



MINUTES

**Tuesday 21 October 2025
Ordinary Council Meeting**

WEBSITE: www.wtc.tas.gov.au

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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

Attendees are reminded that Council Meetings are a place of work for staff and Councillors. Council is committed to meeting its responsibilities as an employer and as host of this public forum, by ensuring that all present meet expectations of mutually respectful and orderly conduct. It is a condition of entry to this meeting that you cooperate with any directions or requests from the Chairperson or Council officers.

The Chairperson is responsible for maintaining order at Council Meetings. The Chief Executive Officer is responsible for health, wellbeing and safety of all present. The Chairperson or Chief Executive Officer may require a person to leave Council premises following any behaviour that falls short of these expectations. It is an offence to hinder or disrupt a Council Meeting.

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.

A copy of the recording of the open session of the meeting will be placed on Council's website as soon as practicable but no later than 5 business days after the meeting. The recording does not replace the written Minutes and a transcript of the recording will not be prepared. The Minutes of a meeting, once confirmed, prevail over the audio recording of the meeting.

A copy of the recording of a Council meeting is to be retained by Council for at least a period of 2 years from the date of a meeting and may be deleted after that period has expired;

Unless expressly stated otherwise, West Tamar Council claims copyright ownership of the content of recordings of Council meetings ("the Recordings").

The Recordings may not be uploaded, displayed, transcribed and/or reproduced without the written permission of the Chief Executive Officer for the express purpose proposed.

Council reserves the right to edit Recordings to remove any information that would, or is likely to, place the safety of a person at risk if the recording is published, is, or is likely to be defamatory, contains offensive material or is, or is likely to be, unlawful.

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

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 Julie Sladden

1.2 In Attendance

Acting Chief Executive Officer	Michelle Riley
Director Community Assets	Dino De Paoli
Acting Director People, Culture & Safety	Sharon Olsson
Executive Assistant to the CEO	Eleanor Moore
Governance Officer	Tom Chalmers
Manager Communications & Engagement	Simon Tennant
Team Leader - Planning	Krstyna Ennis
Team Leader - Community	Elizabeth Nye
Manager Asset Operations	Leigh Handley

1.3 Apologies and Leave of Absence

Cr Josh Manticas – Leave of Absence

Kristen Desmond, CEO - Apology

2 CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meeting held 16 September 2025

RECOMMENDATION

That the Minutes of Council's Ordinary Meeting held on 16 September 2025 numbered 25/108 to 25/127 as provided to Councillors be received and confirmed as a true record of proceedings.

Minute No. 25/128

DECISION

Moved: Cr Ireland

Seconded: Cr Lyons

That the Minutes of Council's Ordinary Meeting held on 16 September 2025 numbered 25/108 to 25/127 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 Larnier, Cr Lyons and Cr Sladden

Against: Nil

CARRIED UNANIMOUSLY 8/0

3 LATE ITEMS

Nil

UNCONFIRMED

4 DECLARATIONS OF INTEREST IN A MATTER OF A COUNCILLOR

Cr Allen - 12.4.1 - perceived conflict of interest - leaving the room

Cr Lyons - 12.6 - conflict of interest - leaving the room.

UNCONFIRMED

5 PUBLIC QUESTION TIME

5.1 Public Question Time

Commenced at: 1.35pm

Concluded at: 1.48pm

Thomas Hemphill, Riverside

Statement: Today I went for my morning walk and one section of the road is a one-way section, less than 4m wide with a high wall on one side and a steep drop on the other. And when a vehicle comes the other way, this is on Orana Place, it's bad enough squeezing into the gutter when it's a car, but when it's a large truck, it's downright dangerous. And it made me think of a couple of things.

Firstly, this narrow and dangerous road was probably built about 50 years ago. Fast forward in time, and did the council back then realise what a problem this street would be now and how difficult it is to fix?

Secondly, with the proposed development at number 46, car traffic will only get worse. Not only that, but this dodgy section of road is actually being used as an example of why it is okay to approve another dodgy access road into the new development.

We have a plan here with this development with four standards not being in compliance and requiring Council discretion. The 20% driveway access is right on the limit. The acceptable solution for doing away with pedestrian access makes no mention in the planning documents of four schools within walking distance and the likelihood of school children walking down that driveway during peak hour.

The Council's strategic plan states that its objective is that development is in keeping with the character of the area and natural values. May I ask the Council today to think of the long-term effects of its decision? This application might just tick the boxes, but does it pass the pub test? In 50 years' time, will the residents of Orana Place wonder at the wisdom of a Council decision in 2025 which created a monstrous development with permanently unfixable, difficult, and dangerous access that changed for worse the character of the area and its natural values?

Question 1: And my question is to Council, is how much does it take into account the character of the areas and its natural values in considering applications of this type?

Response: *Mr. Hemphill, thank you for your statement and your question, we do take it on notice and you'll be responded to in the required statutory time period.*

Adrian Coomber, Riverside

Statement: The driveway that we're talking about is between our properties and Mr. Hans Piatek, who's sitting there next to me. This driveway, if it ever gets built, which I doubt because of the fact that it is so arduous to build on a steep drive being 5.5 m wide, is going to leave 1 inch either side of the driveway to property boundaries, which when cars are going to meet each other in the driveway, are more than likely going to hit it or sideswipe it or run into it from an accident. Regardless of where the water's going to go when it runs down the driveway, because there'll be no gutters. This is another

issue that's going to create tension and responsibilities down the track, which I don't know if it's going to be responsible for Council or for the developer, but it's going to be an issue.

And I've since been told today now also that the garbage vehicles that were supposedly be designed to go up the driveway and pick up garbage bins from the top, which would be roughly 24 to 30 bins per fortnight, is now going to have all the bins delivered to the bottom of the street, where there is absolutely no room because there's hardly enough room for our own bins, let alone 30 more where a garbage truck's going to be going along Orana Place. And I also raised this question last time, how does Council allow an application to proceed or to be approved if there's no way that any of the vehicles can actually designedly get up the driveway to actually build these things? I mean, there won't be a garbage truck required up there because there won't be any houses. They can't get materials up there.

And they have to also jump through several more hoops before this becomes an and an ongoing concern, because they have to move a Hydro pole to do this, which Hydro have to approve, which will require consideration by at least 10 houses in the area because they're going to lose power for a period of time. Also any runoff from the road, because it's going to be a hard-packed area, the runoff water will be running through our side fences, undermining our fences and into people's backyards, because there'll be three or four times the amount of water from a hard-packed road surface.

Question 1: How does Council, when they assess the, this is the question, how does Council when they get their driveway application form, are they going to inform the developer that there there's no way they're going to get heavy vehicles up the driveway? There's simply not enough room to turn them, or get them out. They won't even get around the first corner in Orana Place off the highway, because of the cars parked on the side of the road, let alone turn into a 5m driveway. I mean, I'm an engineer. I know these things can't happen. It will not happen.

Response: *Mr. Coomber, we take your statement on notice and your questions. We will find out about the rubbish arrangement, I'm not aware of that. We will take that on notice and we'll get back to you with a reply.*

Tracey Kelly, Riverside

Question 1: At the September meeting, Mayor Holmdahl, in response to my question, it was indicated that you had in good faith received legal advice stating that you would be covered by Council's insurance policy regarding the Code of Conduct. Additionally, Ms. Desmond noted at the meeting that the mMayor would not knowingly breach the Local Government Act. However, as reported in the Examiner on August 30, Ms. Desmond stated during the July meeting, a request for repayment of the money was made on June 20, 2025. I believe this request suggests that new advice, potentially related to the Northern Midlands case, had been provided, indicating that you would now be aware that you may not have been eligible to use the Council's insurance policy and that there was an awareness of a possible breach.

There appears to be some inconsistency in responses to my questions. One indicates legal advice was provided in good faith, which I believe gave you an unfair advantage, while another referenced a general understanding at the time that deductibles

associated with the code of conduct would be covered by Council. To my knowledge, the Act does not state this explicitly.

For the community's benefit, Mayor Holmdahl, and in good faith, could you please clarify whether the request for repayment pertained to the full cost of all legal advice or only to the deductible?

Response: *We'll take that question on notice, Ms. Kelly, and reply to you in the required statutory time period.*

Question 2: Following Ms. Desmond's statement at the September meeting that the current motion before council relates only to changing legislation and does not affect past actions, has the Council notified the insurance company about the error with this claim and assured them that any money paid out will be repaid in good faith?

Response: *Again, I'll take that question on notice and you will be responded to in the required statutory time period.*

Question 3: In the interest of transparency, is Council willing to provide to me a copy of the correspondence that was sent to the legal firm asking if Council's insurance policy could be used for legal advice for Mayor Holmdahl in the Code of Conduct, in spite of the fact that the Code of Conduct fact sheet clearly stated that all parties are to bear their own costs?

Response: *We take that question on notice as well, Ms. Kelly, and you'll be responded to in the required statutory time period.*

Cheryl Swan, Paper Beach

Statement: People over the West Tamar might like to know that some of these people have been spending the morning with our Premier and others at Exeter. I know because I was there. Not with them, but I was there. Kerry Vincent's just had a little talk to me and has said he will hopefully proceed the pedestrian crossing that we so desperately need in Exeter. I'm not going to hold my breath, but I look forward to seeing that actually done. So, a commitment, he's made me a commitment. We'll see what happens.

Currently there is a development application at 171 Paper Beach Road waiting for decision by this Council whether it can proceed or not. You have my objection to it already. This particular application has no purpose written in the application of what it's to be used for. I do not understand how this Council can accept an application when you don't know what the development is to be used for. Let alone all the reasons that I have spoken of in my objection, which looking at it and all the reasons I've said, this clearly is not a residential building. I hope that you actually do look at the detail of this application and make a decision that is appropriate. We have, I think it's nearly 25,000 people living in the West Tamar with almost 11,000 residential properties. If a development such as this is allowed to proceed and be done, then all the existing properties and any in the future will be at risk of losing their residential amenity.

So every single person in this community won't want to live where they are if a similar development is allowed to proceed next door, including you, Mayor.

Response: *Ms. Swan, if I could, your time has expired for your question. What I would say to you is that matter hasn't come before the Council at the moment so we can't answer any questions, we're not in a position to know how it's been assessed or what the recommendations are, so I'm afraid we can't answer any questions regarding that matter.*

Statement: No, I'm just asking you to think about it objectively and thoroughly and with decency. Do the right thing, in other words. Thank you. Um, I do have one other question though.

Question 1: Previously I've asked for an extension of time for people to be able to speak as 3 minutes is extremely short, especially when you hear how some of the, you know, talk goes around this table, and I would like to know if that is actually going to happen in the future. I'm happy to.

Response: *Do you want some more time at the moment?*

Statement: No, that's that was all for today. Okay, thank you very much. Thank you.

Don McInnes, Kayena

Statement: This lectern obscures my view of the councillors, and I might suggest that this be moved to the side at future meetings.

Response: We are actually going to lower the height of the lectern.

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 T Kelly, Riverside

Question 1: How much has been paid to date for legal advice by West Tamar Councils insurance company for the Code of Conduct complaint against Mayor Holmdahl by Tracey Kelly (Recreation Officer of West Tamar Council at the time)

Response: *Council's insurer AXA will not release legal representation costs as these costs were payable by AXA, the only cost to Council is the applicable excess.*

5.2.2 G Hay, Beauty Point

Question 1: During my attendance at the last Council meeting it was not made clear to Rate Payers if the Mayor has repaid approximately \$5'300 owed to the West Tamar Council & its rate payers for Legal fee's that the Councils Rate Payers paid on her behalf in the Mayor's defence of a Code of Conduct Complain made again her, have these fund yet be refunded in not why not ?

Response: *The Mayor has paid the invoice issued by the Chief Executive Officer for the \$5,500 insurance excess.*

Question 2: How many other such Code of Conduct Complaints against the Mayor or other Councillors have called on the Council's insurance cover and Council funding for 2023 to 2025 in using the West Tamar Council legal advisers & are there other other costs i.e. staff & facilities including in these costs in defencing Code of Conduct Complaints made in attending into their duties at the West Tamar Council, for it seems the rate payers have funded these costs where the procedural documents in making a Code of Conduce Complaints make it crystal clear, the parties are too fund their own legal cost and not the Council.

Response: *1. No insurance coverage has been claimed in relation to a Code of Conduct complaint outside of the one already disclosed.*

2. Council is liable for costs associated with Code of Conduct Investigations and any sanctions that may result from a Code of Conduct determination as set out in the Local Government Act 1993. All costs paid by Council in relation to Code of Conduct complaints are reported in Councils Annual Report each year.

Question 3: If insurance and rate players moneys has been paid out on behalf of the Mayor by Rate Payers for her legal fee's in defending the Code of Conduct complaint against her, where clearly the existing guidelines for a Code of Conduct Complain are very specific in that each party are responsible for their own legal fee's and not the rate payers. The Mayor has been a Councillor, Deputy Mayor, and Mayor for the West Tamar Council for 16 years was the Mayor ignorant of the procedures clearly outline within the Code of Conduct guidelines ?

Response: *The Mayor followed the advice she was provided at the time by Senior Council Officers in good faith.*

5.3 Responses to Questions from Previous Public Question Time

5.3.1 C Swan, Paper Beach

Our Ref: GO.COU.180

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

16 October 2025

Ms C Swan

Dear Ms Swan

Response to Question on Notice – Ordinary Council Meeting 16 September 2025

I refer to the question set out below taken on notice at the West Tamar Council meeting on 16 September 2025, and now provide the following response:

Question 1: I'd really like to know how it's decided what works are done?

Council approves its capital works program each year following the consideration of numerous works requests that are submitted by Councillors, Council officers, individual ratepayers, community groups and sporting clubs that are regular users of our facilities.

The overall value of the capital works program each year is aligned with Council's long term financial plan and endorses the capital works program as part of its budget decision.

Yours sincerely



Kristen Desmond
CHIEF EXECUTIVE OFFICER



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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 is now sitting as 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 - PA2025101 - Sport and Recreation (Canoe Polo) - Blackstone Park Drive, Blackstone Heights

REPORT AUTHOR: Senior Statutory Planner - Eric Smith

REPORT DATE: 13 October 2025

ATTACHMENTS: 1. [7.1.1] Plan 1 - PA2025101 - Location Plan
2. [7.1.2] Plan 1 - PA2025101 - Proposal Plans

Team Leader - Planning entered the meeting at 1.50pm

RECOMMENDATION

That application PA2025101 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 Sports and Recreation (Canoe Polo) and associated works by the Tamar Canoe Polo Club for land at Blackstone Park Lot No. 2 on Plan No. 183402 be **APPROVED** subject to the following conditions:

ENDORSED PLANS

- 1. The use and development must be substantially in accordance with the following endorsed documents:
 - (a) Endorsed plans by BE ME Geotechnical, ref: Blackstone Paddlesports Park V5 (undated) - seven (7) sheets;
 - (b) Design Report by Tamar Canoe Club dated April 2025;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.

HOURS OF OPERATION

- 2. The hours of operation for the Sports and Recreation – Canoe Polo field and slalom track use must be between 8am to 10pm any day, including public holidays.

Note, the restriction on hours of operation only applies to the organised Sport and Recreation use including works associated with the setup and take down of infrastructure. The restriction does not apply to the Passive Recreation use (general use of the public park).

SEASONAL REMOVAL OF INFRASTRUCTURE

- 3. Where infrastructure is removed at the end of a season, remaining fixtures must be maintained in a safe condition for all users of the site.

EXTERNAL FINISHES IN THE ZONE

4. All external materials, finishes and colours must be in accordance with the endorsed schedule of materials/colours.

CONSTRUCTION MANAGEMENT

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, including measures to minimise release of particulates into the water body;
 - (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 Community 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.

WATERWAY BUFFER PROTECTION

6. Works within the mapped waterway buffer, or within the buffer as defined in the Code, must be undertaken in accordance with the *Wetlands and Waterways Works Manual*.

Permit Notes

Notations

- A. This permit was issued based on the proposal documents submitted for PA2025101. 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.

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.

Minute No. 25/129

DECISION

Moved: Cr Lyons

Seconded: Cr Ferguson

That application PA2025101 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 Sports and Recreation (Canoe Polo) and associated works by the Tamar Canoe Polo Club for land at Blackstone Park Lot No. 2 on Plan No. 183402 be **APPROVED** subject to the following conditions:

ENDORSED PLANS

1. The use and development must be substantially in accordance with the following endorsed documents:
 - (a) Endorsed plans by BE ME Geotechnical, ref: Blackstone Paddlesports Park V5 (undated) - seven (7) sheets;
 - (b) Design Report by Tamar Canoe Club dated April 2025;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.

HOURS OF OPERATION

2. The hours of operation for the Sports and Recreation – Canoe Polo field and slalom track use must be between 8am to 10pm any day, including public holidays.

Note, the restriction on hours of operation only applies to the organised Sport and Recreation use including works associated with the setup and take down of infrastructure. The restriction does not apply to the Passive Recreation use (general use of the public park).

SEASONAL REMOVAL OF INFRASTRUCTURE

3. Where infrastructure is removed at the end of a season, remaining fixtures must be maintained in a safe condition for all users of the site.

EXTERNAL FINISHES IN THE ZONE

4. All external materials, finishes and colours must be in accordance with the endorsed schedule of materials/colours.

CONSTRUCTION MANAGEMENT

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, including measures to minimise release of particulates into the water body;
 - (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 Community 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.

WATERWAY BUFFER PROTECTION

6. Works within the mapped waterway buffer, or within the buffer as defined in the Code, must be undertaken in accordance with the *Wetlands and Waterways Works Manual*.

Permit Notes

Notations

- A. This permit was issued based on the proposal documents submitted for PA2025101. 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.

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.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

UNCONFIRMED

7.2 Plan 2 - PA2025111 - Visitor Accommodation - Change of Use with access over 380 and 398 Rowella Road - 400 Rowella Road, Kayena

REPORT AUTHOR: Statutory Planner - Dee Yuvanesan

REPORT DATE: 13 October 2025

ATTACHMENTS: 1. [7.2.1] Plan 2 - Location Plan
2. [7.2.2] Plan 2 - Proposal Plans

RECOMMENDATION

That application PA2025111 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 Visitor Accommodation – Change of Use with access over 380 and 398 Rowella Road, by Ludovic Vilbert for land at 400 Rowella Road, Kayena Lot No. 15 on Plan No. 40867 be **APPROVED** subject to the following conditions:

ENDORSED PLANS

1. The use and development must be substantially in accordance with the following endorsed documents:
 - (a) Endorsed plans submitted by the applicant, prepared by Inwardout Studio, revision P1, reference no. 2402 and dated 21/08/2025.
 - (b) Structural Observation Report prepared by Brierley Consulting Engineers Pty Ltd, reference no ref. 2501A and dated Feb 10, 2025.
 - (c) Bushfire Hazard Assessment and Management Plan prepared by Autumn Leaves Consulting, reference no. ALC-BFM 2025/07, version 2.1 and dated 03rd April 2025
 - (d) Onsite Wastewater Management System Design report, prepared by Tasman Geotechnics, reference no. TG25038/2 - 01report OWMS – Rev01 and dated 21 August 2025

Any other proposed development and/or use, or substantial intensification of the use, will require a separate application to and assessment by the Council.

LENGTH OF STAY – SHORT TERM ACCOMMODATION

2. For the period of the use approved by this permit, no occupant may exceed three months duration within any rolling twelve-month period. The maximum three-month period is cumulative and is calculated based on the length of time a person occupies the premises.

Note - Any use of the new habitable rooms that exceeds this requirement may be considered Residential – Multiple dwellings and is Prohibited in the Zone.

3. For the period of the use approved by this permit and at the request of Council's Director of Planning and Development, information relating to those persons staying at the visitor accommodation must be recorded throughout the period of the use and provided to Council's Director of Planning Development within 48 hours of receipt of any written request for that record. The material required to be recorded includes:
 - (a) the names of all adult guests, and number of guests and contact details including telephone number or email address;

- (b) the dates of stay (check in and check out); and
- (c) the place of usual residence (suburb and postcode).

This information must be kept for a period of two (2) years.

SITE MANAGEMENT

4. The use must be operated in such a way that it does not cause an unreasonable nuisance to neighbouring properties.
5. Prior to the commencement of the use, a House Rules document must be prepared to the satisfaction of Council which outlines how potential nuisances will be minimised and must include the following matters:
 - (a) Guests and visitors must park all vehicles within the property boundary;
 - (b) Musical instruments and sound amplifying equipment are only permitted in the following hours:
 - Monday to Thursday: 7am to 10pm;
 - Friday: 7am to midnight;
 - Saturday: 9am to midnight; and
 - Sunday: 10am to 10pm.
 - (c) When guests and visitors are outside the building, noise must be kept within acceptable residential tolerances, for example, limiting revving of cars, shouting, loud singing or other similar activities;

The House Rules document must be displayed in a prominent location within the premises where it is easily noticeable by guests and visitors.

DRIVEWAY AND PARKING

6. Parking areas and access lanes, meeting the Acceptable Solution use and development standards, must be kept available on site for the Visitor Accommodation at all times and maintained for the life of the use.

ONSITE WASTEWATER MANAGEMENT

7. The land application area for onsite wastewater disposal must be separate from parking and accessways.

DRIVEWAY WORKS

8. Prior to the commencement of the use, the existing crossover onto Rowella Road must be upgraded and sealed, to provide a minimum sealed width of 4m for a length of 6m from the road carriageway. Works in the road reserve shall not commence until a Driveway Application Form has been submitted to Council and approved by the Road Authority.

SOIL, WATER AND DUST CONTROL

9. Soil, water and dust must be managed on the site during construction to:
 - (a) prevent the escape of soil and sediments beyond site boundaries; and
 - (b) direct water runoff to a lawful point of discharge without causing nuisance for neighbours.

COMMENCED DEVELOPMENT STOP

10. 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 Community Assets;
 - (b) ensure that overland flows do not become a nuisance to adjoining properties or Councils 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.

Permit Notes

- A. This permit was issued based on the proposal documents submitted for PA2025111. 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. If you are planning on providing or selling any food or drinks (including alcohol), you are required to apply for a Food Business Registration. Please contact Council's Environmental Health Department for more information.
- D. 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

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

Appeal Provisions

- F. 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.

Permit Commencement

- G. 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.

Minute No. 25/130

DECISION

Moved: Cr Ireland

Seconded: Cr Ferguson

That application PA2025111 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 Visitor Accommodation – Change of Use with access over 380 and 398 Rowella Road, by Ludovic Vilbert for land at 400 Rowella Road, Kayena Lot No. 15 on Plan No. 40867 be **APPROVED** subject to the following conditions:

ENDORSED PLANS

1. The use and development must be substantially in accordance with the following endorsed documents:
 - (a) Endorsed plans submitted by the applicant, prepared by Inwardout Studio, revision P1, reference no. 2402 and dated 21/08/2025.
 - (b) Structural Observation Report prepared by Brierley Consulting Engineers Pty Ltd, reference no ref. 2501A and dated Feb 10, 2025.
 - (c) Bushfire Hazard Assessment and Management Plan prepared by Autumn Leaves Consulting, reference no. ALC-BFM 2025/07, version 2.1 and dated 03rd April 2025
 - (d) Onsite Wastewater Management System Design report, prepared by Tasman Geotechnics, reference no. TG25038/2 - 01report OWMS – Rev01 and dated 21 August 2025

Any other proposed development and/or use, or substantial intensification of the use, will require a separate application to and assessment by the Council.

LENGTH OF STAY – SHORT TERM ACCOMMODATION

2. For the period of the use approved by this permit, no occupant may exceed three months duration within any rolling twelve-month period. The maximum three-month period is cumulative and is calculated based on the length of time a person occupies the premises.

Note - Any use of the new habitable rooms that exceeds this requirement may be considered Residential – Multiple dwellings and is Prohibited in the Zone.

3. For the period of the use approved by this permit and at the request of Council's Director of Planning and Development, information relating to those persons staying at the visitor accommodation must be recorded throughout the period of the use and provided to Council's

Director of Planning Development within 48 hours of receipt of any written request for that record. The material required to be recorded includes:

- (a) the names of all adult guests, and number of guests and contact details including telephone number or email address;
- (b) the dates of stay (check in and check out); and
- (c) the place of usual residence (suburb and postcode).

This information must be kept for a period of two (2) years.

SITE MANAGEMENT

- 4. The use must be operated in such a way that it does not cause an unreasonable nuisance to neighbouring properties.
- 5. Prior to the commencement of the use, a House Rules document must be prepared to the satisfaction of Council which outlines how potential nuisances will be minimised and must include the following matters:
 - (a) Guests and visitors must park all vehicles within the property boundary;
 - (b) Musical instruments and sound amplifying equipment are only permitted in the following hours:
 - Monday to Thursday: 7am to 10pm;
 - Friday: 7am to midnight;
 - Saturday: 9am to midnight; and
 - Sunday: 10am to 10pm.
 - (c) When guests and visitors are outside the building, noise must be kept within acceptable residential tolerances, for example, limiting revving of cars, shouting, loud singing or other similar activities;

The House Rules document must be displayed in a prominent location within the premises where it is easily noticeable by guests and visitors.

DRIVEWAY AND PARKING

- 6. Parking areas and access lanes, meeting the Acceptable Solution use and development standards, must be kept available on site for the Visitor Accommodation at all times and maintained for the life of the use.

ONSITE WASTEWATER MANAGEMENT

- 7. The land application area for onsite wastewater disposal must be separate from parking and accessways.

DRIVEWAY WORKS

- 8. Prior to the commencement of the use, the existing crossover onto Rowella Road must be upgraded and sealed, to provide a minimum sealed width of 4m for a length of 6m from the road carriageway. Works in the road reserve shall not commence until a Driveway Application Form has been submitted to Council and approved by the Road Authority.

SOIL, WATER AND DUST CONTROL

- 9. Soil, water and dust must be managed on the site during construction to:
 - (a) prevent the escape of soil and sediments beyond site boundaries; and
 - (b) direct water runoff to a lawful point of discharge without causing nuisance for neighbours.

COMMENCED DEVELOPMENT STOP

- 10. 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 Community Assets;
- (b) ensure that overland flows do not become a nuisance to adjoining properties or Councils 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.

Permit Notes

- A. This permit was issued based on the proposal documents submitted for PA2025111. 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. If you are planning on providing or selling any food or drinks (including alcohol), you are required to apply for a Food Business Registration. Please contact Council's Environmental Health Department for more information.
- D. 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

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

Appeal Provisions

- F. 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.

Permit Commencement

- G. 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.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

7.3 Plan 3 - PA2024357 - Residential - Multiple Dwellings (11 new 1 existing) - 47 Orana Place, Riverside

REPORT AUTHOR: Statutory Planner - Patrick McMahon; Team Leader Planning – Krstyna Ennis

REPORT DATE: 14 October 2025

ATTACHMENTS: 1. [7.3.1] PA2024357 - Location Plan
2. [7.3.2] PA2024357 - Proposal Plans

RECOMMENDATION

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 dwellings (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 2025Any 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 TWDA 2024/01479-WTC attached.

TASNETWORKS

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

OUTBUILDINGS

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

ENGINEERING PLANS

- 5. Prior to the commencement of works on the site, detailed plans and specifications, prepared by a suitably qualified and experienced engineer or consultancy, 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 maneuvering 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;
 - (iv) Collected runoff from impervious areas must be piped to the public stormwater system.
- (d) Show that excavations will be designed to meet the following criteria:
 - (i) Cuts and fills less than 1.0m in height may be battered at slope angles no steeper than 1V:3H;
 - (ii) Retaining walls greater than 1.0m in height shall be designed by a suitably qualified structural engineer;
 - (iii) Adequate subsurface and surface drainage must be provided behind all retaining walls;
 - (iv) A construction methodology plan that stages excavations for the construction of retaining walls to minimise the temporary reduction in stability of the adjacent area, with regard to weather forecasts, temporary supports and drainage controls;
 - (v) Any surface or groundwater seepage encountered during site earthworks and/or trench excavations shall include the provision of subsoil drainage, connected to the site stormwater connection(s).
- (e) Include the proposed locations for site connections to communication and electricity infrastructure; *and*
- (f) Show all public infrastructure will be constructed strictly in accordance with Council's Tasmanian Standard Drawings.

LANDSLIDE RISK

6. Prior to the commencement of works on the site, a memorandum or declaration must be submitted from a suitably qualified person that confirms the following:

- (a) the detailed plans and specifications are in accordance with good hillside practices and Condition 5 of this permit.
- (b) details of updated borehole logs from the additional site investigations and drilling, to confirm soil types and groundwater levels below 2m.

The additional geotechnical investigation must be used to determine the Site Classification in accordance with *AS 2870-2011 Residential Slabs and Footings* and inform the structural design of footings.

- 7. Prior to commencement of use of each stage, an accredited person must complete and submit to Council FORM G Geotechnical Declaration Final Geotechnical Certificate (Australian Geomechanics Vol 42 No 1 March 2007) confirming that all works have been carried out in accordance with Conditions 5 and any additional recommendations of the memorandum required by Condition 6.

DRIVEWAY WORKS

- 8. 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).
- 9. 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.
- 10. 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.
- 11. Any existing services impacted by the changes to the crossover shall have a trafficable cover installed, to the satisfaction of the Responsible Authority.
- 12. Works in the road reserve shall not commence until a *Driveway Application Form* has been submitted and approved by the Road Authority.
- 13. 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

14. 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.
15. 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

16. 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

17. 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.
18. 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

19. 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.

VISITOR PARKING FOR MULTIPLE DWELLINGS

20. 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

21. 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

22. 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.

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.

Minute No. 25/131

DECISION

Moved: Cr Ireland

Seconded: Cr Ferguson

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 dwellings (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

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 TWDA 2024/01479-WTC attached.

TASNETWORKS

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

OUTBUILDINGS

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

ENGINEERING PLANS

5. Prior to the commencement of works on the site, detailed plans and specifications, prepared by a suitably qualified and experienced engineer or consultancy, 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 maneuvering 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;
 - (iv) Collected runoff from impervious areas must be piped to the public stormwater system.
 - (d) Show that excavations will be designed to meet the following criteria:
 - (i) Cuts and fills less than 1.0m in height may be battered at slope angles no steeper than 1V:3H;
 - (ii) Retaining walls greater than 1.0m in height shall be designed by a suitably qualified structural engineer;

- (iii) Adequate subsurface and surface drainage must be provided behind all retaining walls;
 - (iv) A construction methodology plan that stages excavations for the construction of retaining walls to minimise the temporary reduction in stability of the adjacent area, with regard to weather forecasts, temporary supports and drainage controls;
 - (v) Any surface or groundwater seepage encountered during site earthworks and/or trench excavations shall include the provision of subsoil drainage, connected to the site stormwater connection(s).
- (e) Include the proposed locations for site connections to communication and electricity infrastructure; *and*
- (f) Show all public infrastructure will be constructed strictly in accordance with Council's Tasmanian Standard Drawings.

LANDSLIDE RISK

6. Prior to the commencement of works on the site, a memorandum or declaration must be submitted from a suitably qualified person that confirms the following:
- (a) the detailed plans and specifications are in accordance with good hillside practices and Condition 5 of this permit.
 - (b) details of updated borehole logs from the additional site investigations and drilling, to confirm soil types and groundwater levels below 2m.

The additional geotechnical investigation must be used to determine the Site Classification in accordance with *AS 2870-2011 Residential Slabs and Footings* and inform the structural design of footings.

7. Prior to commencement of use of each stage, an accredited person must complete and submit to Council FORM G Geotechnical Declaration Final Geotechnical Certificate (Australian Geomechanics Vol 42 No 1 March 2007) confirming that all works have been carried out in accordance with Conditions 5 and any additional recommendations of the memorandum required by Condition 6.

DRIVEWAY WORKS

8. 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).
9. 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.
10. 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.

11. Any existing services impacted by the changes to the crossover shall have a trafficable cover installed, to the satisfaction of the Responsible Authority.
12. Works in the road reserve shall not commence until a *Driveway Application Form* has been submitted and approved by the Road Authority.
13. 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

14. 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.
15. 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

16. 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

17. 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; ~~to be~~
 - (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.

18. 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

19. 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.

VISITOR PARKING FOR MULTIPLE DWELLINGS

20. 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

21. 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

22. 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.

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.

VOTING

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

Against: Nil

Abstained: Cr Larner

CARRIED 7/1

Team Leader Planning left the meeting at 2.23pm

UNCONFIRMED

8 OFFICE OF THE CHIEF EXECUTIVE OFFICER

8.1 CEO 1 - Council Workshops held in September and October

REPORT AUTHOR: Chief Executive Officer - Kristen Desmond

REPORT DATE: 15 October 2025

ATTACHMENTS: Nil

RECOMMENDATION

That Council receives the report on Council Workshops held on 16 September 2025, 7 October 2025 and 14 October 2025.

Minute No. 25/132

DECISION

Moved: Cr Allen

Seconded: Cr Sladden

That Council receives the report on Council Workshops held on 16 September 2025, 7 October 2025 and 14 October 2025.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

8.2 CEO 2 - 2024/2025 Annual Report

REPORT AUTHOR: Chief Executive Officer - Kristen Desmond

REPORT DATE: 15 October 2025

ATTACHMENTS: 1. [8.2.1] 3048 West Tamar Annual Report 24-25 6

RECOMMENDATION

That Council adopts the 2024/2025 Annual Report as presented.

Minute No. 25/133

DECISION

Moved: Cr Ireland

Seconded: Cr Ferguson

That Council adopts the 2024/2025 Annual Report as presented.

VOTING

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

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY 8/0

8.3 CEO 3 - Local Government Amendment (Targeted Reform) Bill 2025 Submission

REPORT AUTHOR: Chief Executive Officer - Kristen Desmond

REPORT DATE: 15 October 2025

ATTACHMENTS:

1. [8.3.1] Submission to Minister Local Government - Targeted Reform Consultation Bill
2. [8.3.2] Submission Comparison Table

RECOMMENDATION

That Council:

1. Endorse the submission to the Consultation Draft Bill included in attachments 1 and 2; and
2. Authorise the Chief Executive Officer to sign the submission on their behalf.

Minute No. 25/134

DECISION

Moved: Deputy Mayor Cr Shegog

Seconded: Cr Lyons

That Council:

1. Endorse the submission to the Consultation Draft Bill included in attachments 1 and 2; and
2. Authorise the Chief Executive Officer to sign the submission on their behalf.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

8.4 CEO 4 - Future of Local Government Review - Councillor Numbers Discussion Paper Submission

REPORT AUTHOR: Chief Executive Officer - Kristen Desmond

REPORT DATE: 15 October 2025

ATTACHMENTS: 1. [8.4.1] Submission to Minister Local Government - Councillor Numbers Discussion Paper

RECOMMENDATION

That Council:

1. Endorse the attached submission to the Reform to Councillor Numbers and Allowances Discussion Paper; and
2. Authorise the Chief Executive Officer to sign the submission on their behalf;
3. Authorise the Chief Executive Officer to lodge the submission both with the Local Government Association of Tasmania and directly with the Office of Local Government.

Minute No. 25/135

DECISION

Moved: Deputy Mayor Cr Shegog

Seconded: Cr Ferguson

That Council:

1. Endorse the attached submission to the Reform to Councillor Numbers and Allowances Discussion Paper; and
2. Authorise the Chief Executive Officer to sign the submission on their behalf;
3. Authorise the Chief Executive Officer to lodge the submission both with the Local Government Association of Tasmania and directly with the Office of Local Government.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

9 GOVERNANCE

Nil

UNCONFIRMED

10 DEVELOPMENT

10.1 Dev 1 - Proposed LGAT Motion regarding Immunisation Programs

REPORT AUTHOR: Director Planning & Development - Michelle Riley

REPORT DATE: 15 October 2025

ATTACHMENTS: Nil

RECOMMENDATION

That Council endorses the following motion for submission to the next available Local General Association of Tasmania General Meeting:

That LGAT advocates for the following:

1. That the Tasmanian Government remove or modify section 57 of the *Public Health Act 1997* which requires Councils to develop and implement an approved program for immunisation in its municipal area.
2. That the Tasmanian Department of Health take primary responsibility for delivery of school-based immunisation programs in Tasmania.
3. That Section 57 (1) if not removed be replaced with:

"A Council may develop and implement an approved program for immunisation in its municipal area by liaising with the Tasmanian Health Service who is required to carry out school-based immunisation programs statewide."

Point of Order called by Cr Ferguson at 2.49pm

Conflict of interests called by Cr Ferguson and Deputy Mayor Cr Shegog

Cr Ferguson left the meeting at 2:49 pm.

Deputy Mayor Cr Shegog left the meeting at 2:49 pm.

Minute No. 25/136

DECISION

Moved: Cr Sladden

Seconded: Cr Lyons

That Council endorses the following motion for submission to the next available Local General Association of Tasmania General Meeting:

That LGAT advocates for the following:

1. That the Tasmanian Government remove or modify section 57 of the *Public Health Act 1997* which requires Councils to develop and implement an approved program for immunisation in its municipal area.
2. That the Tasmanian Department of Health take primary responsibility for delivery of school-based immunisation programs in Tasmania.
3. That Section 57 (1) if not removed be replaced with:

"A Council may develop and implement an approved program for immunisation in its municipal area by liaising with the Tasmanian Health Service who is required to carry out school-based immunisation programs statewide."

VOTING

For: Mayor Cr Holmdahl, Cr Allen, Cr Ireland, Cr Lerner, Cr Lyons and Cr Sladden

Against: Nil

CARRIED UNANIMOUSLY 6/0

Deputy Mayor Cr Shegog entered the meeting at 2:54 pm.

Cr Ferguson entered the meeting at 2:54 pm.

11 CORPORATE

Nil

UNCONFIRMED

12 COMMUNITY

12.1 Comm 1 - Youth Advisory Council Minutes - September 2025

REPORT AUTHOR: Team Leader - Community - Elizabeth Nye

REPORT DATE: 14 October 2025

ATTACHMENTS: 1. [12.1.1] YAC Minutes - September 2025

RECOMMENDATION

That Council receives and notes the minutes as presented for the Youth Advisory Council Meeting held on 18 September 2025.

Team Leader - Community entered the meeting at 2.55pm

MOTION

Moved: Cr Lyons

Seconded:

That Council receives the notes as presented for the Youth Advisory Council Meeting held on 18 September 2025.

MOTION LAPSED FOR WANT OF A SECONDER

Minute No. 25/137

MOTION

Moved: Cr Allen

Seconded: Cr Ferguson

That Council receives and notes the minutes as presented for the Youth Advisory Council Meeting held on 18 September 2025.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

12.2 Comm 2 - Positive Ageing Committee Meeting Notes - September 2025

REPORT AUTHOR: Team Leader - Community - Elizabeth Nye

Community Development Officer - Todd Mitchell

REPORT DATE: 14 October 2025

ATTACHMENTS: 1. [12.2.1] Meeting Notes September 22.9.2025 - Positive Ageing Committee

RECOMMENDATION

That Council receives and notes the meeting notes as presented for the West Tamar Positive Ageing Committee meeting held on 22 September 2025.

Minute No. 25/138

DECISION

Moved: Cr Allen

Seconded: Deputy Mayor Cr Shegog

That Council receives and notes the meeting notes as presented for the West Tamar Positive Ageing Committee meeting held on 22 September 2025.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

12.3 Comm 3 - Community Grant - Legana Early Learning Centre

REPORT AUTHOR: Team Leader - Community - Elizabeth Nye

REPORT DATE: 14 October 2025

ATTACHMENTS:

1. [12.3.1] Legana Early Learning Centre - Community Grant Application
2. [12.3.2] Legana Early Learning Centre - Community Grant Assessment

RECOMMENDATION

That Council:

1. Approve the Legana Early Learning Center's community grant application seeking funding to assist with the completion of stage one of their project to replace three separate aging storage sheds with one streamlined new build for \$5,000.00, as outlined in the application.

Minute No. 25/139

DECISION

Moved: Cr Ireland

Seconded: Cr Sladden

That Council:

1. Approve the Legana Early Learning Center's community grant application seeking funding to assist with the completion of stage one of their project to replace three separate aging storage sheds with one streamlined new build for \$5,000.00, as outlined in the application.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

12.4 Comm 4 - Community Grant - The Rotary Club of the West Tamar

REPORT AUTHOR: Team Leader - Community - Elizabeth Nye

REPORT DATE: 14 October 2025

ATTACHMENTS:

1. [12.4.1] The Rotary Club of the West Tamar - Community Grant Application
2. [12.4.2] The Rotary Club of the West Tamar - Community Grant Assessment

Cr Allen left the meeting at 3:02 pm.

RECOMMENDATION

That Council:

1. Approve the Rotary Club of the West Tamar community grant application to assist with the Tamar's Got Talent event to the value of \$3,129.00, as outlined in the application.

Minute No. 25/140

DECISION

Moved: Cr Ferguson

Seconded: Cr Sladden

That Council:

1. Approve the Rotary Club of the West Tamar community grant application to assist with the Tamar's Got Talent event to the value of \$3,129.00, as outlined in the application.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 7/0

Cr Allen entered the meeting at 3:05 pm.

12.5 Comm 5 - Community Grant - Grindelwald Leisure Garden Estate

REPORT AUTHOR: Team Leader - Community - Elizabeth Nye

REPORT DATE: 14 October 2025

ATTACHMENTS:

1. [12.5.1] Grindelwald Leisure Garden Estate - Community Grant Application
2. [12.5.2] Grindelwald Leisure Garden Estate - Community Grant Assessment

RECOMMENDATION

That Council:

1. Approve Grindelwald Leisure Garden Estates community grant application (partial funding) to the value of \$1,500.00 for the purchase of the new/extended watering system outlined in the application.

Minute No. 25/141

DECISION

Moved: Cr Ireland

Seconded: Cr Ferguson

That Council:

1. Approve Grindelwald Leisure Garden Estates community grant application (partial funding) to the value of \$1,500.00 for the purchase of the new/extended watering system outlined in the application.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

12.6 Comm 6 - Community Grant - Tamar Sea Rescue

REPORT AUTHOR: Team Leader - Community - Elizabeth Nye

REPORT DATE: 14 October 2025

ATTACHMENTS: 1. [12.6.1] Tamar Sea Rescue - Community Grant Application
2. [12.6.2] Tamar Sea Rescue - Community Grant Assessment

Cr Lyons left the meeting at 3:07 pm.

RECOMMENDATION

That Council:

1. Approves the acquittal of Tamar Sea Rescue's successful 2024-2025 grant application from the 2025-2026 community grant funding pool.

Minute No. 25/142

DECISION

Moved: Cr Allen

Seconded: Deputy Mayor Cr Shegog

That Council:

1. Approves the acquittal of Tamar Sea Rescue's successful 2024-2025 grant application from the 2025-2026 community grant funding pool.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 7/0

*Cr Lyons entered the meeting at 3:10 pm.
Team Leader - Community left the meeting at 3.10pm*

13 COMMUNITY ASSETS

13.1 Asset 1 - Capital Works Project Budget Variations

REPORT AUTHOR: Director Community Assets - Dino De Paoli

REPORT DATE: 13 October 2025

ATTACHMENTS: 1. [13.1.1] CEO Approved Project Budget Adjustments

Director Community Assets entered the meeting at 3.11pm

RECOMMENDATION

That Council receives this report under the *Local Government Act 1993 section 82(7)* noting the capital works project budget adjustments approved under delegation by the Chief Executive Officer.

Minute No. 25/143

DECISION

Moved: Cr Ferguson

Seconded: Cr Ireland

That Council receives this report under the *Local Government Act 1993 section 82(7)* noting the capital works project budget adjustments approved under delegation by the Chief Executive Officer.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

Director Community Assets left the meeting at 3.12pm

14 PEOPLE, CULTURE & SAFETY

Nil

UNCONFIRMED

15 PETITIONS

Nil

UNCONFIRMED

16 NOTICE OF MOTIONS

16.1 Motions on Notice

16.1.1 Cr Larner - Proposed Motion for LGAT regarding State owned banks

MOTION ON NOTICE

That Council submits the following motion for consideration at the next LGAT meeting:

That LGAT:

Request the Tasmanian State Government to conduct a feasibility assessment of a pilot project state-owned combined insurance agency, regional banking and licensed post office to restore face-to-face banking services in regional Tasmania, starting with its base at Queenstown's LPO, in light of closure of their last bank in town.

MOTION

Moved: Cr Larner

Seconded: Cr Sladden

That Council submits the following motion for consideration at the next LGAT meeting:

That LGAT:

Request the Tasmanian State Government to conduct a feasibility assessment of a pilot project state-owned combined insurance agency, regional banking and licensed post office to restore face-to-face banking services in regional Tasmania.

PROCEDURAL MOTION

Minute No. 25/144

Moved: Deputy Mayor Cr Shegog

Seconded: Cr Allen

That the motion be put.

VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

DECISION

Moved: Cr Larner

Seconded: Cr Sladden

That Council submits the following motion for consideration at the next LGAT meeting:

That LGAT:

Request the Tasmanian State Government to conduct a feasibility assessment of a pilot project state-owned combined insurance agency, regional banking and licensed post office to restore face-to-face banking services in regional Tasmania.

VOTING

For: Deputy Mayor Cr Shegog, Cr Larner, Cr Lyons and Cr Sladden

Against: Mayor Cr Holmdahl, Cr Allen, Cr Ferguson and Cr Ireland

LOST 4/4

16.2 Motions without Notice

Nil

UNCONFIRMED

17 COUNCILLORS' QUESTIONS

17.1 Councillors' Questions on Notice

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

Cr Larner

Question 1: Tasmania and Western Australia do not require property agents to disclose landslip risks to buyers. At the ALGA AGM in June 2025, West Tamar Council's motion for a National Property Disclosure Standard was carried, but no response has been received from the Federal Government. How can Council urge ALGA to press the Australian Government for a national property disclosure standard?

Response: *Council is awaiting notification from the Australian Local Government Association (ALGA) before it takes any additional steps. I do not believe it is appropriate to interfere with ALGA's established processes. ALGA receives responses from the Federal Government and to date ALGA has not confirmed with Council if any response has been received.*

Question 2: The 2023 flash flooding at Beach Road Legana caused significant landslip, but the area's risk has not been reclassified. Properties on Flinders Street, Beauty Point, were sold without disclosing their 'Landslip A' classification, despite historical dwellings being structurally secure.

i) How can the State government or Mineral Resources Tas be approached to arrange accurate and consistent landslip classifications at Beach Road Legana, Flinders Street Beauty Point or any other landslip 'Medium-High Hazard' mapped properties in the municipality?

ii). Does Council intend to request relevant authorities to conduct accurate landslip assessments and/or reclassification for those properties affected in Flinders Street Beauty Point and Beach Road Legana?

Response: *Council has previously been briefed in relation to the above situation. I will organise for a briefing to be provided to you by the Director of Planning and Development and the Director of Community Assets.*

Question 3: i). Why does the *Draft West Tamar Growth Strategy* (Growth Strategy) plan for 'Growth Consolidation' in the extensive 'Landslip A' Flinders Street Beauty Point waterfront precinct, where building is currently not permitted?

Response: *The Growth Strategy is intended to be a high-level strategic document and Flinders Street remains part of the urban area of Beauty Point. The Growth Strategy will not regulate building standards.*

ii). How could the *Draft Amendment 01-2024* of the State Planning Provisions, with its particular focus on landslip and coastal erosion, allow future building in the 'Landslip A' zone through hazard management measures?

Response: *This is a question for the State Planning Office.*

iii). Since the goal is to avoid increasing risk to life, property and the environment during landslide event, it appears that there is less down-side risk to (absent) properties by those up-side of the waterfront: therefore, do the Building Act 2016 and Building Regulations 2016 accurately reflect the landslip hazard impacts for appropriate residential land use development in the Beauty Point waterfront 'Landslip A' area, given there is no 'down-side' property in danger of such risk?

Response: *This is a matter for the State Government.*

iv) What rationale can Council use to approach the State government for a review and amendment of the *Building Act 2016* and/or *Building Regulations 2016* to accommodate appropriate risk-mitigating residential development and engineered building on 'high-hazard' 'Landslip A' classified properties?

Response: *Council would need to form an endorsed position on this matter before advocacy could take place. The rationale for that decision is a matter for Council to determine.*

vi). Will Council request the State Government to direct review and amendment recommendation of the landslip provisions of the *Building Act 2016* or *Building Regulations 2016*?

Response: *There is no endorsed Council position to do this.*

vii). In the Growth Strategy for Beauty Point, why was the residential use land south of 30 Flinders Street mapped as 'Lifestyle area' when it has no landslip hazard classification and is more suitable for 'Growth Consolidation' than the properties to the north?

Response: *Councillors and all members of the West Tamar Municipality had an opportunity to provide feedback to Council via its consultation process.*

viii). Where is the evidence that the Consultant was aware of TasWater's advice about the at-capacity sewerage treatment plants and their impact on proposed residential growth?

Response: *Taswater has advised Council that it will not refuse a residential property being connected to the sewerage system where this service is available.*

ix). Given the lack of relevant detail in the 'growth consolidation' and residential use mapping, what is the (fixed) cost value of the Growth Strategy Consultant's contract?

Response: *I reject the assertion that the mapping has a "lack of relevant detail" - this is your opinion.*

The cost of the Strategic Growth Strategy process was approved in the 2025/2026 budget. The Strategic Growth Strategy is still in draft and is an overarching document, it is not intended to go to a granular level and is yet to be finalised.

Question 4: i). What adapted construction standards (if any) are to be met, with oversight of Council, for those existing dwellings which have suffered damage from an 'anomaly' rainfall event, such as those on Beach Road Legana?

Response: *Council does not set construction standards – this is a matter for the State Government.*

ii). For what reasons do these recently affected properties at Legana require, or not require, formal reclassification as to Landslip Hazard rating?

Response: *This is a matter for the State Government.*

iii). Since requirement for expert geotechnical reports of individual properties as to their actual level of landslip hazard may support development using appropriate engineering specifications for any new building applications for these sites, how may this approach assist planning for mapped 'growth consolidation' for Beauty Point in the Growth Strategy?

Response: *The growth Strategy will not go into granular detail. Revising the Landslip hazard categories is a matter for State Government.*

Question 5: While liability for property damage caused by landslip rests with the owner, 10 year liability for building construction failure rests personally with the Council's Building Inspector.

i). How can the State Minister for Local Government seek greater insurance liability protection for Council's in-house Building Surveyors under the Building Act 2016 or other relevant legislation?

Response: *This is a matter for the State Government.*

ii). While not core Council business, given the current crisis in affordable housing availability would Council consider employing an extra registered Building Surveyor dedicated to review lower cost housing developments in order to encourage and assist private sector initiative for such in this municipality?

Response: *There is no budget for additional FTE to be added to Councils establishment and at this stage there are no plans to engage an additional Building Surveyor.*

Question 6: How many West Tamar municipality businesses have been contacted or advised about the increased \$20,000 provision for the competitive 2025/2026 Business Grants and what are the names of those businesses?

Response: *318 business in the West Tamar Municipality have been contacted to date. It would not appropriate to list them in the Agenda.*

Question 7: The Department of Primary Industries Parks Water & Environment is in oversight of Council's application for development of the estuary Crown Lands at Gravelly Beach foreshore; the seawalls and coastal environmental considerations are their responsibility. The limestone rock sea walls of Stage 1 (completed) and ageing concrete barrier wall existing at Stage 1 & Stage 2 are being undermined by action of salty waves, but these items are not addressed in the Stage 1 nor Stage 2 Masterplan designs.

The impressive recent upgrade of the Beauty Point foreshore with generous government grant includes non-eroding dolerite rock sloped revetment supporting the connector footpath to Seahorse World & Aquarium, which serves as an effective buffer to wave action.

How can Council negotiate with Parks to amend the Masterplan Stage 2 to satisfy environmental and erosion concerns before proceeding with the Gravelly Beach project using the available grant money?

Response: *Council has endorsed the Gravelly Beach Masterplan. No negotiations will occur on anything outside of the current endorsed plans.*

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Cr Manticas

Question 1: What actions is Council considering, if any, to address the seawall concerns raised by the Kelso community?

Response: *Council officers will be contacting Parks and Wildlife to clarify the limits of responsibility between Parks and Council in respect to foreshore erosion issues. In anticipation of Council being responsible for sea wall construction to provide protection to the road, officers will prepare a concept design and cost estimate for recommended works that can be workshopped with Council ahead of future budget decisions.*

Question 2: Will Council replace the trees that were removed in Yarrabi Way, Legana, and if so, when?

Response: *There were a small number of trees removed from the Yerrabi Way reserve a few years ago in order to undertake the construction and duplication of drainage pipework. There have been no plans to date to replace those trees.*

Question 3: When does Council anticipate commencing Stage 1 of the Greens Beach Masterplan?

Response: *Subject to receipt of a Reserve Activity Assessment approval from Parks and Wildlife to undertake work on Parks managed land, it is anticipated that the first stage of works will commence in the first quarter of the new calendar year.*

Question 4: When does Council expect works to commence on the new Orchards playground?

Response: *A tender for the early works package at the Orchards playground has been issued and officers will be seeking Council approval to award that contract at the November Council Meeting. The package of work for playground equipment supply and installation will be tendered in the coming weeks with approval to award that contract planned to come to Council at the December Council Meeting. The commencement of works will be dependent on supplier availability, however, officers are working toward a completion of the project by the end of March 2026.*

Question 5: When does Council expect the new basketball court at Beaconsfield to be completed?

Response: *The installation of post, backboard and ring is expected to be completed by the end of October. Officers are confirming with the line marking supplier for the timing to complete line marking due to delays following recent inclement weather.*

17.2 Councillors' Questions without Notice

Cr Sladden

Question 1: It's just regarding the augmentation of our waste recycling. And I notice that the recycle rewards program has really taken off in West Tamar. I think in July we hit over 500,000 deposits just at the Windsor one down here which has raised \$50,000 to the community, either individuals or their selected charities and they've had to put in a second one in Beaconsfield, I believe, as well. So this is obviously something that our community wants to do. When I was interstate recently, I spotted alongside regular waste bins, and I did send a picture of this to councillors, a simple basket mechanism where people could put in aluminium cans or glass bottles for other members of the community to come and collect them. Now, there may be some certain occupational health and safety things that need to be addressed here, but I thought it was such a simple idea and a way of capitalising on what we're already doing well. My question is, would it be possible for Council to look into the pricing of such an idea in the municipality and where and how that might work, just that additional waste basket for recycling alongside, especially in our high use areas, maybe Greens Beach or Beaconsfield and in and around Windsor?

Response: *We can certainly take that question on notice, Councillor Sladden, and supply you with the answers that you want to that question.*

Cr Ferguson

Statement: Last YAC meeting there was discussion about maintenance of the underpass for the school at times being untidy and graffitied. the Infrastructure Manager might expect some contact, probably through our council officers actually on that from that last meeting.

Also just to report back to Council that the Infrastructure Manager got back to YAC and informed them that the school zone sign is actually not in the best position and that is being re-evaluated. That came through YAC feedback, so that was pleasing to have that come back, thank you for following that up, Dino.

Cr Lyons

Statement: I did a walk through with other councillors of the goat track at Exeter with a member of the community, Barry Blenkhorn, who pointed out his concerns about the potential subdivision in that whole area, and it was really worthwhile doing. It cemented my view that it's going to take a considerable amount of entrepreneurial skills to get any subdivision up in that area. I just thought I should report that to Council.

Cr Shegog

Statement: I went to a meeting with Rick Marton and I think most people would probably know Rick around the table, he's actually now the new weather man. He's starting up a project called Rosie's Reading that some of you may or may not be aware of. He wishes to also launch it into this local government area. There was the Minister for Education and so on and so on there. So, I just wanted a heads up that there'll

probably be a presentation from Rick at maybe the next council meeting potentially or the workshop prior to.

Cr Allen

Question 1: If I could just have a follow up on the disabled parking bays in Grubb Street, Beaconsfield and Charles Street near the post office?

Statement: The Tamar Valley Wine festival on Saturday was a very successful day. There were 1,200 paying patrons and that doesn't include all the volunteers on the day and all the stallholders and their families, it was a very successful day.

Cr Ireland

Statement: We're in the architectural awards season coming up and we usually end the process by having an awards ceremony and, quite frankly, the awards ceremonies has very few people turn up and it's very exclusive. I was wondering whether it would be feasible to combine the architectural awards on Australia Day, so that would probably add another 20 minutes to the Australia Day process, but it means that it gives people a bit more kudos. They've gone to all the effort of winning this prize and there are four other people watching it happen. If it happened at the Australia Day awards in January then I think it would be good, more kudos, give more publicity to the actual awards and it saves us organising a second event, adds half an hour to our ceremony and everybody would be very happy.

Response: *I think that's a great idea, and it would also make people aware of some of the amazing architecture. Councillor Ireland and I are two of the assessment committee members and the last year they were really quite something. I think it's a great idea, and maybe we'll discuss that at our next workshop and see how we can make it happen.*

Cr Larner

Question 1: Just by way of harking back to the idea of the government bank, I did offer, or I have on offer, another PowerPoint presentation on the Bank of North Dakota and the model that it runs, which might give some insight as to how a state bank doesn't necessarily compete with private banks. Just wondering whether that would be possible to present?

Response: *I would suggest that you send it around to all the councillors, I think that would be a start. And then if there is an interest to continue the discussion, I'm sure they'll let us know. But in the first instance, perhaps email it to all the councillors and also to the executive team as well.*

Question 2: *This question was refused by the Chair as it did not meet the requirements of Regulations 33(3)(d) and 34(2)(b) of the Local Government (Meeting Procedures) Regulations 2025.*

Cr Holmdahl

Statement: I was driving down Grubb Street the other day in Beaconsfield, and I'd like to commend the people that run the online access centre. The courthouse looks fabulous from the street. Our works department have done a bit of painting as I understand it, but the garden looks really lovely, the building actually pops. So full marks to the team at the online access centre in Beaconsfield.

Point of Order called by Cr Ferguson at 3.44pm

Cr Shegog

Question 1: Has there been any new date for the opening of the Beauty Point Foreshore?

Response: *Yes, it's the 15th of November.*

17.3 Responses to Previous Questions on Notice

Cr Shegog

Question 1: I've had a comment from a member of the public who booked out the Community Hall at Beaconsfield, one of their events they had a total of 180 people but there were insufficient tables and they had to go to the Winkleigh Hall and move a number of tables from the Winkleigh Hall to the Beaconsfield Hall. I'm just wondering we have got enough tables but they weren't all found on the day?

Response: *Council has recently been replacing some furniture at our halls that were identified as broken, missing or no longer fit for purpose. Council has purchased 20 new tables for the Beaconsfield Hall however 8 of those tables were temporarily required for use at the Windsor Chambers during the fit out. As the Council Chambers permanent table has now been installed, those 8 tables will be relocated to Beaconsfield Hall. There should be approximately 200 chairs onsite.*

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 16 September 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.

Community Assets

9.1 Contract No. WTC 26/2025 Windsor Precinct Olympic 2 Reconstruction

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.

9.2 Contract No. WTC 22/2025 Refurbish Bonnie Beach and Deviot Pontoons

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.

9.3 Contract No. WTC 30/2025 Roadside Slashing Program 2025-2026

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.

Minute No. 25/145

DECISION

Moved: Cr Ireland

Seconded: Cr Sladden

That, pursuant to Section 17(1) of the *Local Government (Meeting Procedures) Regulations 2025*, Council close the meeting to the public at 3.46pm to discuss the following items:

Confirmation of Minutes

2.1 Confirmation of Minutes of Closed Meeting held 16 September 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.

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VOTING

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

Against: Nil

CARRIED UNANIMOUSLY 8/0

REQUIRES ABSOLUTE MAJORITY OF COUNCIL

19 OUT OF CLOSED MEETING

DECISION

That Council:

1. Moves out of Closed Meeting at 4.31 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

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20 CLOSURE

There being no further business, the meeting closed at 4.31 pm.

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