limited. PAC to consider inviting the Minister for Aging to a transport forum in early 2026 (subject to Council endorsement).

- **Health Expo:**

Planned for 14 November 2025 at the Windsor Community Precinct. No response from Maggie so it was agreed for Carl to contact the physio that operates at Beaconsfield. COTA is not available to attend. Todd will be asked to circulate event information to the committee.

- **Mad Hatters Tea Party:**

To be held during Senior's Week on 13 October at Windsor. Glenda provided a box of decorations and costumes for the Committee to use. Glenda has also provided a list of ideas for events and activities that could be done on the day. This list to be circulated to PAC members for consideration and to help identify helpers. Todd will also be asked to update the committee on progress with planning the event.

There was general view that only a few activities would be required as the event is only scheduled for 1.5 hours. It was noted that there were already 60 people booked for the event and there was consensus that catering should be arranged.

The committee asked if they could be provided with an event run-sheet template that could be used to plan PAC events.

- **2026 PAC Events and Pactivity Guide:**

In considering future events it was suggested that PAC should focus on 4 good events each year. Events put forward were:

- Mother's Day Fashion Parade (May)
- Visit to Tasmania Zoo (March)
- Lunch Time Musical (July)
- Seniors Week (October)

These main events could be supplemented by smaller events however there is no need to have an event every month.

It was suggested that the bus trip to Devonport via the Tasting Trail be deferred at this time.

- **Thrift Shop Bus Trip**

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

The committee would like more information on what is planned for the bus trip on 19 September and where pick up points will be. To be referred to Todd.

**GENERAL BUSINESS**

- 
- **Concession Booklet and Companion Card:**  
Carl asked if the Concession Card and Seniors booklet were available at the TVC and advised that people may not be aware of the availability of a Companion Card that allows people with disability to bring a support person to events and activities without paying for a second ticket.

**MEETING CLOSED**

12.00PM

**NEXT MEETING**

22 September 2025

10.00AM

Windsor Community Precinct

### 12.3 Comm 3 - Community Grant - Sidmouth Community Centre Inc.

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye

**REPORT DATE:** 8 September 2025

**ATTACHMENTS:** 1. [12.3.1] Sidmouth Community Centre - Community Grant Application - Redacted

#### SUMMARY

The purpose of this report is for Council to consider a Community Grant application by the Sidmouth Community Centre Inc. for the purchase and installation of an Audio-Visual System.

#### BACKGROUND

West Tamar Council offers various levels of financial assistance to not-for-profit organisations and community members through its grants and sponsorship programs. These programs are outlined in Council's Grants and Assistance Policy, Youth Services Policy and Guide, and on Council's website.

Grant applications are first assessed for eligibility and then scored against an assessment matrix containing various established criteria. Applications are then provided to Council for approval.

Grants up to \$1,000, applicants are not required to contribute financially to the project but must provide in-kind contributions. Evidence of these contributions must be included in the application.

Grants ranging from \$1,000 to \$5,000 applicants must contribute at least 10% of the overall project cost, either from their own funds or from a confirmed external funding source (excluding in-kind contributions).

An application has been received from the Sidmouth Community Centre Inc. for the purchase and installation of an Audio-Visual System seeking a \$4,434.95 community grant.

#### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

##### 3.1 Our Community

Goal: To maintain an engaged and active community where partnerships are established and needs are identified and Council assists in achieving sustainable outcomes.

Objective: Council and the community work together building creative, innovative and resilient communities where people feel able and encouraged to participate.

Council will:

- Work in collaboration with its community.

##### 3.1 Our Community

Goal: To maintain an engaged and active community where partnerships are established, needs are identified and Council assists in achieving sustainable outcomes.

Objective: Residents enjoy a safe equitable and inclusive and sustainable lifestyle.

Council will:

- Foster an inclusive, engaged and active community through all its activities.

### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: Council is financially sustainable.

Council will:

- Manage our finances in a responsible manner and deliver value for our community.

## STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

### *WT-HRM-42.00 Grants and Assistance Policy*

West Tamar Council's Community Grants program provides funding for projects and initiatives that respond to the social, cultural, recreational, economic, and environmental needs of West Tamar residents.

## RISK CONSIDERATIONS

The existence of a consistent, equitable and transparent process to respond to requests for donations, grants and financial support should help reduce council's potential exposure to financial and reputational loss. The overall risk to Council is considered LOW.

## FINANCIAL IMPACT

An established level of financial assistance is provided in the budget each year. For 2025-2026 Council has allocated a total funding pool of \$60,000:

- Community Grants \$40,000
- Business Grants \$20,000

Grant funding is allocated first come first serve until funds are exhausted.

The current funding pool for Community Grants is as follows:

COMMUNITY GRANTS	
Legana Tennis Club	\$2,354.00
Beaconsfield House	\$1,350.00
Sidmouth Community Centre Inc.*	\$4,434.95
<b>Total commitment to date*</b>	<b>\$8,138.95</b>
Balance remaining	\$31,861.05

*\*Pending Council approval at Ordinary Council Meeting 16 September 2025.*

## CONSULTATION

An Application Matrix was completed by Council Officers on 20 August 2025

Councillors were consulted at Council's Interim Workshop held on 2 September 2025.

## OPTIONS

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## OFFICER'S COMMENTS

This application has scored above the minimum requirement (10/20) on the assessment matrix. The application aligns with numerous pillars of the Community Health and Wellbeing Plan:

- Pillar Three: The Best Economy (Skilled and adaptable workforce and communities)
- Pillar Four: Best Communities (Planned Sustainable Communities)

The application is clear and detailed with quotes provided and will provide wider community benefit.

## RECOMMENDATION

That Council:

Approve the Sidmouth Community Centre Inc. community grant application for the purchase and installation of an Audio-Visual System for \$4,434.95

## DECISION

Moved:

Seconded:

## VOTING

For:

Against:

ORDINARY COUNCIL MEETING  
Tuesday 16 September 2025



Community Grants Program 2024/2025 - Application Assessment Matrix

Application Information

Organisation/Group	SIDMOUTH COMMUNITY CENTRE INC.		
Project	AUDIO VISUAL SYSTEM		
Amount Requested	<del>\$5,000</del> \$4,434.95	Total Project Cost \$4934.95	
Matrix Score	17/20		

Criteria:	Not evident (Score: 0)	Evident (Score: 1)	Good (Score: 2 - 3)	Excellent (Score: 4- 5)	Score:
Community Benefit (Value 25%)	Unclear/ Not stated	Provided but not detailed	Clear benefit to the community outlined	Clear, realistic and achievable benefit provided with supporting evidence	4
	Comments: realistic & achievable community benefit in line with upgrading equipment				
Project Delivery (Value 25%)	Unclear/ Not outlined or achievable	Delivery is provided (not detailed)	Delivery is outlined and realistic.	Clear, realistic and achievable, with supporting documentation	4
	Comments: The committee are organised to manage the project				
Community Engagement (Value 25%)	Unclear/ Not outlined	Provided but not detailed	Engagement and partnerships outlined	Clear, realistic and achievable, with supporting documentation	5
	Comments: This project will allow the hall to be more inclusive.				
Budget (Value 25%)	Incomplete			Clear, realistic and achievable. Official quotes must be provided.	4
	clear & achievable budget.				
Comments:					

TOTAL 17/20

Risk Management Plans	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Assessed By	Todd Mitchell
WTC Contractor Inductions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Date	20.08.2025

ORDINARY COUNCIL MEETING  
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Community Grants Program 2024/2025 - Application Assessment Matrix

Application Information

Organisation/Group	SIDMOUTH COMMUNITY CENTRE INC.				
Project	AUDIO VISUAL SYSTEM				
Amount Requested	<del>4434.95</del> 4434.95	Total Project Cost		4934.95	
Matrix Score	15/20.				

Criteria:	Not evident (Score: 0)	Evident (Score: 1)	Good (Score: 2 - 3)	Excellent (Score: 4- 5)	Score:
Community Benefit (Value 25%)	Unclear/ Not stated	Provided but not detailed	Clear benefit to the community outlined	Clear, realistic and achievable benefit provided with supporting evidence	4
	Comments: clear benefit to community detailed.				
Project Delivery (Value 25%)	Unclear/ Not outlined or achievable	Delivery is provided (not detailed)	Delivery is outlined and realistic.	Clear, realistic and achievable, with supporting documentation	3
	Comments: Delivery is outlined and they have also stated consultations with other organisations.				
Community Engagement (Value 25%)	Unclear/ Not outlined	Provided but not detailed	Engagement and partnerships outlined	Clear, realistic and achievable, with supporting documentation	4
	Comments: Audio visual is a great tool to engage all members of the community.				
Budget (Value 25%)	Incomplete	-	-	Clear, realistic and achievable. Official quotes must be provided.	4
	Comments: quotes attached, budget amended.				
TOTAL					15 /20

Risk Management Plans	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Assessed By	Ornanda Dewis
WTC Contractor Inductions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Date	20/9/25 -

ORDINARY COUNCIL MEETING  
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Community Grants Program 2024/2025 - Application Assessment Matrix

Application Information

Organisation/Group	Sidmouth Community Centre	
Project	Audio Visual System installation	
Amount Requested	4,434.95 (adjusted)	Total Project Cost 4,934.95
Matrix Score	16	

Criteria:	Not evident (Score: 0)	Evident (Score: 1)	Good (Score: 2 - 3)	Excellent (Score: 4- 5)	Score:
<b>Community Benefit</b> (Value 25%)	Unclear/ Not stated	Provided but not detailed	Clear benefit to the community outlined	Clear, realistic and achievable benefit provided with supporting evidence	4
	Comments: didn't reference revenue opportunity				
<b>Project Delivery</b> (Value 25%)	Unclear/ Not outlined or achievable	Delivery is provided (not detailed)	Delivery is outlined and realistic.	Clear, realistic and achievable, with supporting documentation	5
	Comments: didn't outline timelines + availability of materials.				
<b>Community Engagement</b> (Value 25%)	Unclear/ Not outlined	Provided but not detailed	Engagement and partnerships outlined	Clear, realistic and achievable, with supporting documentation	4
	Comments: Named users + average usage numbers. Named consultation.				
<b>Budget</b> (Value 25%)	Incomplete	-	-	Clear, realistic and achievable. Official quotes must be provided.	4
	Comments: Quotes attached, amounts have been amended for contrs				

TOTAL 16/20

Risk Management Plans	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	Assessed By
WTC Contractor Inductions	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	Date

Alicia Perns  
20/8/2025

**ORDINARY COUNCIL MEETING**  
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**Grants Program 2025/2026 - Application Form**

**Grant Overview**

West Tamar Council's Grants Program responds to funding requests for projects displaying evidence of community engagement, involvement and benefit.

Applications open on the 1 July 2025, and close 17 February 2026 (4pm or until the funding pool is exhausted). Applications will be assessed and funded on a 'first-in' basis. Applicants are responsible to ensure that their application is received by council by the closing date and time.

Funding applications can be made for amounts up to \$5000.00

Applicants seeking funding of up to \$1,000 are not required to contribute to the project financially, but are expected to provide in-kind contributions. Evidence of this is required in the application and during the acquittal process.

For applicants seeking \$1,000.00 – \$5,000.00, at least 10% of the overall financial cost of the project must be contributed by the applicant, or confirmed by an external funding source (excluding in-kind contributions).

Example: where an applicant has applied for a funding amount of \$5000, they would also need to contribute a minimum of \$500 (\$500 = 10% of \$5000) in addition to the grant amount.

Grant guidelines are available to the West Tamar Council website ([wtc.tas.gov.au](http://wtc.tas.gov.au)).

Applicants are advised to contact the Community Services Team to provide an overview of the project. Please read the guidelines thoroughly prior to submitting your application, and make contact on 6323 9200 to arrange a time.

**Applicant Details**

Organisation/Group Name	Sidmouth Community Centre Inc.	
ABN (if applicable)	36878370494	
Postal Address	255 Batman Highway Tasmania	
Email Address	sidmouthcommunityhalltas@gmail.com	
Contact Name	[REDACTED]	
Contact Number	[REDACTED]	
Is your organisation registered for GST?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Project Overview**

Project Name	Audio Visual System
Project Location	Sidmouth War Memorial Hall
Project Dates	20.8.2025
Grant Funding Amount Requested	\$5,000
Consulting Council Officer	Todd Mitchell

## ORDINARY COUNCIL MEETING Tuesday 16 September 2025

**Project Description** - Describe your project and why you are undertaking it.

(50 - 250 words)

The Sidmouth Hall Committee seeks funding for an audio visual system. Over the past few years, the Sidmouth Hall Committee have continued to provide upgrades for the hall through a variety of activities, focusing on the well being of local residents and the broader communities. These undertakings have included: Trivia afternoons, Singalongs and Karaoke sessions, church gatherings, Memorials and Funerals, Community Meetings, First Aide Training, Art Shows, Sip and Paint nights, Hall meetings inclusive of AGM's, State and Federal Elections, COTA Seniors Week, Markets, High Teas and a variety of entertainment performed by Live Artists. Interactive presentations from educators of Community groups, First Aid Trainers, Fruit Growers, Community meetings, Virtual Travel, Art Shows, Live artists and various other hall users all report the benefits of power point presentations. Many of these participants have commented that an audio visual system would greatly improve the quality of their delivery.

### Assessment Criteria

---

**Community Benefit** – Describe how the project benefits the West Tamar community. (100 - 250 words)

This may include:

- The expected number of people the project directly and indirectly benefits
- Supporting evidence/Demographic data
- Projected benefit/outcome
- How the project aligns with your strategic/business plan

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The Sidmouth War Memorial Hall has the capacity to accommodate 100 people and is patronised on a regular basis by a number of user groups in the community and the broader region. The hall is the host home to a variety of events involving patrons of all ages. These are associated with the entertainment world, sporting clubs, polling booths, markets, fairs, family celebrations, public speakers, live artists and community meetings. The majority of events determine an 80% attendance. Approximate numbers of members at regular weekly sporting activities and social events average 40 to 100 people. Monthly totals of people using the hall for Sip and Paint, Social gatherings, birthdays, weddings, committee and community meetings, live musical shows and workshops average 200-300 people. Occasional events like Art Shows, markets, concerts, dancing and band practice are average between 200-400 people. Patrons of the hall need the use of modern technology to enhance the efficiency of their communication with their audience. The Sidmouth Hall Committee (SHC) prime objective has been to successfully upgrade Sidmouth Hall and its facilities by placing an important focus on community needs. The benefit from this project will be to equip users of the hall with additional technology to expand their activities and enhance their well being through information sharing.

## ORDINARY COUNCIL MEETING Tuesday 16 September 2025

**Project Delivery** – Outline how your organisation/business/group will be able to undertake and complete the proposed project, including how West Tamar Council will be acknowledged? (100-250 words)

This may include:

- A summary of the project timeline (recommended) and a brief overview of the steps involved in your project to demonstrate how it will be completed (tell us your plan)
- Site plans, photos (if applicable)
- Outline the roles/responsibilities of any group members, volunteers, service providers and/or contractors who will be undertaking work on this project. WTC Contractor Induction details will need to be provided prior to any works commencing ([wtc.tas.gov.au/contractor\\_inductions](http://wtc.tas.gov.au/contractor_inductions))

The project will be managed by the Sidmouth Hall Committee Inc (SHC). Monthly meetings will determine the progress of any undertakings associated with this project. The SHC will consult with other organisations such as the Exeter High School, RSL Exeter Hub and Tresca On Line Centre IT to determine the best audio visual system to service the needs of the Sidmouth Hall. They will also seek a reputable provider to install the audio visual system. The SHC has obtained quotes from efficient and appropriate suppliers of audio visual systems. A registered electrician has been consulted as to the most suitable location for the installation of the screen and projector. They will report their findings and costings for the completion of the job and comply with WTC requirements, prior to any works commencing.

The SHC will place a sign in the hall nearest the audio visual equipment, acknowledging and thanking the West Tamar Council for their generous donation. The SHC also envisage an article being placed in the Beacon thanking the West Tamar Council. In addition, a "Certificate of Appreciation" for the West Tamar Council contributions will feature in the Hall Foyer, along with other hall donors.

**Community Engagement** – Outline clear engagement and partnerships with the community, enabling social connections and community participation. (50 - 250 words)

This may include:

- How does the project deliver a social/lifestyle benefit to the community
- Details of how the project is inclusive in its membership and supports the broader community
- Letters of support (copies submitted with the application)

The SHC believes an audio visual system in the Sidmouth Hall will definitely assist most of their hall users. This will especially benefit guest speakers and all those who require interaction with an audience. This will provide better clarity of the issue at hand to our members who are visually impaired or hard of hearing. A definite advantage to having a good quality audio visual system would allow organisations hiring the hall to enhance their presentation by exhibiting graphs, photos and general illustrations. Each year, the SHC holds events for our elderly citizens, especially during Seniors week. One such event is based on singing, accompanied with lyrics. An audio visual system with a good quality screen, would definitely assist those patrons who are physically disabled, have problems reading sheets, those visually impaired and or who have problems hearing the tunes. The delivery of a very modern PA system coupled with an audio visual system would extend the entertainment capacity of the hall. The Sidmouth Community and broader regions would then have the capacity to hold their own social events like dances, concerts, meetings, forums, etc.

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**Budget** – Detail the items of expenditure that Council funding will be used for. Refer to ‘Community Grants Program 2025/2026 - Application Guidelines’ available on West Tamar Council’s website ([wtc.tas.gov.au](http://wtc.tas.gov.au)) to check funding eligibility.

For the past 65 years, the Hall has catered for the cultural, emotional and physical needs of the community by offering young and older residents alike, a variety of events and entertainment in a safe, friendly and supportive environment. Feedback and letters of support towards the ongoing variation of events provided to The Sidmouth Hall Committee (SHC), clearly demonstrates an increase in socially inclusive events on the West Tamar. The SHC will continue to research and listen to the needs of the Sidmouth Community and stay connected through a planned series of events.

The demographics of the district have changed substantially since the hall was built. Although the hall caters for all ages, Sunday afternoons appear to create a special atmosphere for our over 65’s. They often comment how much they enjoy the low cost, relaxing atmosphere, a place to meet old friends and acquaintances, dance and enjoy themselves. Many of our older residents would benefit by having better quality visual effects during entertainment such as singalongs and workshops. An upgraded audio visual system would also provide increased quality back drops for live artists, thus encouraging other groups to organise functions in our beautiful Tamar Valley.

**Reminder:** For grant applications over \$1000.00, applicants must contribute at least 10% of the overall financial cost of the project, or have this funding confirmed from an external source. In-kind labour is not an eligible income source and only donations of labour from qualified professionals may be included in the income description (when supported in writing by the contractor/provider). Incomplete budget will not be scored.

**Project Expenditure** – Include all cost associated with the project and attached quotes (inclusive of GST, if applicable).

Expenditure Description	\$
1. Denon 5.2 CH Receiver	586.36
GV 130" 16.9 Motorised Screen	1,680.91
Epson Full HD Projector	908.18
Premium HDMI Cable 10M	72.68
HDMI F-F Wall Plate	40.91
Redleaf Proj. Ceiling MNT WHT	153.64
Freight	43.64
GST	348.63
Costing for Electrical connections ie power points and Instalation of Motorised Screen and Projector	1100.00

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<b>Expenditure Total</b>	<b>4934.95</b>

**Project Income** – Include all confirmed funding and donations, including materials.

<b>Income Description:</b>	<b>\$</b>
Sidmouth Hall Committee contribution	\$500.00
<b>Income Total</b>	<b>4,534.95</b>

<b>All relevant quotes are attached</b>	<input type="checkbox"/>
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### Declaration

By signing and submitting this form I declare that:

- The information given in this application is true and accurate to the best of my knowledge.
- I agree to liaise with Council, should my application be successful OR do seek approval for any changes or variations to the project
- I agree to complete and submit an acquittal form within six (6) weeks of the project's completion and no later than 29 May 2026

Name	
Role/Position	Secretary/ Treasurer
Signature	
Date	12.8.2025

### Application Checklist

Before you lodge your application, check that you have provided all the required details and documents and check that your budget is accurate and complete.

The following may assist you, check that you have:

<input type="checkbox"/>	Checked eligibility against the guidelines
<input type="checkbox"/>	Contacted the Community Services Team on 6323 9200 prior to submitting an application
<input type="checkbox"/>	Completed all sections of application form (incomplete will not be assessed)
<input type="checkbox"/>	Attached relevant supporting documents (quotes matching the budget, insurances, letters of support etc.)
<input type="checkbox"/>	Kept a copy of your application
<input type="checkbox"/>	Signed the completed application

## 12.4 Comm 4 - Business Grants Program 2025/2026

**REPORT AUTHOR:** Team Leader - Community - Elizabeth Nye

**REPORT DATE:** 9 September 2025

**ATTACHMENTS:**

1. [12.4.1] WT HRM42 00 Grants and Assistance Policy September 2025
2. [12.4.2] 2025 26 West Tamar Council Business Grants Application Guidelines

### SUMMARY

Following an assessment of the 2024/2025 Business Grants program, this report seeks endorsement to amend the 2025 Business Grants Program and seeks endorsement of the timing of the 2025/2026 Business Grants Program.

### BACKGROUND

The West Tamar Council's Business Grants Program (**The Program**) was introduced in 2024/2025 to provide funding opportunities for businesses to complete or contribute to projects that demonstrate clear evidence of economic benefit.

### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

#### 3.1 Our Community

**Goal:** To maintain an engaged and active community where partnerships are established and needs are identified and Council assists in achieving sustainable outcomes.

**Objective:** Council and the community work together building creative, innovative and resilient communities where people feel able and encouraged to participate.

Council will:

- Work in collaboration with its community.

#### 3.1 Our Community

**Goal:** To maintain an engaged and active community where partnerships are established, needs are identified and Council assists in achieving sustainable outcomes.

**Objective:** Residents enjoy a safe equitable and inclusive and sustainable lifestyle.

Council will:

- Foster an inclusive, engaged and active community through all its activities.

#### 3.5 Our Organisation

**Goal:** To be an organisation that values its people and delivers for our community.

Objective: Council is recognised as a leader in local government.

Council will:

- Be open and transparent in how we make our decisions.

### 3.5 Our Organisation

Goal: To be an organisation that values its people and delivers for our community.

Objective: Council is financially sustainable.

Council will:

- Manage our finances in a responsible manner and deliver value for our community.

## STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

*WT-HRM-42.00 Grants and Assistance Policy*

The Program supports the establishment of new businesses and growth of existing businesses within the West Tamar municipality. The aim is to foster local economic development by supporting activities that support local business growth and/ or encourage innovation and investment within the municipality.

## RISK CONSIDERATIONS

The existence of a consistent, equitable and transparent process to respond to requests for donations, grants and financial support should help reduce the council's potential exposure to financial and reputational loss. The overall risk to Council is considered LOW.

## FINANCIAL IMPACT

An established level of financial assistance is provided in the budget each year. For 2025/2026 Council has allocated a total Business Grant funding pool of \$20,000.

## CONSULTATION

Discussion has occurred with Elected Members at Councils pre meeting workshop held on 15 July 2025, followed by a review and workshop of the Program at the Interim Workshop held on 2 September 2025.

## OPTIONS

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## OFFICER'S COMMENTS

Following assessment of the 2024/2025 program it is recommended that, for the 2025/2026 program and future programs, individual grants of up to \$20,000 are available, subject to funding availability, and noting the 2025/2026 total funding pool is \$20,000.

The 2025/2026 Business Grants Program is proposed to launch on the 29 September 2025 as a single competitive round, and in accordance with the following timeline.

12 Weeks	Launch 2025/2026 Business Grants <ul style="list-style-type: none"><li>- Applications are open for up to 12 weeks (peak season for operators)</li><li>- Shortlisted applicants are notified and invited to present at a council workshop (up to 4 weeks)</li></ul>
2 Weeks*	Council Meeting – Outcomes provided to all applicants
4 Weeks	Access to funds
36 Weeks (9 months)	Project Delivery
4 Weeks	Grant Acquittal (and final payment if applicable)

*\*Pending council workshop and meeting schedules*

This extended timeframe is considered reasonable as it allows completion of larger projects and accepts that the final payment of grant funding may be made in the following financial year, requiring the rollover of funds (maximum of \$4,000.00).

It is recommended that the Business Grants Program for future years will open on 1 July as a single competitive round and will be progressed in accordance with the extended timeline outlined above.

Eligible applicants must operate with fewer than 20 full-time equivalent employees, a valid ABN, and a principal place of business located within the West Tamar Council area. Exclude franchises, multi-national chains, or businesses with interstate/national parent companies, unless the local branch is a standalone entity.

Council will consider all eligible applications and assess each application against an assessment matrix. Shortlisted applications may be required to present the proposed project to council (in person) as part of the assessment process.

The objective of the grant program is to support projects that:

- Contribute to local economic benefit
- Promotes collaborations, and
- Contributes to innovation and growth.

Project eligibility will continue to include capital items however, events (including event seed funding), are not eligible. Event/Event seed funding is captured within Councils Sponsorship Policy. All applicants must also comply with relevant licensing, insurance, and regulatory requirements.

Continuing and evolving the Program over multiple years is crucial for providing local businesses with certainty and confidence in available funding, motivating applications for more ambitious and high-impact projects.

This ongoing commitment allows Council to deepen its understanding of small business needs and refine program guidelines year by year. It demonstrates leadership in supporting small business

growth and innovation at the local government level as one of the few Tasmanian councils offering tailored support of this kind.

This approach not only encourages and promotes wider economic benefit and stronger partnerships but also positions the Program as a future-focused asset for our municipality.

It is noted that these modifications will result in an amendment to the grant amount listed in the policy.

## RECOMMENDATION

That Council:

1. Endorses the launch of the 2025/2026 Business Grants program on 29 September 2025 as a single competitive round open for 12 weeks;
2. Approves changes to the Business Grants Program by adopting the following amendments:
  - Individual grant funding is available up to the value of \$20,000.00
  - Future grant programs to launch on 1 July of each year as a single competitive grant round
  - The grant timeline allows up to 58 weeks to enable large scale projects
  - Project eligibility will continue to include capital items, however, events (including event seed funding), are not eligible.
  - Exclude franchises, multi-national chains, or businesses with interstate/national parent companies, unless the local branch is a standalone entity.
  - Allow for the rollover of funds (maximum of \$4,000.00) that the final payment of grant funding may be made in the following financial year, due to the extended timeframe
3. Adopts the updated Grants and Assistance Policy as presented, effective 16 September 2025, updates the version number to 5.00, and approves a review date of September 2026, and
4. Endorses the updated Business Grants Application Guidelines as presented.

## DECISION

Moved:

Seconded:

## VOTING

For:

Against:



## Grants and Assistance Policy

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<b>Document No.:</b>	WT-HRM-42.00	<b>Approved By:</b>	Council
<b>Issue No.:</b>	45.00	<b>Approved On:</b>	17-16 September 2024
<b>Responsibility:</b>	Corporate & Community	<b>Review Date:</b>	September 20256
<b>Document Control</b>	For external release		N2022181140
<b>Rev. No.</b>	<b>Date</b>	<b>Revision Details</b>	<b>Reviewer Approver</b>

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## **1 PURPOSE**

To ensure that Council has a consistent, equitable and transparent process to respond to requests for donations, grants and financial support and that all requests received, which meet the policy requirements, are given equitable consideration for funding.

## **2 SCOPE**

This policy applies to all requests from community groups, organisations, business, and individuals for grants, and financial support. This policy excludes situations governed by Council's *Rates and Charges Policy*, *Financial Hardship Assistance Policy*, *Sponsorship Policy* and *Youth Services Policy and Guide*.

## **3 DEFINITIONS**

**Acquittal Report** - a written report submitted after the funded project is complete, detailing how the grant or recipient administered the funds and met the project outcomes in the funding agreement.

**Donation** - a contribution made by Council without consideration or conditions other than the donation must be used in accordance with Council's objectives.

**Grant** - a cash or in-kind contribution made by Council based on a successful application process that focuses on a specific activity which is directed at achieving the community goals and objectives of Council as outlined in the funding agreement between the Council and the recipient.

**In-kind** - non-cash contributions provided by Council towards an event or activity. These include but may not be limited to fee waivers, event promotion support, staff time, and use of Council assets and resources.

## **4 POLICY STATEMENT**

Council recognises the significant role community groups, organisations, business, and individuals play in realising our vision "to create an inclusive community where people want to live, work and invest." Council is willing to support initiatives to achieve common goals wherever possible by committing limited funds in the budget for this purpose. Funding applications must meet the established eligibility criteria, demonstrate an identified need, and represents value for money to the municipality.

The assessment of financial assistance will give consideration to the following principles:

- Collaboration                      *Beneficial partnerships which achieve shared objectives*
- Economic growth                *Contributes to increased economic capacity of the community*
- Inclusion                              *Equitable access and distribution of resources*
- Responsive                         *Responsive to emerging needs and opportunities*
- Strategic alignment              *Contributes to the achievement of council's key strategies*

Council does not donate to charities or provide grant funding to programs and organisations considered the responsibility of State or Federal Government.

## **5 RESPONSIBILITIES**

All council officers are required to comply with this policy when receiving requests for donations, grants, and funding support.

Councillors and Council officers assessing grant applications must declare any conflict of interest in accordance with the Local Government Act 1993 (Part 5) and/or Council's Code of Conduct and may need to be excused from the assessment process.

## **6 PROCEDURES**

### **6.1 Grants and assistance program**

Specific grant priorities will be communicated through funding streams that link to relevant Council plans and strategies. The funding streams are:

- Community Grants
- Business Grants
- Australia Day Grants
- Other Assistance - Donations and Fee Reductions

#### ***6.1.1 Community Grants***

West Tamar Council's Community Grants program provides funding for projects and initiatives that respond to the social, cultural, recreational, and environmental needs of West Tamar residents.

Community Grants up to \$5000 (exc. GST) will be made available on a rolling basis, subject to budget availability. Applications are assessed at the end of each round (maximum of 3 rounds), and funding should be made available to successful applicants within six (6) weeks of submitting their application. Applications will be assessed and funded on a 'first-in' basis.

#### ***6.1.2 Business Grants***

The Business Grants program supports the establishment of new businesses and growth of existing businesses within the West Tamar municipality. The aim is to foster local economic development by supporting activities that support local business growth and/ or encourage innovation and investment within the municipality

To be eligible for this program a business is defined as an organisation which employs less than 20 full-time equivalent employees with a valid ABN and a principal place of business located within the West Tamar Council area excluding franchises, multi-national chains, or businesses with interstate/national parent companies, unless the local branch is a standalone entity.

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Individual grants of up to \$20,000 are available, subject to funding availability. Up to \$20,500,000 per applicant is available to any business that meets the eligibility criteria and program objectives, subject to budget availability. Applications are assessed at the end of each round (maximum of 3 rounds closure of the grant round), and funding should be made available to successful applicants within six (6) weeks of submitting their application. Applications will be assessed and funded on a 'first-in' basis. Council will consider all eligible applications and assess each application against an assessment matrix. Shortlisted applications may be required to present the proposed project to council (in person) as part of the assessment process. Funding should be made available to the successful applicant/s within six (6) weeks of Council's decision to award a grant.

### 6.1.3 Australia Day Grants

#### 6.1.3 — Australia Day Grants

Grants are offered to assist groups in the West Tamar municipality to hold community Australia Day events.

To be eligible for Australia Day Grants, applicants must:

- (a) Be from not-for-profit organisation;
- (b) Hold the event on Australia Day;
- (c) Be initiated within the community and actively involve local people;
- (d) Be inclusive of all sectors of the community;
- (e) Provide evidence of appropriate insurances to cover the event;
- (f) Complete a budget within the application with detailed estimates of costs and quotes (quotes should be attached);
- (g) Include written evidence from the community demonstrating support;
- (h) Be discussed with Council's Community Services Team prior to submission.

#### **6.1.4 Eligibility and assessment process**

Guidelines detailing the eligibility and assessment criteria will be made available on Council's website and potential applicants are advised to contact Council's Community Services Team prior to applying.

Initially applications for Community Grants, Business Grants, and Australia Day Grants will be assessed against the selection criteria by Council's Community Services Team. This will include assessing whether the application fits the criteria and that all relevant supporting materials and quotes accompany the application.

If the Community Services Team assessment indicates the application meets the required eligibility criteria and all supporting documentation is provided, the application will be referred to Council for workshop discussion and then decision at the following ordinary Council meeting.

There may be situations where Council agrees to only part-fund an application and/or apply specific conditions that need to be met as part of the funding arrangement.

#### **6.1.5 Payment of Grant Funds**

If not already done so, successful applicants must request their grant funds immediately following the event, and no later than 15 June of the funding financial year. Payments will not

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be made beyond this date. Funds are provided to successful applicants upon the receipt of official invoices or quotes.

**6.1.6 Project evaluation and acquittal**

Successful applicants will be required to evaluate their event/project after it has concluded and submit an acquittal report to Council immediately following the event/project. An acquittal form will be provided.

**6.1.7 Donations**

Council may donate as a direct monetary contribution or through the provision of in-kind support. Council donations can be in the form of payment of rates and charges on behalf of the community or sporting organisations, particularly where the property is leased from Council, and services are provided on behalf of Council. All donation requests must be made in writing to [wtc@wtc.tas.gov.au](mailto:wtc@wtc.tas.gov.au)

**6.1.8 Disaster relief**

In respect of relief from natural disaster an amount of \$1,000.00 maybe donated for an event that has been declared by the Federal or State Government to be a natural disaster.

**6.1.9 Fee Reduction**

Council will reduce development and building application fees by 50% for charitable organisations registered, or meeting the criteria for registration, with the Australian Taxation Office.

All other requests for Council to waive or reduce fees must be made in writing and will be assessed by the Chief Executive Officer.

**7 LEGISLATION AND REFERENCES**

*West Tamar Council Strategic Plan*

**8 APPROVAL**

Approved by the Council on 17<sup>6</sup> September 2024<sup>5</sup> (reference 2425/110xx)

Signed:

  
\_\_\_\_\_  
Chief Executive Officer



## 2025/2026 Business Grants - Application Guidelines

### Grants Overview

The West Tamar Council's Grants Program provides funding for projects that demonstrate clear evidence of engagement, involvement, and economic benefit.

Applications for the program open on 29 September 2025, and close 21 December 2025. This is a competitive grant, so all applications received by the closing date will be assessed against the criteria matrix. Applicants will be notified of the outcome of their application in February 2026 (subject council workshop and meeting schedules).

Applicants must contribute at least 10% of the overall project cost.

Applicants are required to contact council's Tourism and Economic Development Officer to discuss eligibility and an overview of their project before applying, contact the team at 6323 9200.

Please thoroughly read the guidelines prior to submitting your application.

### Who Can Apply?

Eligible applicants must operate with fewer than 20 full-time equivalent employees, a valid ABN, and a principal place of business located within the West Tamar Council area. Exclude franchises, multi-national chains, or businesses with interstate/national parent companies, unless the local branch is a standalone entity.

Applicants must also:

- Be inclusive in its membership (where applicable)
- Not be subject to any legal impediment or adverse circumstances
- You must be able to complete and acquit the project by the due date outline in an approved funding agreement.
- You have the relevant land-owner's permission to undertake the project (if applicable), and a letter of support **must** be provided with your application
- Maintain Public Liability Insurance Cover (\$20 million minimum), or are able to acquire insurance to cover your project

### What will not be funded?

- Ongoing administration, core business costs, or the payment of debts (including debts to Council)
- Applicants with outstanding grant acquittals
- Project where funding has already been provided for the same project in the same financial year by West Tamar Council
- Projects that are considered the sole funding responsibility of the State or Federal Government
- Projects that require recurrent or multi-year funding
- Projects that have commenced or already taken place, that is, retrospective funding
- Events (including event seed funding)

### Funding Available

Applications for grants can be made for amounts up to the value of \$20,000.00

The total allocated funding pool for business grants is \$20,000.00 and will only be available in a single grant round

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Applicants may be eligible to apply for a Business Grant and Community Grant each financial year; however, the same project cannot be funded by both applications.

### Access to Grant Funds

- Council may allocate less than the full amount requested in the application
- Payments to organisations that are registered for GST will include the applicable GST component
- Successful applicants will be required to present Council with a tax invoice to enable the payment to the approved grant amount

### Assessment Criteria

Applications will be scored based on the following criteria. Incomplete applications or where assessment criteria have not been addressed will not be scored.

- Business Case & Rational (Value 20%)
- Local Economic Benefit (Value 25%)
- Innovation and Growth (Value 15%)
- Project Delivery (Value 20%)
- Budget and Value for Money (Value 10%)

### Grant Timeline and Process – Business Grants

<b>12 Weeks</b>	Launch 2025/2026 Business Grants <ul style="list-style-type: none"><li>• Applications are open for up to 12 weeks (peak season for operators)</li><li>• Shortlisted applicants are notified and invited to present at a council workshop (up to 4 weeks)</li></ul>
<b>2 Weeks*</b>	Council Meeting – Outcomes provided to all applicants
<b>4 Weeks</b>	Access to funds
<b>36 Weeks (9 months)</b>	Project Delivery
<b>4 Weeks</b>	Grant Acquittal (and final payment if applicable)

*\*Pending council workshops and meeting schedules*

### Reporting

Successful applications will be required to complete a grant acquittal which will be provided as part of the funding agreement package. Applicants must demonstrate the project outcomes and provide a statement of income and expenditure.

West Tamar Council can request an independent audit if the financial information in the report is not sufficient. If you are unable to provide the reporting information required, your organisation will be ineligible for future funding.

### Submitting an Application

Applications must be received by 5pm 21 December 2025:

- In person during council operating hours at any West Tamar Council Office (Windsor Community Precinct, Beaconsfield or Riverside)
- By post (PO Box 16, Riverside TAS 7250), or
- By email ([wtc@wtc.tas.gov.au](mailto:wtc@wtc.tas.gov.au))

Applicants are required to contact the Tourism and Economic Development Officer to discuss an overview of their project before applying (03 6323 9200).

Council reserves the right to request further clarification and information throughout the grant process.

## 13 COMMUNITY ASSETS

### 13.1 Asset 1 - Road Safety Review - Rowella Road & Auburn Road

**REPORT AUTHOR:** Director Community Assets - Dino De Paoli

**REPORT DATE:** 9 September 2025

**ATTACHMENTS:** Nil

#### SUMMARY

The purpose of this item is to provide an update on the recent safety review work undertaken for Rowella Road and Auburn Road, and seek Council approval to implement the recommendations for improvement.

#### BACKGROUND

Residents in the Rowella community had been in contact with Council officers in late 2024 requesting consideration for lowering the posted speed limit on Rowella Road, especially in vicinity of the Rowella Hall.

More recently, Council received questions on notice at the June 2025 Council Meeting from a member of the community in relation to the safety of Auburn Road.

As a result of these enquiries, Council engaged traffic engineering consultant, Traffic & Civil Services (TCS), to undertake a safe systems assessment of both Rowella Road and Auburn Road and provide recommendations to Council for consideration.

#### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

#### 3.4 Our Infrastructure

Goal: To ensure the provision and maintenance of efficient and effective infrastructure and assets.

Objective: Provide for a broad range of infrastructure, services and future developments.

Council will:

- Provide and maintain a safe and efficient road network.

#### STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

*Local Government (Highways) Act 1982 s.21*

Ordinary Council Meeting Tuesday 17 June 2025

#### RISK CONSIDERATIONS

In assessing and implementing recommendations from qualified professionals in respect to improvements to our road network. Council will be improving safety for the community, mitigate public liability exposure, and be consistent with the application of safety treatments.

## **FINANCIAL IMPACT**

The proposed recommendations comprise operational costs as well as capital costs.

Officers will review the recommendations for improvement in detail and prepare a scope of work brief for suppliers as appropriate. Budget approvals for proposed capital works elements will be brought back to Council for approval as part of budget considerations for the 2026/27 financial year.

## **CONSULTATION**

Outcomes from the consultant's report were discussed with Council at the 2 September Workshop.

It is noted that the issues recently raised with Council in relation to Rowella Road were raised in community responses to the 2023 speed limit review. There were no responses to the speed limit review in relation to Auburn Road.

## **OPTIONS**

Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## **OFFICER'S COMMENTS**

Officers recently engaged TCS to undertake a review of the road environment along Rowella Road and Auburn Road, with the aim of providing recommendations in respect to not only whether the posted speed limits were appropriate, but also what other improvements could be made within the road corridors to improve safety for the community.

TCS carried out both a daytime and night-time audit.

The reported number of crashes from the Department of State Growth (DoSG) for Rowella Road and Auburn Road are six (6) and seven (7) respectively, with the two most serious crashes on Auburn Road.

The key recommendations from the safety review for Rowella Road and Auburn Road are as follows:

### **Rowella Road**

- Reduction of posted 100km/hr speed limit to 80 km/hr;
- Sealing of unsealed minor road approaches;
- Remarking of faded centrelines and installation of RRPMS (retro reflective pavement markers);
- Installation of "concealed entrance" signs at the Rowella Hall approaches;
- Sign replacement;
- Installation of holding line at the Auld Kirk Road junction; and
- Installation of safety bar island at the Kayena Road junction.

## Auburn Road

- Reduction of posted 100km/hr speed limit to 80 km/hr;
- Installation of centreline marking (separation and barrier);
- Replacement of old barrier terminals with new energy absorbing terminals; and
- Replacement of signage.

It is noted that the installation of new line marking, or remarking, where pavements are of sufficient width, is an effective treatment to assist motorists to track in the right position which will reduce the likelihood of head-on collisions.

## RECOMMENDATION

---

That Council:

1. Endorses the recommendations of the road safety review for Rowella Road and Auburn Road; and
2. Authorises the Chief Executive Office to write to the Commissioner for Transport to formally request approval to reduce the 100km/hr posted speed limits on both Rowella Road and Auburn Road to 80 km/hr.

## DECISION

Moved:

Seconded:

## VOTING

For:

Against:

### 13.2 Asset 2 - Road Safety Review - Winkleigh Road

**REPORT AUTHOR:** Director Community Assets - Dino De Paoli

**REPORT DATE:** 26 August 2025

**ATTACHMENTS:** Nil

#### SUMMARY

The purpose of this item is to provide an update on the recent safety review work undertaken for Winkleigh Road, between West Tamar Highway and Glengarry Road, and seek Council approval to implement the recommendations for improvement.

#### BACKGROUND

Residents on Winkleigh Road recently submitted a petition to the April 2025 Council Meeting requesting that Council consider a reduction in the speed limit on Winkleigh Road. Thirteen residents signed the petition.

As Council had already engaged a consultant to undertake a review of Auburn Road and Rowella Road, it was decided to also engage this consultant (Traffic & Civil Services) to review Winkleigh Road to ensure a consistent approach in assessing safety along these road corridors, and provide recommendations to Council for consideration.

#### STRATEGIC PLAN

This action relates to the following components of the Strategic Plan 2022-2032:

##### 3.4 Our Infrastructure

Goal: To ensure the provision and maintenance of efficient and effective infrastructure and assets.

Objective: Provide for a broad range of infrastructure, services and future developments.

Council will:

- Provide and maintain a safe and efficient road network.

#### STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

*Local Government (Highways) Act 1982 s.21*

Ordinary Council Meeting April 2025 - Minute No. 25/46

#### RISK CONSIDERATIONS

In assessing and implementing recommendations from qualified professionals in respect to improvements to our road network, Council will be improving safety for the community, mitigate public liability exposure, and be consistent with the application of safety treatments.

## FINANCIAL IMPACT

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The proposed recommendations comprise operational costs as well as potential capital costs.

Officers will review the recommendations in detail and prepare scope of work briefs for suppliers as appropriate. Budget approvals for proposed capital works elements will be brought back to Council for approval as part of budget considerations for 2026/27.

## CONSULTATION

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Outcomes from the consultant's report were discussed with Council at the 2 September Workshop.

It is noted that the Exeter and District Improvement Committee prepared a written submission to Council as part of the 2023 speed limit review survey and Winkleigh Road was mentioned in this submission. Winkleigh Road was not raised as an issue in the on-line feedback to the survey.

## OPTIONS

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Council may choose to:

1. Accept the motion as presented;
2. Accept the motion with amendments;
3. Reject the motion.

## OFFICER'S COMMENTS

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Council engaged traffic engineering consultant Traffic & Civil Services (TCS) to undertake a safe systems assessment of Winkleigh Road, from West Tamar Highway through to Glengarry Road, and provide recommendations to Council for consideration.

It is noted that Council officers moved the existing 100 km/hr speed signs at the Exeter end of Winkleigh Road a further 100 metres west late last year.

The key recommendations from the safety review of Winkleigh Road are as follows:

- Proposed reduction in the posted speed limit from 100km/hr to 80km/hr;
- Installation of additional speed limit and warning signage;
- Centreline improvement and installation of RRPM's (retro reflective pavement markers); and
- Installation of barrier fencing.

The report has also recommended that the speed limit of Flowery Gully Road be reduced from 100km/hr to 80km/hr on the basis that Flowery Gully Road is similar in nature to Winkleigh Road. It is noted that the 80km/hr limit should not reduce transport efficiency.

## RECOMMENDATION

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That Council:

1. Endorses the recommendations of the road safety review for Winkleigh Road between the West Tamar Highway and Glengarry Road; and
2. Authorises the Chief Executive Office to write to the Commissioner for Transport to formally request approval to reduce the 100km/hr posted speed limits on both Winkleigh Road and Flowery Gully Road to 80 km/hr.

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

**DECISION**

Moved:

Seconded:

**VOTING**

For:

Against:

## 14 PEOPLE, CULTURE & SAFETY

Nil

## 15 PETITIONS

Nil

## 16 NOTICE OF MOTIONS

### 16.1.1 Cr Sladden - Motion Regarding Livestreaming of Council Meetings

#### MOTION

That the Council:

1. Commence live-streaming video of West Tamar Council meetings.
2. Retain and make publicly available video recordings of all Council meetings.
3. Publish, or link to, video recordings of each meeting on the West Tamar Council website concurrently with the release of the meeting minutes.

#### Rationale

In the interests of **transparency**, **accessibility**, and **community engagement**, this motion seeks to make Council meetings more visible and accessible to the public. Recording and broadcasting meetings will ensure that all residents and ratepayers, particularly those unable to attend in person, have the opportunity to observe Council proceedings, debate and decisions.

This initiative specifically supports:

- **Transparency:** Demonstrating accountability by providing a clear record of discussions and decisions.
- **Accessibility:** Enabling residents with work, family commitments, or mobility challenges to stay informed.
- **Community Engagement:** Encouraging greater awareness and participation in local governance.

Currently, West Tamar Council is in the minority of councils in Tasmania that have not adopted live video streaming. A significant number of councils in the state have embraced live video streaming including:

- City of Launceston
- Meander Valley Council
- Break O'Day
- Kentish
- Burnie City Council
- Hobart
- Latrobe
- Brighton
- Central Coast
- Circular Head
- Devonport
- Glenorchy City
- Kingborough
- King Island
- Sorell
- Waratah-Wynyard

By adopting these practices, West Tamar Council can demonstrate its commitment to accountability and transparency while ensuring the community has equitable access to its decision-making process.

*The Chief Executive Officer notes that the decision below was made at the May 2025 Ordinary Council meeting.*

*Further the Chief Executive notes that significant progress to implement live streaming of Council meetings has occurred with live streaming likely to be available to members of the public at the 16 September 2025 Ordinary Council meeting.*

**Minute No. 25/5**

**DECISION**

Moved: Cr Sladden

Seconded: Cr Manticas

That Council:

- 1. Authorise the Chief Executive Officer to develop a digital recording policy that includes procedures covering the live streaming of open Council meetings, i.e. ordinary, special and Annual General Meetings , storage, access and deletion of recordings of live streamed meetings. The policy should be presented to Council by end of March 2025 and include proposed implementation date of live streaming.*
- 2. implement a plan to commence recording and video live streaming West Tamar Council meetings within six (6) months of approval of digital recording policy.*

**DECISION**

Moved:

Seconded:

**VOTING**

For:

Against:

**16.1.2 Cr Holmdahl - Proposed LGAT Motion To Review, Clarify and Amend s28ZN of the Local Government Act 1993 (LGA)**

**MOTION**

That Council submits the following motion for consideration at the next LGAT General Meeting:

That LGAT:

1. Conducts a comprehensive review of the *Local Government Act 1993*, in particular the anomaly between s.341 and s.28ZN and the exceptions created by s.28ZN to clarify the obligation of Council to indemnify Councillors in Code of Conduct proceedings.
2. Prepares a formal submission to the relevant government body or inquiry outlining specific recommendations for legislative amendments, based on the findings of the review.
3. Engages with other stakeholders to advocate for the proposed legislative changes.
4. Reports back to Councils at the next LGAT General Meeting on the progress of this initiative and the outcomes of the Submission.

**Rationale**

In 2019 the review of LGA did not address any anomalies that exists between s.341 and s.28ZN of the Local Government Act 1993 [see *below*]. S.341 provides that Council indemnifies Councillors and staff in the event of claims against them. Council carries Councillors' & Officers' Liability Insurance Policies to protect itself and indemnify Councillors and officers in the event of a claim.

S.28ZN provides that in the event of a Code of Conduct proceeding brought against a Councillor, the Councillor is to bear his or her own costs. This is notwithstanding the indemnity provided by s.341. Some complaints made pursuant to s.28ZN may lead to serious criminal and/or civil litigation and Councillors ought to be able to obtain legal advice in these circumstances. The liability of Council and Councillors overlap.

Currently Councillors can only avail themselves of the Council's Councillors' & Officers' Liability Insurance Policies in relation to s.28ZN matters, if they pay the excess of the Council Policy themselves even though the complaint made is serious, potentially affects the Council, and the Councillor acted in good faith and ends up being absolved of any wrongdoing.

It is generally recognised that the increasingly litigious nature of society and instances of allegations of breaches of the Code of Conduct against Councillors which are either specious or fictitious, without foundation or evidence, not in good faith, or are intended to harass and drain a Councillor of their own funds. It is increasingly important to indemnify Councillors and Council staff in the performance of their legislative duties; and exposing Councillors to financial loss in this way will discourage individuals from serving their community, especially since many are not highly paid.

**SECTIONS OF THE LOCAL GOVERNMENT ACT 1993 REFERRED TO**

**s.341 Immunity from liability**

- (1) A person who is –
- (a) **a councillor**; or
  - (b) a member of the Board; or
  - (c) the Executive Officer; or
  - (d) a member of the Code of Conduct Panel or an audit panel; or

- (e) a member of a Board of Inquiry; or*
- (f) a member of a special committee or a controlling authority; or*
- (g) a commissioner, or an employee, of a council –*

does not incur any personal liability in respect of any act done or omitted to be done by the person in good faith in the performance or exercise, or the purported performance or purported exercise, of any function or power under this or any other Act or in the administration or execution, or purported administration or purported execution, of this Act.

- (2) **A liability that would, but for subsection (1), lie against a councillor**, an employee of the council, or a member of a special committee, an audit panel or a controlling authority, **lies against the council** which established the committee, panel or authority.
- (3) A liability that would, but for subsection (1), lie against a member of the Board, the Executive Officer, a member of the Code of Conduct Panel, a member of a Board of Inquiry or a commissioner lies against the Crown.

#### **SECT 28ZN Costs of parties relating to code of conduct complaint**

The complainant in a code of conduct complaint and the councillor against whom the complaint is made are to bear their own costs relating to the investigation and determination of the complaint.

#### **DECISION**

Moved:

Seconded:

#### **VOTING**

For:

Against:

**16.1.3 Cr Manticas - Motion Regarding Construction of Public Toilet at RSL Park,  
Beaconsfield**

**MOTION**

That Council starts to investigate costings and identify suitable options and locations for a public toilet at RSL park Beaconsfield and includes this capital item in the next budget with this item fully costed for council consideration.

**DECISION**

Moved:

Seconded:

**VOTING**

For:

Against:

## 17 COUNCILLORS' QUESTIONS

### 17.1 Councillors' Questions on Notice

#### 17.1.1 Cr Manticas

##### Cr Manticas

**Question 1:** What is the current annual budget on stormwater maintenance and upgrades, and how does this compare with the budget allocation for the previous financial year?

**Response:** *The relevant operational budget for FY24/25 was \$132,000 and for FY25/26 is \$145,000.*

*The relevant capital budget for FY24/25 was \$117,500 for renewal and \$17,500 for new works and upgrades, and for FY25/26 is \$225,000 for renewal and \$432,500 for new works and upgrades.*

**Question 2:** How many customer service requests relating to stormwater have been received so far this financial year, and what proportion have been actioned or resolved?

**Response:** *12 customer service requests relating to stormwater have been received so far in FY25/26, with 8 closed and 4 outstanding.*

**Question 3:** What long-term planning or strategies does council have in place to address stormwater capacity issues in growth areas across the municipality, particularly where new subdivisions are being approved?

**Response:** *Council's Stormwater Drainage Asset Management Plan (AMP) provides level of service information for our stormwater networks and identifies capacity constraints in some areas that will need to be addressed through future capital works. An action from the AMP is to undertake network modelling and master planning to ensure capacity is suitable now and into the future, and work is currently underway to develop a catchment model for Greens Beach. Network constraints in some areas are identified during the assessment of subdivision development applications where demand is reviewed against existing 2-dimensional network models, and this informs network changes and detention that may be required during development of that particular subdivision or for future upstream or downstream works. Our strategic land use planning work, or rezoning applications submitted to Council without a subdivision proposal, would not typically provide catchment modelling or system capacity information, rather higher level servicing and demand requirements to inform future work.*

**Question 4:** Can the CEO provide an update on what specific measures are being undertaken to address stormwater and drainage concerns at Greens Beach, including any recent works or investigations into recurring flooding issues raised by residents?

**Response:** *Council's operations teams have recently completed the cleaning out of open drains and swales in Greens Beach in response to a number of service requests and complaints from residents. In July, work was completed to unblock, and clear vegetation away from a number of drainage outfalls along the foreshore area below*

*the Gardners Road catchment. As noted in the response above, catchment modelling is currently in progress for the Greens Beach area which will identify overland flow capacity issues, and outputs from that modelling will also be used to review the piped network.*

17.1.2 Cr Holmdahl

Cr Holmdahl

**Question 1:** How much has been paid for Legal advice to date by the West Tamar Council in relation to the Beauty Point Tourist Park matter?

**Response:** *To date a total of \$70,880.82 has been paid by Council for legal advice in relation to regulatory matters relating to Beauty Point Tourist Park.*

### 17.1.3 Cr Larner

Cr Larner

**Question 1:**

*This question was refused by the Chief Executive Officer, did not meet the requirements Regulation 33(2) of the Local Government (Meeting Procedures) Regulations 2025.*

**Question 2:**

*The preamble for this question was not included in the agenda by the Chief Executive Officer as it was determined to not meet the requirements specified in subregulation (2) of S33 of the Local Government (Meeting Procedures) Regulations 2025 by virtue of it being properly classified as a statement.*

Can Council consider formulating a Motion to LGAT to request LGAT to be the intermediary in approaching the state minister for Local Government in seeking greater liability protection for Council's Building Surveyors under the Building Act?

**Response:** Yes

**Question 3:**

My question regards clarification of process: Is this strictly a matter for the CEO as Council's Operations Manager or can Council contribute to the matter on behalf of Council employees who also serve the community councillors represent?

**Response:** *Council can deal with the matter as it relates generally to this issue. It would not be appropriate for Councillors to provide a motion to LGAT if it relates to an operational issue of Council (specifically setting out changes to a Council Officers role) as this is the responsibility of the Chief Executive Officer.*

**Question 4:**

Is it LGAT or State Government that drafts the Code of Conduct for councillors under the Local Government Act?

**Response:** *The State Government.*

**Question 5:**

Does a change to the Local Government Act regarding Code of Conduct matters require community consultation?

**Response:** *That is a matter for the Local Government Minister and the Government of the day.*

**Question 6:**

Does the pending Councillor Workplace Health & Safety (WH&S) policy have the potential to reduce the incidence of Code of Conduct complaints against councillors since there is a professional development process involved?

**Response:** *The Elected Members Work Health and Safety Policy being considered at the September Ordinary Council meeting is designed to ensure that Council's PCBU obligations are met. It has not been designed to reduce Code of Conduct complaints, but rather to ensure a safe workplace for Councillors, Council staff, and members of the public.*

**Question 7:**

*The preamble for this question was not included in the agenda by the Chief Executive Officer as it was determined to not meet the requirements specified in subregulation (2) of S33 of the Local Government (Meeting Procedures) Regulations 2025 by virtue of it being properly classified as a statement.*

Will Council support a timeslot on the next Council workshop Agenda for myself as councillor and/or experienced proponent to provide PowerPoint presentation on the basis and potential of a new Public Postal Bank?

**Response:** *Council can determine if this is something it would like a briefing on as part of General Business at its next workshop.*

**Question 8:**

*The preamble for this question was not included in the agenda by the Chief Executive Officer as it was determined to not meet the requirements specified in subregulation (2) of S33 of the Local Government (Meeting Procedures) Regulations 2025 by virtue of it being properly classified as a statement.*

What is the current status of the *Draft Exeter Structure Plan 2023* and when is it anticipated to be finalised?

**Response:** *The timeframe for the Draft Exeter and District Structure Plan to be finalised is unknown at this time. Council is completing investigations and targeted landowner consultation regarding investigation areas which will determine the next steps, including if additional broader consultation is required.*

**Question 9:**

*The preamble for this question was not included in the agenda by the Chief Executive Officer as it was determined to not meet the requirements specified in subregulation (2) of S33 of the Local Government (Meeting Procedures) Regulations 2025 by virtue of it being properly classified as a statement.*

In the interests of transparency, can the recent 2022-2023 rezoning detail of any local Structure Plan (such as that for *Draft Exeter Structure Plan 2023* pp.53,54) be attached to the 'important' Consultation West Tamar Growth Strategy which entails planning for population increase over the next 20 years?

**Response:** *No the additional information is not relevant to the current consultation regarding the Draft Growth Strategy.*

*Page 53 and 54 of the Draft Structure Plan illustrates current zoning and land use. The Growth Strategy is forward-facing, and expresses the intended future state at a strategic level rather than current zoning or land use. The Draft Exeter and District Structure Plan remains available on Council's website for interested parties.*

**Question 10:**

*The preamble for this question was not included in the agenda by the Chief Executive Officer as it was determined to not meet the requirements specified in subregulation (2) of S33 of the Local Government (Meeting Procedures) Regulations 2025 by virtue of it being properly classified as a statement.*

Is Rural D rezoning in sections of busy Gravelly Beach Road in conflict with the 'growth strategy' of the *Draft West Tamar Growth Strategy* Consultation?

**Response:** *No. The Draft Growth Strategy is currently open for consultation and is not finalised.*

**Question 11:**

Can I ask for a Road Safety Assessment for the busy thoroughfare to end speed limit of Gravelly Beach Road?

**Response:** Yes

**Question 12:**

Since it may appear the LPS for Gravelly Beach is partly inconsistent with existing use and community expectations, may I, with Council's agreement, seek changes to the LPS to reflect existing 'Low density residential' use within the designated 'Lifestyle areas' in the *Consultation West Tamar Growth Strategy* plans for all the precincts identified in the strategic plan?

**Response:** *Council can seek changes, noting that amendments to the LPS are required to meet the requirements of the Land Use Planning and Approvals Act 1993 and be approved by the Tasmanian Planning Commission.*

**Question 13:**

Has the new CEO reviewed the detail of all individual submissions to the Exeter Structure Plan 2022 - 2023?

**Response:** No.

**Question 14:**

If not, would she please review those submissions?

**Response:** *Prior to Council endorsing the Exeter and District Structure Plan, the planning team will complete a thorough review of all submissions and make appropriate recommendations, and the CEO will review this document.*

17.1.4 Cr Sladden

Cr Sladden

**Question 1:** A number of Councillors have been contacted concerning the number of wild geese in the ridge road/jetty road area of Legana. Complaints have been received regarding noise, road safety, and biohazardous waste (droppings). I recently visited the area and counted over 200 geese in one location - there is clearly a problem. What steps have been taken by Council to advocate for the Legana community and what mechanisms and options does Council have to help resolve this issue as a matter of urgency?

**Response:** *The CEO has met with some of the impacted residents, and Council Officers have been investigating solutions to this issue. There is an estimated 400 geese in this area. Geese are considered stock under Schedule 7, Part 1 – Birds, of the Nature Conservation (Wildlife) Regulation 2021. As there are no actual owners of the geese, this further complicates the issue. An update on proposed next steps will be provided to Council at its pre-meeting workshop on 16 September 2025.*

**17.2 Councillors' Questions without Notice**

### 17.3 Responses to Previous Questions on Notice

#### Cr Allen

**Question 1:** I went to park at the back of the library the other day and noted that you can't get round off Biloo St, it's all blocked off. The idea was that people could park around there and come out near the library, but Council has blocked the entrance into the back of the library from Biloo St.

**Response:** *Council officers are currently working on design plans to improve the parking area at the rear of the library to provide a recreational vehicle waste dump point and more parking for both cars and recreational vehicles. Access will be from the West Tamar Highway, and the exit from the parking area via Biloo Street. The parking area is not currently accessible from Biloo Street to restrict interaction between the public and the operational areas to the front of Council's depot sheds.*

#### Cr Ferguson

**Question 1:** One for infrastructure, I just had a query from YAC regarding Forest Rd, whether there were any plans for a roundabout at West Tamar Highway and Forest Rd, and at the other end, if there's any plans on that intersection at Salt, how that's being planned for in the future.

**Response:** *The CEO and Director Community Assets met with Department of State Growth representatives on 26 August 2025 to discuss a number of projects proposed by the Department along the West Tamar Highway, including work at the intersection of Forest Road. It is currently proposed that the Department will provide Council with an update on the details and status of various projects at the 7 October Council Workshop.*

**Question 2:** They asked about the bus stops, the designation for funds, and wondered whether the wetlands area, one of the students asked if there were any plans for a bus stop and shelter being put there with the funds that we were potentially applying for with the State Government. In previous years we had grants, I don't know if you had a schedule of where we were going to be sponsoring or getting grant money for bus stops.

**Response:** *The Tasmanian Government committed up to \$10 million over four years in the 2021/22 State Budget to provide all-access, all-weather bus stops at various locations. Recipients of grant funding under Round 3 of the program were notified in December 2024. Officers have contacted the Department to enquire if there will be another round of funding, and if so, the timeframes involved. The West Tamar Highway Corridor Improvement Plan prepared by the Department in February 2022 does not include any specific reference to a bus shelter in vicinity of the wetlands, although does talk to public and active transport opportunities within the corridor. It is noted that Council can determine to approve funding for improvement of amenities at any bus stop location as part of future budget approval processes.*

#### Cr Manticas

**Question 1:** My other question relates to our youth programs that we administer as a Council. A community member has said we do really well in the space of catering to 10 – 17 year

olds, but would like to have more information about what's available for those aged 0 – 10, and those aged 18 – 25.

**Response:** *The Council's Youth Services team provides a range of activities and programs targeting primarily young people aged 10 to 25 years with a focus on engagement, skill-building, creativity, and leadership for the local youth community.*

*While the 0-10 age groups falls out of the scope of 'youth', officers work closely with other service providers in the area, such as Beaconsfield House (0-100+) through community programs, activities and interagency meetings. Council officers work with the Beaconsfield Child and Family Learning Centre (0-5) through regular agency meetings. Council Officers also work closely with service providers with events such as Children's Week. Our Youth Development Officer and Community Development Officer have partnered with providers and local schools to deliver multiple Children's Week events. These target all children aged 0-17, their families and communities.*

*Regarding the 18-25 age group, Council has the Youth Advisory Council (YAC) designed for young people aged 12-25. YAC is an engagement and advocacy group where young people aged 12-25 influence council decision-making, contribute to community projects, event planning and management, and develop leadership skills.*

*Annually the Youth and Community Festival is held during Youth Week featuring activities, entertainment, and opportunities for youth engagement of all ages. This event is driven by the Youth (Youth Advisory Council/Youth Development Officer) for Youth, and the wider community.*

*Council also holds an annual Youth Art competition for young people aged 10-25, focusing on creative expression, and facilitates the Youth Representative Grants program where support can be provided to local youth that have been selected to participate or compete in an event of local, national or international significance.*

*Council's Youth Services team is dedicated to creating a supportive environment for local young people and have a number of programs in development for the future targets at the 10-25 age ranges. Our Youth Survey will open within the next 12 months, providing the opportunity for young people from West Tamar to highlight their priorities across all age ranges.*

**Question 2:** *Especially from Greens Beach to Beaconsfield, I notice white spray paint on the edges of the bitumen, occasionally a pothole is marked with a bit of white paint, somebody raised the issue with me and naturally I just said well it's pretty clear they've been identified, it shouldn't be too long until someone comes and does something. To get absolute clarity, can we highlight the process that we take from identification to then scheduling, and how we actually look after it just in case I've given the wrong information?*

**Response:** *Council operations staff undertake regular inspections of our road network and when defects are identified for maintenance, pavement markings may be applied. A works request is then lodged with our roads maintenance team for prioritisation and action, with response timeframes dependent on severity of issue.*

## 18 INTO CLOSED MEETING

### RECOMMENDATION

That, pursuant to Section 17(1) of the *Local Government (Meeting Procedures) Regulations 2025*, Council close the meeting to the public at ...pm to discuss the following items:

#### Confirmation of Minutes

##### 2.1 Confirmation of Minutes of Closed Meeting held 19 August 2025

*This report has been submitted to the closed part of the Council Meeting in accordance with Section 40(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.*

#### Office of the Mayor

##### 6.1 Mayor 1 - CEO Performance Review

*This report has been submitted to the closed part of the Council Meeting in accordance with Section 17(2)(a) personnel matters, including complaints against an employee of the council.*

#### Office of the Chief Executive Officer

##### 7.1 CEO 1 - Approval to Enter into Binding Heads of Agreement for Sale of Land at Innova Business Park

*This report has been submitted to the closed part of the Council Meeting in accordance with Section 17(2)(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;*

#### Community Assets

##### 10.1 Contract No. WTC 11/2025 Kelso Toilet and Parking

*This report has been submitted to the closed part of the Council Meeting in accordance with Section 17(2)(e) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.*

##### 10.2 Contract No. WTC 13/2025 Riverside Swim Centre Slide Refurbishment

*This report has been submitted to the closed part of the Council Meeting in accordance with Section 17(2)(e) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.*

### DECISION

Moved:

Seconded:

### VOTING

For:

Against:

**ORDINARY COUNCIL MEETING**  
**Tuesday 16 September 2025**

## 19 OUT OF CLOSED MEETING

### RECOMMENDATION

That Council:

1. Moves out of Closed Meeting at .....pm; and
2. endorses those decisions made while in Closed Meeting; and
3. the information remains Confidential unless authorised to be released at the Chief Executive Officer's discretion

## **20 CLOSURE**

**There being no further business, the meeting closed at ...pm**