



City of
LAUNCESTON

COUNCIL MINUTES

**COUNCIL MEETING
THURSDAY 27 MARCH 2025
1.00PM**

The Ordinary Meeting of the City of Launceston Council was held at the Council Chambers, Town Hall, St John Street, Launceston:

Date: 27 March 2025

Time: 1:00 pm

Certificate of Qualified Advice

Background

To comply with section 65 of the *Local Government Act 1993* (Tas):

1. A General Manager must 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.
2. A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless -
 - (a) the General Manager certifies, in writing -
 - (i) that such advice was obtained; and
 - (ii) the General Manager took the advice into account in providing general advice to the council or council committee; and
 - (b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the General Manager's certificate.

Certification

I certify that:

- (i) the advice of a qualified person has been sought where required;
- (ii) this advice was taken into account in providing general advice to the council or council committee; and
- (iii) a copy of the advice, or a written transcript or summary of advice provided orally, is included with the agenda item.



Sam Johnson OAM
Chief Executive Officer

VIDEO and AUDIO STREAMING of COUNCIL MEETINGS

The video and audio of open sessions of ordinary Council meetings and special Council meetings that are held in the Council Chambers at Town Hall, will be streamed live via the Council's meeting stream channel on YouTube.

Video audio streaming and recording of this Council Meeting, except for any part held in Closed Session, will be made in accordance with our Video and Audio Streaming of Meetings Policy - 17-Plx-017.

This Council Meeting was streamed live to and can be accessed at:
www.launceston.tas.gov.au/Council/Meetings/Watch-and-Listen.

The audio-visual recording equipment will be configured in a way which avoids coverage of the public gallery area and Council will endeavour to ensure images in this area are not streamed. However, Council expressly provides no assurances to this effect and by entering or exiting the Council Chamber or by remaining in the public gallery area, it is assumed that consent has been given to the Council to broadcast images and audio recordings.

The Mayor or their representative will provide notice that the meeting will be recorded through live streaming. By attending a Council meeting, attendees will be taken to have consented to their image, speech or statements being live streamed.

For further information, please refer to our Video and Audio Streaming of Meetings Policy and our Privacy Policy available at:
<https://www.launceston.tas.gov.au/Council-Region/Legislation-and-Policy/Policy>

The following information was provided to members of the public in respect of attendance at the Council Meeting.

PUBLIC QUESTION TIME - AGENDA ITEM 8

Questions received in writing by close of business Wednesday of the week prior to the Council Meeting are treated as Questions on Notice. Your question and an answer will be published in the Agenda of the Council Meeting. Questions may be submitted to the Chief Executive Officer at contactus@launceston.tas.gov.au, PO Box 396, Launceston TAS 7250, or Town Hall, St John Street, Launceston.

If attending the Council Meeting in person, you may ask up to three questions during Public Question Time. If accepted, your questions will be either answered at the Meeting or Taken on Notice and answered at a later Council Meeting.

PUBLIC COMMENT ON AGENDA ITEMS

When attending the Council Meeting, you will be asked if you wish to comment on an item in the Agenda. Prior to debate on that Agenda Item, you will be invited by the Chair to move to the public microphone at the doors to the Council Chambers and state your name and address.

Please note the following important information:

- Each item on the Agenda includes a Recommendation prepared by a Council Officer.
- You may speak for up to two minutes, either for or against the Recommendation.
- You may not ask questions or enter into debate with Councillors or Council Officers.
- Your statement is not to be defamatory, inappropriate or abusive, or be intended to embarrass any person, including Councillors or Council Officers.
- The Chair may direct you to stop speaking if you do not follow these rules, or if your statement repeats points that have already been made.
- Audio from our Council Meetings is streamed live via YouTube.

Your respectful contribution is welcome and appreciated.

LEGISLATIVE TERMINOLOGY - GENERAL MANAGER

At the City of Launceston, 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.

Present:

Mayor Councillor M K Garwood
Councillor D C Gibson
Councillor A G Harris
Councillor T G Walker
Councillor Prof G Razay
Councillor J J Pentridge
Councillor A J Palmer (retired from meeting at 5.36pm)
Councillor S Cai (retired from meeting at 4.28pm)
Councillor A J Britton

In Attendance:

Sam Johnson OAM (Chief Executive Officer)
Richard Jamieson (Acting Executive Leader Community Assets and Design)
Leanne Purchase (Acting Executive Leader Connections and Liveability)
Nathan Williams (Executive Leader Delivery and Performance)
Rosanna Coombes (Executive Leader Strategy and Innovation)
Shane Fitzgerald (Director Queen Victoria Museum and Art Gallery)
Zara Dawtrey (Senior Communications Officer)
Matt Morgan (Acting Senior Leader Governance)
Kelsey Hartland (Team Leader Governance)
Duncan Payton (Town Planner) (Agenda Items 11.1, 11.2, 11.3 and 11.4)
Sonia Smith (Team Leader Infrastructure Development) (Agenda Items 11.1, 11.2, 11.3 and 11.4)
Iain More (Senior Town Planner - Policy and Projects) (Agenda Item 11.3)
Michelle Ogulin (Senior Leader Liveable Communities) (Agenda Item 17.1)
Linda Page (Team Leader Community Development) (Agenda Item 17.1)
Colin James (Community Development Officer) (Agenda Item 17.1)
Justin Dale (Senior Leader Community Connections) (Agenda Item 17.2)
Eve Gibbons (Business Leader Carr Villa) (Agenda Item 17.2)
Erica Deegan (Senior Leader Infrastructure and Engineering) (Agenda Items 19.1 and 19.2)
Michael Newby (Senior Leader Infrastructure Planning) (Agenda Item 19.3)
Liam Seymour (Senior Leader Building Assets and Investigations) (Agenda Items 20.1 and 20.2)
Duncan Campbell (Team Leader Legal Services) (Agenda Items 20.1, 20.2 20.6, 20.7 and 20.9)
Sharin Imlach (Lease Officer) (Agenda Items 20.1 and 20.2)
David Mullenger (Senior Leader Health and Compliance) (Agenda Item 20.3)
Samuel Kelty (Senior Leader Finance) (Agenda Item 20.5)

Apologies:

Councillor A E Dawkins
Councillor L M McMahon

Leave of Absence:

Deputy Mayor Councillor D H McKenzie

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1. OPENING OF MEETING - ATTENDANCE AND APOLOGIES

The Mayor, Councillor M K Garwood, opened the Meeting at 1.00pm and noted apologies from Councillor DH McKenzie, Councillor A E Dawkins and Councillor L M McMahon.

During the opening of the meeting, a Notice of Motion for No confidence in Cr. Matthew Garwood, Mayor of Launceston was received from Councillor T G Walker from the floor.

The Mayor acknowledged Councillor T G Walker's Notice of Motion, circulated to all Councillors present just prior to the meeting opening.

Pursuant to Regulation 16 of the *Local Government (Meeting Procedures) Regulations 2015*, the Mayor accepted the Notice of Motion without notice.

The Mayor, Councillor M K Garwood, handed the Chair to Councillor A G Harris and withdrew from the Meeting at 1:05 pm

NOTICE OF MOTION - COUNCILLOR T G WALKER - NO CONFIDENCE IN CR. MATTHEW GARWOOD, MAYOR OF LAUNCESTON

Councillor AG Harris handed the chair to Councillor D C Gibson at 1.21pm
Councillor A G Harris resumed the chair at 1.22pm

DECISION: 27 March 2025

MOTION

Moved Councillor T G Walker, seconded Councillor A J Palmer.

I move the Launceston Council has no confidence in Cr. Matthew Garwood for bring the council into dispute and failure to lead the community, as per parts 7 and 8 of the *Local Government (Code of Conduct) Order 2024*.

Part 7 - Relationships with community, councillors and council employees

1. A councillor must -

- (a) treat all persons fairly; and***
- (b) not to cause a reasonable person offence or embarrassment; and***
- (c) not bully or harass a person.***

2. A councillor must -

- (a) listen to, and respect, the views of other councillors in council and committee meetings and all other proceedings of the council***

Part 8 - Representation

4. A councillor must clearly indicate if a view put forward by a councillor is a personal view.

5. A councillor's personal views must not be expressed publicly in such a way as to -

- (a) undermine the decisions of the council; or***
- (b) bring the council in disrepute.***

6. A councillor must show respect when expressing personal views publicly.

7. A councillor's personal conduct must not reflect, or have the potential to reflect, adversely on the reputation of the council.

CARRIED 5:3

FOR VOTE: Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor A J Palmer and Councillor A J Britton

AGAINST VOTE: Councillor Prof G Razay and Councillor J J Pentridge

ABSTAINED FROM VOTE: Councillor S Cai

ABSENT AT TIME OF VOTE: Mayor Councillor M K Garwood

Council adjourned for a break at 1.27pm
Council resumed following the break at 1.35pm

The Mayor, Councillor M K Garwood, re-attended the Meeting and resumed the Chair at 1.35pm before providing an Acknowledgment of Country.

2. MAYORAL ACKNOWLEDGEMENTS

There were no Mayoral Acknowledgements for this Meeting

3. DECLARATIONS OF INTEREST

Local Government Act 1993 (Tas) - section 48

(A councillor must declare any interest that the councillor has in a matter before any discussion on that matter commences).

For transparency, the Mayor Councillor M K Garwood, Councillor A G Harris, Councillor T G Walker and Councillor A J Britton noted that they were listed for consideration as representatives for the Council at Agenda Item 22.6. Representation at the Australian Local Government Association's 2025 National General Assembly.

4. CONFIRMATION OF MINUTES

4.1. Confirmation of Minutes

Local Government (Meeting Procedures) Regulations 2015 - Regulation 35(1)(b)

RECOMMENDATION:

That:

1. Council notes in the Minutes of the Ordinary Council Meeting of the City of Launceston Council held on 6 March 2025, the following questions and responses were omitted from Item 8.2.2 Public Questions Without Notice - Jim Dickenson - Albert Hall Refurbishment - 6 March 2025:

1. I'm aware that a guaranteed maximum price contract was made with Shape of \$13.3m and it was tailored to minimize the risk of overruns and Council is holding a \$700,000 contingency. The Shape contract is expected to fall within budget with a contract completion date of 27 March 2025 but an extension of time is being considered. The total Albert Hall renewal project contract is \$17m which includes the extra Council funding of \$5.6m.

Today's agenda includes a closed Council item as it says information that is if disclosed might confer a commercial advantage or disadvantage. So that the closed meeting has been called to discuss business, which in effect to me, is discussing Finance. So something's gone wrong, I've given you all the facts and figures regarding money and finances so what has gone wrong that the financial position needs to be discussed behind closed doors?

The Mayor, Councillor M K Garwood, responded by saying that it is not necessarily that anything has gone wrong. As this is a closed Council agenda item we will not be able to delve into those facts and figures but there could be conversation around extra scope of some additional works that this Council might or might not look to be exploring in the capacity of additional works inside the venue.

2. In making the comment about additional work that implies money which implies finances. So all the figures that I've read out, you are not disputing those, that what I have said is correct - \$17m is the total price?

The Mayor, Councillor M K Garwood, advised that a discussion would be held in closed session and that he would not repeat the figures reported in the Council documents.

2. the inclusion of the omitted questions in Item 8.2.2 Public Questions Without Notice - Jim Dickenson - Albert Hall Refurbishment - 6 March 2025 will renumber the remainder of Mr Dickenson's questions to 3, 4 and 5.

3. the Minutes of the Ordinary Council Meeting of the City of Launceston held on 6 March 2025, as amended by Recommendations 1. and 2. above, be confirmed as a true and correct record.
-

DECISION: 27 March 2025

MOTION

Moved Councillor D C Gibson, seconded Councillor A J Palmer.

That:

1. Council notes in the Minutes of the Ordinary Council Meeting of the City of Launceston Council held on 6 March 2025, the following questions and responses were omitted from Item 8.2.2 Public Questions Without Notice - Jim Dickenson - Albert Hall Refurbishment - 6 March 2025:
 1. I'm aware that a guaranteed maximum price contract was made with Shape of \$13.3m and it was tailored to minimize the risk of overruns and Council is holding a \$700,000 contingency. The Shape contract is expected to fall within budget with a contract completion date of 27 March 2025 but an extension of time is being considered. The total Albert Hall renewal project contract is \$17m which includes the extra Council funding of \$5.6m.

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The Mayor, Councillor M K Garwood, responded by saying that it is not necessarily that anything has gone wrong. As this is a closed Council agenda item we will not be able to delve into those facts and figures but there could be conversation around extra scope of some additional works that this Council might or might not look to be exploring in the capacity of additional works inside the venue.

2. In making the comment about additional work that implies money which implies finances. So all the figures that I've read out, you are not disputing those, that what I have said is correct - \$17m is the total price?

The Mayor, Councillor M K Garwood, advised that a discussion would be held in closed session and that he would not repeat the figures reported in the Council documents.

2. the inclusion of the omitted questions in Item 8.2.2 Public Questions Without Notice - Jim Dickenson - Albert Hall Refurbishment - 6 March 2025 will renumber the remainder of Mr Dickenson's questions to 3, 4 and 5.
3. the Minutes of the Ordinary Council Meeting of the City of Launceston held on 6 March 2025, as amended by Recommendations 1. and 2. above, be confirmed as a true and correct record.

CARRIED 9:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton
AGAINST VOTE: Nil

5. COUNCIL WORKSHOPS

Local Government (Meeting Procedures) Regulations 2015 - Regulation 8(2)(c)

5.1. Council Workshop Report - 13 March 2025 and 20 March 2025

FILE NO: SF4401

AUTHOR: Lorraine Wyatt (Team Leader Executive Support)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider Council Workshops conducted since the last Council Meeting.

RELEVANT LEGISLATION:

Local Government (Meeting Procedures) Regulations 2015 - Regulation 8(2)(c)

RECOMMENDATION:

That Council, pursuant to Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, notes the Council Workshops conducted and attended since the last Council Meeting, for the purposes described:

1. Workshop conducted on 13 March 2025:

Launceston Central Bi-Annual Reporting

Councillors received a biannual progress report from representatives of Launceston Central Inc., updating them on developments since the last workshop presentation held on 29 August 2024.

Fees and Charges

Councillors considered the draft schedule of proposed Fees and Charges for 2025/2026.

Basin Chairlift Redevelopment

Councillors received an update on the Basin Chairlift redevelopment process following discussions with the proponents.

Councillor Leadership Training

Councillors participated in Leadership Training.

In Attendance: Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor L M McMahon, Councillor S Cai and Councillor A J Britton

Apologies: Mayor Councillor M K Garwood, Deputy Mayor Councillor D H McKenzie and Councillor A E Dawkins

2. Workshop conducted on 20 March 2025:

St Leonards and Waverley Neighbourhood Plan - Project Update

Councillors received an update from the project team on the St Leonards and Waverley Neighbourhood Plan project.

Annual Plan and Budget 2025/2026

Councillors reviewed the draft Proposed Annual Plan and Proposed Statutory Estimates 2025/2026 (Budget).

Theatre North

Councillors received a presentation and participated in discussion relating to the Theatre North, Albert Hall and Princess Theatre redevelopments.

In Attendance: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A E Dawkins, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton

Apologies: Deputy Mayor Councillor D H McKenzie and Councillor L M McMahon

DECISION: 27 March 2025

MOTION

Moved Councillor D C Gibson, seconded Councillor A G Harris.

That Council, pursuant to Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, notes the Council Workshops conducted and attended since the last Council Meeting, for the purposes described:

1. Workshop conducted on 13 March 2025:

Launceston Central Bi-Annual Reporting

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Apologies: Mayor Councillor M K Garwood, Deputy Mayor Councillor D H McKenzie and Councillor A E Dawkins

2. Workshop conducted on 20 March 2025:

St Leonards and Waverley Neighbourhood Plan - Project Update

Councillors received an update from the project team on the St Leonards and Waverley Neighbourhood Plan project.

Annual Plan and Budget 2025/2026

Councillors reviewed the draft Proposed Annual Plan and Proposed Statutory Estimates 2025/2026 (Budget).

Theatre North

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In Attendance: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A E Dawkins, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton

Apologies: Deputy Mayor Councillor D H McKenzie and Councillor L M McMahon

CARRIED 9:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton

AGAINST VOTE: Nil

6. COUNCILLORS' LEAVE OF ABSENCE APPLICATIONS

No Councillors' Leave of Absence Applications were identified as part of these Minutes

7. COMMUNITY REPORTS

(Community Reports allow an opportunity for Community Groups to provide Council with a three minute verbal presentation detailing activities of the group. This report is not intended to be used as the time to speak on Agenda Items; that opportunity exists when that Agenda Item is about to be considered. Speakers are not to request funding or ask questions of Council. Printed documentation may be left for Councillors).

No Community Reports were identified as part of these Minutes

8. PUBLIC QUESTION TIME

Local Government (Meeting Procedures) Regulations 2015 - Regulation 31

8.1. Public Questions on Notice

Local Government (Meeting Procedures) Regulations 2015 - Regulation 31(1)

8.1.1. Public Questions on Notice - Ron Baines - Division of 2 Invermay Road into two lots - 6 March 2025

FILE NO: SF6381

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 6 March 2025 by Ron Baines, have been answered by the Team Leader Planning Assessments.

Questions:

1. Number 2 Invermay Road is to be divided into two lots. I would like to know why and which section of that area is being divided in two?

Response:

The Council is seeking to subdivide its land at 2 Invermay Road, Invermay TAS 7248 (Certificate of Title Volume 180240 Folio 2) into two lots.

If the new lots are created, the Council will be able to implement its 14 November 2024 decision to transfer the new lot containing York Park and associated land totalling approximately 5.16ha to Stadiums Tasmania. The other lot, totalling approximately 16.1ha, will remain in the Council's ownership.

2. Where is the dividing line between No 2 Invermay Road and number 4?

Response:

The subdivision plan below details the proposed lot boundary.



Document Set ID: 5191822
Version: 2, Version Date: 20/02/2025

8.1.2. Public Questions on Notice - Jim Dickenson - Albert Hall Refurbishment - 6 March 2025

FILE NO: SF6381

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 6 March 2025 by Jim Dickenson, have been answered by the Senior Leader Building Assets and Investigations.

Questions:

[Regarding Albert Hall]

1. The Architects and Commercial Project Delivery are rarely mentioned in Council agendas. Commercial Project Delivery were appointed by Council as a specialist building management firm but they never been mentioned in the last couple of years in the agenda. What have they been doing and if we are assuming they are doing it adequately, why is the Albert Hall item in today's meeting in closed session?

Response:

The Architect and Commercial Project Delivery are performing the roles they are engaged to undertake on behalf of City of Launceston.

The reason the agenda item was in Closed Council is as per the Council Agenda Item 24.2:

24.2. Albert Hall Redevelopment Project

REASON FOR CLOSED COUNCIL:

*This item is **CONFIDENTIAL** in accordance with regulation (15(2)(b) of the Local Government (Meeting Procedures) Regulations 2015, which permits the meeting to be closed to the public for business relating to the following: (b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.*

2. I would also like a reply to what Commercial Project Delivery has been doing?

Response:

Commercial Project Delivery's role is to provide project management and superintendent services for the Eastern Wing construction. They are also providing project management services for upgrades to the Great Hall and other rooms in the original Hall.

3. There has been little happening at Albert Hall, has Shape shot through?

Response:

Council's approved contractor (Shape) are progressing in accordance with the contracted works. At present, and inline with the project plan, internal fitout of the building is being undertaken.

8.1.3. Public Questions on Notice - Rocelyn Ives - Pesticide Spraying and City of Launceston's No Spray Register - 6 March 2025

FILE NO: SF6381

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 6 March 2025 by Rocelyn Ives, have been answered by Senior Leader City Amenities.

Questions:

1. What training regime and what accountability is in place by Council for the contractors using sprays in public spaces and thoroughfares?

Response:

Our contractors are required to comply with the Code of Practice for Spraying in Public Places as the minimum acceptable standard. This includes holding Certificates of Competency for all aspects of spraying in public areas.

The use of agricultural chemicals in Tasmania is regulated under the Agricultural and Veterinary Chemicals (Control of Use) Act 1995 and its associated regulations.

2. Would Council review the processes required for registration of no spraying of herbicides and consider the sensible practice of Meander Council where, once registered, registration is ongoing and only when the property owner/s wish to be removed from the register is notification required? At the very least would COL Council require only bi-annual checks to re affirm ongoing no spraying regime?

Response:

Council has recently reviewed the process in relation to the No Spray Register in the last 12 months. Previously residents could apply and were granted the request and put on the No Spray Register. This was to be found to be outside the requirements within the Code of Practices.

The below outlines the need for the review.

Section 2:

- 2.25. Property owners and other individuals must not use chemical products on public land unless a written agreement to do so has been reached with Council authorities.*

2.26. *Property owners who request the Council to desist from spraying in front of their properties on public land must prepare a proposed pest control plan detailing how they intend to control the problem themselves. The plan must be approved by the Council and carried out in a timely manner. If the issue is not dealt with satisfactorily, the Council may resume responsibility for the maintenance of the land using chemical products if necessary. This is reviewed yearly so as to capture non-compliance within the register and if property has changed hands.*

8.1.4. Public Questions on Notice - Noel Christensen - Costs Associated With City Park Monkeys - 6 March 2025

FILE NO: SF6381

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions submitted to Council on 6 March 2025 by Noel Christensen, have been answered by the Executive Leader Connections and Liveability.

Questions:

1. How much has City of Launceston spent on the monkeys to this point and what is the current annual budget for upkeep of the monkeys?
2. How much will it cost to implement the extermination plan of them over the next 25 years?
3. How much money so far, currently and in the future will the monkeys cost the City of Launceston?

Response:

The annual budget for the City Park Macaques is approximately \$150-160,000 per annum. This amount covers the day-to-day care of the macaques such as employee costs, food and general maintenance of the enclosure.

The further information sought by Mr Christensen is being collated by Council Officers and will be included in the agenda for the next Council Meeting.

8.1.5. Public Questions on Notice - Robin Smith - Traffic Study Reports, Swastika Graffiti - Blockie Route Complaints Received By Launceston Safer Communities Partnership - 6 March 2025

FILE NO: SF6381

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 6 March 2025 by Robin Smith, have been answered by the the Senior Leader Infrastructure and Engineering, Senior Leader City Amenities and, Senior Leader Liveable Communities.

Question:

1. [Regarding the report City of Launceston, Launceston City Heart Project, Two-way Street Conversion, Preliminary Traffic Assessment]. With regard to the City Heart stage two plan to convert Charles Street from one-way to two-way, would it surprise you that the rush hour, the busiest single hour of traffic during the week is eleven o'clock on a Saturday night and the second busiest hour of the week is eleven o'clock on a Friday night?

Do you think that would have a bearing on the reports, the statistics given to Gehl for the report [Public Spaces Public Life Report] perhaps would not have picked up that 11pm on Saturday night was busy traffic time? If that is what their focus was on, they might not have realised.

Response:

Officers have reviewed both named reports in light of this question. The statistic mentioned is not specifically noted in either report and does not represent the traffic count datasets obtained for the CBD. Officers have compiled traffic counts for various CBD streets, as shown in the table below, which lists the number of vehicles per hour recorded over approximately one week. The 11 pm figures represent the higher count between the 10-11 pm and 11pm -12 am time slots, which is almost always 10-11 pm. The data indicates that night-time traffic volumes are higher on weekends (Friday and Saturday nights) compared to weekdays. However, daytime peak values consistently exceed night-time traffic volumes.

Table 1 - Peak hour traffic volumes (vehicles per hour)

	Charles St (Sep 2019)	St John St (Aug 2019)	George St (Jan 2025)	Paterson St (Aug 2024)	York St (Sep 2016)
AM Peak 8-9am weekdays	330	370	410	450	550
PM Peak, varies, 3-6pm weekdays	280	390	440	450	620
11pm Saturday	120	150	290	400	360
11pm Friday	90	90	295	330	320
11pm Mon-Thu	30	30	60	50	180

2. I asked at the City of Launceston Annual General Meeting if the City of Launceston, Launceston City Heart Project, Two-way Street Conversion, Preliminary Traffic Assessment could be peer reviewed. The advice was that it had already been by Dr Bruce Corben of Corben Consulting in 2015. Can this report be made available to me please?

Response:

A copy of the review has been provided to Mr Smith.

3. Have council removed any swastika graffiti from council or private property and if so, from what property, how often and when?

Response:

Yes, we have, but the occurrences are quite sporadic, primarily affecting toilet blocks. There is a noticeable increase when incidents are publicised in the media, but we handle a maximum of six cases within a three month period. Our services are limited to Council owned buildings and do not extend to private properties. We do not maintain records of specific graffiti incidents; they are logged generally with the corresponding address.

4. [Further to item 8.1.5. Public Questions on Notice Thursday 13 February 2025 regarding complaints held by City of Launceston's Customer Service on CBD 'Blockie' driving]. The Launceston Safer Communities Partnership is embedded within Council, are you able to report if they have received any complaints from residents or members of the public about ferocious driving?

Response:

Officers are not aware of any complaints having been made about ferocious driving. The Launceston Safer Communities Partnership (LSCP) has not met for a period having been dissolved in September 2024 due to declining membership and a lack of meaningful outcomes. It is anticipated that traffic calming initiatives as part of City Heart Stage 2 will achieve improvements to driving behaviour through the CBD.

8.1.6. Public Questions on Notice - Robin Smith - Personal Mobility Device (PMD) / E-scooter Use in Bicycle Lanes - 19 March 2025

FILE NO: SF6381

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following question, submitted to Council on 19 March 2025 by Robin Smith, has been answered by Senior Leader Infrastructure and Engineering.

Question:

1. I have sought through several previous meetings to clarify e-scooter use in Launceston bicycle lanes. In meeting minutes 6th March 2025 council officers provided the following:

'Bicycle lanes on roads are not permitted for PMD's where dividing lines are present, has a median strip or the posted speed is greater than 50kp/h. Bicycle lanes refer to on the roadway and are separated from other vehicles by line marking,...'

With respect, irrespective of the above listed caveats, would it not then be both clearer and correct to say that under Tasmanian Road Rules 'PMD (e-scooters) are forbidden to be used in bicycle lanes', period?

Response:

No, PMDs are not forbidden from being ridden in bicycle lanes. The caveats listed within the question form part of the Road Rules. If a bicycle lane was present on a road with a posted speed less of than 50 km/h and no dividing lines then a PMD would be legally permitted to travel in the lane. However it is noted that generally bicycle lanes are on roads with dividing lines. As such, PMDs are generally not able to be ridden in bicycle lanes.

8.1.7. Public Questions on Notice - Robin Smith - E-scooter Expenditure and Revenue - 20 March 2025

FILE NO: SF6381

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 20 March 2025 by Robin Smith, have been answered by Team Leader Transport.

Questions:

1. Are you in a position to advise how many officer hours have been expended on the e-scooter programme from conception, trial year, evaluation, subsequent enhancements and operations or perhaps estimated cost to council relating to the same.

Response:

The initial Personal Mobility Device (PMD) trial period utilised the highest officer contact hours. This however did not exceed 5% of officer resources overall. This included review and assessment of performance indicators.

Following conclusion of the trial period, officer resourcing demand has further reduced and represented a small proportion of officer time.

2. On what basis does council receive revenue from the hire-and-ride e-scooter - (per day per e-scooter and/or a percentage of hire-and-ride revenue) and if so, how much?.

Response:

PMD Operators are required to pay a one off annual permit fee to operate within the City of Launceston, unlike other LGA's who operate on a fee per use structure. The initial trial period attracted no fees, however the following 2 consecutive seasons have attracted an annual fee of \$7000.00. This fee was set to fully recover all officer, contract management and parking bay maintenance expenditure involved with the trial and ongoing management of Micro Mobility in Launceston.

-
3. What revenue has council received from the dedicated (38?) on-street hire-and-ride parking spaces?

Response:

As above, the annual permit fee was set to fully recover all officer, contract management and parking bay maintenance expenditure involved with the trial and ongoing management of Micro Mobility in Launceston.

8.2. Public Questions Without Notice

Local Government (Meeting Procedures) Regulations 2015 - Regulation 31(2)(b)

8.2.1. Public Questions Without Notice - Noel Christensen - Mannekin Pis Statue in the Hart Conservatory - 27 March 2025

- 1. Is the functioning statue of Mannekin Pis in the Hart Conservatory, City Park, to be affected in any way by the proposed renovations due to commence soon?**

The Mayor, Councillor M K Garwood, advised that this question would be Taken on Notice and a response provided in the Council Agenda of 17 April 2025.

8.2.2. Public Questions Without Notice - Daniel Hawes - Homelessness Advisory Committee Meetings and Support for Homeless Community - 27 March 2025

- 1. Has the Homelessness Advisory Committee held meetings since November 2023, and if so, why are the minutes not available?**
- 2. What specific steps is the Council taking to remove “red tape” and facilitate effective and community driven organisations like Strike It Out offering support to our homeless community?**
- 3. When does the Launceston City Council expect the \$8.9m investment into the Albert Hall to funnel down to the community?**

The Mayor, Councillor M K Garwood, advised that these questions would be Taken on Notice and responses provided in the Council Agenda of 17 April 2025.

8.2.3. Public Questions Without Notice - Catie Mulvaney - Mayoral Response to Social Media Attacks - 27 March 2025

- 1. What is your response to the community's concern about your lack of conviction, constant backpedalling and lack of swift action on this situation and do you have any learnings, leading into measurable changes in your leadership, that will leave the women in your community feeling valid, safe and supported?**
- 2. While I note from your ABC interview yesterday you made comment that you feel that Michelle and yourself have taken the brunt of it, I respectfully disagree and feel that both Councillor Dawkins, Councillor McMahon and now Sam Johnson and members of the community coming to their defence have been most impacted by Radke's actions, being terrorised with targeted attacks and death threats, leading to the need to shut down their own social media accounts and unable to speak out further for fear of their own safety. What actions have you taken as our leader and have the council taken as a whole to support those impacted by these online attacks?**
- 3. Are you going to stop using your mayoral card for mic drop moments for personal gratification?**

The Mayor, Councillor M K Garwood, advised that these questions would be Taken on Notice so that concise responses to Ms Mulvaney's questions can be provided. In addition, he respectfully refuted that he and his family had taken the brunt of the hits regarding the social media comments and threats and apologised for any misinterpretation or offence caused. The Mayor also noted he would be wary of how and when he uses his title going forward.

8.2.4. Public Questions Without Notice - Robin Smith - Swastika Graffiti, Boxing Day Parking Feasibility Report and Contact Ronnie Radke - 27 March 2025

- 1. Further to the answers appearing in the agenda for Thursday 27 March 2025 item 8.1.5. Public Questions on Notice - swastika graffiti removal from council property and buildings - would Council:**
 - a. Make mandatory the reporting to Tasmania Police of the graffiti as it now can attract a fine of up to \$23,000 and 12 months in prison?**
 - b. Extend the removal of swastikas to include private property?**

The Mayor, Councillor M K Garwood, advised that these questions would be Taken on Notice and responses provided in the Council Agenda of 17 April 2025.

- 2. [Regarding Agenda Item 20.3 Parking Feasibility Report - Provision of Multi-storey Parking on Boxing Day and Other Public Holidays, in response to Councillor Walker's Notice of Motion]. Unfortunately, the motion doesn't seem to give a feasibility study. It gives revenue but doesn't show what the expenses are or the running costs of the car parks on public holidays. Would Council give more information for actual feasibility?**

No response was provided for this question. It has been Taken on Notice and a response will be provided in the Council Agenda of 17 April 2025.

- 3. Heard a lot about Mr Ronald Radke today - what I haven't heard is between yourself and council, do you have back channels you could have had a word to him or written to him or his people to call off the 'attack dogs' on the good people and good council of Launceston, as perhaps he has got the wrong end of the stick? Did you or the council try and do that with Mr Radke?**

The Mayor, Councillor M K Garwood, responded by saying yes, there was an upload that did come from Mr Radke requesting his followers to stop with the death threats and that was uploaded after the original post. Some of the posts have been taken down also due to us reporting them. There has been correspondence from the Council and the Mayor as an individual working to ensure that they were reported.

9. PETITIONS

No Petitions were identified as part of these Minutes

10. DEPUTATIONS

No Deputations were identified as part of these Minutes

11. PLANNING AUTHORITY

The Mayor, Councillor M K Garwood, announced that under the provisions of the *Land Use Planning and Approvals Act 1993*, Council acts as a Planning Authority in regard to items included in Agenda Item 11 - Planning Authority.

11.1. DA0215/2023 - 32-38 Waverley Road, Waverley - Subdivision - Subdivide Two Lots into Twenty Lots, plus Road Lot and Construction of a Road

FILE NO: DA0215/2023

AUTHOR: Duncan Payton (Town Planner)

APPROVER: Chelsea van Riet (Executive Leader Community Assets and Design)

DECISION STATEMENT:

To consider and determine a development application pursuant to the *Land Use Planning and Approvals Act 1993*.

PLANNING APPLICATION INFORMATION:

Applicant:	Lark & Creese Pty Ltd
Property:	32-38 Waverley Road, Waverley
Zoning:	General Residential
Receipt Date:	16/05/2023
Validity Date:	24/12/2024
Further Information Request:	09/06/2023
Further Information Received:	18/12/2024
Deemed Approval:	26/05/2025
Representations:	194

RELEVANT LEGISLATION:

Land Use Planning and Approvals Act 1993
Tasmanian Planning Scheme - Launceston

STANDARDS REQUIRING PLANNING DISCRETION:

8.6.1 P1, P2 & P4	- Lot Design
8.6.2 P1	- Roads
C7.7.2 P1	- Subdivision within a priority vegetation area
C15.6.1 P1.1, P1.2 & P1.3	- Building and works within a landslip hazard area
C15.7.1 P1	- Subdivision within a landslip hazard area

RECOMMENDATION:

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0215/2023 - Subdivision - subdivide two lots into twenty lots, plus road lot and construction of a road at 32-38 Waverley Road, Waverley, subject to the following conditions:

1. ENDORSED PLANS & DOCUMENTS

The use and development must be carried out in accordance with the endorsed plans and documents to the satisfaction of the Senior Leader City Development unless modified by a condition of the Permit:

- a. Subdivision Plan, prepared by Lark & Creese Pty Ltd, Proposed subdivision at 32-38 Waverley Road, Waverley, Version 1, dated 11/02/2025
- b. Traffic Impact Assessment, prepared by Midson Traffic Pty Ltd, Traffic Impact Assessment for 32-38 Waverley Road, Waverley, Revision 1, dated 18/12/2024
- c. Bushfire Hazard Report, prepared by N M Creese, 22 lot subdivision at 32-38 Waverley Road, Waverley, dated 06/02/2023

2. LEGAL TITLE

All development and use associated with the proposal must be confined to the legal title of the subject land except construction of access from the street.

3. TASWATER

The development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2023/00670-LCC dated 11/03/2025 and attached to the permit.

4. HOURS OF CONSTRUCTION

- a) Unless otherwise approved in writing by the Manager Health and Compliance construction activities must only be carried out between the hours of:
- i. Monday to Friday - 7 am to 6 pm; and
 - ii. Saturday - 8 am to 6 pm.

b) Notwithstanding the above paragraph, construction activities must not be carried out on public holidays that are observed state-wide (Easter Tuesday excepted).

5. AMENDED PLANS REQUIRED

Prior to the commencement of any work and use, amended plans must be submitted to show:

- a. The deletion of the Public Open Space donation on the proposed Lot 4
- b. The boundary of the road reserve at the court bowl to be constructed as a series of chords or straights
- c. A revised Bushfire Hazard Management Plan reflecting the modified lot and access arrangement as shown in the endorsed subdivision plan, dated 11/02/2025
- d. Revised subdivision plan showing changes to access to lots 17-19 consistent with the General Arrangement plan, drawing no. 22008-sub-Waverley-set-C1101, revision 2, dated 03/03/2025 and the TasWater requirements.
- e. Landslip Hazard Assessment, prepared by Enviro Tech Consultants, Proposed subdivision at 32-38 Waverley Road, Waverley, dated 18/02/2025

Once approved by the Senior Leader City Development, these amended plans will be endorsed and will then form part of the Permit and shall supersede the original endorsed plans

6. DAMAGE TO COUNCIL INFRASTRUCTURE

The developer is liable for all costs associated with the repair of damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any by-law or legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, by-laws and legislation relevant to the development activity on the site.

7. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE

All works in (or requiring the occupation of) the road reserve must be carried out in accordance with a detailed Traffic Management Plan prepared by a qualified person in accordance with the requirements of Australian Standard AS1742. A copy of such plan is to be maintained on site and available for inspection upon request by an Authorised Officer.

The explicit permission of Executive Leader Community Assets and Design is required prior to undertaking works where the works:

- a. require a road or lane closure;
- b. require occupation of the road reserve for more than one week at a particular location;
- c. are in nominated high traffic locations; or
- d. involve opening or breaking trafficable surfaces.

Where the work is associated with the installation, removal or modification of a driveway or a stormwater connection, the approval of a permit for such works shall form the explicit approval.

8. SOIL AND WATER MANAGEMENT CONTROL PLAN

Prior to the commencement of works, a site management plan must be submitted detailing how soil and water must be managed on the site during the construction process. The management plan must include the following:

- a. Allotment boundaries, contours, approximate grades of slope and directions of fall.
- b. Location of adjoining roads, impervious surfaces, underground services and existing drainage.
- c. Location and types of all existing natural vegetation, the proposed location of topsoil stockpiles and the limit of clearing, grading and filling.
- d. Critical natural areas such as drainage lines, cliffs, wetlands and unstable ground.
- e. The estimated dates for the start and finish of the works.
- f. The erosion control practices to be used on the site such as cut off drains, fencing off areas to be undisturbed, revegetation program and so on.
- g. The sediment control practices to be used on site such as silt fencing, stabilised site access, filter screens for inlets to the drainage system, sediment traps and so on.
- h. Timing of the site rehabilitation or landscaping program.
- i. Outline of the maintenance program for the erosion and sediment controls.

Works must not commence prior to the approval of the Soil and Water Management Control Plan by the Executive Leader Community Assets and Design. The Plan must be implemented and maintained during construction to ensure that soil erosion is to be appropriately managed.

9. PERMIT TO UNDERTAKE WORKS IN STATE ROAD

The Tasman Highway is a State Road and is under the jurisdiction of the Department of State Growth (DSG).

A works permit pursuant to Section 16 of the *Roads and Jetties Act 1935* must be obtained to undertake works within the state road reservation. No works on or affecting the State Road must commence until the required permit has been issued by DSG. A copy of the DSG permit must be submitted to the Council's Executive Leader Community Assets and Design prior to the commencement of the works.

10. PROTECTION OF PIPELINES

The existing underground Council pipes are to be located, both in alignment and depth, prior to the start of construction and all necessary steps taken to protect these pipes from damage during the construction process, including from vehicular access over the pipes, or from loads transmitted to the pipes from the proposed development. This shall be achieved in the following manner:

- a. Footings must be no closer than 1.5 metres from the outer edge of the pipe,
- b. Footings must extend below the line of influence, being a line rising at 45 degrees from the invert of the pipe,
- c. There must be a minimum clear space between buildings or substantial structures of at least 3 metres in width to allow maintenance along the line of the pipe.
- d. Manholes or inspection openings are not to be covered and must remain accessible at all times.

No work over or immediately adjacent to the pipe is to commence without the written permission of the Chief Executive Officer or his delegate pursuant to Section 13 of the *Urban Drainage Act 2013*.

11. FACILITIES AND HIGHWAYS BY-LAW

Prior to the placement of any skip bin, security fencing, hoarding, shipping containers, site offices or amenities within a local highway, the person, corporation or other legal entity must seek and have issued a permit pursuant to the Facilities and Highways By-Law (No. 1 of 2021). The payment of the scheduled Occupation Fee (comprising a minimum base fee and a square metre weekly rate) is required prior to the occupation commencing. No occupation of the road reserve is permitted without approval.

12. RETICULATED SERVICES

Prior to the commencement of the use, reticulated water, sewerage and electricity must be available to each lot shown on the endorsed plans.

13. SUBMISSION AND APPROVAL OF PLANS

Prior to the commencement of the development of the site, detailed plans and specifications must be submitted to the Executive Leader Community Assets and Design for approval. Such plans and specifications must:

- a. Include all infrastructure works required by the permit or shown in the endorsed plans and specifications including:
 - i. Electricity infrastructure including street lighting.
 - ii. Communications infrastructure and evidence of compliance with the 'fibre-ready' requirements of National Broadband Network.
- b. be prepared strictly in accordance with the Tasmanian Subdivision Guidelines and the LGAT-IPWEA Tasmanian Standard Drawings applicable at the date of submission of the plans.
- c. be prepared by a suitably qualified and experienced engineer or Engineering Consultancy.
- d. be accompanied by:
 - i. an estimate of the construction cost of the future public works together with a schedule of the major components and their relevant costs; and
 - ii. a fee of 1.5% of the public works estimate (or a minimum of \$250). Such fee covers assessment of the plans and specifications, audit inspections and Practical Completion & Final inspections.

14. CONSTRUCTION OF WORKS

Private and public infrastructure works must be constructed in accordance with plans and specification approved by the Executive Leader Community Assets and Design.

The required infrastructure works must be as shown in the application documents and endorsed plans and modified by the approval of the detailed engineering drawings and specifications. Works must include:

- a. Stormwater
 - i. Provision of a public drainage system to drain all roadways, footpaths and nature strips within the road reserves and all land draining onto the road reserve,
 - ii. The provision of a DN 100 connection to the lowest point of each lot,
 - iii. Provision of an overland flow path for flows up to a 1% AEP storm event.
- b. Roads - New Road
 - i. Provision of a fully constructed urban road 8.9 metres wide (measured from the face of kerb to the face of kerb) with KC type kerb and channel, for the entire length of all the property frontages, and terminating with a court bowl with a diameter of not less than 18 metres measured from the face of kerb,
 - ii. Provision of a 1500mm wide footpath located on one side of the road and all necessary pedestrian kerb ramps,
 - iii. Provision of a single vehicular crossing for each lot fronting the new road,
 - iv. Provision of a sealed temporary turning head of a suitable size for incomplete road,
 - v. Provision of all necessary line marking, signage and other traffic control devices,
 - vi. Installation of street trees and other landscaping elements specified in the approved Landscaping Plan.
- c. Roads - Shared Driveway off Waverley Road
 - i. Provision of a 4 metre wide sealed shared driveway from the existing construction of Waverley Road to the body of Lot 18, including all necessary drainage.

- d. Electricity, Communications & Other Utilities
 - i. An underground reticulated electricity system and public street lighting scheme must be provided to service all lots and installed to the approval of the Responsible Authority,
 - ii. An underground telecommunications system must be provided to service all lots and installed to the approval of the Responsible Authority,All construction works must be undertaken in accordance with the Tasmanian Subdivision Guidelines and LGAT-IPWEA Standard Drawings. These documents specify:
 - 1. Construction requirements,
 - 2. Appointment of a suitably qualified Supervising Engineer to supervise and certify construction works, arrange Council Audit inspections and other responsibilities,
 - 3. Construction Audit inspections,
 - 4. Practical Completion and after a 12 month defects liability period the Final Inspection & Hand-Over.

15. WORKS REQUIRED FOR EACH LOT IN A STAGE

Where it is proposed to release the subdivision in multiple stages, each lot in a stage must be provided with the following infrastructure and/or services in order to be included in the stage to be released:

- a. Fully constructed public road along all frontages, including the secondary frontage where a corner lot,
- b. A sealed vehicular crossing and driveway from the public road to the property boundary, unless a common internal driveway has been specified whereby the common driveway must also be constructed to the extent specified in the relevant construction condition
- c. A stormwater connection to the public drainage system, and
- d. Access to underground electricity and communications infrastructure.

16. CONSTRUCTION DOCUMENTATION

At the time of practical completion for the public works, the developer must provide Council with construction documentation sufficient to show that the works are completed in accordance with Council standards and are locatable for maintenance or connection purposes. The construction documentation is to consist of:

- a. An "as constructed" plan in accordance with Council's standard requirements for as constructed drawings. A separate copy of the requirements is available from Community Assets and Design.
- b. A Closed Circuit Television inspection report for all stormwater drains constructed or incorporated in the works.
- c. Compaction and soil test results for all earthworks or pavement works.
- d. An engineer's certificate that each component of the works comply with the approved engineering plans and Council standards.

17. EASEMENTS

Easements are required over all Council and third party services located in private property. The minimum width of any easement must be 3 metres for Council (public) mains. A greater width will be required where the internal diameter of the pipe is greater than 475 mm or where the depth of the pipe exceeds 2.1 metres. A lesser width may be approved for a private service prior to the lodgement of a final plan of survey.

18. SEALING PLANS OF SUBDIVISION

No Plan of Survey shall be sealed until the following matters have been completed to the satisfaction of the Executive Leader Community Assets and Design:

- a. The satisfactory completion of all public infrastructure works required by the planning permit.
- b. The provision of written evidence of the completion of third party services including connections to the electricity supply, telecommunications infrastructure and TasWater infrastructure, from the responsible service provider.
- c. The provision of engineering certification and as constructed documentation in accordance the Council requirements.
- d. The subsequent issue of a Certificate of Practical Completion by the Executive Leader Community Assets and Design for those works that will vest with the City of Launceston (Roads and Stormwater infrastructure).
- e. The lodgement of a bond and bank guarantee/cash deposit for the duration of the Defect Liability Period.
- f. Any other payment or action required by a planning permit condition to occur prior to the sealing of the Final Plan of Survey.

19. CONVEYANCE OF ROADS

All roads in the Subdivision must be conveyed to the Council upon the issue by the Executive Leader Community Assets and Design, of the Certificate under Section 10 (7) of the *Local Government (Highways) Act 1962*. All costs involved in this procedure must be met by the Subdivider.

20. COMPLETION OF WORKS

All works must be carried out to Council standards and to the satisfaction of the Executive Leader Community Assets and Design and under the direct supervision of a civil engineer engaged by the owner and approved by the Council. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council standards will be required prior to issue of the Certificate of Practical Completion.

21. AS CONSTRUCTED PLANS

An "as constructed" plan must be provided in accordance with Council's standard requirements for as constructed drawings. A separate copy of the requirements is available from Community Assets and Design.

22. NO BURNING OF WASTE

No burning of any waste materials, including removed vegetation, generated by the development to be undertaken on-site. Any such waste materials are to be removed to a licensed waste disposal facility (e.g. Launceston Waste Centre), reclaimed or recycled.

23. PAYMENT IN LIEU OF PUBLIC OPEN SPACE

Prior to the sealing of the Final Plan of Survey, the developer must pay to the Council a sum equivalent to 5% of the unimproved value of the approved lots shown on the final plan. The valuation shall be determined by a registered land valuer and must be not more than 12 months old at the time of the sealing of the final plan. Valuations are to be procured at the subdivider's expense.

24. STREET LANDSCAPING PLAN

Prior to the commencement of works, a landscape plan must be prepared by a suitably qualified person and submitted to the Council. Once approved by Council, it will form part of this permit. The approved landscaping of the site must:

- a. Be completed prior to the sealing of the Final plan of Survey.
- b. Provide shade trees of an approved species with a minimum planted height of 2.5m, a minimum trunk diameter of 25mm (measured 1m above the surface) and at an average spacing of one per 20m of frontage.
- c. Have each shade tree provided with a means of irrigation, a root guard to prevent damage to adjoining infrastructure and an anti vandalism tie down to prevent removal.
- d. Be coordinated with the construction plans of underground services and pavement works so as to provide sufficient clearances around each shade tree.

25. BUILDING ACT 2016 REQUIREMENTS

Prior to acting on this permit, it is recommended that an architect, a licensed building practitioner such as a building surveyor or a building designer be consulted to determine the requirements for any associated building, plumbing or demolition work under the Building Act 2016.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0215/2023. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. *Any agreement that is required by this permit pursuant to Part V 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.*

The permit lapses after a period of two (2) years if the development or use has not substantially commenced within that period. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by request to Council.

B. Restrictive Covenants

The granting of this permit takes no account of any covenants applicable to the land. The permit holder and any other interested party, should make their own enquiries as to whether the proposed development is affected, restricted or prohibited by any such covenant.

If the proposal is non-compliant with any restrictive covenants, those restrictive covenants should be removed from the title prior to construction commencing or the owner will carry the liability of potential legal action in the future.

C. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil & Administrative Tribunal (TASCAT).

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 & Administrative Tribunal (TASCAT) website www.tascat.tas.gov.au <<http://www.tascat.tas.gov.au>>

D. Permit Commencement

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 that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

Duncan Payton (Town Planner) and Sonia Smith (Team Leader Infrastructure Development) were in attendance to answer questions in respect of this item.

Barry French spoke against the Recommendation

Councillor T G Walker withdrew from the Meeting at 1:56 pm

Councillor T G Walker re-attended the Meeting at 1:58 pm

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0215/2023 - Subdivision - subdivide two lots into twenty lots, plus road lot and construction of a road at 32-38 Waverley Road, Waverley, subject to the following conditions:

1. ENDORSED PLANS & DOCUMENTS

The use and development must be carried out in accordance with the endorsed plans and documents to the satisfaction of the Senior Leader City Development unless modified by a condition of the Permit:

- a. Subdivision Plan, prepared by Lark & Creese Pty Ltd, Proposed subdivision at 32-38 Waverley Road, Waverley, Version 1, dated 11/02/2025**
- b. Traffic Impact Assessment, prepared by Midson Traffic Pty Ltd, Traffic Impact Assessment for 32-38 Waverley Road, Waverley, Revision 1, dated 18/12/2024**
- c. Bushfire Hazard Report, prepared by N M Creese, 22 lot subdivision at 32-38 Waverley Road, Waverley, dated 06/02/2023**

2. LEGAL TITLE

All development and use associated with the proposal must be confined to the legal title of the subject land except construction of access from the street.

3. TASWATER

The development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2023/00670-LCC dated 11/03/2025 and attached to the permit.

4. HOURS OF CONSTRUCTION

a) Unless otherwise approved in writing by the Manager Health and Compliance construction activities must only be carried out between the hours of:

- i. Monday to Friday - 7 am to 6 pm; and
- ii. Saturday - 8 am to 6 pm.

b) Notwithstanding the above paragraph, construction activities must not be carried out on public holidays that are observed state-wide (Easter Tuesday excepted).

5. AMENDED PLANS REQUIRED

Prior to the commencement of any work and use, amended plans must be submitted to show:

- a. The deletion of the Public Open Space donation on the proposed Lot 4
- b. The boundary of the road reserve at the court bowl to be constructed as a series of chords or straights
- c. A revised Bushfire Hazard Management Plan reflecting the modified lot and access arrangement as shown in the endorsed subdivision plan, dated 11/02/2025
- d. Revised subdivision plan showing changes to access to lots 17-19 consistent with the General Arrangement plan, drawing no. 22008-sub-Waverley-set-C1101, revision 2, dated 03/03/2025 and the TasWater requirements.
- e. Landslip Hazard Assessment, prepared by Enviro Tech Consultants, Proposed subdivision at 32-38 Waverley Road, Waverley, dated 18/02/2025

Once approved by the Senior Leader City Development, these amended plans will be endorsed and will then form part of the Permit and shall supersede the original endorsed plans

6. DAMAGE TO COUNCIL INFRASTRUCTURE

The developer is liable for all costs associated with the repair of damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any by-law or legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, by-laws and legislation relevant to the development activity on the site.

7. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE

All works in (or requiring the occupation of) the road reserve must be carried out in accordance with a detailed Traffic Management Plan prepared by a qualified person in accordance with the requirements of Australian Standard AS1742. A copy of

such plan is to be maintained on site and available for inspection upon request by an Authorised Officer.

The explicit permission of Executive Leader Community Assets and Design is required prior to undertaking works where the works:

- a. require a road or lane closure;
- b. require occupation of the road reserve for more than one week at a particular location;
- c. are in nominated high traffic locations; or
- d. involve opening or breaking trafficable surfaces.

Where the work is associated with the installation, removal or modification of a driveway or a stormwater connection, the approval of a permit for such works shall form the explicit approval.

8. SOIL AND WATER MANAGEMENT CONTROL PLAN

Prior to the commencement of works, a site management plan must be submitted detailing how soil and water must be managed on the site during the construction process. The management plan must include the following:

- a. Allotment boundaries, contours, approximate grades of slope and directions of fall.
- b. Location of adjoining roads, impervious surfaces, underground services and existing drainage.
- c. Location and types of all existing natural vegetation, the proposed location of topsoil stockpiles and the limit of clearing, grading and filling.
- d. Critical natural areas such as drainage lines, cliffs, wetlands and unstable ground.
- e. The estimated dates for the start and finish of the works.
- f. The erosion control practices to be used on the site such as cut off drains, fencing off areas to be undisturbed, revegetation program and so on.
- g. The sediment control practices to be used on site such as silt fencing, stabilised site access, filter screens for inlets to the drainage system, sediment traps and so on.
- h. Timing of the site rehabilitation or landscaping program.
- i. Outline of the maintenance program for the erosion and sediment controls.

Works must not commence prior to the approval of the Soil and Water Management Control Plan by the Executive Leader Community Assets and Design. The Plan must be implemented and maintained during construction to ensure that soil erosion is to be appropriately managed.

9. PERMIT TO UNDERTAKE WORKS IN STATE ROAD

The Tasman Highway is a State Road and is under the jurisdiction of the Department of State Growth (DSG).

A works permit pursuant to Section 16 of the *Roads and Jetties Act 1935* must be obtained to undertake works within the state road reservation. No works on or affecting the State Road must commence until the required permit has been issued by DSG. A copy of the DSG permit must be submitted to the Council's Executive Leader Community Assets and Design prior to the commencement of the works.

10. PROTECTION OF PIPELINES

The existing underground Council pipes are to be located, both in alignment and depth, prior to the start of construction and all necessary steps taken to protect these pipes from damage during the construction process, including from vehicular access over the pipes, or from loads transmitted to the pipes from the proposed development. This shall be achieved in the following manner:

- a. Footings must be no closer than 1.5 metres from the outer edge of the pipe,
- b. Footings must extend below the line of influence, being a line rising at 45 degrees from the invert of the pipe,
- c. There must be a minimum clear space between buildings or substantial structures of at least 3 metres in width to allow maintenance along the line of the pipe.
- d. Manholes or inspection openings are not to be covered and must remain accessible at all times.

No work over or immediately adjacent to the pipe is to commence without the written permission of the Chief Executive Officer or his delegate pursuant to Section 13 of the *Urban Drainage Act 2013*.

11. FACILITIES AND HIGHWAYS BY-LAW

Prior to the placement of any skip bin, security fencing, hoarding, shipping containers, site offices or amenities within a local highway, the person, corporation or other legal entity must seek and have issued a permit pursuant to the Facilities and Highways By-Law (No. 1 of 2021). The payment of the scheduled Occupation Fee (comprising a minimum base fee and a square metre weekly rate) is required prior to the occupation commencing. No occupation of the road reserve is permitted without approval.

12. RETICULATED SERVICES

Prior to the commencement of the use, reticulated water, sewerage and electricity must be available to each lot shown on the endorsed plans.

13. SUBMISSION AND APPROVAL OF PLANS

Prior to the commencement of the development of the site, detailed plans and specifications must be submitted to the Executive Leader Community Assets and Design for approval. Such plans and specifications must:

- a. Include all infrastructure works required by the permit or shown in the endorsed plans and specifications including:
 - i. Electricity infrastructure including street lighting.
 - ii. Communications infrastructure and evidence of compliance with the 'fibre-ready' requirements of National Broadband Network.
- b. be prepared strictly in accordance with the Tasmanian Subdivision Guidelines and the LGAT-IPWEA Tasmanian Standard Drawings applicable at the date of submission of the plans.
- c. be prepared by a suitably qualified and experienced engineer or Engineering Consultancy.

- d. be accompanied by:
 - i. an estimate of the construction cost of the future public works together with a schedule of the major components and their relevant costs; and
 - ii. a fee of 1.5% of the public works estimate (or a minimum of \$250). Such fee covers assessment of the plans and specifications, audit inspections and Practical Completion & Final inspections.

14. CONSTRUCTION OF WORKS

Private and public infrastructure works must be constructed in accordance with plans and specification approved by the Executive Leader Community Assets and Design.

The required infrastructure works must be as shown in the application documents and endorsed plans and modified by the approval of the detailed engineering drawings and specifications. Works must include:

- a. **Stormwater**
 - i. Provision of a public drainage system to drain all roadways, footpaths and nature strips within the road reserves and all land draining onto the road reserve,
 - ii. The provision of a DN 100 connection to the lowest point of each lot,
 - iii. Provision of an overland flow path for flows up to a 1% AEP storm event.
- b. **Roads - New Road**
 - i. Provision of a fully constructed urban road 8.9 metres wide (measured from the face of kerb to the face of kerb) with KC type kerb and channel, for the entire length of all the property frontages, and terminating with a court bowl with a diameter of not less than 18 metres measured from the face of kerb,
 - ii. Provision of a 1500mm wide footpath located on one side of the road and all necessary pedestrian kerb ramps,
 - iii. Provision of a single vehicular crossing for each lot fronting the new road,
 - iv. Provision of a sealed temporary turning head of a suitable size for incomplete road,
 - v. Provision of all necessary line marking, signage and other traffic control devices,
 - vi. Installation of street trees and other landscaping elements specified in the approved Landscaping Plan.
- c. **Roads - Shared Driveway off Waverley Road**
 - i. Provision of a 4 metre wide sealed shared driveway from the existing construction of Waverley Road to the body of Lot 18, including all necessary drainage.
- d. **Electricity, Communications & Other Utilities**
 - i. An underground reticulated electricity system and public street lighting scheme must be provided to service all lots and installed to the approval of the Responsible Authority,
 - ii. An underground telecommunications system must be provided to service all lots and installed to the approval of the Responsible Authority,

All construction works must be undertaken in accordance with the Tasmanian Subdivision Guidelines and LGAT-IPWEA Standard Drawings. These documents specify:

1. Construction requirements,
2. Appointment of a suitably qualified Supervising Engineer to supervise and certify construction works, arrange Council Audit inspections and other responsibilities,
3. Construction Audit inspections,
4. Practical Completion and after a 12 month defects liability period the Final Inspection & Hand-Over.

15. WORKS REQUIRED FOR EACH LOT IN A STAGE

Where it is proposed to release the subdivision in multiple stages, each lot in a stage must be provided with the following infrastructure and/or services in order to be included in the stage to be released:

- a. Fully constructed public road along all frontages, including the secondary frontage where a corner lot,
- b. A sealed vehicular crossing and driveway from the public road to the property boundary, unless a common internal driveway has been specified whereby the common driveway must also be constructed to the extent specified in the relevant construction condition
- c. A stormwater connection to the public drainage system, and
- d. Access to underground electricity and communications infrastructure.

16. CONSTRUCTION DOCUMENTATION

At the time of practical completion for the public works, the developer must provide Council with construction documentation sufficient to show that the works are completed in accordance with Council standards and are locatable for maintenance or connection purposes. The construction documentation is to consist of:

- a. An "as constructed" plan in accordance with Council's standard requirements for as constructed drawings. A separate copy of the requirements is available from Community Assets and Design.
- b. A Closed Circuit Television inspection report for all stormwater drains constructed or incorporated in the works.
- c. Compaction and soil test results for all earthworks or pavement works.
- d. An engineer's certificate that each component of the works comply with the approved engineering plans and Council standards.

17. EASEMENTS

Easements are required over all Council and third party services located in private property. The minimum width of any easement must be 3 metres for Council (public) mains. A greater width will be required where the internal diameter of the pipe is greater than 475 mm or where the depth of the pipe exceeds 2.1 metres. A lesser width may be approved for a private service prior to the lodgement of a final plan of survey.

18. SEALING PLANS OF SUBDIVISION

No Plan of Survey shall be sealed until the following matters have been completed to the satisfaction of the Executive Leader Community Assets and Design:

- a. The satisfactory completion of all public infrastructure works required by the planning permit.
- b. The provision of written evidence of the completion of third party services including connections to the electricity supply, telecommunications infrastructure and TasWater infrastructure, from the responsible service provider.
- c. The provision of engineering certification and as constructed documentation in accordance the Council requirements.
- d. The subsequent issue of a Certificate of Practical Completion by the Executive Leader Community Assets and Design for those works that will vest with the City of Launceston (Roads and Stormwater infrastructure).
- e. The lodgement of a bond and bank guarantee/cash deposit for the duration of the Defect Liability Period.
- f. Any other payment or action required by a planning permit condition to occur prior to the sealing of the Final Plan of Survey.

19. CONVEYANCE OF ROADS

All roads in the Subdivision must be conveyed to the Council upon the issue by the Executive Leader Community Assets and Design, of the Certificate under Section 10 (7) of the *Local Government (Highways) Act 1962*. All costs involved in this procedure must be met by the Subdivider.

20. COMPLETION OF WORKS

All works must be carried out to Council standards and to the satisfaction of the Executive Leader Community Assets and Design and under the direct supervision of a civil engineer engaged by the owner and approved by the Council. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council standards will be required prior to issue of the Certificate of Practical Completion.

21. AS CONSTRUCTED PLANS

An "as constructed" plan must be provided in accordance with Council's standard requirements for as constructed drawings. A separate copy of the requirements is available from Community Assets and Design.

22. NO BURNING OF WASTE

No burning of any waste materials, including removed vegetation, generated by the development to be undertaken on-site. Any such waste materials are to be removed to a licensed waste disposal facility (e.g. Launceston Waste Centre), reclaimed or recycled.

23. PAYMENT IN LIEU OF PUBLIC OPEN SPACE

Prior to the sealing of the Final Plan of Survey, the developer must pay to the Council a sum equivalent to 5% of the unimproved value of the approved lots shown on the final plan. The valuation shall be determined by a registered land valuer and must be not more than 12 months old at the time of the sealing of the final plan. Valuations are to be procured at the subdivider's expense.

24. STREET LANDSCAPING PLAN

Prior to the commencement of works, a landscape plan must be prepared by a suitably qualified person and submitted to the Council. Once approved by Council, it will form part of this permit. The approved landscaping of the site must:

- a. Be completed prior to the sealing of the Final plan of Survey.
- b. Provide shade trees of an approved species with a minimum planted height of 2.5m, a minimum trunk diameter of 25mm (measured 1m above the surface) and at an average spacing of one per 20m of frontage.
- c. Have each shade tree provided with a means of irrigation, a root guard to prevent damage to adjoining infrastructure and an anti vandalism tie down to prevent removal.
- d. Be coordinated with the construction plans of underground services and pavement works so as to provide sufficient clearances around each shade tree.

25. BUILDING ACT 2016 REQUIREMENTS

Prior to acting on this permit, it is recommended that an architect, a licensed building practitioner such as a building surveyor or a building designer be consulted to determine the requirements for any associated building, plumbing or demolition work under the Building Act 2016.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0215/2023. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. *Any agreement that is required by this permit pursuant to Part V 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.*

The permit lapses after a period of two (2) years if the development or use has not substantially commenced within that period. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by request to Council.

B. Restrictive Covenants

The granting of this permit takes no account of any covenants applicable to the land. The permit holder and any other interested party, should make their own enquiries as to whether the proposed development is affected, restricted or prohibited by any such covenant.

If the proposal is non-compliant with any restrictive covenants, those restrictive covenants should be removed from the title prior to construction commencing or the owner will carry the liability of potential legal action in the future.

C. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil & Administrative Tribunal (TASCAT).

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 & Administrative Tribunal (TASCAT) website www.tascat.tas.gov.au <<http://www.tascat.tas.gov.au>>

D. Permit Commencement.

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 that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

CARRIED 8:1

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton

AGAINST VOTE: Councillor Prof G Razay

11.2. DA0031/2025 - 218 Charles Street, Launceston - Tree Removal - Removal of Bunya Pine Tree

FILE NO: DA0031/2025

AUTHOR: Duncan Payton (Town Planner)

APPROVER: Chelsea van Riet (Executive Leader Community Assets and Design)

DECISION STATEMENT:

To consider and determine a development application pursuant to the *Land Use Planning and Approvals Act 1993*.

PLANNING APPLICATION INFORMATION:

Applicant:	Mary Elizabeth Stary
Property:	218 Charles Street, Launceston
Zoning:	Urban Mixed Use
Receipt Date:	4/02/2025
Validity Date:	5/02/2025
Further Information Request:	N/A
Further Information Received:	N/A
Deemed Approval:	31/03/2025
Representations:	4

RELEVANT LEGISLATION:

Land Use Planning and Approvals Act 1993
Tasmanian Planning Scheme - Launceston

RECOMMENDATION:

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0031/2025 - Removal of Bunya Pine Tree at 218 Charles Street, Launceston, subject to the following conditions:

1. ENDORSED PLANS & DOCUMENTS

The use and development must be carried out in accordance with the endorsed plans and documents to the satisfaction of the Council unless modified by a condition of the Permit:

- a. Tree Report, prepared by Australian Tree Care - Tas, Tree Report on Bunya Pine at 218 Charles Street, Launceston, dated 21/09/2024

2. HERITAGE

The development must be undertaken in accordance with the conditions included on the Tasmanian Heritage Council 'Notice of Heritage Decision' for THC Application No. 8590 dated 05/03/2025 and attached to the permit.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0031/2025. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

- a. The 14 day appeal period expires; or*
- b. Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. Any agreement that is required by this permit pursuant to Part V 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.*

The permit lapses after a period of two (2) years if the development or use has not substantially commenced within that period. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by request to Council.

B. Restrictive Covenants

The granting of this permit takes no account of any covenants applicable to the land. The permit holder and any other interested party, should make their own enquiries as to whether the proposed development is affected, restricted or prohibited by any such covenant.

If the proposal is non-compliant with any restrictive covenants, those restrictive covenants should be removed from the title prior to construction commencing or the owner will carry the liability of potential legal action in the future.

C. Damage to council infrastructure

The developer is liable for all costs associated with the repair of damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any by-law or legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, by-laws and legislation relevant to the development activity on the site.

D. Works Within/Occupation of the Road Reserve

All works in (or requiring the occupation of) the road reserve must be carried out in accordance with a detailed Traffic Management Plan prepared by a qualified person in accordance with the requirements of Australian Standard AS1742. A copy of such plan is to be maintained on site and available for inspection upon request by an Authorised Officer.

The explicit permission of the Executive Leader Community Assets and Design is required prior to undertaking works where the works:

- a. require a road or lane closure;*
- b. require occupation of the road reserve for more than one week at a particular location;*
- c. are in nominated high traffic locations; or*
- d. involve opening or breaking trafficable surfaces.*

Where the work is associated with the installation, removal or modification of a driveway or a stormwater connection, the approval of a permit for such works shall form the explicit approval.

E. Facilities and Highways By-law

Prior to the placement of any skip bin, security fencing, hoarding, shipping containers, site offices or amenities within a local highway, the person, corporation or other legal entity must seek and have issued a permit pursuant to the Facilities and Highways By-Law (No. 1 of 2021). The payment of the scheduled Occupation Fee (comprising a minimum base fee and a square metre weekly rate) is required prior to the occupation commencing. No occupation of the road reserve is permitted without approval.

F. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil & Administrative Tribunal (TASCAT).

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 & Administrative Tribunal (TASCAT) website www.tascat.tas.gov.au <<http://www.tascat.tas.gov.au>>

G. Permit Commencement.

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 that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

Duncan Payton (Town Planner) and Sonia Smith (Team Leader Infrastructure Development) were in attendance to answer questions in respect of this item.

Barbara Whiteford spoke against the Recommendation

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0031/2025 - Removal of Bunya Pine Tree at 218 Charles Street, Launceston, subject to the following conditions:

1. ENDORSED PLANS & DOCUMENTS

The use and development must be carried out in accordance with the endorsed plans and documents to the satisfaction of the Council unless modified by a condition of the Permit:

- a. Tree Report, prepared by Australian Tree Care - Tas, Tree Report on Bunya Pine at 218 Charles Street, Launceston, dated 21/09/2024

2. HERITAGE

The development must be undertaken in accordance with the conditions included on the Tasmanian Heritage Council 'Notice of Heritage Decision' for THC Application No. 8590 dated 05/03/2025 and attached to the permit.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0031/2025. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. *Any agreement that is required by this permit pursuant to Part V 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.*

The permit lapses after a period of two (2) years if the development or use has not substantially commenced within that period. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by request to Council.

B. Restrictive Covenants

The granting of this permit takes no account of any covenants applicable to the land. The permit holder and any other interested party, should make their own enquiries as to whether the proposed development is affected, restricted or prohibited by any such covenant.

If the proposal is non-compliant with any restrictive covenants, those restrictive covenants should be removed from the title prior to construction commencing or the owner will carry the liability of potential legal action in the future.

C. Damage to council infrastructure

The developer is liable for all costs associated with the repair of damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any by-law or legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, by-laws and legislation relevant to the development activity on the site.

D. Works Within/Occupation of the Road Reserve

All works in (or requiring the occupation of) the road reserve must be carried out in accordance with a detailed Traffic Management Plan prepared by a qualified person in accordance with the requirements of Australian Standard AS1742. A copy of such plan is to be maintained on site and available for inspection upon request by an Authorised Officer.

The explicit permission of the Executive Leader Community Assets and Design is required prior to undertaking works where the works:

- a. require a road or lane closure;*
- b. require occupation of the road reserve for more than one week at a particular location;*
- c. are in nominated high traffic locations; or*
- d. involve opening or breaking trafficable surfaces.*

Where the work is associated with the installation, removal or modification of a driveway or a stormwater connection, the approval of a permit for such works shall form the explicit approval.

E. Facilities and Highways By-law

Prior to the placement of any skip bin, security fencing, hoarding, shipping containers, site offices or amenities within a local highway, the person, corporation or other legal entity must seek and have issued a permit pursuant to the Facilities and Highways By-Law (No. 1 of 2021). The payment of the scheduled Occupation Fee (comprising a minimum base fee and a square metre weekly rate) is required prior to the occupation commencing. No occupation of the road reserve is permitted without approval.

F. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil & Administrative Tribunal (TASCAT).

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 & Administrative Tribunal (TASCAT) website www.tascat.tas.gov.au <<http://www.tascat.tas.gov.au>>

G. Permit Commencement.

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 that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

CARRIED 8:1

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton
AGAINST VOTE: Councillor T G Walker

11.3. DA0122/2024 - 9 Rose Lane and 5 Rose Lane, South Launceston - Residential - Construction of 56 Dwellings over Two Three-Storey Buildings, Associated Parking, Landscaping, and Infrastructure which Includes Widening of a Road, New Pedestrian Footpaths,

FILE NO: DA0122/2024

AUTHOR: Iain More (Senior Town Planner Policy and Projects)

APPROVER: Chelsea van Riet (Executive Leader Community Assets and Design)

DECISION STATEMENT:

To consider and determine a development application pursuant to the *Land Use Planning and Approvals Act 1993*.

PLANNING APPLICATION INFORMATION:

Applicant:	Artas Architects
Property:	9 Rose Lane and 5 Rose Lane, South Launceston
Zoning:	General Residential, Recreation
Receipt Date:	18/03/2024
Validity Date:	1/10/2024
Further Information Request:	04/10/2024
Further Information Received:	07/02/2025
Deemed Approval:	31/03/2025
Representations:	3

RELEVANT LEGISLATION:

Land Use Planning and Approvals Act 1993
Tasmanian Planning Scheme - Launceston

PREVIOUS COUNCIL CONSIDERATION:

Council - 14 December 2023- 10.5 - PSA-LLP0002 (DA0439/2022). Scheme Amendment to change the zoning to General Residential. Approved and effective on 23 May 2024

STANDARDS REQUIRING PLANNING DISCRETION:

8.4.1	Residential density for multiple dwellings - P1
8.4.2	Setbacks and building envelope for all dwellings - P3
8.4.3	Site coverage and private open space for all dwellings - P2
C2.5.1	Car parking numbers - P1
C2.5.3	Motorcycle parking numbers - P1
C3.6.1	Habitable buildings for sensitive uses within a road or railway attenuation area – P1
C3.7.1	Subdivision for sensitive uses within a road or railway attenuation area - P1
C14.5.1	Suitability for intended use - P1

- C14.6.1 Excavation works, excluding land subject to the Macquarie Point Development Corporation Act 2012 - P1
- C14.7.1 Subdivision for sensitive use - P1
- C15.5.1 Use within a landslip hazard area - P1
- C15.6.1 Building and works within a landslip hazard area – P1
- LAU-S14.7.1 Visual Impact - P1

RECOMMENDATION:

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0122/2024 - Residential - Construction of 56 dwellings over two three-storey buildings, associated parking, landscaping, and infrastructure which includes widening of a road, new pedestrian footpaths, and road safety works at the junction of Rose Lane and Westbury Road. Subdivision - Consolidation of lots, at 5 and 9 Rose Lane, South Launceston, subject to the following conditions:

1. ENDORSED PLANS & DOCUMENTS

The use and development must be carried out in accordance with the endorsed plans and documents to the satisfaction of the Senior Leader City Development unless modified by a condition of the Permit:

- a) Planning permit application supporting planning report, prepared by ERA Planning and Environment, Job No. 1819-070, dated 11/02/2025;
- b) Transport Impact Assessment, prepared by Ratio, Reference No. 22194T, Version F02, dated 10/02/2024;
- c) Geotechnical Investigation Report, prepared by Scherzic Ground Investigations, dated 31/05/2024;
- d) Geotechnical Site Review, prepared by Scherzic Ground Investigations, Report No. 7390A, dated November 2019;
- e) Addendum to Report 7390A, prepared by Scherzic Ground Investigations, Report No. 7390A (Addendum_01), dated 03/06/2020;
- f) Cover Page, prepared by ARTAS Architects, Project No. 231046, Drawing No. A00-DA03, dated 21/01/2025;
- g) Existing Site Plan and Site Subdivision Plan, prepared by ARTAS Architects, Project No. 231046, Drawing No. A01-DA03, dated 21/01/2025;
- h) Site Plan, prepared by ARTAS Architects, Project No. 231046, Drawing No. A02-DA07, dated 11/02/2025;
- i) Site Location Plan, prepared by ARTAS Architects, Project No. 231046, Drawing No. A03-DA03, dated 11/02/2025;
- j) Services Plan - Schematic, prepared by ARTAS Architects, Project No. 231046, Drawing No. A05-DA06, dated 11/02/2025;
- k) Ground Floor Plan - Carpark, prepared by ARTAS Architects, Project No. 231046, Drawing No. A10-DA04, dated 11/02/2025;
- l) Typical Apartment Floor Plans - Level 1-2, prepared by ARTAS Architects, Project No. 231046, Drawing No. A11-DA04, dated 11/02/2025;
- m) Building 1 - South and East External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A20-DA04, dated 11/02/2025;
- n) Building 1 - North and West External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A21-DA04, dated 11/02/2025;

- o) Building 2 - South and East External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A22-DA03, dated 11/02/2025;
- p) Building 2 - North and West External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A23-DA03, dated 11/02/2025;
- q) Sun Shadow Diagram, prepared by ARTAS Architects, Project No. 231046, Drawing No. A30-DA02, dated 11/02/2025;
- r) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A31-DA01, dated 09/12/2024;
- s) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A32-DA01, dated 09/12/2024;
- t) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A33-DA01, dated 09/12/2024;
- u) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A34-DA01, dated 09/12/2024;
- v) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A35-DA01, dated 09/12/2024; and
- x) Environmental Audit Report, prepared by Australian Environmental Auditors, Job NO. EA1090, dated 02/10/2024.

2. GEOTECHNICAL

The developer must comply with the Geotechnical Site Review, dated November 2019, Geotechnical Investigation Report, and Addendum, dated 03/06/2020, prepared by Scherzic Ground Investigations, and complete all works required in the report's recommendations.

3. LEGAL TITLE

All development and use associated with the proposal must be confined to the legal title of the subject land except construction of access from the street.

4. TASWATER

The development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2024/01153-LCC, dated 20/02/2025 and attached to the permit.

5. HOURS OF CONSTRUCTION

- a) Unless otherwise approved in writing by the Senior Leader Health and Compliance construction activities must only be carried out between the hours of:
 - i. Monday to Friday - 7 am to 6 pm; and
 - ii. Saturday - 8 am to 6 pm.
- b) Notwithstanding the above paragraph, construction activities must not be carried out on public holidays that are observed state-wide (Easter Tuesday excepted).

6. DRIVEWAY AND PARKING AREA CONSTRUCTION

Before the use commences, areas set aside for parking vehicles and access lanes as shown on the endorsed plans must:

- a) Be properly constructed to such levels that they can be used in accordance with the plans;
- b) Be surfaced with an impervious all weather seal;

- c) Be adequately drained to prevent stormwater being discharged to neighbouring property;
- d) Be line-marked or otherwise delineated to indicate each car space and access lanes.

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

7. AMENDED PLANS REQUIRED

Prior to the commencement of any work and use, amended plans must be submitted to show:

- a. Deletion of the proposed retaining wall located within the Council-owned Rose Lane Park at 5 Rose Lane adjacent the proposed Peel Street footpath.
- b. Relocation of the retaining wall and associated drainage along the eastern boundary of the site to ensure the wall and drainage are wholly contained within 9 Rose Lane (CT159336/1 and CT247578/2).

Once approved by the Senior Leader City Development, these amended plans will be endorsed and will then form part of the Permit and shall supersede the original endorsed plans.

8. DAMAGE TO COUNCIL INFRASTRUCTURE

The developer is liable for all costs associated with the repair of damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any by-law or legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, by-laws and legislation relevant to the development activity on the site.

9. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE

All works in (or requiring the occupation of) the road reserve must be carried out in accordance with a detailed Traffic Management Plan prepared by a qualified person in accordance with the requirements of Australian Standard AS1742. A copy of such plan is to be maintained on site and available for inspection upon request by an Authorised Officer.

The explicit permission of Executive Leader - Community Assets & Design is required prior to undertaking works where the works:

- a. require a road or lane closure;
- b. require occupation of the road reserve for more than one week at a particular location;
- c. are in nominated high traffic locations; or
- d. involve opening or breaking trafficable surfaces.

Where the work is associated with the installation, removal or modification of a driveway or a stormwater connection, the approval of a permit for such works shall form the explicit approval.

10. TRENCH REINSTATEMENT FOR NEW/ALTERED CONNECTIONS

Where a service connection to a public main or utility is to be relocated/upsized or removed then the trench within the road pavement is to be reinstated in accordance with LGAT-IPWEA Tasmanian Standard Drawing TSD-G01 Trench Reinstatement Flexible Pavements and Council policy 27-Rfx-012 Standards for Surface Reinstatement of Works in the Road Service. The asphalt patch is to be placed to ensure a water tight seal against the existing asphalt surface. Any defect in the trench reinstatement that becomes apparent within 12 months of the works is to be repaired at the cost of the applicant.

11. SOIL AND WATER MANAGEMENT CONTROL PLAN

Prior to the commencement of works, a site management plan must be submitted detailing how soil and water must be managed on the site during the construction process. The management plan must include the following:

- a. Allotment boundaries, contours, approximate grades of slope and directions of fall.
- b. Location of adjoining roads, impervious surfaces, underground services and existing drainage.
- c. Location and types of all existing natural vegetation, the proposed location of topsoil stockpiles and the limit of clearing, grading and filling.
- d. Critical natural areas such as drainage lines, cliffs, wetlands and unstable ground.
- e. The estimated dates for the start and finish of the works.
- f. The erosion control practices to be used on the site such as cut off drains, fencing off areas to be undisturbed, revegetation program and so on.
- g. The sediment control practices to be used on site such as silt fencing, stabilised site access, filter screens for inlets to the drainage system, sediment traps and so on.
- h. Timing of the site rehabilitation or landscaping program.
- i. Outline of the maintenance program for the erosion and sediment controls.

Works must not commence prior to the approval of the Soil and Water Management Control Plan by the Executive Leader Community Assets and Design. The Plan must be implemented and maintained during construction to ensure that soil erosion is to be appropriately managed.

12. FACILITIES AND HIGHWAYS BY-LAW

Prior to the placement of any skip bin, security fencing, hoarding, shipping containers, site offices or amenities within a local highway, the person, corporation or other legal entity must seek and have issued a permit pursuant to the Facilities and Highways By-Law (No. 1 of 2021). The payment of the scheduled Occupation Fee (comprising a minimum base fee and a square metre weekly rate) is required prior to the occupation commencing. No occupation of the road reserve is permitted without approval.

13. SUBMISSION AND APPROVAL OF PLANS

Prior to the commencement of the development of the site, detailed plans and specifications must be submitted to the Executive Leader Community Assets and Design for approval. Such plans and specifications must:

- a. Include all infrastructure works required by the permit or shown in the endorsed plans and specifications.
- b. be prepared strictly in accordance with the Tasmanian Subdivision Guidelines and the LGAT-IPWEA Tasmanian Standard Drawings applicable at the date of submission of the plans.
- c. be prepared by a suitably qualified and experienced engineer or Engineering Consultancy.

- d. be accompanied by:
 - i. an estimate of the construction cost of the future public works together with a schedule of the major components and their relevant costs; and
 - ii. a fee of 1.5% of the public works estimate (or a minimum of \$250). Such fee covers assessment of the plans and specifications, audit inspections and Practical Completion & Final inspections.

14. CONSTRUCTION OF WORKS

Private and public infrastructure works must be constructed in accordance with plans and specification approved by the Executive Leader Community Assets and Design.

The required infrastructure works must be as shown in the application documents and endorsed plans and modified by the approval of the detailed engineering drawings and specifications. Works must include:

- a. Stormwater
 - i. The provision of a public drainage system to drain all roadways, footpaths and nature strips within the road reserves and all land draining onto the road reserve,
 - ii. The provision of a suitably sized stormwater connection to the lowest point of the lot,
 - iii. The provision of all necessary changes to stormwater pits and pipework affected by the kerb line relocation within Westbury Road,
 - iv. The provision of an overland flow path for flows up to a 100 year ARI storm event.
- b. Roads - Westbury Road
 - i. The realignment of the eastern kerb on Westbury Road to provide a 6m south-bound lane to facilitate a right turn manoeuvre into Rose Lane, including all necessary relocation of third party services such as street lighting, telecommunications infrastructure.
 - ii. The provision of a 1,500mm wide footpath located on the western side of Westbury Road from the existing bus stop north to continue down Rose Lane including all necessary pedestrian kerb ramps including those shown on the endorsed plan; Artas drawing 231046 A03-DA01 dated 21/01/2025.
 - iii. The provision of all necessary line marking, signage and other traffic control devices.
- c. Roads - Rose Lane
 - i. The provision of a fully constructed road 6.9m wide (measured from the face of kerb to the face of kerb) for the entire length of all the property frontages, complete with KC type kerb and channel.
 - ii. The provision of a 1,500mm wide footpath located on the southern side of Rose Lane from the main vehicle to the Westbury Road footpath extension including all necessary pedestrian kerb ramps including those shown on the endorsed plan; Artas drawing 211043 A001-Sk07 dated 19/10/2022.
 - iii. The provision of three vehicle access points for the development.
 - iv. The provision of all necessary line marking, signage and other traffic control devices.

- d. Electricity, Communications and Other Utilities
 - i. All necessary relocations or upgrades required to facilitate the development required or permitted by and to the approval of the Responsible Authority.

All construction works must be undertaken in accordance with the Tasmanian Subdivision Guidelines and LGAT-IPWEA Standard Drawings. These documents specify:

- a. Construction requirements,
- b. Appointment of a suitably qualified Supervising Engineer to supervise and certify construction works, arrange Council Audit inspections and other responsibilities,
- c. Construction Audit inspections,
- d. Practical Completion and after a 12 month defects liability period the Final Inspection & Hand-Over.

15. CONSTRUCTION DOCUMENTATION

At the time of practical completion for the public works, the developer must provide Council with construction documentation sufficient to show that the works are completed in accordance with Council standards and are locatable for maintenance or connection purposes. The construction documentation is to consist of:

- a. An "as constructed" plan in accordance with Council's standard requirements for as constructed drawings. A separate copy of the requirements is available from Community Assets and Design.
- b. A Closed Circuit Television inspection report for all sewers or drains constructed or incorporated in the works.
- c. Compaction and soil test results for all earthworks or pavement works.
- d. An engineer's certificate that each component of the works comply with the approved engineering plans and Council standards.

16. SEALING PLANS OF SUBDIVISION

No Plan of Survey shall be sealed until the following matters have been completed to the satisfaction of the Executive Leader Community Assets and Design:

- a. The satisfactory completion of all public infrastructure works required by the planning permit.
- b. The provision of written evidence of the completion of third party services including connections to the electricity supply, telecommunications infrastructure and TasWater infrastructure, from the responsible service provider.
- c. The provision of engineering certification and as constructed documentation in accordance the Council requirements.
- d. The subsequent issue of a Certificate of Practical Completion by the Executive Leader Community Assets and Design for those works that will vest with the City of Launceston (Roads and Stormwater infrastructure).
- e. The lodgement of a bond and bank guarantee/cash deposit for the duration of the Defect Liability Period.
- f. Any other payment or action required by a planning permit condition to occur prior to the sealing of the Final Plan of Survey.

17. CONVEYANCE OF ROADS

All roads in the Subdivision must be conveyed to the Council upon the issue by the Executive Leader Community Assets and Design, of the Certificate under Section 10 (7) of the *Local Government (Highways) Act 1962*. All costs involved in this procedure must be met by the Subdivider.

18. COMPLETION OF WORKS

All works must be carried out to Council standards and to the satisfaction of the Executive Leader Community Assets and Design and under the direct supervision of a civil engineer engaged by the owner and approved by the Council. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council standards will be required prior to issue of the Certificate of Practical Completion.

19. AS CONSTRUCTED PLANS

An "as constructed" plan must be provided in accordance with Council's standard requirements for as constructed drawings. A separate copy of the requirements is available from Community Assets and Design.

20. BUILDING ACT 2016 REQUIREMENTS

Prior to acting on this permit, it is recommended that an architect, a licensed building practitioner such as a building surveyor or a building designer be consulted to determine the requirements for any associated building, plumbing or demolition work under the Building Act 2016.

21. AMENITY

The development permitted by this permit must not adversely affect the amenity of the site or any offsite receptors including road traffic, through the emission of a pollutant and/or reflection of light.

22. SUBDIVISION - CONTAMINATED LAND

The land must not be subdivided unless a report from an environmental auditor is provided stating that the landfill gas system will not be impacted.

23. OUT OF HOURS CONCRETE POURING

Concrete pouring outside of hours permitted within this permit or any Building Permit for the development may be given, where the owner/occupier has provided to the satisfaction of Council's Senior Leader Health and Compliance:

- a) at least 3 weeks' prior notice
- b) the reason for pouring outside permitted hours
- c) the dates and times of the proposed pours,
- d) sensitive uses that are likely to be impacted by the pour and how they will be notified, and
- e) identification of any road closures that will be required.

24. GROUNDWATER

Groundwater must not be extracted for use.

25. LANDFILL GAS PROTECTION MEASURES

Prior to a building permit being issued or commencement of any construction, landfill gas protection measures must be designed by a suitably qualified professional and verified by an environmental auditor listed on EPA Tasmania's register of contaminated land auditors, and this verification advised in writing to EPA and Council.

26. LANDFILL GAS PROTECTION MEASURES PRIOR TO OCCUPANCY

Prior to occupancy/use of any building or structure on the site the landfill gas protection measures required must be installed by a suitably qualified professional, verified by an environmental auditor listed on EPA Tasmania's register of contaminated land auditors, and the installation confirmed in writing to EPA Tasmania and Council at completion.

27. GROUND PROTECTION

Any landscaped areas or garden beds must be constructed and maintained with at least 0.5m thickness of clean-fill material below the finished surface.

For all areas other than landscaped or garden bed areas, a physical barrier comprising either permanent building, concrete floor slabs or equivalent permanent paving material, must be placed and maintained across the entire site.

28. DISPOSAL OF SOIL

Any soil proposed to be excavated and disposed of offsite or reused onsite, must be classified and managed in accordance with EPA Tasmanian Information Bulletin 105: Classification and Management of Contaminated Soil for Disposal.

29. ENVIRONMENTAL MANAGEMENT PLAN

An environmental management plan (EMP) must be developed for the site by a suitability qualified professional. The EMP must include:

- Nomination of the party responsible for the implementation of the EMP
- A notification mechanism to ensure the appropriate parties are aware of the EMPs existence;
- Procedures and schedule for maintenance/inspection of the landfill gas protection measures, to ensure proper function; and
- Procedures for management of repair of failures noted during maintenance and monitoring of the landfill gas protection measures.

30. CONTAMINATED LAND

The developer must comply with the environmental audit report prepared by Australian Environmental Auditors dated 02/10/2024 and complete all works required in the report's recommendations.

Any new information which comes to light during remediation, demolition or construction works which has the potential to alter previous conclusions about site contamination and remediation must be notified to Council (and the Environmental Protection Authority if relevant) immediately upon discovery.

31. CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

Prior to the commencement of excavation, earthworks, construction or any other redevelopment work and ongoing until a certificate of occupancy is issued, the owner/occupier of the site must implement and maintain a Construction Environmental Management Plan (CEMP) prepared by a suitability qualified person. The CEMP must address as a minimum:

- a) The management of environmental risk during construction
- b) How the supervisor will check for odour or soil discolouration
- c) How the work is to stop if contamination is detected

- d) The type of protective clothing (disposable) to be used including dust masks (P2); gloves, eye protection etc.
- e) The method for stockpiling and sampling soil to determine disposal process; and
- f) How sediment and dust generation is to be monitored and mitigated.

The CEMP must be submitted to the satisfaction of the Senior Leader Health and Compliance prior to a Building Permit being issued.

32. POTENTIAL SITE CONTAMINATION - NEW INFORMATION

Any new information which comes to light during construction works that has the potential to alter previous conclusions about site contamination must be notified to Council (and the Environmental Protection Authority if relevant) immediately upon discovery. Works on site must immediately cease until the new information has been assessed. Works can only recommence:

- a) once the site has been assessed by a suitability qualified person, being either a contaminated land auditor or site contamination practitioner as defined by the Tasmanian Planning Scheme; and
- b) in accordance with any additional recommended control measures as specified by the site contamination practitioner or contaminated land auditor

33. NOISE

Prior to the commencement of the development of the site, an acoustic report, prepared by a qualified person, must be submitted to the satisfaction of the Senior Leader City Development. The report must be prepared to ensure that noise emissions from the Southern Outlet can be appropriately managed.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0122/2024. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. *Any agreement that is required by this permit pursuant to Part V 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.*

The permit lapses after a period of two (2) years if the development or use has not substantially commenced within that period. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by request to Council.

B. Restrictive Covenants

The granting of this permit takes no account of any covenants applicable to the land. The permit holder and any other interested party, should make their own enquiries as to

whether the proposed development is affected, restricted or prohibited by any such covenant.

If the proposal is non-compliant with any restrictive covenants, those restrictive covenants should be removed from the title prior to construction commencing or the owner will carry the liability of potential legal action in the future.

C. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil & Administrative Tribunal (TASCAT).

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 & Administrative Tribunal (TASCAT) website www.tascat.tas.gov.au <<http://www.tascat.tas.gov.au>>

D. Permit Commencement

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 that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

Iain More (Senior Town Planner - Policy and Projects), Duncan Payton (Town Planner) and Sonia Smith (Team Leader Infrastructure Development) were in attendance to answer questions in respect of this item.

Andrew Nowakoski spoke against the Recommendation

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor D C Gibson.

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0122/2024 - Residential - Construction of 56 dwellings over two three-storey buildings, associated parking, landscaping, and infrastructure which includes widening of a road, new pedestrian footpaths, and road safety works at the junction of Rose Lane and Westbury Road. Subdivision - Consolidation of lots, at 5 and 9 Rose Lane, South Launceston, subject to the following conditions:

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- b) Transport Impact Assessment, prepared by Ratio, Reference No. 22194T, Version F02, dated 10/02/2024;
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- d) Geotechnical Site Review, prepared by Scherzic Ground Investigations, Report No. 7390A, dated November 2019;
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- j) Services Plan - Schematic, prepared by ARTAS Architects, Project No. 231046, Drawing No. A05-DA06, dated 11/02/2025;
- k) Ground Floor Plan - Carpark, prepared by ARTAS Architects, Project No. 231046, Drawing No. A10-DA04, dated 11/02/2025;
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- m) Building 1 - South and East External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A20-DA04, dated 11/02/2025;
- n) Building 1 - North and West External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A21-DA04, dated 11/02/2025;
- o) Building 2 - South and East External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A22-DA03, dated 11/02/2025;
- p) Building 2 - North and West External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A23-DA03, dated 11/02/2025;
- q) Sun Shadow Diagram, prepared by ARTAS Architects, Project No. 231046, Drawing No. A30-DA02, dated 11/02/2025;
- r) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A31-DA01, dated 09/12/2024;
- s) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A32-DA01, dated 09/12/2024;
- t) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A33-DA01, dated 09/12/2024;
- u) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A34-DA01, dated 09/12/2024;
- v) Artist Impressions, prepared by ARTAS Architects, Project No. 231046, Drawing No. A35-DA01, dated 09/12/2024; and
- x) Environmental Audit Report, prepared by Australian Environmental Auditors, Job NO. EA1090, dated 02/10/2024.

2. GEOTECHNICAL

The developer must comply with the Geotechnical Site Review, dated November 2019, Geotechnical Investigation Report, and Addendum, dated 03/06/2020, prepared by Scherzic Ground Investigations, and complete all works required in the report's recommendations.

3. LEGAL TITLE

All development and use associated with the proposal must be confined to the legal title of the subject land except construction of access from the street.

4. TASWATER

The development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2024/01153-LCC, dated 20/02/2025 and attached to the permit.

5. HOURS OF CONSTRUCTION

- a) Unless otherwise approved in writing by the Senior Leader Health and Compliance construction activities must only be carried out between the hours of:
 - i. Monday to Friday - 7 am to 6 pm; and
 - ii. Saturday - 8 am to 6 pm.
- b) Notwithstanding the above paragraph, construction activities must not be carried out on public holidays that are observed state-wide (Easter Tuesday excepted).

6. DRIVEWAY AND PARKING AREA CONSTRUCTION

Before the use commences, areas set aside for parking vehicles and access lanes as shown on the endorsed plans must:

- a) Be properly constructed to such levels that they can be used in accordance with the plans;
- b) Be surfaced with an impervious all weather seal;
- c) Be adequately drained to prevent stormwater being discharged to neighbouring property;
- d) Be line-marked or otherwise delineated to indicate each car space and access lanes.

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

7. AMENDED PLANS REQUIRED

Prior to the commencement of any work and use, amended plans must be submitted to show:

- a. Deletion of the proposed retaining wall located within the Council-owned Rose Lane Park at 5 Rose Lane adjacent the proposed Peel Street footpath.
- b. Relocation of the retaining wall and associated drainage along the eastern boundary of the site to ensure the wall and drainage are wholly contained within 9 Rose Lane (CT159336/1 and CT247578/2).

Once approved by the Senior Leader City Development, these amended plans will be endorsed and will then form part of the Permit and shall supersede the original endorsed plans.

8. DAMAGE TO COUNCIL INFRASTRUCTURE

The developer is liable for all costs associated with the repair of damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any by-law or legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, by-laws and legislation relevant to the development activity on the site.

9. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE

All works in (or requiring the occupation of) the road reserve must be carried out in accordance with a detailed Traffic Management Plan prepared by a qualified person in accordance with the requirements of Australian Standard AS1742. A copy of such plan is to be maintained on site and available for inspection upon request by an Authorised Officer.

The explicit permission of Executive Leader - Community Assets & Design is required prior to undertaking works where the works:

- a. require a road or lane closure;
- b. require occupation of the road reserve for more than one week at a particular location;
- c. are in nominated high traffic locations; or
- d. involve opening or breaking trafficable surfaces.

Where the work is associated with the installation, removal or modification of a driveway or a stormwater connection, the approval of a permit for such works shall form the explicit approval.

10. TRENCH REINSTATEMENT FOR NEW/ALTERED CONNECTIONS

Where a service connection to a public main or utility is to be relocated/upsized or removed then the trench within the road pavement is to be reinstated in accordance with LGAT-IPWEA Tasmanian Standard Drawing TSD-G01 Trench Reinstatement Flexible Pavements and Council policy 27-Rfx-012 Standards for Surface Reinstatement of Works in the Road Service. The asphalt patch is to be placed to ensure a water tight seal against the existing asphalt surface. Any defect in the trench reinstatement that becomes apparent within 12 months of the works is to be repaired at the cost of the applicant.

11. SOIL AND WATER MANAGEMENT CONTROL PLAN

Prior to the commencement of works, a site management plan must be submitted detailing how soil and water must be managed on the site during the construction process. The management plan must include the following:

- a. Allotment boundaries, contours, approximate grades of slope and directions of fall.

- b. Location of adjoining roads, impervious surfaces, underground services and existing drainage.
 - c. Location and types of all existing natural vegetation, the proposed location of topsoil stockpiles and the limit of clearing, grading and filling.
 - d. Critical natural areas such as drainage lines, cliffs, wetlands and unstable ground.
 - e. The estimated dates for the start and finish of the works.
 - f. The erosion control practices to be used on the site such as cut off drains, fencing off areas to be undisturbed, revegetation program and so on.
 - g. The sediment control practices to be used on site such as silt fencing, stabilised site access, filter screens for inlets to the drainage system, sediment traps and so on.
 - h. Timing of the site rehabilitation or landscaping program.
 - i. Outline of the maintenance program for the erosion and sediment controls.
- Works must not commence prior to the approval of the Soil and Water Management Control Plan by the Executive Leader Community Assets and Design. The Plan must be implemented and maintained during construction to ensure that soil erosion is to be appropriately managed.

12. FACILITIES AND HIGHWAYS BY-LAW

Prior to the placement of any skip bin, security fencing, hoarding, shipping containers, site offices or amenities within a local highway, the person, corporation or other legal entity must seek and have issued a permit pursuant to the Facilities and Highways By-Law (No. 1 of 2021). The payment of the scheduled Occupation Fee (comprising a minimum base fee and a square metre weekly rate) is required prior to the occupation commencing. No occupation of the road reserve is permitted without approval.

13. SUBMISSION AND APPROVAL OF PLANS

Prior to the commencement of the development of the site, detailed plans and specifications must be submitted to the Executive Leader Community Assets and Design for approval. Such plans and specifications must:

- a. Include all infrastructure works required by the permit or shown in the endorsed plans and specifications.
- b. be prepared strictly in accordance with the Tasmanian Subdivision Guidelines and the LGAT-IPWEA Tasmanian Standard Drawings applicable at the date of submission of the plans.
- c. be prepared by a suitably qualified and experienced engineer or Engineering Consultancy.
- d. be accompanied by:
 - i. an estimate of the construction cost of the future public works together with a schedule of the major components and their relevant costs; and
 - ii. a fee of 1.5% of the public works estimate (or a minimum of \$250). Such fee covers assessment of the plans and specifications, audit inspections and Practical Completion & Final inspections.

14. CONSTRUCTION OF WORKS

Private and public infrastructure works must be constructed in accordance with plans and specification approved by the Executive Leader Community Assets and Design.

The required infrastructure works must be as shown in the application documents and endorsed plans and modified by the approval of the detailed engineering drawings and specifications. Works must include:

- a. **Stormwater**
 - i. The provision of a public drainage system to drain all roadways, footpaths and nature strips within the road reserves and all land draining onto the road reserve,
 - ii. The provision of a suitably sized stormwater connection to the lowest point of the lot,
 - iii. The provision of all necessary changes to stormwater pits and pipework affected by the kerb line relocation within Westbury Road,
 - iv. The provision of an overland flow path for flows up to a 100 year ARI storm event.
- b. **Roads - Westbury Road**
 - i. The realignment of the eastern kerb on Westbury Road to provide a 6m south-bound lane to facilitate a right turn manoeuvre into Rose Lane, including all necessary relocation of third party services such as street lighting, telecommunications infrastructure.
 - ii. The provision of a 1,500mm wide footpath located on the western side of Westbury Road from the existing bus stop north to continue down Rose Lane including all necessary pedestrian kerb ramps including those shown on the endorsed plan; Artas drawing 231046 A03-DA01 dated 21/01/2025.
 - iii. The provision of all necessary line marking, signage and other traffic control devices.
- c. **Roads - Rose Lane**
 - i. The provision of a fully constructed road 6.9m wide (measured from the face of kerb to the face of kerb) for the entire length of all the property frontages, complete with KC type kerb and channel.
 - ii. The provision of a 1,500mm wide footpath located on the southern side of Rose Lane from the main vehicle to the Westbury Road footpath extension including all necessary pedestrian kerb ramps including those shown on the endorsed plan; Artas drawing 211043 A001-Sk07 dated 19/10/2022.
 - iii. The provision of three vehicle access points for the development.
 - iv. The provision of all necessary line marking, signage and other traffic control devices.
- d. **Electricity, Communications and Other Utilities**
 - i. All necessary relocations or upgrades required to facilitate the development required or permitted by and to the approval of the Responsible Authority.

All construction works must be undertaken in accordance with the Tasmanian Subdivision Guidelines and LGAT-IPWEA Standard Drawings. These documents specify:

- a. Construction requirements,
- b. Appointment of a suitably qualified Supervising Engineer to supervise and certify construction works, arrange Council Audit inspections and other responsibilities,
- c. Construction Audit inspections,
- d. Practical Completion and after a 12 month defects liability period the Final Inspection & Hand-Over.

15. CONSTRUCTION DOCUMENTATION

At the time of practical completion for the public works, the developer must provide Council with construction documentation sufficient to show that the works are completed in accordance with Council standards and are locatable for maintenance or connection purposes. The construction documentation is to consist of:

- a. An "as constructed" plan in accordance with Council's standard requirements for as constructed drawings. A separate copy of the requirements is available from Community Assets and Design.
- b. A Closed Circuit Television inspection report for all sewers or drains constructed or incorporated in the works.
- c. Compaction and soil test results for all earthworks or pavement works.
- d. An engineer's certificate that each component of the works comply with the approved engineering plans and Council standards.

16. SEALING PLANS OF SUBDIVISION

No Plan of Survey shall be sealed until the following matters have been completed to the satisfaction of the Executive Leader Community Assets and Design:

- a. The satisfactory completion of all public infrastructure works required by the planning permit.
- b. The provision of written evidence of the completion of third party services including connections to the electricity supply, telecommunications infrastructure and TasWater infrastructure, from the responsible service provider.
- c. The provision of engineering certification and as constructed documentation in accordance the Council requirements.
- d. The subsequent issue of a Certificate of Practical Completion by the Executive Leader Community Assets and Design for those works that will vest with the City of Launceston (Roads and Stormwater infrastructure).
- e. The lodgement of a bond and bank guarantee/cash deposit for the duration of the Defect Liability Period.
- f. Any other payment or action required by a planning permit condition to occur prior to the sealing of the Final Plan of Survey.

17. CONVEYANCE OF ROADS

All roads in the Subdivision must be conveyed to the Council upon the issue by the Executive Leader Community Assets and Design, of the Certificate under Section 10 (7) of the *Local Government (Highways) Act 1962*. All costs involved in this procedure must be met by the Subdivider.

18. COMPLETION OF WORKS

All works must be carried out to Council standards and to the satisfaction of the Executive Leader Community Assets and Design and under the direct supervision of a civil engineer engaged by the owner and approved by the Council. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council standards will be required prior to issue of the Certificate of Practical Completion.

19. AS CONSTRUCTED PLANS

An "as constructed" plan must be provided in accordance with Council's standard requirements for as constructed drawings. A separate copy of the requirements is available from Community Assets and Design.

20. BUILDING ACT 2016 REQUIREMENTS

Prior to acting on this permit, it is recommended that an architect, a licensed building practitioner such as a building surveyor or a building designer be consulted to determine the requirements for any associated building, plumbing or demolition work under the Building Act 2016.

21. AMENITY

The development permitted by this permit must not adversely affect the amenity of the site or any offsite receptors including road traffic, through the emission of a pollutant and/or reflection of light.

22. SUBDIVISION - CONTAMINATED LAND

The land must not be subdivided unless a report from an environmental auditor is provided stating that the landfill gas system will not be impacted.

23. OUT OF HOURS CONCRETE POURING

Concrete pouring outside of hours permitted within this permit or any Building Permit for the development may be given, where the owner/occupier has provided to the satisfaction of Council's Senior Leader Health and Compliance:

- a) at least 3 weeks' prior notice
- b) the reason for pouring outside permitted hours
- c) the dates and times of the proposed pours,
- d) sensitive uses that are likely to be impacted by the pour and how they will be notified, and
- e) identification of any road closures that will be required.

24. GROUNDWATER

Groundwater must not be extracted for use.

25. LANDFILL GAS PROTECTION MEASURES

Prior to a building permit being issued or commencement of any construction, landfill gas protection measures must be designed by a suitably qualified professional and verified by an environmental auditor listed on EPA Tasmania's register of contaminated land auditors, and this verification advised in writing to EPA and Council.

26. LANDFILL GAS PROTECTION MEASURES PRIOR TO OCCUPANCY

Prior to occupancy/use of any building or structure on the site the landfill gas protection measures required must be installed by a suitably qualified professional, verified by an environmental auditor listed on EPA Tasmania's register of contaminated land auditors, and the installation confirmed in writing to EPA Tasmania and Council at completion.

27. GROUND PROTECTION

Any landscaped areas or garden beds must be constructed and maintained with at least 0.5m thickness of clean-fill material below the finished surface.

For all areas other than landscaped or garden bed areas, a physical barrier comprising either permanent building, concrete floor slabs or equivalent permanent paving material, must be placed and maintained across the entire site.

28. DISPOSAL OF SOIL

Any soil proposed to be excavated and disposed of offsite or reused onsite, must be classified and managed in accordance with EPA Tasmanian Information Bulletin 105: Classification and Management of Contaminated Soil for Disposal.

29. ENVIRONMENTAL MANAGEMENT PLAN

An environmental management plan (EMP) must be developed for the site by a suitability qualified professional. The EMP must include:

- Nomination of the party responsible for the implementation of the EMP
- A notification mechanism to ensure the appropriate parties are aware of the EMPs existence;
- Procedures and schedule for maintenance/inspection of the landfill gas protection measures, to ensure proper function; and
- Procedures for management of repair of failures noted during maintenance and monitoring of the landfill gas protection measures.

30. CONTAMINATED LAND

The developer must comply with the environmental audit report prepared by Australian Environmental Auditors dated 02/10/2024 and complete all works required in the report's recommendations.

Any new information which comes to light during remediation, demolition or construction works which has the potential to alter previous conclusions about site contamination and remediation must be notified to Council (and the Environmental Protection Authority if relevant) immediately upon discovery.

31. CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

Prior to the commencement of excavation, earthworks, construction or any other redevelopment work and ongoing until a certificate of occupancy is issued, the owner/occupier of the site must implement and maintain a Construction Environmental Management Plan (CEMP) prepared by a suitability qualified person. The CEMP must address as a minimum:

- a) The management of environmental risk during construction
- b) How the supervisor will check for odour or soil discolouration
- c) How the work is to stop if contamination is detected

- d) The type of protective clothing (disposable) to be used including dust masks (P2); gloves, eye protection etc.
- e) The method for stockpiling and sampling soil to determine disposal process; and
- f) How sediment and dust generation is to be monitored and mitigated.

The CEMP must be submitted to the satisfaction of the Senior Leader Health and Compliance prior to a Building Permit being issued.

32. POTENTIAL SITE CONTAMINATION - NEW INFORMATION

Any new information which comes to light during construction works that has the potential to alter previous conclusions about site contamination must be notified to Council (and the Environmental Protection Authority if relevant) immediately upon discovery. Works on site must immediately cease until the new information has been assessed. Works can only recommence:

- a) once the site has been assessed by a suitability qualified person, being either a contaminated land auditor or site contamination practitioner as defined by the Tasmanian Planning Scheme; and
- b) in accordance with any additional recommended control measures as specified by the site contamination practitioner or contaminated land auditor

33. NOISE

Prior to the commencement of the development of the site, an acoustic report, prepared by a qualified person, must be submitted to the satisfaction of the Senior Leader City Development. The report must be prepared to ensure that noise emissions from the Southern Outlet can be appropriately managed.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0122/2024. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. *Any agreement that is required by this permit pursuant to Part V 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.*

The permit lapses after a period of two (2) years if the development or use has not substantially commenced within that period. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by request to Council.

B. Restrictive Covenants

The granting of this permit takes no account of any covenants applicable to the land. The permit holder and any other interested party, should make their own enquiries as to whether the proposed development is affected, restricted or prohibited by any such covenant.

If the proposal is non-compliant with any restrictive covenants, those restrictive covenants should be removed from the title prior to construction commencing or the owner will carry the liability of potential legal action in the future.

C. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil & Administrative Tribunal (TASCAT).

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 & Administrative Tribunal (TASCAT) website www.tascat.tas.gov.au <<http://www.tascat.tas.gov.au>>

D. Permit Commencement.

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 that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

CARRIED 9:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton
AGAINST VOTE: Nil

11.4. DA0015/2025 - 25 St John Street, Launceston - Transport Depot and Distribution – Alterations to existing building; Change of use to a bus terminal, including on-street bus parking and installation of illuminated signage

FILE NO: DA0015/2025

AUTHOR: Duncan Payton (Town Planner)

APPROVER: Chelsea van Riet (Executive Leader Community Assets and Design)

DECISION STATEMENT:

To consider and determine a development application pursuant to the *Land Use Planning and Approvals Act 1993*.

PLANNING APPLICATION INFORMATION:

Applicant:	Jaws Architects
Property:	25 St John Street, Launceston
Zoning:	Urban Mixed Use
Receipt Date:	21/01/2025
Validity Date:	14/02/2025
Further Information Request:	14/02/2025
Further Information Received:	16/03/2025
Deemed Approval:	28/04/2025
Representations:	6

RELEVANT LEGISLATION:

Land Use Planning and Approvals Act 1993
Tasmanian Planning Scheme - Launceston

STANDARDS REQUIRING PLANNING DISCRETION:

C13.3.2 - Discretionary uses
C1.6.1 P1.1 - Design and Siting of signs
C1.6.2 P1 - Illuminated signs
C1.6.4 P1 - Signs on local heritage places

RECOMMENDATION:

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0015/2025 - Transport Depot and Distribution - Alterations to the existing building; Change of use to a bus terminal including on-street bus parking; and installation of illuminated signage, at 25 St John Street, Launceston, subject to the following conditions:

1. ENDORSED PLANS & DOCUMENTS

The use and development must be carried out in accordance with the endorsed plans and documents to the satisfaction of the Senior Leader City Development unless modified by a condition of the Permit:

- a. Supporting Planning Submission, prepared by Jaws Architecture, Regional transit Centre, Launceston, dated 20/01/2025

2. AMENDED PLANS REQUIRED

Prior to the commencement of any work related to the fixing of the illuminated sign to the building facade, amended plans must be submitted to the satisfaction of the Senior Leader City Development. Once approved, these amended plans will be endorsed and will then form part of the Permit. The amended plans must show:

- a. One secure bicycle parking space.

Amended plans should include identification information such as updated revision numbers, revision date and revision description. The changes are to be highlighted in red clouds or a format agreed with the planning officer.

3. AFFIXING OF SIGN TO BUILDING FACADE

Signs must be affixed within mortar joints rather than directly into masonry, where possible. Should joints be difficult to determine (i.e. if the building has been rendered), the process should utilise an 'as much as necessary, as little as possible' approach (Burra Charter approach) to façade penetrations. This will ensure conservation of as much heritage fabric as possible.

4. BUSES NOT LEFT IDLING

Buses utilising the bus depot must not be left idling between arrival and departure.

5. LEGAL TITLE

All development and use associated with the proposal must be confined to the legal title of the subject land except construction of access from the street.

6. TASWATER

The development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2025/00132-LCC, dated 18/03/2025 and attached to the permit.

7. HOURS OF CONSTRUCTION

- a) Unless otherwise approved in writing by the Manager Health and Compliance construction activities must only be carried out between the hours of:
 - i. Monday to Friday - 7 am to 6 pm; and
 - ii. Saturday - 8 am to 6 pm.
- b) Notwithstanding the above paragraph, construction activities must not be carried out on public holidays that are observed state-wide (Easter Tuesday excepted).

8. SIGNAGE CONTENT (STATIC)

Content of the sign may be updated or changed without separate approval of Council, subject to:

- a. The structure, location and size of the signage not changing.
- b. The content of the signage relating to the site.
- c. Compliance with the requirements of the planning scheme.

9. SIGN MAINTENANCE (STATIC)

The sign(s) must be constructed and maintained in good condition to the satisfaction of the Council.

10. SIGN ILLUMINATION (STATIC)

The illuminated signs permitted by this permit must have a maximum luminance level of 150 nit and must only be illuminated during the operating hours of the business.

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

11. DETAILED LINEMARKING AND SIGNAGE PLAN

Prior to the commencement of any work to modify the existing linemarking a detailed plan showing the proposed changes must be submitted to the Senior Leader Infrastructure and Engineering.

The plan must show the location and length of the proposed bus parking bays, the line types and the location of the new signage.

No works to alter the existing signage or linemarking is permitted to occur without the approval of the Senior Leader Infrastructure and Engineering.

12. DAMAGE TO COUNCIL INFRASTRUCTURE

The developer is liable for all costs associated with the repair of damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any by-law or legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, by-laws and legislation relevant to the development activity on the site.

13. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE

All works in (or requiring the occupation of) the road reserve must be carried out in accordance with a detailed Traffic Management Plan prepared by a qualified person in accordance with the requirements of Australian Standard AS1742. A copy of such plan is to be maintained on site and available for inspection upon request by an Authorised Officer.

The explicit permission of Executive Leader Community Assets and Design is required prior to undertaking works where the works:

- a. require a road or lane closure;
- b. require occupation of the road reserve for more than one week at a particular location;
- c. are in nominated high traffic locations; or
- d. involve opening or breaking trafficable surfaces.

Where the work is associated with the installation, removal or modification of a driveway or a stormwater connection, the approval of a permit for such works shall form the explicit approval.

14. FACILITIES AND HIGHWAYS BY-LAW

Prior to the placement of any skip bin, security fencing, hoarding, shipping containers, site offices or amenities within a local highway, the person, corporation or other legal entity must seek and have issued a permit pursuant to the Facilities and Highways By-Law (No. 1 of 2021). The payment of the scheduled Occupation Fee (comprising a minimum base fee and a square metre weekly rate) is required prior to the occupation commencing. No occupation of the road reserve is permitted without approval.

15. COMPLETION OF WORKS

All works must be carried out to Council standards and to the satisfaction of the Executive Leader Community Assets and Design and under the direct supervision of a civil engineer engaged by the owner and approved by the Council. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council standards will be required prior to issue of the Certificate of Practical Completion.

16. EXTERIOR AND SECURITY LIGHTING

Exterior lighting and security lighting is to comply with the Australian Standard AS4282 'Control of the obtrusive effects of outdoor lighting' or any subsequent versions.

17. DEMOLITION

The developer must:

- a) protect property and services which are to either remain on or adjacent to the site from interference or damage;
- b) not undertake any burning of waste materials or removed vegetation;
- c) remove all rubbish from the site for disposal at a licensed waste disposal site;
- d) dispose of any asbestos found during demolition in accordance with the Safe Work Australia 'How to Safely Remove Asbestos: Code of Practice, July 2020', or any subsequent versions of the document.

18. STORMWATER

No liquids other than unpolluted rain water are to be allowed to discharge or drain to the Council's stormwater system or receiving water bodies or watercourses.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0015/2025. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c.

Any agreement that is required by this permit pursuant to Part V 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.

The permit lapses after a period of two (2) years if the development or use has not substantially commenced within that period. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by request to Council.

B. Restrictive Covenants

The granting of this permit takes no account of any covenants applicable to the land. The permit holder and any other interested party, should make their own enquiries as to whether the proposed development is affected, restricted or prohibited by any such covenant.

If the proposal is non-compliant with any restrictive covenants, those restrictive covenants should be removed from the title prior to construction commencing or the owner will carry the liability of potential legal action in the future.

C. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil & Administrative Tribunal (TASCAT).

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 & Administrative Tribunal (TASCAT) website www.tascat.tas.gov.au <<http://www.tascat.tas.gov.au>>

D. Permit Commencement.

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 that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

Duncan Payton (Town Planner) and Sonia Smith (Team Leader Infrastructure Development) were in attendance to answer questions in respect of this item.

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor J J Pentridge.

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0015/2025 - Transport Depot and Distribution - Alterations to the existing building; Change of use to a bus terminal including on-street bus parking; and installation of illuminated signage, at 25 St John Street, Launceston, subject to the following conditions:

1. ENDORSED PLANS & DOCUMENTS

The use and development must be carried out in accordance with the endorsed plans and documents to the satisfaction of the Senior Leader City Development unless modified by a condition of the Permit:

- a. Supporting Planning Submission, prepared by Jaws Architecture, Regional transit Centre, Launceston, dated 20/01/2025

2. AMENDED PLANS REQUIRED

Prior to the commencement of any work related to the fixing of the illuminated sign to the building facade, amended plans must be submitted to the satisfaction of the Senior Leader City Development. Once approved, these amended plans will be endorsed and will then form part of the Permit. The amended plans must show:

- a. One secure bicycle parking space.

Amended plans should include identification information such as updated revision numbers, revision date and revision description. The changes are to be highlighted in red clouds or a format agreed with the planning officer.

3. AFFIXING OF SIGN TO BUILDING FACADE

Signs must be affixed within mortar joints rather than directly into masonry, where possible. Should joints be difficult to determine (i.e. if the building has been rendered), the process should utilise an 'as much as necessary, as little as possible' approach (Burra Charter approach) to façade penetrations. This will ensure conservation of as much heritage fabric as possible.

4. BUSES NOT LEFT IDLING

Buses utilising the bus depot must not be left idling between arrival and departure.

5. LEGAL TITLE

All development and use associated with the proposal must be confined to the legal title of the subject land except construction of access from the street.

6. TASWATER

The development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2025/00132-LCC, dated 18/03/2025 and attached to the permit.

7. HOURS OF CONSTRUCTION

- a) Unless otherwise approved in writing by the Manager Health and Compliance construction activities must only be carried out between the hours of:
 - i. Monday to Friday - 7 am to 6 pm; and
 - ii. Saturday - 8 am to 6 pm.
- b) Notwithstanding the above paragraph, construction activities must not be carried out on public holidays that are observed state-wide (Easter Tuesday excepted).

8. SIGNAGE CONTENT (STATIC)

Content of the sign may be updated or changed without separate approval of Council, subject to:

- a. The structure, location and size of the signage not changing.
- b. The content of the signage relating to the site.
- c. Compliance with the requirements of the planning scheme.

9. SIGN MAINTENANCE (STATIC)

The sign(s) must be constructed and maintained in good condition to the satisfaction of the Council.

10. SIGN ILLUMINATION (STATIC)

The illuminated signs permitted by this permit must have a maximum luminance level of 150 nit and must only be illuminated during the operating hours of the business.

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

11. DETAILED LINEMARKING AND SIGNAGE PLAN

Prior to the commencement of any work to modify the existing linemarking a detailed plan showing the proposed changes must be submitted to the Senior Leader Infrastructure and Engineering.

The plan must show the location and length of the proposed bus parking bays, the line types and the location of the new signage.

No works to alter the existing signage or linemarking is permitted to occur without the approval of the Senior Leader Infrastructure and Engineering.

12. DAMAGE TO COUNCIL INFRASTRUCTURE

The developer is liable for all costs associated with the repair of damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any by-law or legislation relevant to the development activity on the site. Damage may also include the undertaking of unauthorised works to Council infrastructure such as driveways, footpaths and stormwater infrastructure. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, by-laws and legislation relevant to the development activity on the site.

13. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE

All works in (or requiring the occupation of) the road reserve must be carried out in accordance with a detailed Traffic Management Plan prepared by a qualified person in accordance with the requirements of Australian Standard AS1742. A copy of such plan is to be maintained on site and available for inspection upon request by an Authorised Officer.

The explicit permission of Executive Leader Community Assets and Design is required prior to undertaking works where the works:

- a. require a road or lane closure;
- b. require occupation of the road reserve for more than one week at a particular location;
- c. are in nominated high traffic locations; or
- d. involve opening or breaking trafficable surfaces.

Where the work is associated with the installation, removal or modification of a driveway or a stormwater connection, the approval of a permit for such works shall form the explicit approval.

14. FACILITIES AND HIGHWAYS BY-LAW

Prior to the placement of any skip bin, security fencing, hoarding, shipping containers, site offices or amenities within a local highway, the person, corporation or other legal entity must seek and have issued a permit pursuant to the Facilities and Highways By-Law (No. 1 of 2021). The payment of the scheduled Occupation Fee (comprising a minimum base fee and a square metre weekly rate) is required prior to the occupation commencing. No occupation of the road reserve is permitted without approval.

15. COMPLETION OF WORKS

All works must be carried out to Council standards and to the satisfaction of the Executive Leader Community Assets and Design and under the direct supervision of a civil engineer engaged by the owner and approved by the Council. Certification that all works have been carried out in accordance with the approved engineering design plans and to Council standards will be required prior to issue of the Certificate of Practical Completion.

16. EXTERIOR AND SECURITY LIGHTING

Exterior lighting and security lighting is to comply with the Australian Standard AS4282 'Control of the obtrusive effects of outdoor lighting' or any subsequent versions.

17. DEMOLITION

The developer must:

- a) protect property and services which are to either remain on or adjacent to the site from interference or damage;
- b) not undertake any burning of waste materials or removed vegetation;
- c) remove all rubbish from the site for disposal at a licensed waste disposal site;
- d) dispose of any asbestos found during demolition in accordance with the Safe Work Australia 'How to Safely Remove Asbestos: Code of Practice, July 2020', or any subsequent versions of the document.

18. STORMWATER

No liquids other than unpolluted rain water are to be allowed to discharge or drain to the Council's stormwater system or receiving water bodies or watercourses.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0015/2025. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

- a. The 14 day appeal period expires; or*
- b. Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. Any agreement that is required by this permit pursuant to Part V 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.*

The permit lapses after a period of two (2) years if the development or use has not substantially commenced within that period. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by request to Council.

B. Restrictive Covenants

The granting of this permit takes no account of any covenants applicable to the land. The permit holder and any other interested party, should make their own enquiries as to whether the proposed development is affected, restricted or prohibited by any such covenant.

If the proposal is non-compliant with any restrictive covenants, those restrictive covenants should be removed from the title prior to construction commencing or the owner will carry the liability of potential legal action in the future.

C. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Tasmanian Civil & Administrative Tribunal (TASCAT).

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 & Administrative Tribunal (TASCAT) website www.tascat.tas.gov.au <<http://www.tascat.tas.gov.au>>

D. Permit Commencement.

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 that 14 day period, the Council must be so notified in writing. A copy of Council's Notice to Waive Right of Appeal is attached.

CARRIED 9:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton

AGAINST VOTE: Nil

The Mayor, Councillor M K Garwood, announced that Council no longer sits as a Planning Authority.

**Council adjourned for a break at 2.47 pm
Council resumed following the break at 2.57pm**

Councillor T G Walker withdrew from the Meeting at 2:57 pm

12. ANNOUNCEMENTS BY THE MAYOR

12.1. Mayor's Announcements

FILE NO: SF2375

Friday 7 March 2025

- Officiated at the Launch Tasmanian Shakespeare Company, Club Coco, 64 Tamar Street, Launceston

Sunday 9 March 2025

- Attended A Festival Called PANAMA, Golconda

Friday 21 March 2025

- Attended North Launceston Football Season Launch 2025, UTAS Stadium, Inveresk

Tuesday 25 March 2025

- Attended TasTAFE 2024 Graduate Celebrations, Tailrace Centre, Riverside

Duties undertaken by Acting Mayor, Councillor A G Harris - 11 March 2025 to 19 March 2025:

Thursday 13 March 2025

- Officiated at the *Launceston's Government Cottage* Book Launch, Petrachs, Launceston

Friday 14 March 2025

- Enjoyed a Hot Lap for Trans Am Launch, Symmons Plains
- Officiated at the Opening Night of *Billy Elliott*, Princess Theatre

Sunday 16 March 2025

- Attended the Franklin House Village Fair, Franklin Village
- Officiated at the Harmony Day Launch, Civic Square, Launceston

Monday 17 March 2025

- Officiated at the Launceston City Community Christmas thank you morning tea, The Ark, Killafaddy
- Attended the Cabinet Cocktail Party, Peppers Silo, Invermay

Tuesday 18 March 2025

- Attended the Launceston Regional Forum - 20 Year Strategy, Tramsheds, Invermay
-

13. COUNCILLORS' REPORTS

(This item provides an opportunity for Councillors to briefly report on the activities that have been undertaken in their capacity as a representative of the Council. It is not necessary to list social functions that have been attended).

Councillor T G Walker re-attended the Meeting at 3:00 pm

Councillor S Cai

- **Acknowledged - passing of John Ball**
- **7 March 2025 - Attended International Women's Day Morning Tea - Queen Victoria Museum and Art Gallery**
- **16 March 2025 - Attended Launch of Harmony Week**

Councillor Prof G Razay

- **Attended a community dinner hosted by E12 Tasmania in collaboration with the Tasmania University Student Association**
- **Noted that on Sunday 30 March 2025 - Dementia Walk**

Councillor A J Palmer

- **Billy Elliott**
- **16 March 2025 - Attended Launch of Harmony Week**
- **Congratulated the Launceston Ukelele Jamborree for a wonderful event and noted Jackie Barnes' contribution**

Councillor A G Harris

- **13 March 2025 - Attended the Launceston Government House Book Launch**
- **Officiated the City of Launceston Community Christmas Thank you - noting the work of the volunteers who go in on Christmas Day to help 300 or more other people who perhaps wouldn't have had a Christmas lunch if it wasn't for that committee**

14. QUESTIONS BY COUNCILLORS

14.1. Councillors' Questions on Notice

Local Government (Meeting Procedures) Regulations 2015 - Regulation 30

(A councillor, at least seven days before an ordinary Council Meeting or a Council Committee Meeting, may give written notice to the Chief Executive Officer of a question in respect of which the councillor seeks an answer at that Meeting. An answer to a Question on Notice will be provided in writing).

14.1.1. Councillors' Questions on Notice - Councillor A E Dawkins - Gender Pay Gap - 6 March 2025

FILE NO: SF2375

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following question, submitted to Council on 6 March 2025 by Councillor A E Dawkins, has been answered by the Executive Leader Delivery and Performance.

Questions:

1. Do we measure gender pay gap and if it is not measured, is it something we can do and report back to Council?

Response:

The City of Launceston is committed to providing equal opportunities for all employees, both current and prospective, regardless of gender. The Executive Leadership Team currently consists of three men and three women, with some serving in acting roles.

Council's overall leadership Team which includes the Executive Leadership Team, Senior Leadership Team, Team Leader Cohort and QVMAG Leaders is made up of 48% males and 52% females.

According to data collected for the Australian Bureau of Statistics at the end of February, the workforce is composed of 52% men and 48% women. During this reporting period, gross earnings were distributed at 56% for men and 44% for women.

The difference in earnings is primarily due to a greater number of female employees working in part-time (75 women, 27 men) and casual roles (69 women, 43 men).

Payroll data from February shows that earnings for male employees accounted for 62% of full time earnings, with the balance of earnings of 38% paid to female employees. For casual and part time employees, female employees accounted for 69% of earnings with males accounting for the remaining 31%.

14.1.2. Councillors' Questions on Notice - Councillor D C Gibson - ABCDE Learning Site Report, Committee Review and Federal Funding - 6 March 2025

FILE NO: SF2375

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 6 March 2025 by Councillor D C Gibson, have been answered by the Executive Leader Connections and Liveability, Executive Leader Delivery and Performance, and Executive Leader Strategy and Innovation.

Questions:

1. Can the recent ABCDE Learning Site report be formally tabled at a future Council meeting?

Response:

The report will be tabled at the Council Meeting on 27 March 2025.

2. I note that we are still in a formal review of our committees with many committees having been stood down due to the review and other associated reasons, yet some committees are currently advertising for external members whilst others are not able to have a meeting. How is it that some committees are continuing full steam ahead and others are in complete abeyance and are not able to be functional?

Response:

A number of committees have been identified to continue in their current state, and accordingly advertising for external membership is underway.

It is expected that the review of committees will be brought back to Council Workshop for discussion shortly, with a formalised decision to then be made at an Ordinary Council meeting about committees and Councillor membership soon thereafter.

The recommendations for the future use of committees will be linked to the proposed Strategic Plan of the Council, and ensuring that governance matters (terms of reference, committee purposes, membership, delegations etc) are all appropriately addressed.

3. There have been two announcements recently with regard to funding. One to do with a bridge across the Tamar and the other with regard to the funding of some road works that will link up a strategic goal of Council within the Kate Reed Reserve
-

and making them more pedestrian friendly. How can we seek, as Councillors, to have more information about those things prior to grant requests being made or in the case of the announcement from the feds with regard to the feasibility study of the bridge across the Tamar, given that previously this Council has been in direct opposition to that and the way that we were consulted previously?

Response:

A significant amount of effort in the Council goes into engagement with a range of stakeholders, all levels of government, businesses and the community to keep abreast of projects or investment that may occur in the municipality. Recent events have highlighted areas where we are lacking visibility as projects or actions move through a planning and development process. To fill these gaps we have identified a need for more effort in fostering ongoing relationships with stakeholders, particularly with State and Australian Government partners. To enhance our capabilities the Council is in the final stages of recruitment for an Advocacy and Grants Officer that will help to provide greater visibility to external projects or investments. As part of their role, the officer will have regular meetings with organisations such as the Office of the Coordinator General to ensure early and broad visibility to key projects for the region.

Regarding grants specifically, there are a couple of actions that are already underway to better coordinate and add more governance to Council's acquisition of grants. The new Advocacy and Grants Officer will develop a centralized approach for, and provide operational support to, staff seeking grant funding. In addition, the Chief Executive Officer is reviewing governance processes to increase Councillor visibility to grant applications that reach specific thresholds.

**14.1.3. Councillors' Questions on Notice - Councillor T G Walker - Community
Consultation Regarding Paterson Barracks - 6 March 2025**

FILE NO: SF2375

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following question, submitted to Council on 6 March 2025 by Councillor T G Walker, has been answered by the Chief Executive Officer.

Questions:

1. Why has no public consultation occurred, especially with community groups, around the possible community use of the Paterson Barracks, which is the main criteria for which the Federal Government would consider an arrangement with the Council in terms of disposal of that property?

Response:

Community consultation has not occurred as Council has not adopted a position regarding retaining the Paterson Barracks for community ownership following the presentation of the Draft Pre-Feasibility Report.

14.2. Councillors' Questions Without Notice

Local Government (Meeting Procedures) Regulations 2015 - Regulation 29

(Questions Without Notice, and any answers to those questions, are not required to be recorded in the Minutes of the Meeting).

14.2.1. Councillors' Questions Without Notice - Councillor D C Gibson - Budget Amendment for Albert Hall Redevelopment

- 1. In the Open portion of the now approved Minutes from the previous Council Meeting it reports that "Council considered and approved the allocation of additional funding to the Albert Hall redevelopment and authorised the CEO to release to the public, where appropriate, the cost and scope of works for the project". A question from a resident - will that be formally transacted through a budget amendment process what will be considered in Open Council?**

The Mayor, Councillor M K Garwood, advised that this question would be Taken on Notice and a response provided in the Council Agenda of 17 April 2025.

14.2.2. Councillors' Questions Without - Councillor A G Harris - Bike Centre Opening and Bookings - 27 March 2025

1. When will the bike centre be open and when can people book?

Sam Johnson (Chief Executive Officer) advised that this question would be Taken on Notice and a response provided in the Council Agenda of 17 April 2025.

14.2.3. Councillors' Questions Without Notice - Councillor D C Gibson - Budget for Australian Local Government Association Conference - 27 March 2025

- 1. Regarding the Budget for the ALGA conference, I note it says the costs can be accommodated within existing travel and conference budget so, not the council's professional learning budget? We were going to start reporting on professional learning and I think that there is no greater professional learning than attending an ALGA conference?**

Sam Johnson OAM (Chief Executive Officer) advised that the question would be Taken on Notice and a response provided in the Council Agenda of 17 April 2025.

15. NOTICES OF MOTION

Local Government (Meeting Procedures) Regulations 2015 - Regulation 16(5)

15.1. Notice of Motion - Lilydale Falls Reserve - Councillor T G Walker and Councillor A Palmer - 19 March 2025

FILE NO: SF5547

AUTHOR: Lorraine Wyatt (Team Leader Executive Support)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider a Notice of Motion submitted by Councillor Tim Walker and Councillor Andrew Palmer regarding Lilydale Falls Reserve.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015 - Regulation 16(5)

RECOMMENDATION:

That Council:

1. notes the importance of the Lilydale Falls Reserve to the Lilydale community and surrounding areas and agrees to consult with the Lilydale community further on the future of the Reserve, its use and development, including the permitting of mobile food vans.
2. notes that a planning permit is required for Lilydale Falls Reserve to be used as a potential mobile food vendor site. As a consequence of Councillor Tim Walker referring this permit application into the Ordinary Council meeting, 6 March 2025, a decision for its approval was deferred.
3. seeks to remove Lilydale Falls Reserve from the schedule of mobile food vendor sites listed in Appendix A - Mobile Food Vendor Locations approved under the Mobile Food Vendor Policy Review, Item 17.4, Ordinary Launceston Council Meeting Agenda 31 October 2024.

Councillor A J Britton withdrew from the Meeting at 3:55 pm
Councillor A J Britton re-attended the Meeting at 3:56 pm

MOTION 1

Moved Councillor T G Walker, seconded Councillor A J Palmer.

That Council:

1. notes the importance of the Lilydale Falls Reserve to the Lilydale community and surrounding areas and agrees to consult with the Lilydale community further on the future of the Reserve, its use and development, including the permitting of mobile food vans.
2. notes that a planning permit is required for Lilydale Falls Reserve to be used as a potential mobile food vendor site. As a consequence of Councillor Tim Walker referring this permit application into the Ordinary Council meeting, 6 March 2025, a decision for its approval was deferred.
3. seeks to remove Lilydale Falls Reserve from the schedule of mobile food vendor sites listed in Appendix A - Mobile Food Vendor Locations approved under the Mobile Food Vendor Policy Review, Item 17.4, Ordinary Launceston Council Meeting Agenda 31 October 2024.

NO VOTE WAS TAKEN AS AN AMENDMENT WAS PUT

During debate, Councillor A G Harris foreshadowed an alternate motion to remove Recommendations 2 and 3.

DECISION: 27 March 2025

MOTION 2

Moved Councillor A G Harris, seconded Councillor D C Gibson.

That the motion be amended to the following:

That Council:

1. notes the importance of the Lilydale Falls Reserve, and agrees to public consultation on the future of the Reserve, including the permitting of mobile food vans.

CARRIED 9:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton

AGAINST VOTE: Nil

THE MOTION AS AMENDED BECOMES THE SUBSTANTIVE MOTION

DECISION: 27 March 2025

MOTION 3

Moved Councillor T G Walker, seconded Councillor A J Palmer.

That Council:

- 1. notes the importance of the Lilydale Falls Reserve, and agrees to public consultation on the future of the Reserve, including the permitting of mobile food vans.**

CARRIED 9:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton

AGAINST VOTE: Nil

15.2. Notice of Motion - Dutch Elm Tree - Councillor T G Walker - 21 March 2025

FILE NO: SF5547

AUTHOR: Lorraine Wyatt (Team Leader Executive Support)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider a Notice of Motion submitted by Councillor Walker regarding the Dutch Elm Tree.

RELEVANT LEGISLATION:

Local Government (Meeting Procedures) Regulations 2015 - Regulation 16(5)

RECOMMENDATION:

That Council:

1. notes that a previous application for the removal of the Dutch Elm Tree at 2 Invermay Rd (York Park) was refused by a decision of Ordinary Council September 5, 2024 Item 11.2 DA 0276/2024 - Removal of a Tree UTAS Stadium
 2. notes that an application for the removal of the Dutch Elm Tree is included in a current development application by Stadiums Tasmania DA 0517/2024
 3. without impeding the process of assessment of DA0517/2024, Launceston Council seek a memorandum of understanding with Stadiums Tasmania that acknowledges the importance of the tree to York Park historical precinct, the City of Launceston, and favours the relocation of the tree over the destruction of it.
 4. agrees to immediately seek the expertise of an arborist skilled in the relocation of established trees to do an initial assessment of feasibility, recommending immediate steps that are appropriate for the preparation and timing of such an operation
 5. If feasible immediately seek a formal agreement with Stadiums Tasmania to facilitate the relocation of the Dutch Elm tree to an as yet to be determined suitable location, at a time most suitable for the tree's survival. This may include another council owned site such as Riverbend Park, or remaining in the York Park Precinct. This agreement will determine responsibility for costs, logistics, liability, timing, and other associated responsibilities
 6. Ideally, this agreement should be ratified before a decision on DA 0517/2024 comes before Council but would be no less equally effective if proceeding that decision, but before the removal of the tree.
-

Councillor D C Gibson withdrew from the Meeting at 4:02 pm

Councillor D C Gibson re-attended the Meeting at 4:04 pm

DECISION: 27 March 2025

MOTION

Moved Councillor T G Walker, seconded Councillor J J Pentridge.

That Council:

1. notes that a previous application for the removal of the Dutch Elm Tree at 2 Invermay Rd (York Park) was refused by a decision of Ordinary Council September 5, 2024 Item 11.2 DA 0276/2024 - Removal of a Tree UTAS Stadium.
2. notes that an application for the removal of the Dutch Elm Tree is included in a current development application by Stadiums Tasmania DA 0517/2024.
3. without impeding the process of assessment of DA 0517/2024, Launceston Council seek a memorandum of understanding with Stadiums Tasmania that acknowledges the importance of the tree to York Park historical precinct, the City of Launceston, and favours the relocation of the tree over the destruction of it.
4. agrees to immediately seek the expertise of an arborist skilled in the relocation of the established tree to do an initial assessment of feasibility, recommending immediate steps that are appropriate for the preparation and timing of such an operation.
5. If feasible immediately seek a formal agreement with Stadiums Tasmania to facilitate the relocation of the Dutch Elm tree to an as yet to be determined suitable location, at a time most suitable for the tree's survival. This may include another council owned site such as Riverbend Park, or remaining in the York Park Precinct. This agreement will determine responsibility for costs, logistics, liability, timing, and other associated responsibilities.
6. Ideally, this agreement should be ratified before a decision on DA 0517/2024 comes before Council but would be no less equally effective if proceeding that decision, but before the removal of the tree.

CARRIED 6:3

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor S Cai

AGAINST VOTE: Councillor A G Harris, Councillor A J Palmer and Councillor A J Britton

16. COMMITTEE REPORTS

16.1. Heritage Advisory Committee Meeting Report - 11 December 2024

FILE NO: SF2965

AUTHOR: Jess Horton (Place and Heritage Officer)

APPROVER: Leanne Purchase (Executive Leader Connections and Liveability)

DECISION STATEMENT:

To receive a report from the Heritage Advisory Committee meeting held on 11 December 2024.

RECOMMENDATION:

That Council:

1. receives the report from the Heritage Advisory Committee Meeting held on 11 December 2024.
-

DECISION: 27 March 2025

MOTION

Moved Councillor S Cai, seconded Councillor J J Pentridge.

That Council:

1. receives the report from the Heritage Advisory Committee Meeting held on 11 December 2024.

CARRIED 9:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton
AGAINST VOTE: Nil

17. CONNECTIONS AND LIVEABILITY

17.1. Report on Progress of the Child Youth Safe Framework Compliance and Councillor Dawkin's Notice of Motion

FILE NO: SF7601

AUTHOR: Colin James (Community Development Officer)

APPROVER: Leanne Purchase (Executive Leader Connections and Liveability)

DECISION STATEMENT:

To consider Council's progress towards establishing a leadership role for the City of Launceston in the prevention of child sexual abuse in the Launceston community.

RELEVANT LEGISLATION:

Child and Youth Safe Organisations Act 2023

PREVIOUS COUNCIL CONSIDERATION:

Council - 21 September 2023 - Item 14.2 - Notice of Motion - Councillor A E Dawkins - Establishing a Leadership Role for City of Launceston in the Prevention of Child Sexual Abuse

Workshop - 4 July 2024 – Item 1.2 Child and Youth Safe Organisation

Council – 5 September 2024 - Agenda Item 17.1 - Child Safe Organisation Statement of Commitment

RECOMMENDATION:

That Council:

1. receives a report on progress towards delivery of Councillor Dawkins' Motion from 21 September 2023, and progress towards compliance with the Child and Youth Safe Organisations Framework (CYSOF).
-

Michelle Ogulin (Senior Leader Liveable Communities), Linda Page (Team Leader Community Development) and Colin James (Community Development Officer) were in attendance to answer questions in respect of this item.

DECISION: 27 March 2025

MOTION

Moved Councillor J J Pentridge, seconded Councillor A G Harris.

That Council:

- 1. receives a report on progress towards delivery of Councillor Dawkins' Motion from 21 September 2023, and progress towards compliance with the Child and Youth Safe Organisations Framework (CYSOF).**

CARRIED 9:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer, Councillor S Cai and Councillor A J Britton

AGAINST VOTE: Nil

17.2. Intention to Undertake Community Consultation - Draft Carr Villa Memorial Park Masterplan

FILE NO: SF7731, SF0817

AUTHOR: Eve Gibbons (Business Leader Carr Villa)

APPROVER: Leanne Purchase (Executive Leader Connections and Liveability)

DECISION STATEMENT:

To consider seeking community feedback on the draft City of Launceston Carr Villa Memorial Park Masterplan.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)
Burial and Cremations Act 2019 (Tas)
Burial and Cremation Regulations 2015 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 27 June 2024 - Agenda Item 15.3 - 2024/2025 Statutory Estimates (Budget)
Workshop - 3 October 2024 - Carr Villa Memorial Park Masterplan Development -
Councillor Consultation

RECOMMENDATION:

That Council:

1. receives the Draft Carr Villa Memorial Park Masterplan;
2. approves public consultation on the Draft Carr Villa Memorial Park Masterplan for a period of 4 weeks; and
3. a summary of the community consultation including any proposed changes to the Draft Carr Villa Memorial Park Masterplan will be provided to Council in a further report for consideration.

Justin Dale (Senior Leader Community Connections) and Eve Gibbons (Business Leader Carr Villa) were in attendance to answer questions in respect of this item.

Councillor S Cai retired from the Meeting at 4:28pm

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor J J Pentridge.

That Council:

- 1. receives the Draft Carr Villa Memorial Park Masterplan;**
- 2. approves public consultation on the Draft Carr Villa Memorial Park Masterplan for a period of 4 weeks; and**
- 3. a summary of the community consultation including any proposed changes to the Draft Carr Villa Memorial Park Masterplan will be provided to Council in a further report for consideration.**

CARRIED 8:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer and Councillor A J Britton

AGAINST VOTE: Nil

18. QVMAG (QUEEN VICTORIA MUSEUM AND ART GALLERY)

18.1. State Government Endowment Queen Victoria Museum and Art Gallery

FILE NO: SF2298

AUTHOR: Shane Fitzgerald (Director Queen Victoria Museum and Art Gallery)

APPROVER: Shane Fitzgerald (Director Queen Victoria Museum and Art Gallery)

DECISION STATEMENT:

To consider the negotiation and renewal of the State Government Endowment to the City of Launceston which contributes to the operational costs of the Queen Victoria Museum and Art Gallery (QVMAG).

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 20 August 2020 - The QVMAG Futures Plan - A Paradigm Shift

Workshop - 01 April 2021 - QVMAG Futures Plan

Workshop - 23 June 2022 - Queen Victoria Museum and Art Gallery Futures Plan and Queen Victoria Museum and Art Gallery Interim Branding

Council - 30 June 2022 – Agenda Item 16.1 – Queen Victoria Museum and Art Gallery Futures Plan and Queen Victoria Museum and Art Gallery Brand

RECOMMENDATION:

That Council:

1. receive and note the report providing comparative analysis of State and Local Government funding provisions for Queen Victoria Museum and Art Gallery (QVMAG).; and
 2. authorises the Chief Executive Officer to liaise with the State Government around future funding models (endowment) of the Queen Victoria Museum and Art Gallery, consistent with Section 332 of the *Local Government Act 1993*.
-

DECISION: 27 March 2025

MOTION

Moved Councillor D C Gibson, seconded Councillor A J Britton.

That Council:

- 1. receive and note the report providing comparative analysis of State and Local Government funding provisions for Queen Victoria Museum and Art Gallery (QVMAG); and**
- 2. authorises the Chief Executive Officer to liaise with the State Government around future funding models (endowment) of the Queen Victoria Museum and Art Gallery, consistent with Section 332 of the *Local Government Act 1993*.**

CARRIED 8:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer and Councillor A J Britton

AGAINST VOTE: Nil

18.2. Regional Precincts Partnership Program Submission

FILE NO: SF2298

AUTHOR: Gary Morgan (Strategic Projects Advisor QVMAG)

APPROVER: Shane Fitzgerald (Director Queen Victoria Museum and Art Gallery)

DECISION STATEMENT:

That Council considers and approves the preparation and submission of a grant application by the City of Launceston and QVMAG under the Australian Government's Regional Precincts and Partnerships Program, in order to advance master planning for:

1. The Inveresk Railyard Workshops Precinct as a cultural, community and creativity hub
2. A new Collection Discovery Centre (CDC) for the QVMAG collection; and
3. Relocation of the QVMAG collection to the CDC.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 20 August 2020 - The QVMAG Futures Plan - A Paradigm Shift

Workshop - 01 April 2021 - QVMAG Futures Plan

Workshop - 23 June 2022 - Queen Victoria Museum and Art Gallery Futures Plan and Queen Victoria Museum and Art Gallery Interim Branding

Council – 30 June 2022 – Agenda Item 16.1 – Queen Victoria Museum and Art Gallery Futures Plan and Queen Victoria Museum and Art Gallery Brand

RECOMMENDATION:

That Council:

1. approves the preparation and submission of a City of Launceston/QVMAG application for funds under the Australian Government's Regional Precincts and Partnerships Program (Stream One).

Councillor A J Palmer withdrew from the Meeting at 4:50 pm

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That Council:

- 1. approves the preparation and submission of a City of Launceston/QVMAG application for funds under the Australian Government's Regional Precincts and Partnerships Program (Stream One).**

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

ABSENT AT TIME OF VOTE: Councillor A J Palmer

19. COMMUNITY ASSETS AND DESIGN

19.1. Residential Parking Permit Policy

FILE NO: SF1013

AUTHOR: Erica Deegan (Senior Leader Infrastructure and Engineering)

APPROVER: Chelsea van Riet (Executive Leader Community Assets and Design)

DECISION STATEMENT:

To consider and endorse the Residential Parking Permit Policy.

RELEVANT LEGISLATION:

Transport Act 1981

Road Rules 2019

Local Government (Highways) Act 1982

PREVIOUS COUNCIL CONSIDERATION:

Council – 7 December 1992 – Agenda Item 37 - Resident Permit Parking Scheme

Council – 5 April 2004 – Agenda Item 9.9 - CFD13 Resident Parking Policy

Council - 29 March 2010 - Agenda Item 14.1 - Launceston Aquatic - Review of Residential Parking Permit Scheme

Council - 27 April 2015 - Agenda Item 18.4 - Residential Parking Permit Policy

Workshop - 15 August 2024 - 32-Plx-003 Residential Parking Permit Policy

RECOMMENDATION:

That Council:

1. approves the revised Residential Parking Permit Policy (32-Plx-003) as follows:

Residential Parking Permit Policy

PURPOSE

To provide a framework for the management of a residential parking permit scheme within Launceston.

SCOPE

The scheme is only applicable in the General and Inner Residential Zones as defined by the Launceston Planning Scheme. The scheme only applies to parking zones controlled by the City of Launceston as documented within 32-Rf-008 Resident Parking Permit Areas Guide.

BACKGROUND

The City of Launceston manages parking within the city strategically to ensure it meets the area's needs and aligns with the transport strategy. On-street parking is a public amenity, provided for public use without any obligation or guaranteed access for any individual, including adjacent residents.

Residents requiring vehicle parking should be responsible for providing their own parking spaces. When individuals purchase or rent property, they are fully aware of the available on-site parking capacity and should select properties that meet their parking requirements, as they would with any other aspect of a property. If this proves insufficient for their needs, they may utilise on-street parking where available, but should not always assume its availability. A residential parking permit allows residents to park within a residential parking zone without the need to comply with a parking time control.

This policy sets out the circumstances under which residents would qualify for a permit.

POLICY

To provide unrestricted parking permits to eligible residents, in line with the following key principles:

1. Permits will only be issued to residential properties located within the General and Inner Residential Zones where the property is within a defined residential parking area.
2. The maximum number of permits issued per dwelling is based on the number of off-street parking spaces* available to the dwelling:

Number of off-street spaces available	Maximum number of permits
Two (or more)	No permits will be issued
One	One permit
None	Two permits

**Useability of spaces will be determined by compliance with the Australian Standards*

3. Exemptions or modifications to the above residential parking key principles will be considered under extenuating circumstances, with associated documentation, by the Senior Leader Infrastructure and Engineering.

Residential Parking Permit Zones

Permits will allow residents to park within a residential parking zone without the need to comply with a parking time control. Permit holders must still abide by all other parking control signage.

Residential parking zones will be identified by a plate affixed to (or within) the parking control sign that notes 'Resident Permit Area X'.

Permits are only valid within the area for which they are issued. For example, a Residential Parking Permit for Area A cannot be used in Area B.

Fees

- Fees are set by Council, reviewed annually, and published on Council's website [here](#).

- No fee will apply to a change of vehicle registration associated with a specific permit; however the existing expiry date will still apply.
- Refunds will not be issued due to a change in circumstances, such as relocating and no longer requiring a permit.

Administration of Permits

- Permits can only be issued by officers appropriately delegated by the Transport Commissioner under the *Transport Act 1981*.
- Permits are valid for 12 months from the date of issue.
- Permits are not automatically renewed and will be issued annually following the submission of an appropriately completed application and payment of the fee.
- The applicant must establish their residential address, such as shown on a driver's licence, the electoral roll or by some other method to Council's satisfaction.
- Permits are issued to an individual vehicle registration. The nominated vehicle must be in full private use of the applicant and registered at the address or by some other method to Council's satisfaction.
- Permits cannot be transferred, sold or leased to a person (for a vehicle) who not a resident of the property.

PRINCIPLES

Council's organisational values apply to this policy.



RELATED POLICIES & PROCEDURES

32-Rf-008 Resident Parking Permit Areas Guide

RELATED LEGISLATION

Transport Act 1981

Road Rules 2019

Local Government (Highways) Act 1982

REFERENCES

Australian Standard AS2890 Parking Facilities

DEFINITIONS

Residential Parking Area The area documented within 32-Rf-008 for which residents within this area will be considered to be eligible.

Residential Parking Zone The parking zone (bay or bays) on the relevant street as documented by a plate affixed to (or within) the Parking Control Sign that notes "Resident Permit Area".

REVIEW

This policy will be reviewed no more than 5 years after the date of approval or more frequently, if dictated by operational demands and with Council's approval.

Erica Deegan (Senior Leader Infrastructure and Engineering) was in attendance to answer questions in respect of this item.

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That Council:

1. approves the revised Residential Parking Permit Policy (32-Plx-003) as follows:

Residential Parking Permit Policy

PURPOSE

To provide a framework for the management of a residential parking permit scheme within Launceston.

SCOPE

The scheme is only applicable in the General and Inner Residential Zones as defined by the Launceston Planning Scheme. The scheme only applies to parking zones controlled by the City of Launceston as documented within 32-Rf-008 Resident Parking Permit Areas Guide.

BACKGROUND

The City of Launceston manages parking within the city strategically to ensure it meets the area's needs and aligns with the transport strategy. On-street parking is a public amenity, provided for public use without any obligation or guaranteed access for any individual, including adjacent residents.

Residents requiring vehicle parking should be responsible for providing their own parking spaces. When individuals purchase or rent property, they are fully aware of the available on-site parking capacity and should select properties that meet their

parking requirements, as they would with any other aspect of a property. If this proves insufficient for their needs, they may utilise on-street parking where available, but should not always assume its availability. A residential parking permit allows residents to park within a residential parking zone without the need to comply with a parking time control.

This policy sets out the circumstances under which residents would qualify for a permit.

POLICY

To provide unrestricted parking permits to eligible residents, in line with the following key principles:

1. Permits will only be issued to residential properties located within the General and Inner Residential Zones where the property is within a defined residential parking area.
2. The maximum number of permits issued per dwelling is based on the number of off-street parking spaces* available to the dwelling:

Number of off-street spaces available	Maximum number of permits
Two (or more)	No permits will be issued
One	One permit
None	Two permits

**Useability of spaces will be determined by compliance with the Australian Standards*

3. Exemptions or modifications to the above residential parking key principles will be considered under extenuating circumstances, with associated documentation, by the Senior Leader Infrastructure and Engineering.

Residential Parking Permit Zones

Permits will allow residents to park within a residential parking zone without the need to comply with a parking time control. Permit holders must still abide by all other parking control signage.

Residential parking zones will be identified by a plate affixed to (or within) the parking control sign that notes 'Resident Permit Area X'.

Permits are only valid within the area for which they are issued. For example, a Residential Parking Permit for Area A cannot be used in Area B.

Fees

- Fees are set by Council, reviewed annually, and published on Council's website [here](#).
- No fee will apply to a change of vehicle registration associated with a specific permit; however the existing expiry date will still apply.
- Refunds will not be issued due to a change in circumstances, such as relocating and no longer requiring a permit.

Administration of Permits

- Permits can only be issued by officers appropriately delegated by the Transport Commissioner under the *Transport Act 1981*.
- Permits are valid for 12 months from the date of issue.
- Permits are not automatically renewed and will be issued annually following the submission of an appropriately completed application and payment of the fee.
- The applicant must establish their residential address, such as shown on a driver's licence, the electoral roll or by some other method to Council's satisfaction.
- Permits are issued to an individual vehicle registration. The nominated vehicle must be in full private use of the applicant and registered at the address or by some other method to Council's satisfaction.
- Permits cannot be transferred, sold or leased to a person (for a vehicle) who not a resident of the property.

PRINCIPLES

Council's organisational values apply to this policy.



RELATED POLICIES & PROCEDURES

32-Rf-008 Resident Parking Permit Areas Guide

RELATED LEGISLATION

Transport Act 1981

Road Rules 2019

Local Government (Highways) Act 1982

REFERENCES

Australian Standard AS2890 Parking Facilities

DEFINITIONS

Residential Parking Area The area documented within 32-Rf-008 for which residents within this area will be considered to be eligible.

Residential Parking Zone The parking zone (bay or bays) on the relevant street as documented by a plate affixed to (or within) the Parking Control Sign that notes "Resident Permit Area".

REVIEW

This policy will be reviewed no more than 5 years after the date of approval or more frequently, if dictated by operational demands and with Council's approval.

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

ABSENT AT TIME OF VOTE: Councillor A J Palmer

19.2. Fees and Charges Amendment 2024/2025 - Residential Parking Permit

FILE NO: SF2968

AUTHOR: Erica Deegan (Senior Leader Infrastructure and Engineering)

APPROVER: Chelsea van Riet (Executive Leader Community Assets and Design)

DECISION STATEMENT:

To consider changes to the approved Fees and Charges for 2024/2025 to introduce a fee for the issuing of residential parking permits.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 15 August 2024 - 32-Plx-003 Residential Parking Permit Policy

RECOMMENDATION:

That Council:

1. pursuant to section 205 of the Local Government Act 1993 (Tas), approves the below fees which will change the previously adopted Fees and Charges for 2024/2025 as listed below:

NEW	Residential Parking Permit: per year	Taxable	\$45.00
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Erica Deegan (Senior Leader Infrastructure and Engineering) was in attendance to answer questions in respect of this item.

Councillor A J Palmer re-attended the Meeting at 5:00 pm
Councillor T G Walker withdrew from the Meeting at 5:00 pm

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That Council:

- 1. pursuant to section 205 of the Local Government Act 1993 (Tas), approves the below fees which will change the previously adopted Fees and Charges for 2024/2025 as listed below:**

NEW	Residential Parking Permit: per year	Taxable	\$45.00
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CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer and Councillor A J Britton

AGAINST VOTE: Nil

ABSENT AT TIME OF VOTE: Councillor T G Walker

19.3. Princess Theatre Redevelopment Project - Project Management Plan

FILE NO: SF0371

AUTHOR: Michael Newby (Senior Leader Infrastructure Planning)

APPROVER: Chelsea van Riet (Executive Leader Community Assets and Design)

DECISION STATEMENT:

To receive the draft Princess Theatre Redevelopment Project – Project Management Plan.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Closed Council - 14 November 2024 - Item 23.2 - Princess Theatre and Earl Street Theatre Redevelopment CD036/2024

Closed Council - 5 October 2024 - Item 15.2 - Princess Theatre Redevelopment

Council - 5 September 2024 - Item 19.1 - Princess Theatre and Earl Arts Centre

Council – 25 July 2024 – Item 19.1 - Princess Theatre Conservation Management Plan - Endorsement

Workshop - 18 July 2024 - Item 2.4 - Princess Theatre Project Update and DA Preview

Workshop - 9 May 2024 - Item 1.1 - Princess Theatre Update

Workshop - 28 September 2023 - Item 1.2 - Princess Theatre

Pre-Council Workshop - 29 June 2023 - Item 1.1 - Princess Theatre

Pre-Council Workshop - 23 February 2023 - Item 1.1 - Princess Theatre

RECOMMENDATION:

That Council:

1. receives the Princess Theatre Redevelopment Project – Project Management Plan (ECM Document Set ID 5204684).

Michael Newby (Senior Leader Infrastructure Planning) was in attendance to answer questions in respect of this item.

Councillor T G Walker re-attended the Meeting at 5:04 pm

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor D C Gibson.

That Council:

- 1. receives the Princess Theatre Redevelopment Project – Project Management Plan (ECM Document Set ID 5204684).**

CARRIED 8:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer and Councillor A J Britton

AGAINST VOTE: Nil

19.4. St Leonards and Waverley Neighbourhood Plan - Draft Structure Plan for Community Consultation

FILE NO: O25375/2025

AUTHOR: Claire Fawdry (Principal Town Planner)

APPROVER: Chelsea van Riet (Executive Leader Community Assets and Design)

DECISION STATEMENT:

To seek Council support to release the Draft St Leonards and Waverley Neighbourhood Plan and Infrastructure Funding Framework for community engagement.

PREVIOUS COUNCIL CONSIDERATION:

Workshop – 20 March 2025 – St Leonards and Waverley Neighbourhood Plan – Project update

Council – 13 February 2025 – Agenda Item 19.1 St Leonards and Waverley Neighbourhood Plan – Project Update

Workshop – 30 January 2025 – St Leonards and Waverley Neighbourhood Plan – Project update

Council – 12 December 2024 – Agenda Item 22.2 St Leonards and Waverley Neighbourhood Plan project update

Council – 31 October 2024 – Agenda Item 17.3 St Leonards Structure Plan Update

Council – 8 August 2024 – Agenda Item 17.1 Non-Application of Public Tender Process for the St Leonards Structure Plan and Infrastructure Funding Framework

RECOMMENDATION:

That Council:

1. endorses the St Leonards and Waverley Neighbourhood Plan, Draft Structure Plan for Community Consultation, 2025 (ECM Document Set ID 5207026, Attachment 1) for community consultation for a period of 31 days commencing Saturday 29 March until Tuesday 29 April 2025.

Councillor A J Britton withdrew from the Meeting at 5:10 pm
Councillor A J Britton re-attended the Meeting at 5:16 pm

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor J J Pentridge.

That Council:

- 1. endorses the St Leonards and Waverley Neighbourhood Plan, Draft Structure Plan for Community Consultation, 2025 (ECM Document Set ID 5207026, Attachment 1) for community consultation for a period of 31 days commencing Saturday 29 March until Tuesday 29 April 2025.**

CARRIED 8:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer and Councillor A J Britton

AGAINST VOTE: Nil

20. DELIVERY AND PERFORMANCE

20.1. Lease - First Basin Cafe

FILE NO: SF2967

AUTHOR: Sharin Imlach (Lease Officer)

APPROVER: Nathan Williams (Executive Leader Delivery and Performance)

DECISION STATEMENT:

To consider the commercial lease of the property known as the First Basin Cafe

This decision requires an absolute majority of Council.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council – 16 May 2019 - 22.2 - Lease of First Basin Cafe and Cataract Gorge Restaurant

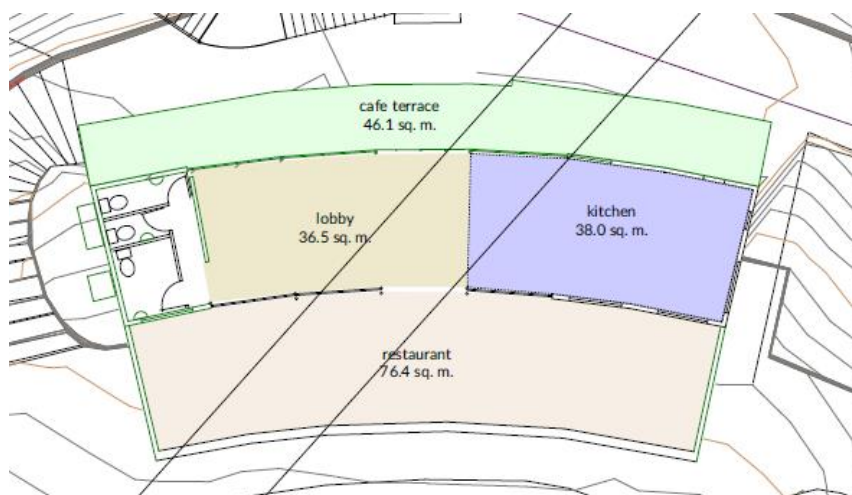
Council – 12 December 2024 – 20.9 - intention to Lease Four Hospitality Venues at the Launceston Leisure and Aquatic centre, Gorge Reserve, and Albert Hall

Workshop – 27 February 025 - Gorge Restaurant, Basin Cafe and Albert Hall Cafe Leases

RECOMMENDATION:

That Council:

1. pursuant to section 178 of the *Local Government Act 1993* (Tas), and by absolute majority, decides to lease part of the land situated within the Cataract Gorge Reserve (Part of Certificate of Title Volume 243968 Folio 1) known as the First Basin Cafe, as identified on the plan below:



-
2. requires that the lease is on the following basis:
 - a. the lease is to commence on 1 May 2025 for a period of 5 years with a 5-year option;
 - b. the Lessee is to be Gunn & Parkinson Pty Ltd;
 - c. the rent is to be as advised to Councillors by an email dated 24 March 2025;
 - d. the Lessee to be responsible for:
 - i. energy costs;
 - ii. volumetric and connection charges for water;
 - iii. contents insurance;
 - iv. building insurance; and
 - v. other service charges if any.
 - e. the Lessee will continuously :
 - i. maintain building in good and reasonable order;
 - ii. keep clear all noxious growth from premises; and
 - iii. hold public liability insurance of at least \$20 million;
 - f. the leased area excludes that part of the premises that is currently leased to Telstra in accordance with a lease dated 23 March 2015.
 3. the Council is to be responsible for structural maintenance;
 4. requests the Chief Executive Officer to:
 - a. determine the exact dimensions of the land to be leased and all remaining terms and conditions;
 - b. exercise any of Council's rights, options, or discretions necessary for the proper administration of the lease; and
 5. notes, for the avoidance of doubt, that Chief Executive Officer is a term of reference for the General Manager within the meaning of the *Local Government Act 1993*.
-

Liam Seymour (Senior Leader Building Assets and Investigations), Duncan Campbell (Team Leader Legal Services) and Sharin Imlach (Lease Officer) were in attendance to answer questions in respect of this item.

Iain Gunn spoke for the Recommendation

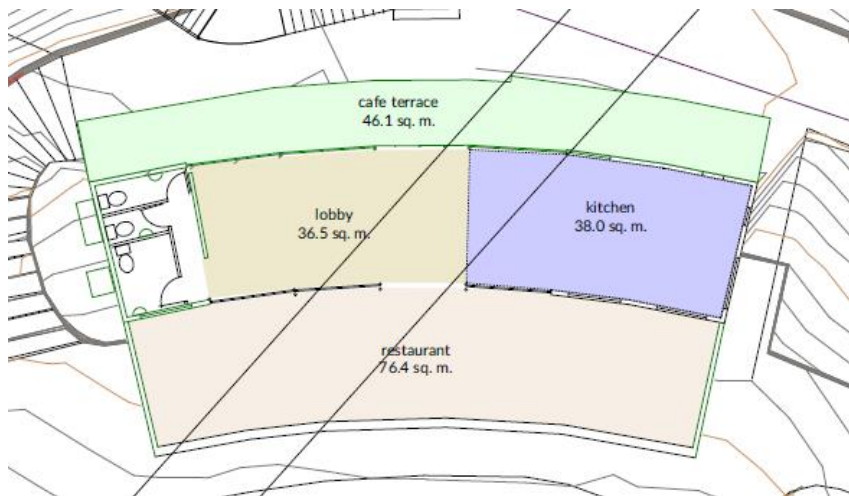
DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor T G Walker.

That Council:

- 1. pursuant to section 178 of the *Local Government Act 1993* (Tas), and by absolute majority, decides to lease part of the land situated within the Cataract Gorge Reserve (Part of Certificate of Title Volume 243968 Folio 1) known as the First Basin Cafe, as identified on the plan below:**



- 2. requires that the lease is on the following basis:**
 - a. the lease is to commence on 1 May 2025 for a period of 5 years with a 5-year option;**
 - b. the Lessee is to be Gunn & Parkinson Pty Ltd;**
 - c. the rent is to be as advised to Councillors by an email dated 24 March 2025;**
 - d. the Lessee to be responsible for:**
 - i. energy costs;**
 - ii. volumetric and connection charges for water;**
 - iii. contents insurance;**
 - iv. building insurance; and**
 - v. other service charges if any.**
 - e. the Lessee will continuously :**
 - i. maintain building in good and reasonable order;**
 - ii. keep clear all noxious growth from premises; and**
 - iii. hold public liability insurance of at least \$20 million;**
 - f. the leased area excludes that part of the premises that is currently leased to Telstra in accordance with a lease dated 23 March 2015.**
- 3. the Council is to be responsible for structural maintenance;**

-
4. requests the Chief Executive Officer to:
 - a. determine the exact dimensions of the land to be leased and all remaining terms and conditions;
 - b. exercise any of Council's rights, options, or discretions necessary for the proper administration of the lease; and
 5. notes, for the avoidance of doubt, that Chief Executive Officer is a term of reference for the General Manager within the meaning of the *Local Government Act 1993*.

CARRIED BY ABSOLUTE MAJORITY 8:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge, Councillor A J Palmer and Councillor A J Britton
AGAINST VOTE: Nil

20.2. Lease - Gorge Restaurant

FILE NO: SF2967

AUTHOR: Sharin Imlach (Lease Officer)

APPROVER: Nathan Williams (Executive Leader Delivery and Performance)

DECISION STATEMENT:

To consider the commercial lease of the property known as the Gorge Restaurant

This decision requires an absolute majority of Council.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting – 11 February 2021 - 19.2 - Lease of Cataract Gorge Restaurant and First Basin Cafe

Council Meeting – 12 December 2024 – 20.9 - Intention to Lease Four Hospitality Venues at the Launceston Leisure and Aquatic Centre, Gorge Reserve, and Albert Hall

Workshop – 27 February 2025 - Gorge Restaurant, Basin Cafe and Albert Hall Cafe Leases

RECOMMENDATION:

That Council:

1. pursuant to section 178 of the *Local Government Act 1993* (Tas), and by absolute majority, decides to lease part of the land situated within the Cataract Gorge Reserve (part of Volume 120827 Folio 1), known as the Gorge Restaurant and storage garage, as identified on the plan below:



2. requires that the lease is on the following basis:
 - a. the lease is to commence on 27 March 2025 for a period of 5 years with a 5-year option;
 - b. the Lessee is to be Matson Catering Tasmania Pty Ltd.
 - c. the rent is to be as advised to Councillors by an email dated 24 March 2025;
 - d. the lessee to be responsible for:
 - i. energy costs;
 - ii. volumetric and connection charges for water;
 - iii. contents insurance; and
 - iv. other service charges if any.
 - e. the lessee will continuously:
 - i. maintain building in good and reasonable order;
 - ii. open the restaurant a minimum of two (2) evenings per week
 - iii. keep clear all noxious growth from premises; and
 - iv. hold public liability insurance of at least \$20 million;
 3. the Council is to be responsible for structural maintenance;
 4. requests the Chief Executive Officer to:
 - a. determine the exact dimensions of the land to be leased and all remaining terms and conditions;
 - b. exercise any of Council's rights, options, or discretions necessary for the proper administration of the lease; and
 5. notes, for the avoidance of doubt, that Chief Executive Officer is a term of reference for the General Manager within the meaning of the *Local Government Act 1993*.
-

Liam Seymour (Senior Leader Building Assets and Investigations), Duncan Campbell (Team Leader Legal Services) and Sharin Imlach (Lease Officer) were in attendance to answer questions in respect of this item.

Councillor J J Pentridge withdrew from the Meeting at 5:34 pm

Councillor J J Pentridge re-attended the Meeting at 5:36 pm

Councillor A J Palmer retired from the Meeting at 5:36 pm

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor A G Harris.

That Council:

1. pursuant to section 178 of the *Local Government Act 1993* (Tas), and by absolute majority, decides to lease part of the land situated within the Cataract Gorge Reserve (part of Volume 120827 Folio 1), known as the Gorge Restaurant and storage garage, as identified on the plan below:



2. requires that the lease is on the following basis:
 - a. the lease is to commence on 27 March 2025 for a period of 5 years with a 5-year option;
 - b. the Lessee is to be Matson Catering Tasmania Pty Ltd.
 - c. the rent is to be as advised to Councillors by an email dated 24 March 2025;

-
- d. the lessee to be responsible for:
 - i. energy costs;
 - ii. volumetric and connection charges for water;
 - iii. contents insurance; and
 - iv. other service charges if any.
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 - i. maintain building in good and reasonable order;
 - ii. open the restaurant a minimum of two (2) evenings per week
 - iii. keep clear all noxious growth from premises; and
 - iv. hold public liability insurance of at least \$20 million;
3. the Council is to be responsible for structural maintenance;
4. requests the Chief Executive Officer to:
- a. determine the exact dimensions of the land to be leased and all remaining terms and conditions;
 - b. exercise any of Council's rights, options, or discretions necessary for the proper administration of the lease; and
5. notes, for the avoidance of doubt, that Chief Executive Officer is a term of reference for the General Manager within the meaning of the *Local Government Act 1993*.

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

20.3. Parking Feasibility Report - Provision of Multi-storey Parking on Boxing Day and Other Public Holidays

FILE NO: SF0530

AUTHOR: Emily Causley (Personal Assistant Delivery and Performance)

APPROVER: Nathan Williams (Executive Leader Delivery and Performance)

DECISION STATEMENT:

To consider the report in response to Councillor T G Walker's Notice of Motion tabled at the Council Meeting held on 23 January 2025:

Provision of Multi-storey Parking in the CBD on Boxing Day

That Council:

1. *notes the demand for parking on Boxing Day in the Central Business District;*
2. *investigate options for providing parking in the Central Business District on Boxing Day at the following locations:*
 - a. *Paterson Street East Car Park, located at 1-15 Paterson Street, Launceston*
 - b. *Paterson Street West Car Park, located at 79-83 Paterson Street, Launceston*
 - c. *Elizabeth Street Car Park, located at 32 Elizabeth Street, Launceston;*
3. *investigate the feasibility of providing parking on other public holidays; and*
4. *report findings back to a Council meeting within three months of this motion.*

RELEVANT LEGISLATION:

Local Government (Meeting Procedures) Regulations 2015

PREVIOUS COUNCIL CONSIDERATION:

Council - 23 January 2025 - 15.1 - Notice of Motion - Councillor T G Walker - Provision of Multi-storey Parking in the CBD on Boxing Day

RECOMMENDATION:

That Council:

1. *notes the report in response to Councillor T G Walker's Notice of Motion - Provision of Multi-storey Parking in the CBD on Boxing Day, tabled at the Council Meeting on 23 January 2025.*

David Mullenger (Senior Leader Health and Compliance) was in attendance to answer questions in respect of this item.

Robin Smith spoke to the Recommendation

DECISION: 27 March 2025

MOTION

Moved Councillor T G Walker, seconded Councillor A G Harris.

That Council:

- 1. notes the report in response to Councillor T G Walker's Notice of Motion - Provision of Multi-storey Parking in the CBD on Boxing Day, tabled at the Council Meeting on 23 January 2025.**

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

20.4. Feedback on the Draft Local Government (Meeting Procedures) Regulations and Local Government (General) Regulations

FILE NO: SF0081

AUTHOR: Emily Causley (Personal Assistant Delivery and Performance)

APPROVER: Nathan Williams (Executive Leader Delivery and Performance)

DECISION STATEMENT:

To consider feedback received by Councillors regarding the Draft Local Government (Meeting Procedures) Regulations 2025 and the Draft Local Government (General) Regulations 2025.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015 (Tas)

Local Government (General) Regulations 2015 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 13 March 2025 - Draft Local Government (Meeting Procedures) Regulations and Local Government (General) Regulations

RECOMMENDATION:

That Council:

1. provides the following feedback to the Department of Premier and Cabinet in respect to the proposed amendments to the *Local Government (Meeting Procedures) Regulations 2015 (Tas)* and the *Local Government (General) Regulations 2015 (Tas)*

<u>Proposed changes to the regulations</u>	<u>Comment</u>
How can any possible operational or logistical matters be managed in relation to the recording of council meetings?	Audio and Audio-Visual recording already occurs at the City of Launceston for Council meetings in open session.
How long do you think councils should keep recordings of meetings and how long should they be published on council websites?	Streams on our website date back to 2018. All audio and audio-visual recordings are stored on Council servers indefinitely. All recordings are also available on our website and YouTube channel.

Do you have any concerns about the proposed changes to minutes?	Councillors do not support attending meetings remotely. The nature of a declaration of interest are currently not recorded. What level of detail is required to be minuted? Councillors would like to see declarations tabled in a register.
Do you agree with the limited circumstances in which a councillor can attend a meeting remotely?	Councillors do not agree to attending remotely.
Do you believe the circumstances in which remote attendance may be refused are sufficient?	Yes
Do you think there needs to be a restriction or cap on the number of meetings a councillor can attend remotely each year and, if so, what should this be?	Councillors do not agree to attending remotely.
Do you agree with the circumstances in which a councillor can have parental leave? Is there anything that should be removed or added?	Agree. Parental leave amendment appears to be consistent with other organisations.
Do you think the suggested changes will provide clarity for people attending council meetings and asking questions?	Yes. Chairperson should also reiterate the requirements prior to public question time.
Do you think the changes will help the chairperson manage questions and motions in meetings?	Yes. The proposed changes will allow the Chairperson to control excessive pre-amble and refuse questions which do not directly relate to the functions of the Council.
Are there other learning and development activities that should also be recorded publicly?	Any learning activities approved by council - conferences, professional development, seminars etc. be recorded publicly.

2. Council provides feedback about provisions in the regulations which are not set out in the discussion paper and the draft regulations

Current Regulations	Council Proposed Changes
<p>Part 3 Tendering and Contracting <i>Division 1 - Tenders for goods and services</i> 24. Public Tenders (1) For the purpose of section 333A(1) of the Act, the prescribed amount is \$250,000 (excluding GST)</p>	<p>The cost of materials and labour has naturally increased over time, the \$250,000 threshold has remained. Council propose that the threshold be lifted to \$500,000 (excluding GST),</p>
<p>25 Open Tenders (1) The General Manager is to invite tenders by publishing at least once a notice, in a daily newspaper circulating in the municipal area...</p>	<p>There are inconsistencies in the language in this statement and the multi-use register statement which states: "A council is to invite applications from suppliers for inclusion on a multi-use register by causing to be published at least once in a daily newspaper circulating in the municipal area..." Council proposes consistent language is used throughout.</p>
<p>27 Multi-Stage tender (1) A council may invite tenders for a contract for the supply of goods or services using a multiple-stage tender process</p>	<p>"A council..." this language is inconsistent with open tenders. Council proposes consistent language is used and suggest "A General Manager may invite tenders for a contract for the supply of goods or services using a multiple-stage tender process</p>

DECISION: 27 March 2025

MOTION

Moved Councillor D C Gibson, seconded Councillor J J Pentridge.

That Council:

1. provides the following feedback to the Department of Premier and Cabinet in respect to the proposed amendments to the *Local Government (Meeting Procedures) Regulations 2015 (Tas)* and the *Local Government (General) Regulations 2015 (Tas)*

<u>Proposed changes to the regulations</u>	<u>Comment</u>
How can any possible operational or logistical matters be managed in relation to the recording of council meetings?	Audio and Audio-Visual recording already occurs at the City of Launceston for Council meetings in open session.
How long do you think councils should keep recordings of meetings and how long should they be published on council websites?	Streams on our website date back to 2018. All audio and audio-visual recordings are stored on Council servers indefinitely. All recordings are also available on our website and YouTube channel.
Do you have any concerns about the proposed changes to minutes?	Councillors do not support attending meetings remotely. The nature of a declaration of interest are currently not recorded. What level of detail is required to be minuted? Councillors would like to see declarations tabled in a register.
Do you agree with the limited circumstances in which a councillor can attend a meeting remotely?	Councillors do not agree to attending remotely.
Do you believe the circumstances in which remote attendance may be refused are sufficient?	Yes
Do you think there needs to be a restriction or cap on the number of meetings a councillor can attend remotely each year and, if so, what should this be?	Councillors do not agree to attending remotely.
Do you agree with the circumstances in which a councillor can have parental leave? Is there anything that should be removed or added?	Agree. Parental leave amendment appears to be consistent with other organisations.
Do you think the suggested changes will provide clarity for people attending council meetings and asking questions?	Yes. Chairperson should also reiterate the requirements prior to public question time.
Do you think the changes will help the chairperson manage questions and motions in meetings?	Yes. The proposed changes with allow the Chairperson to control excessive pre-amble and refuse questions which do not directly relate to the functions of the Council.

Are there other learning and development activities that should also be recorded publicly?	Any learning activities approved by council - conferences, professional development, seminars etc. be recorded publicly.
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2. Council provides feedback about provisions in the regulations which are not set out in the discussion paper and the draft regulations

<u>Current Regulations</u>	<u>Council Proposed Changes</u>
Part 3 Tendering and Contracting <i>Division 1 - Tenders for goods and services</i> 24. Public Tenders (1) For the purpose of section 333A(1) of the Act, the prescribed amount is \$250,000 (excluding GST)	The cost of materials and labour has naturally increased over time, the \$250,000 threshold has remained. Council propose that the threshold be lifted to \$500,000 (excluding GST),
25 Open Tenders (1) The General Manager is to invite tenders by publishing at least once a notice, in a daily newspaper circulating in the municipal area...	There are inconsistencies in the language in this statement and the multi-use register statement which states: "A council is to invite applications from suppliers for inclusion on a multi-use register by causing to be published at least once in a daily newspaper circulating in the municipal area..." Council proposes consistent language is used throughout.
27 Multi-Stage tender (1) A council may invite tenders for a contract for the supply of goods or services using a multiple-stage tender process	"A council..." this language is inconsistent with open tenders. Council proposes consistent language is used and suggest "A General Manager may invite tenders for a contract for the supply of goods or services using a multiple-stage tender process

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton
AGAINST VOTE: Nil

20.5. Credit Card Policy (12-PI-005)

FILE NO: SF0475

AUTHOR: Samuel Kelty (Senior Leader Finance)

APPROVER: Nathan Williams (Executive Leader Delivery and Performance)

DECISION STATEMENT:

That Council approves the revised draft Credit Card Policy 12-PI-005.

RELEVANT LEGISLATION:

Nil

PREVIOUS COUNCIL CONSIDERATION:

Audit Panel- 24 February 2025 - Agenda Item Number 11.1

RECOMMENDATION:

That Council:

1. approves the revised City of Launceston's Credit Card Policy 12-PI-005, as follows:

Credit Card Policy

PURPOSE

The purpose of this policy is to provide guidance on how Council corporate credit cards are to be allocated, used and administered to ensure that they assist in efficient delivery of local government services while minimising the potential for misuse and fraud.

SCOPE

Corporate credit cards are recognised as an efficient and flexible method of paying for goods and services in the public sector. They offer a convenient and highly traceable payment option, particularly for low value, day-to-day transactions, and can substantially improve purchasing efficiency by reducing administrative costs.

However, any transaction method holds the potential for misuse and the convenience and flexibility of credit cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.

This policy is intended to apply to credit cards, NOT any other similar type of corporate or organisational purchasing card.

POLICY

1 **PREFERRED PURCHASING METHODS**

In using a Council credit card, Cardholders must consider the alternative purchasing methods available, such as purchase orders and purchase contracts.

Credit cards are appropriate for purchasing in the following typical situations:

- 1) Smaller purchase amounts, typically below **\$2,000**;
- 2) Invoices for approved goods or services requiring immediate or out-of-cycle payment, when payment has been authorised;
- 3) Where purchase orders:
 - a) are impossible or unworkable (such as internet purchases of approved goods or services); or
 - b) would take too long, unreasonably impact operational efficiency or result in missed opportunity, for example, if a PO would incur significant and unreasonable additional costs (either to Council or the supplier) relative to the cost of the goods or services being procured;
- 4) Where payment by credit card has been formally authorised, such as emergency situations; or
- 5) For purchases that cannot be made in the office, such as work-related travel expenses generated while traveling, or field work expenses requiring payment in the field.

Purchase orders or purchase contracts are preferred in the following typical situations:

- 1) For invoices not requiring urgent or immediate payment, such as invoices with a future due date;
- 2) Larger purchase amounts, typically of **\$2,000** or more; or
- 3) Purchases requiring agreement between parties on terms (of service, engagement or sale).

Cardholders operate with some discretion, but must justify their purchasing decisions, including the purchasing method chosen. Seek guidance or written instruction from your Leader or Executive Leader Delivery & Performance if you are in doubt.

2 **CONTROL OF CREDIT CARDS – FOR AUTHORISERS**

2.1 **RISK MANAGEMENT STRATEGY**

Each active credit card represents a risk of accidental or intentional misuse of public funds and each credit limit amount is the extent of that risk. To minimise risks associated with credit cards, Council must:

- 1) Allocate credit cards according to an organisation-wide strategy, and avoid allocating on an ad hoc or individual basis; and
- 2) Only issue cards to organisational roles where the operational benefits of efficient purchasing outweigh the increase in risk; and
- 3) Maintain control on the total number of credit cards issued and their combined purchasing potential (or credit limit) at any one time; and
- 4) Control the credit available on each card to an appropriate amount required to facilitate efficient purchasing for each role, considering the alternative payment options available; and

- 5) Ensure Cardholders and Authorisers adhere to the procedures and responsibilities set out by the policy by placing the onus of evidence for each purchase upon the Cardholder.

2.2 AUTHORISERS

Authorisers have a key role in the control of credit cards, managing purchasing risk and maintaining compliance with this policy. Authorisers:

- 1) May authorise or decline the issuing of credit cards to a Cardholder;
- 2) May authorise or decline applications for the top-up of funds to monthly credit limits;
- 3) May authorise or decline discretionary transactions, such as entertainment or gifts in accordance with this policy;
- 4) May direct a Cardholder to reimburse Council for transactions deemed not to be in accordance with this policy;
- 5) May or may not be allocated a credit card; and
- 6) If they are allocated a credit card, **may not** authorise their own purchases, temporary credit limit increases, or issuing their own credit card.

The following roles are Authorisers for the purpose of this policy:

- Chief Executive Officer
- Executive Leader Delivery & Performance
- Senior Leader Finance (For the purpose of temporary monthly credit limit increases **only**)

2.3 ALLOCATION AND ISSUE OF CREDIT CARDS AND CREDIT LIMITS

Credit cards are allocated and issued according to the rules in the following sections.

2.3.1 *Allocating Credit Cards*

- 1) **Schedule 1 – Allocation of Credit Cards and Credit Limits** lists the roles that, at the absolute discretion of the Authorisers, may potentially be issued with a credit card and the maximum credit limit for each role.
- 2) The Chief Executive Officer and Executive Leader Delivery & Performance must authorise the allocation table.
- 3) Council credit cards are allocated to people in roles that require them.
- 4) A credit card will not be allocated to Councillors, other than possibly to the Mayor as noted below.
- 5) A credit card may be issued to the Mayor if the operational benefits to Council of efficient purchasing sufficiently outweigh the administrative cost of managing an additional card such as for as costs incurred whilst travelling on Council business and in the course of Mayoral duties.

2.3.2 *Issuing Credit Cards*

- 1) The issue of each credit card must be authorised by an Authoriser and recorded in Council's information management system.
- 2) An Authoriser cannot authorise the issue of their own credit card.
- 3) A person in a role that is allocated a credit card is not obliged to hold one.

2.3.3 *The Chief Executives Officer's Credit Card*

- 1) The Chief Executive Officer is allocated a card, if they choose to hold one.

- 2) By approving this Policy, the Council authorises the issue of a credit card to the Chief Executive Officer in line with Schedule 1.
- 3) The credit limit for the Chief Executive Officer is determined by Council approval, including subsequent adjustments.
- 4) All statement reconciliations and credit limit top-ups for the Chief Executive Officer's credit card are reviewed by the Mayor (who is not an Authoriser) and authorised by the Executive Leader Delivery & Performance who is an Authoriser.

2.3.4 *Setting Limits and Controls on Credit Cards*

- 1) The maximum number of cards that Council will allow to be active at any one time is ten (10).
- 2) The maximum total credit limit of all cards is to be no more than \$90,000
- 3) Monthly credit limits will be set to the lowest amount required by the Cardholder to conveniently execute their role, considering budget constraints, the role of top-ups, and the alternative payment methods available.
- 4) Limits on individual transactions may be set.

2.4 REVIEW OF CREDIT CARD ALLOCATION AND CREDIT LIMITS

The allocation of each credit card and their credit limits detailed in **Schedule 1 – Allocation of Credit Cards and Credit Limits** is to be set according to operational requirements and authorised by the Chief Executive Officer and Executive Leader Delivery & Performance. Only the Chief Executive Officer's credit limit requires Council approval; all other roles and limits are set according to Council operational requirements, as determined by the Chief Executive Officer and Executive Leader Delivery & Performance.

Schedule 1 – Allocation of Credit Cards and Credit Limits will be periodically reviewed every two years, as a minimum, in conjunction with the policy update cycle. The aim of each review is to ensure that credit card allocation and limits are facilitating efficient purchasing and delivery of Council's services while effectively managing purchasing risk. Unnecessary or insufficiently justified cards should be withdrawn and destroyed. Credit limits should be adjusted to the lowest monthly amount needed to facilitate efficient purchasing, as evidenced by purchasing history and adherence to this policy.

In addition to the periodic review, **Schedule 1 – Allocation of Credit Cards and Credit Limits** is to be reviewed if:

- 1) Requests are received to add or remove roles from the Credit Card Allocation Table, or alter individual credit limits;
- 2) Proposed changes to the Credit Card Allocation Table require changes to the maximum number of credit cards or the maximum total credit limit;
- 3) A Cardholder terminates employment or returns their card;
- 4) A significant breach of the policy (under section 2.6) occurs; or
- 5) Significant reorganisation of Council roles is undertaken.

Where the operational benefits to Council of a role holding a credit card no longer outweigh the increase in risk of the extra card, the credit card should be returned and cancelled.

- The last review of credit cards and limits was: 12/03/2025
- The next review of credit cards and limit is: 12/03/2027

2.5 TEMPORARY MONTHLY CREDIT LIMIT INCREASES – DECIDING APPLICATIONS

A Cardholder may apply for a temporary increase to the monthly credit limit. Temporary monthly credit limit increase applications are decided according to the following procedure:

- 1) A temporary monthly credit limit increase requires the following approval:
 - a) An Authoriser, or any person, cannot authorise temporary monthly credit limit increases for their own credit card.
 - b) Temporary monthly credit limit increase of the Chief Executive Officer's credit card account are always reviewed by the Mayor (who is not an Authoriser) and authorised by the Executive Leader Delivery & Performance who is an Authoriser.
 - c) Temporary monthly credit limit increase of the Executive Leader Delivery & Performance credit card are authorised by the Chief Executive Officer and the Senior Leader Finance.
 - d) Temporary monthly credit limit increase of all other Cardholders are authorised by the Executive Leader Delivery & Performance and one other Authoriser
- 2) Authorisers review the Cardholder's purchasing and temporary monthly credit limit increase history for adherence to this policy and justification of purchases.

2.6 BREACH OF POLICY OR MISUSE

Any breaches of this policy by any Cardholder, Authoriser, staff or elected member, depending on the nature and extent of the breach, may result in:

- 1) Counselling and retraining in the policy and requirements;
- 2) Reimbursement of costs;
- 3) Cancellation of card;
- 4) Disciplinary action in accordance with Councils' **Disciplinary Policy**; or
- 5) Referral to police or civil proceedings.

If you become aware of policy breaches or misuse, report them immediately to an Authoriser. Policy breaches or misuse should also be reported to Council and credit card allocation should be reviewed.

3 STATEMENT RECONCILIATION AND ACQUITTAL PROCESS – CARDHOLDERS AND AUTHORISERS

The purpose of the Statement Reconciliation and Acquittal Process is to ensure that:

- Cardholders justify and prove every purchasing decision to Council; and
- Council is able to justify and validate its endorsement and validation of Cardholders' purchasing decisions to auditors, investigators and the public.
- Appropriate records are obtained and retained for tax purposes.

On receipt of the account transaction statement each month, the statement will be reconciled according to the following process:

- 1) The Cardholder must collate all purchase evidence (including tax invoices with purchase purpose or signed purchase statement) with all written approvals for discretionary purchases and provide them to the Council officer charged with entering them in the expense tracking system, this is usually an Executive Assistant or Administration Officer, dependent on the card holder.

- 2) The Council officer charged with entering the transactions will enter them into the relevant software Council uses. **This can be done at any time, it is recommended it is done weekly and MUST be done before the third working day of the following month**
- 3) Once entered the card holder must approve the entry in the relevant software system, this approval is to confirm the purchase and the coding of the transaction. **It is recommended it is done weekly and MUST be done before the third working day of the following month**
- 4) A member of Council's Finance Team:
 - a) Reconcile transactions individually against the supporting documentation and the requirements of this policy; and
 - b) Question with the Cardholder any transactions:
 - (iii) without supporting documentation;
 - (iii) that may be in conflict with this policy;
 - (iii) that appear suspicious, unauthorised, excessive or of unknown purpose.
 - c) If there are any outstanding transactions that cannot be adequately explained or reconciled with this policy, the officer must report these to the Executive Leader Delivery & Performance for further investigation and appropriate action.
- 5) Any breaches of this policy will be dealt with according to risk and severity of the breach in accordance with section **2.6 Breach of Policy or Misuse**.
- 6) If all transactions are supported by adequate documentation and purchases appear to be in accordance with this policy with no suspicious activity:
 - a) For the Chief Executive Officer's credit card, the Mayor will review the statement along with a listing of transaction details and sign to confirm purchases are in accordance with this policy; and
 - b) For all other credit cards, the Chief Executive Officer will review the statement along with a listing of transaction details and sign to confirm purchases are in accordance with this policy; and
 - c) Once reviewed, the Executive Leader Delivery & Performance signs the listing of transactions to approve the transactions are in accordance with this policy.
 - d) Once all transaction listings have been reviewed and signed by two parties named above, they will be provided to the Audit Panel at the next scheduled meeting.

4 USE OF CREDIT CARDS – FOR CARDHOLDERS

4.1 GENERAL USE

4.1.1 *Cardholder Responsibility and Liability*

As a Cardholder, you are responsible for the safe custody and security of the card and account and liable for any misuse and associated costs. You are responsible for resolving use and transaction disputes and ensuring that use of the card is ethical and strictly in accordance with this policy.

Credit cards are provided strictly for business-related purchasing only. Cardholders must be able to justify and prove their purchasing decisions to Council in a manner that allows Council to be able to justify and validate their endorsement of purchasing decisions to auditors, investigators, and the public. Always follow this policy and seek guidance from an Authoriser if in doubt.

Cardholders must comply with any terms and conditions of use provided by the card issuer and should follow the guidelines and recommendations of the issuing institution.

4.1.2 *Non-Cardholder Use*

Only the designated Cardholder may use the credit card. You must not let any other person use your credit card or account or record or share your credit card number, including other Council staff or elected members.

Where for an approved purchase in compliance with this policy, you may use your credit card, including through the Cardholder's Executive Assistant, to purchase work-related items on behalf of another Council staff member or elected member, provided you are satisfied the expense is appropriate and approved in accordance with this policy. If you choose to do so, the purchase must always be made, documented and justified by the Cardholder in accordance with this policy.

4.1.3 *Receipts and Documentation for Every Purchase*

You must obtain a valid tax invoice for all credit card purchases and note the purpose of the purchase.

A valid tax invoice must provide sufficient information to demonstrate that the document is intended to be a tax invoice and include the following:

- 1) The seller's identity;
- 2) The seller's Australian Business Number (ABN);
- 3) The date the invoice was issued;
- 4) A brief description of the items sold, including the quantity (if applicable) and the price;
- 5) The GST (goods and services tax) amount payable (if any) – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'; and
- 6) Purchases over \$1,000 must also show the buyer's identity or ABN (in addition to the seller's details).

You should make every attempt to obtain valid original documents in support of transactions. Council cannot claim the GST credit for purchases without a valid tax invoice, so it is always important your purchases have original documentation. Contact vendors for original tax invoices if necessary.

In the absence of a valid tax invoice or original receipt, then you must provide sufficient information regarding the transaction to satisfy an Authoriser that the purchase is a valid work-related purchase that complies with this policy. The supporting information should include details of the transaction purpose, date, time, amount, vendor name and ABN, and your signature.

If you make a transaction of over \$10 and fail to retain a valid tax invoice for it, you must complete and sign a statutory declaration that includes all the required supporting information to justify the purchase, including the transaction purpose, date, time, amount, vendor name and ABN.

Cardholders are liable for the cost of transactions that cannot be verified to be in compliance with this policy. Repeated purchases without original supporting documentation (valid tax invoice), requiring the Cardholder's explanation, or a statutory

declaration are a purchasing risk to Council and may result in a credit card being revoked or disciplinary action in accordance with **2.6 Breach of Policy or Misuse**.

4.1.4 Applying for a Temporary Monthly Credit Limit Increase (Cardholders)

A Cardholder may apply for a temporary increase to the monthly credit limit. An application can be made as a written request to an Authoriser, detailing the following:

- 1) The increase amount requested;
- 2) The account balance and monthly credit limit;
- 3) Reasons for exceeding the monthly limit; and
- 4) Forthcoming purchases expected and amounts to justify the need for a top-up.

4.1.5 Lost, Stolen or Damaged Cards

If your Council credit card is lost or stolen, you must immediately contact the issuing institution to report the lost or stolen card (NAB 1800 033 103). Follow the advice of the institution and then advise an Authoriser at the earliest opportunity.

Damaged cards can be reported to Council's finance team for a replacement card to be arranged.

4.1.6 Return of Cards

Return your Council credit card immediately to your leader if you:

- 1) Are ceasing or terminating employment;
- 2) Moving to a role that is not assigned a credit card;
- 3) Taking extended leave from your role for 3 or more months, or otherwise where you feel retaining your card is an unnecessary risk; or
- 4) No longer require, or do not wish to hold, a credit card.

Credit cards should generally be cancelled and destroyed in these circumstances. If employees are returning from leave of 6 months or less, cards may be held securely by Council, at Council's discretion.

4.2 PERMITTED TRANSACTIONS

The following types of transactions are permitted and purchases may generally be made with a Council credit card without written approval from Authorisers.

Transactions for expenses that are demonstrably approved and budgeted for, such as approved projects, approved entertainment or approved travel, may be made without additional approval from Authorisers. You must be able to demonstrate purchases you make are approved and in accordance with this policy, if queried.

4.2.1 Travel Expenses

Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Credit cards are ideally suited to cater for expenses incurred while travelling.

Travel expenses should be purchased in accordance with Council's **Travel Expenses Policy**.

4.3 **DISCRETIONARY TRANSACTIONS REQUIRING AUTHORISATION**

The following types of transactions and purchases generally require written approval from one Authoriser and are **discretionary transactions**. Written approvals for discretionary purchases must be provided with all purchase invoices as part of the Statement Reconciliation and Acquittal Process (see Section 3 above)

4.3.1 **Entertainment Expenses**

Entertainment means the provision of food, drink or recreation – even if business discussions or transactions occur. Entertainment is typically considered a private expense and must not be purchased using a council credit card or funds unless within the parameters listed within this policy.

There are a range of circumstances where entertainment expenses may be considered to be work-related and may be purchased with your Council credit card. These include travel expenses (in accordance with section 4.2.1 Travel Expenses above), to support approved overtime work, for approved Council events or social functions or within an approved entertainment expenses budget for your role.

Certain roles are delegated the discretion to incur work-related entertainment expenses as part of their roles. These roles and their **discretionary expense limits** are allocated in **Schedule 1 – Allocation of Credit Cards and Credit Limits**.

4.3.2 **Gifts**

Gifts are typically considered to be private expenses and must not be purchased with a Council credit card without prior approval. However, there may be limited instances where a gift using Council funds is appropriate, such as in recognition of exceptional service of a community volunteer, recognising visiting dignitaries, or as prizes for Council-sponsored community awards, and so are discretionary transactions and will require prior written approval from on Authoriser.

4.3.3 **Fuel**

Wherever available, use a fuel card to purchase fuel for work-related fuel expenses. In the event a fuel card is not available or not accepted by vendors in a location, you may use your Council credit card to purchase fuel for work-related travel, however you must provide sufficient supporting evidence that documents the trip, its length, and purpose.

4.4 **PROHIBITED USE AND TRANSACTIONS**

The following types of transactions and purchases are generally prohibited and must not be made on a Council credit card.

4.4.1 **Cash Advances / Withdrawals**

Council credit cards must not be used for cash advances or withdrawing cash.

4.4.2 **Refunds**

Any refunds for purchases made on a Council credit card must be refunded back to the credit card account. Refunds must not be accepted in cash.

4.4.3 Purchases of a private or personal nature

Council credit cards must not be used for purchases of a private or personal nature, even if you intend to reimburse Council. Only approved, work-related expenses in accordance with this policy may be incurred.

4.4.4 Fines

Council credit cards must not be used to pay fines of any nature. You must pay any fines that you incur.

4.4.5 Alternative Online Payment Methods and Storing Credit Card Details

Use of Council credit cards on, or linking to, alternative online payment methods and e-commerce payment systems or accounts, such as PayPal, Google Pay, Apple Pay, iTunes, or any system that records and stores credit card details, are prohibited.

Where a payment for necessary goods or services can only be made through such a payment/e-commerce system, and that system requires the storage of credit card details or linking to a credit card account (such as Uber), then the Chief Executive Officer may delegate certain Cardholders to set up and manage an online account. This policy applies for the online account, as for the credit card itself:

- 1) The online account is restricted for use by the Cardholder;
- 2) The online account is for work-related purchases only, in accordance with this policy;
- 3) The online account is to be set up with the Cardholder's work email address and details and to be managed separately from any personal online payment/e-commerce accounts.

Permissions for online accounts should be centrally controlled and recorded by Council. Council credit cards must never be linked to personal online payment systems or accounts.

5 CARDHOLDER DECLARATION

I have read and understood Council's Credit Card Policy. I understand the requirements of me as a Cardholder and agree with comply with them.

In particular, I agree:

- ☐ That I understand and will follow the rules and procedures of credit card use outlined in this policy;
- ☐ That I will adhere to all related Council policies, including Council's Procurement Policy (10-Plx-001) and Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).
- ☐ That my credit card is to be used for Council business only;
- ☐ That I must retain receipts and documentation to support all transactions made with my card;
- ☐ That I am responsible for the safekeeping and security of my card and account and liable for any misuse;
- ☐ That I will not allow any other person to use my Council credit card; and
- ☐ That disciplinary action will be taken for any breaches of the policy.

Name:

Position:

Signed:

Date:

6 AUTHORISATION

A Council credit card is approved to be issued to the Cardholder named above, who is authorised to hold and use a Council credit card in compliance with this policy.

Authorised by:

Name:

Name:

Position:

Position:

Signed:

Signed:

Date:

Date:

SCHEDULE 1 – ALLOCATION OF CREDIT CARDS AND CREDIT LIMITS

This Policy permits the issue of credit cards only to the Council roles and with the limits stated in **Table 1** below.

Table 1. Credit Card Allocation Table

Role/Position	Issue	Credit Limit ^[1]	Transaction Limit ^[2]	Discretionary Expense Limit ^[3]
Chief Executive Officer	1	\$10,000	\$2,000	\$1,000
Executive Leader Delivery & Performance	2	\$10,000	\$2,000	\$500
Executive Leader Community Assets & Design	3	\$10,000	\$2,000	\$500
Executive Leader Connections & Liveability	4	\$10,000	\$2,000	\$500
Executive Leader Strategy & Innovation	5	\$10,000	\$2,000	\$500
Director QVMAG	6	\$10,000	\$2,000	\$500
Mayor	7	\$2,500	\$1,000	\$500
TOTAL	7	\$62,500		

Table 1. Credit Card Allocation Table is authorised by:

Name: Sam Johnson _____

Name: Nathan Williams

Position: **Chief Executive Officer**

Position: **E/L Delivery & Performance**

Signed:

Signed:

Date:

Date:

^[1] **Credit Limit** means the monthly credit limit and total value of purchases that may be made in a month.

^[2] **Transaction Limit** means the maximum value for any single transaction.

^[3] **Discretionary Expense Limit** means the maximum value per occasion of work-related entertainment expenses that a role is permitted to purchase before seeking approval from an Authoriser. Refer 4.3.1 Entertainment Expenses

PRINCIPLES

Cardholders must conform to sound principles of purchasing when using a Council credit card. These principles are detailed in Council's Procurement Policy (10-Plx-001) and Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).

RELATED POLICIES & PROCEDURES

- Procurement Policy (10-Plx-001) and;
- Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).

REVIEW

This policy is to be reviewed every two years. Credit card allocation and credit limits are to be reviewed at the same time as the policy review, as well as those time specified in section 2.4.

Samuel Kelty (Senior Leader Finance) was in attendance to answer questions in respect of this item.

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor J J Pentridge.

That Council:

1. **approves the revised City of Launceston's Credit Card Policy 12-PI-005, as follows:**

Credit Card Policy

PURPOSE

The purpose of this policy is to provide guidance on how Council corporate credit cards are to be allocated, used and administered to ensure that they assist in efficient delivery of local government services while minimising the potential for misuse and fraud.

SCOPE

Corporate credit cards are recognised as an efficient and flexible method of paying for goods and services in the public sector. They offer a convenient and highly traceable payment option, particularly for low value, day-to-day transactions, and can substantially improve purchasing efficiency by reducing administrative costs.

However, any transaction method holds the potential for misuse and the convenience and flexibility of credit cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.

This policy is intended to apply to credit cards, NOT any other similar type of corporate or organisational purchasing card.

POLICY

1 PREFERRED PURCHASING METHODS

In using a Council credit card, Cardholders must consider the alternative purchasing methods available, such as purchase orders and purchase contracts.

Credit cards are appropriate for purchasing in the following typical situations:

- 1) Smaller purchase amounts, typically below \$2,000;
- 2) Invoices for approved goods or services requiring immediate or out-of-cycle payment, when payment has been authorised;
- 3) Where purchase orders:
 - a) are impossible or unworkable (such as internet purchases of approved goods or services); or
 - b) would take too long, unreasonably impact operational efficiency or result in missed opportunity, for example, if a PO would incur significant and unreasonable additional costs (either to Council or the supplier) relative to the cost of the goods or services being procured;
- 4) Where payment by credit card has been formally authorised, such as emergency situations; or
- 5) For purchases that cannot be made in the office, such as work-related travel expenses generated while traveling, or field work expenses requiring payment in the field.

Purchase orders or purchase contracts are preferred in the following typical situations:

- 1) For invoices not requiring urgent or immediate payment, such as invoices with a future due date;
- 2) Larger purchase amounts, typically of \$2,000 or more; or
- 3) Purchases requiring agreement between parties on terms (of service, engagement or sale).

Cardholders operate with some discretion, but must justify their purchasing decisions, including the purchasing method chosen. Seek guidance or written instruction from your Leader or Executive Leader Delivery & Performance if you are in doubt.

2 CONTROL OF CREDIT CARDS – FOR AUTHORISERS

2.1 RISK MANAGEMENT STRATEGY

Each active credit card represents a risk of accidental or intentional misuse of public funds and each credit limit amount is the extent of that risk. To minimise risks associated with credit cards, Council must:

- 1) Allocate credit cards according to an organisation-wide strategy, and avoid allocating on an ad hoc or individual basis; and
- 2) Only issue cards to organisational roles where the operational benefits of efficient purchasing outweigh the increase in risk; and

- 3) Maintain control on the total number of credit cards issued and their combined purchasing potential (or credit limit) at any one time; and
- 4) Control the credit available on each card to an appropriate amount required to facilitate efficient purchasing for each role, considering the alternative payment options available; and
- 5) Ensure Cardholders and Authorisers adhere to the procedures and responsibilities set out by the policy by placing the onus of evidence for each purchase upon the Cardholder.

2.2 AUTHORISERS

Authorisers have a key role in the control of credit cards, managing purchasing risk and maintaining compliance with this policy. Authorisers:

- 1) May authorise or decline the issuing of credit cards to a Cardholder;
- 2) May authorise or decline applications for the top-up of funds to monthly credit limits;
- 3) May authorise or decline discretionary transactions, such as entertainment or gifts in accordance with this policy;
- 4) May direct a Cardholder to reimburse Council for transactions deemed not to be in accordance with this policy;
- 5) May or may not be allocated a credit card; and
- 6) If they are allocated a credit card, may not authorise their own purchases, temporary credit limit increases, or issuing their own credit card.

The following roles are Authorisers for the purpose of this policy:

- Chief Executive Officer
- Executive Leader Delivery & Performance
- Senior Leader Finance (For the purpose of temporary monthly credit limit increases only)

2.3 ALLOCATION AND ISSUE OF CREDIT CARDS AND CREDIT LIMITS

Credit cards are allocated and issued according to the rules in the following sections.

2.3.1 *Allocating Credit Cards*

- 1) Schedule 1 – Allocation of Credit Cards and Credit Limits lists the roles that, at the absolute discretion of the Authorisers, may potentially be issued with a credit card and the maximum credit limit for each role.
- 2) The Chief Executive Officer and Executive Leader Delivery & Performance must authorise the allocation table.
- 3) Council credit cards are allocated to people in roles that require them.
- 4) A credit card will not be allocated to Councillors, other than possibly to the Mayor as noted below.
- 5) A credit card may be issued to the Mayor if the operational benefits to Council of efficient purchasing sufficiently outweigh the administrative cost of managing an additional card such as for as costs incurred whilst travelling on Council business and in the course of Mayoral duties.

2.3.2 Issuing Credit Cards

- 1) The issue of each credit card must be authorised by an Authoriser and recorded in Council's information management system.
- 2) An Authoriser cannot authorise the issue of their own credit card.
- 3) A person in a role that is allocated a credit card is not obliged to hold one.

2.3.3 The Chief Executives Officer's Credit Card

- 1) The Chief Executive Officer is allocated a card, if they choose to hold one.
- 2) By approving this Policy, the Council authorises the issue of a credit card to the Chief Executive Officer in line with Schedule 1.
- 3) The credit limit for the Chief Executive Officer is determined by Council approval, including subsequent adjustments.
- 4) All statement reconciliations and credit limit top-ups for the Chief Executive Officer's credit card are reviewed by the Mayor (who is not an Authoriser) and authorised by the Executive Leader Delivery & Performance who is an Authoriser.

2.3.4 Setting Limits and Controls on Credit Cards

- 1) The maximum number of cards that Council will allow to be active at any one time is ten (10).
- 2) The maximum total credit limit of all cards is to be no more than \$90,000
- 3) Monthly credit limits will be set to the lowest amount required by the Cardholder to conveniently execute their role, considering budget constraints, the role of top-ups, and the alternative payment methods available.
- 4) Limits on individual transactions may be set.

2.4 REVIEW OF CREDIT CARD ALLOCATION AND CREDIT LIMITS

The allocation of each credit card and their credit limits detailed in Schedule 1 – Allocation of Credit Cards and Credit Limits is to be set according to operational requirements and authorised by the Chief Executive Officer and Executive Leader Delivery & Performance. Only the Chief Executive Officer's credit limit requires Council approval; all other roles and limits are set according to Council operational requirements, as determined by the Chief Executive Officer and Executive Leader Delivery & Performance.

Schedule 1 – Allocation of Credit Cards and Credit Limits will be periodically reviewed every two years, as a minimum, in conjunction with the policy update cycle. The aim of each review is to ensure that credit card allocation and limits are facilitating efficient purchasing and delivery of Council's services while effectively managing purchasing risk. Unnecessary or insufficiently justified cards should be withdrawn and destroyed. Credit limits should be adjusted to the lowest monthly amount needed to facilitate efficient purchasing, as evidenced by purchasing history and adherence to this policy.

In addition to the periodic review, Schedule 1 – Allocation of Credit Cards and Credit Limits is to be reviewed if:

- 1) Requests are received to add or remove roles from the Credit Card Allocation Table, or alter individual credit limits;

- 2) Proposed changes to the Credit Card Allocation Table require changes to the maximum number of credit cards or the maximum total credit limit;
- 3) A Cardholder terminates employment or returns their card;
- 4) A significant breach of the policy (under section 2.6) occurs; or
- 5) Significant reorganisation of Council roles is undertaken.

Where the operational benefits to Council of a role holding a credit card no longer outweigh the increase in risk of the extra card, the credit card should be returned and cancelled.

- The last review of credit cards and limits was: 12/03/2025
- The next review of credit cards and limit is: 12/03/2027

2.5 TEMPORARY MONTHLY CREDIT LIMIT INCREASES – DECIDING APPLICATIONS

A Cardholder may apply for a temporary increase to the monthly credit limit. Temporary monthly credit limit increase applications are decided according to the following procedure:

- 1) A temporary monthly credit limit increase requires the following approval:
 - a) An Authoriser, or any person, cannot authorise temporary monthly credit limit increases for their own credit card.
 - b) Temporary monthly credit limit increase of the Chief Executive Officer's credit card account are always reviewed by the Mayor (who is not an Authoriser) and authorised by the Executive Leader Delivery & Performance who is an Authoriser.
 - c) Temporary monthly credit limit increase of the Executive Leader Delivery & Performance credit card are authorised by the Chief Executive Officer and the Senior Leader Finance.
 - d) Temporary monthly credit limit increase of all other Cardholders are authorised by the Executive Leader Delivery & Performance and one other Authoriser
- 2) Authorisers review the Cardholder's purchasing and temporary monthly credit limit increase history for adherence to this policy and justification of purchases.

2.6 BREACH OF POLICY OR MISUSE

Any breaches of this policy by any Cardholder, Authoriser, staff or elected member, depending on the nature and extent of the breach, may result in:

- 1) Counselling and retraining in the policy and requirements;
- 2) Reimbursement of costs;
- 3) Cancellation of card;
- 4) Disciplinary action in accordance with Councils' Disciplinary Policy; or
- 5) Referral to police or civil proceedings.

If you become aware of policy breaches or misuse, report them immediately to an Authoriser. Policy breaches or misuse should also be reported to Council and credit card allocation should be reviewed.

3 STATEMENT RECONCILIATION AND ACQUITTAL PROCESS – CARDHOLDERS AND AUTHORISERS

The purpose of the Statement Reconciliation and Acquittal Process is to ensure that:

- Cardholders justify and prove every purchasing decision to Council; and
- Council is able to justify and validate its endorsement and validation of Cardholders' purchasing decisions to auditors, investigators and the public.
- Appropriate records are obtained and retained for tax purposes.

On receipt of the account transaction statement each month, the statement will be reconciled according to the following process:

- 1) The Cardholder must collate all purchase evidence (including tax invoices with purchase purpose or signed purchase statement) with all written approvals for discretionary purchases and provide them to the Council officer charged with entering them in the expense tracking system, this is usually an Executive Assistant or Administration Officer, dependent on the card holder.
- 2) The Council officer charged with entering the transactions will enter them into the relevant software Council uses. This can be done at any time, it is recommended it is done weekly and MUST be done before the third working day of the following month
- 3) Once entered the card holder must approve the entry in the relevant software system, this approval is to confirm the purchase and the coding of the transaction. It is recommended it is done weekly and MUST be done before the third working day of the following month
- 4) A member of Council's Finance Team:
 - a) Reconcile transactions individually against the supporting documentation and the requirements of this policy; and
 - b) Question with the Cardholder any transactions:
 - (without supporting documentation;
 - (that may be in conflict with this policy;
 - (that appear suspicious, unauthorised, excessive or of unknown purpose.
 - c) If there are any outstanding transactions that cannot be adequately explained or reconciled with this policy, the officer must report these to the Executive Leader Delivery & Performance for further investigation and appropriate action.
- 5) Any breaches of this policy will be dealt with according to risk and severity of the breach in accordance with section 2.6 Breach of Policy or Misuse.
- 6) If all transactions are supported by adequate documentation and purchases appear to be in accordance with this policy with no suspicious activity:
 - a) For the Chief Executive Officer's credit card, the Mayor will review the statement along with a listing of transaction details and sign to confirm purchases are in accordance with this policy; and
 - b) For all other credit cards, the Chief Executive Officer will review the statement along with a listing of transaction details and sign to confirm purchases are in accordance with this policy; and
 - c) Once reviewed, the Executive Leader Delivery & Performance signs the listing of transactions to approve the transactions are in accordance with this policy.

- d) Once all transaction listings have been reviewed and signed by two parties named above, they will be provided to the Audit Panel at the next scheduled meeting.

4 USE OF CREDIT CARDS – FOR CARDHOLDERS

4.1 GENERAL USE

4.1.1 *Cardholder Responsibility and Liability*

As a Cardholder, you are responsible for the safe custody and security of the card and account and liable for any misuse and associated costs. You are responsible for resolving use and transaction disputes and ensuring that use of the card is ethical and strictly in accordance with this policy.

Credit cards are provided strictly for business-related purchasing only. Cardholders must be able to justify and prove their purchasing decisions to Council in a manner that allows Council to be able to justify and validate their endorsement of purchasing decisions to auditors, investigators, and the public. Always follow this policy and seek guidance from an Authoriser if in doubt.

Cardholders must comply with any terms and conditions of use provided by the card issuer and should follow the guidelines and recommendations of the issuing institution.

4.1.2 *Non-Cardholder Use*

Only the designated Cardholder may use the credit card. You must not let any other person use your credit card or account or record or share your credit card number, including other Council staff or elected members.

Where for an approved purchase in compliance with this policy, you may use your credit card, including through the Cardholder's Executive Assistant, to purchase work-related items on behalf of another Council staff member or elected member, provided you are satisfied the expense is appropriate and approved in accordance with this policy. If you choose to do so, the purchase must always be made, documented and justified by the Cardholder in accordance with this policy.

4.1.3 *Receipts and Documentation for Every Purchase*

You must obtain a valid tax invoice for all credit card purchases and note the purpose of the purchase.

A valid tax invoice must provide sufficient information to demonstrate that the document is intended to be a tax invoice and include the following:

- 1) The seller's identity;
- 2) The seller's Australian Business Number (ABN);
- 3) The date the invoice was issued;
- 4) A brief description of the items sold, including the quantity (if applicable) and the price;

- 5) The GST (goods and services tax) amount payable (if any) – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'; and
- 6) Purchases over \$1,000 must also show the buyer's identity or ABN (in addition to the seller's details).

You should make every attempt to obtain valid original documents in support of transactions. Council cannot claim the GST credit for purchases without a valid tax invoice, so it is always important your purchases have original documentation. Contact vendors for original tax invoices if necessary.

In the absence of a valid tax invoice or original receipt, then you must provide sufficient information regarding the transaction to satisfy an Authoriser that the purchase is a valid work-related purchase that complies with this policy. The supporting information should include details of the transaction purpose, date, time, amount, vendor name and ABN, and your signature.

If you make a transaction of over \$10 and fail to retain a valid tax invoice for it, you must complete and sign a statutory declaration that includes all the required supporting information to justify the purchase, including the transaction purpose, date, time, amount, vendor name and ABN.

Cardholders are liable for the cost of transactions that cannot be verified to be in compliance with this policy. Repeated purchases without original supporting documentation (valid tax invoice), requiring the Cardholder's explanation, or a statutory declaration are a purchasing risk to Council and may result in a credit card being revoked or disciplinary action in accordance with 2.6 Breach of Policy or Misuse.

4.1.4 Applying for a Temporary Monthly Credit Limit Increase (Cardholders)

A Cardholder may apply for a temporary increase to the monthly credit limit. An application can be made as a written request to an Authoriser, detailing the following:

- 1) The increase amount requested;
- 2) The account balance and monthly credit limit;
- 3) Reasons for exceeding the monthly limit; and
- 4) Forthcoming purchases expected and amounts to justify the need for a top-up.

4.1.5 Lost, Stolen or Damaged Cards

If your Council credit card is lost or stolen, you must immediately contact the issuing institution to report the lost or stolen card (NAB 1800 033 103). Follow the advice of the institution and then advise an Authoriser at the earliest opportunity.

Damaged cards can be reported to Council's finance team for a replacement card to be arranged.

4.1.6 Return of Cards

Return your Council credit card immediately to your leader if you:

- 1) Are ceasing or terminating employment;

- 2) Moving to a role that is not assigned a credit card;
- 3) Taking extended leave from your role for 3 or more months, or otherwise where you feel retaining your card is an unnecessary risk; or
- 4) No longer require, or do not wish to hold, a credit card.

Credit cards should generally be cancelled and destroyed in these circumstances. If employees are returning from leave of 6 months or less, cards may be held securely by Council, at Council's discretion.

4.2 PERMITTED TRANSACTIONS

The following types of transactions are permitted and purchases may generally be made with a Council credit card without written approval from Authorisers.

Transactions for expenses that are demonstrably approved and budgeted for, such as approved projects, approved entertainment or approved travel, may be made without additional approval from Authorisers. You must be able to demonstrate purchases you make are approved and in accordance with this policy, if queried.

4.2.1 *Travel Expenses*

Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Credit cards are ideally suited to cater for expenses incurred while travelling.

Travel expenses should be purchased in accordance with Council's Travel Expenses Policy.

4.3 DISCRETIONARY TRANSACTIONS REQUIRING AUTHORISATION

The following types of transactions and purchases generally require written approval from one Authoriser and are discretionary transactions. Written approvals for discretionary purchases must be provided with all purchase invoices as part of the Statement Reconciliation and Acquittal Process (see Section 3 above)

4.3.1 *Entertainment Expenses*

Entertainment means the provision of food, drink or recreation – even if business discussions or transactions occur. Entertainment is typically considered a private expense and must not be purchased using a council credit card or funds unless within the parameters listed within this policy.

There are a range of circumstances where entertainment expenses may be considered to be work-related and may be purchased with your Council credit card. These include travel expenses (in accordance with section 4.2.1 Travel Expenses above), to support approved overtime work, for approved Council events or social functions or within an approved entertainment expenses budget for your role.

Certain roles are delegated the discretion to incur work-related entertainment expenses as part of their roles. These roles and their discretionary expense limits are allocated in Schedule 1 – Allocation of Credit Cards and Credit Limits.

4.3.2 Gifts

Gifts are typically considered to be private expenses and must not be purchased with a Council credit card without prior approval. However, there may be limited instances where a gift using Council funds is appropriate, such as in recognition of exceptional service of a community volunteer, recognising visiting dignitaries, or as prizes for Council-sponsored community awards, and so are discretionary transactions and will require prior written approval from on Authoriser.

4.3.3 Fuel

Wherever available, use a fuel card to purchase fuel for work-related fuel expenses. In the event a fuel card is not available or not accepted by vendors in a location, you may use your Council credit card to purchase fuel for work-related travel, however you must provide sufficient supporting evidence that documents the trip, its length, and purpose.

4.4 PROHIBITED USE AND TRANSACTIONS

The following types of transactions and purchases are generally prohibited and must not be made on a Council credit card.

4.4.1 Cash Advances / Withdrawals

Council credit cards must not be used for cash advances or withdrawing cash.

4.4.2 Refunds

Any refunds for purchases made on a Council credit card must be refunded back to the credit card account. Refunds must not be accepted in cash.

4.4.3 Purchases of a private or personal nature

Council credit cards must not be used for purchases of a private or personal nature, even if you intend to reimburse Council. Only approved, work-related expenses in accordance with this policy may be incurred.

4.4.4 Fines

Council credit cards must not be used to pay fines of any nature. You must pay any fines that you incur.

4.4.5 Alternative Online Payment Methods and Storing Credit Card Details

Use of Council credit cards on, or linking to, alternative online payment methods and e-commerce payment systems or accounts, such as PayPal, Google Pay, Apple Pay, iTunes, or any system that records and stores credit card details, are prohibited.

Where a payment for necessary goods or services can only be made through such a payment/e-commerce system, and that system requires the storage of credit card details or linking to a credit card account (such as Uber), then the Chief Executive Officer may delegate certain Cardholders to set up and manage an online account. This policy applies for the online account, as for the credit card itself:

- 1) The online account is restricted for use by the Cardholder;
- 2) The online account is for work-related purchases only, in accordance with this policy;

- 3) The online account is to be set up with the Cardholder's work email address and details and to be managed separately from any personal online payment/e-commerce accounts.

Permissions for online accounts should be centrally controlled and recorded by Council. Council credit cards must never be linked to personal online payment systems or accounts.

5 CARDHOLDER DECLARATION

I have read and understood Council's Credit Card Policy. I understand the requirements of me as a Cardholder and agree with comply with them.

In particular, I agree:

- ☐ That I understand and will follow the rules and procedures of credit card use outlined in this policy;
- ☐ That I will adhere to all related Council policies, including Council's Procurement Policy (10-Plx-001) and Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).
- ☐ That my credit card is to be used for Council business only;
- ☐ That I must retain receipts and documentation to support all transactions made with my card;
- ☐ That I am responsible for the safekeeping and security of my card and account and liable for any misuse;
- ☐ That I will not allow any other person to use my Council credit card; and
- ☐ That disciplinary action will be taken for any breaches of the policy.

Name:

Position:

Signed:

Date:

6 AUTHORISATION

A Council credit card is approved to be issued to the Cardholder named above, who is authorised to hold and use a Council credit card in compliance with this policy.

Authorised by:

Name:

Name:

Position:

Position:

Signed:

Signed:

Date:

Date:

SCHEDULE 1 – ALLOCATION OF CREDIT CARDS AND CREDIT LIMITS

This Policy permits the issue of credit cards only to the Council roles and with the limits stated in Table 1 below.

Table 1. Credit Card Allocation Table

Role/Position	Issue	Credit Limit ^[1]	Transaction Limit ^[2]	Discretionary Expense Limit ^[3]
Chief Executive Officer	1	\$10,000	\$2,000	\$1,000
Executive Leader Delivery & Performance	2	\$10,000	\$2,000	\$500
Executive Leader Community Assets & Design	3	\$10,000	\$2,000	\$500
Executive Leader Connections & Liveability	4	\$10,000	\$2,000	\$500
Executive Leader Strategy & Innovation	5	\$10,000	\$2,000	\$500
Director QVMAG	6	\$10,000	\$2,000	\$500
Mayor	7	\$2,500	\$1,000	\$500
TOTAL	7	\$62,500		

Table 1. Credit Card Allocation Table is authorised by:

Name: Sam Johnson _____

Name: Nathan Williams

Position: Chief Executive Officer

Position: E/L Delivery & Performance

Signed:

Signed:

Date:

Date:

^[1] Credit Limit means the monthly credit limit and total value of purchases that may be made in a month.

^[2] Transaction Limit means the maximum value for any single transaction.

^[3] Discretionary Expense Limit means the maximum value per occasion of work-related entertainment expenses that a role is permitted to purchase before seeking approval from an Authoriser. Refer 4.3.1 Entertainment Expenses

PRINCIPLES

Cardholders must conform to sound principles of purchasing when using a Council credit card. These principles are detailed in Council's Procurement Policy (10-Plx-001) and Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).

RELATED POLICIES & PROCEDURES

- Procurement Policy (10-Plx-001) and;
- Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).

REVIEW

This policy is to be reviewed every two years. Credit card allocation and credit limits are to be reviewed at the same time as the policy review, as well as those time specified in section 2.4.

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

20.6. Appointment of Chief Executive Officer as Director of the Launceston Flood Authority

FILE NO: SF4493

AUTHOR: Duncan Campbell (Team Leader Legal Services)

APPROVER: Nathan Williams (Executive Leader Delivery and Performance)

DECISION STATEMENT:

To consider the appointment of the Chief Executive Officer as a Director of the Launceston Flood Authority.

RELEVANT LEGISLATION:

Local Government Act 1993
Launceston Flood Authority Rules

RECOMMENDATION:

That Council:

1. pursuant to clause 12.1 of the *Launceston Flood Authority Rules* (Attachment 1, ECM Doc Set Id 4273563), appoints Sam Johnson, Chief Executive Officer of the City of Launceston, to the position of Director of the Launceston Flood Authority until 26 March 2029.
2. notes that the appointment at Recommendation 1 is in addition to, and does not revoke or otherwise vary, the appointment of any other Director of the Launceston Flood Authority.

Duncan Campbell (Team Leader Legal Services) was in attendance to answer questions in respect of this item.

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor A G Harris.

That Council:

- 1. pursuant to clause 12.1 of the *Launceston Flood Authority Rules* (Attachment 1, ECM Doc Set Id 4273563), appoints Sam Johnson, Chief Executive Officer of the City of Launceston, to the position of Director of the Launceston Flood Authority until 26 March 2029.**
- 2. notes that the appointment at Recommendation 1 is in addition to, and does not revoke or otherwise vary, the appointment of any other Director of the Launceston Flood Authority.**

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

20.7. Memorandum of Understanding - Provision of Bikes to Tasmania Police

FILE NO: SF5547

AUTHOR: Duncan Campbell (Team Leader Legal Services)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider the continuation of negotiations for a memorandum of understanding

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 12 December 2024 - Agenda Item Number 15.5 - Notice of Motion - Mayor
Councillor M K Garwood - Bicycle Donation to Tasmania Police - 12 December 2024

RECOMMENDATION:

That Council:

1. notes its 12 December 2024 decision to purchase two fit-for-purpose bicycles, to be provided to Tasmania Police for the purpose of reintroducing bike patrols within the Launceston Central Business District, supported by a Memorandum of Understanding (MOU).
 2. authorises the Chief Executive Officer to continue negotiations with Tasmania Police, so that a finalised draft the MOU can be presented to Council for formal approval.
-

Duncan Campbell (Team Leader Legal Services) was in attendance to answer questions in respect of this item.

DECISION: 27 March 2025

MOTION

Moved Councillor J J Pentridge, seconded Councillor A G Harris.

That Council:

- 1. notes its 12 December 2024 decision to purchase two fit-for-purpose bicycles, to be provided to Tasmania Police for the purpose of reintroducing bike patrols within the Launceston Central Business District, supported by a Memorandum of Understanding (MOU).**
- 2. authorises the Chief Executive Officer to continue negotiations with Tasmania Police, so that a finalised draft the MOU can be presented to Council for formal approval.**

CARRIED 5:2

FOR VOTE: Mayor Councillor M K Garwood, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay and Councillor A J Britton

AGAINST VOTE: Councillor D C Gibson and Councillor J J Pentridge

20.8. The Australian Local Government Association (ALGA) motions for the 2025 National General Assembly of Local Government (NGA)

FILE NO: SF0325

AUTHOR: Matt Morgan (Senior Leader Governance)

APPROVER: Nathan Williams (Executive Leader Delivery and Performance)

DECISION STATEMENT:

To note correspondence from The Australian Local Government Association (ALGA)

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council notes:

1. correspondence received from The Australian Local Government Association (ALGA), calling for motions for the 2025 National General Assembly of Local Government (NGA) (ECM Doc Set Id 5173237).

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor J J Pentridge.

That Council notes:

1. correspondence received from The Australian Local Government Association (ALGA), calling for motions for the 2025 National General Assembly of Local Government (NGA) (ECM Doc Set Id 5173237).

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

20.9. Proposed Amendment to Sealed Plan 164783, 62 Parklands Parade

FILE NO: SF7610

AUTHOR: Duncan Campbell (Team Leader Legal Services)

APPROVER: Nathan Williams (Executive Leader Delivery and Performance)

DECISION STATEMENT:

To consider abandoning the proposed amendment to Sealed Plan 164783 - 62 Parklands Parade, Newnham.

This decision requires an absolute majority of Council.

RELEVANT LEGISLATION:

Local Government (Building and Miscellaneous Provisions) Act 1993

Local Government (Meeting Procedures) Regulations 2015 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 17 October 2024 - Item 20.1 - Proposed amendments to Sealed Plan 164783 0
62 Parklands Parade, Newnham

Workshop - 27 February 2025 – 62 Parklands Parade

RECOMMENDATION:

That Council, by absolute majority:

1. rescinds its 17 October 2024 decision made in respect of Item 20.1 of the Agenda to the Council Meeting on 17 October 2024; and,
2. requires that the statutory notices provided in accordance with that 17 October 2024 decision be withdrawn.

Duncan Campbell (Team Leader Legal Services) was in attendance to answer questions in respect of this item.

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor A G Harris.

That Council, by absolute majority:

- 1. rescinds its 17 October 2024 decision made in respect of Item 20.1 of the Agenda to the Council Meeting on 17 October 2024; and,**
- 2. requires that the statutory notices provided in accordance with that 17 October 2024 decision be withdrawn.**

CARRIED BY ABSOLUTE MAJORITY 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

21. STRATEGY AND INNOVATION

21.1. City of Launceston Annual Plan 2024/2025 - Progress Against Annual Plan Actions for Period Ending 31 December 2024

FILE NO: SF6937

AUTHOR: Emily Lewis (Corporate Planning Officer)

APPROVER: Rosanna Coombes (Executive Leader Strategy and Innovation)

DECISION STATEMENT:

To consider the progress against Council's 2024/2025 Annual Plan Actions for the quarter two period ending 31 December 2024.

RELEVANT LEGISLATION:

The Local Government Act 1993 (Tas): Part 7 – Administration, Division 2 – Plans and reports.

PREVIOUS COUNCIL CONSIDERATION:

Council – 12 December 2024 – Agenda Item 20.1 - City of Launceston Annual Plan 2024/2025 - Progress Against Annual Plan Actions for Period Ending 30 September 2024.
Council – 27 June 2024 – Agenda Item 15.5 - City of Launceston Annual Plan 2024/2025.
Workshop – 23 May 2024 - Annual Plan and Budget 2024/2025 - Public Consultation Feedback.
Council - 4 April 2024 – Agenda Item 15.4 - Proposed 2024/2025 Annual Plan and Statutory Estimates.
Workshop – 29 February 2024 - Draft Budget and Annual Plan 2024/25.

RECOMMENDATION:

That Council receives and notes:

1. progress against the 2024/2025 Annual Plan Actions for the period 1 October 2024 to 31 December 2024 (Quarter 2).
-

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor J J Pentridge.

That Council receives and notes:

- 1. progress against the 2024/2025 Annual Plan Actions for the period 1 October 2024 to 31 December 2024 (Quarter 2).**

CARRIED 5:2

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor Prof G Razay and Councillor A J Britton

AGAINST VOTE: Councillor J J Pentridge

ABSTAINED FROM VOTE: Councillor T G Walker

22. CHIEF EXECUTIVE OFFICER NETWORK

22.1. Status Report on Council Decisions

FILE NO: SF2346

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To receive the Status Report on Council Decisions made up to, and as at, 6 March 2025.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015

RECOMMENDATION:

That Council:

1. receives the Status Report on Council Decisions made as at 6 March 2025.
-

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor T G Walker.

That Council:

1. receives the Status Report on Council Decisions made as at 6 March 2025.

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

22.2. Status Report on Notices of Motions

FILE NO: SF5547

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To receive the updated Status Report – Notices of Motion.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015

RECOMMENDATION:

That Council:

1. receives the Status Report of Notices of Motions.

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor J J Pentridge.

That Council:

1. receives the Status Report of Notices of Motions.

CARRIED 6:1

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay and Councillor A J Britton
AGAINST VOTE: Councillor J J Pentridge

22.3. Correspondence - Provided by The Hon Rosemary Armitage from The Hon Nick Duigan MLC Minister for Parks

FILE NO: 60170

AUTHOR: Lorraine Wyatt (Team Leader Executive Support)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To note the correspondence from the Hon Nick Duigan MLC dated 28 February 2025 provided by the Hon Rosemary Armitage MLC regarding land at 165 Westbury Road, Prospect.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

1. note the correspondence from the Hon Nick Duigan MLC dated 28 February 2025 provided by the Hon Rosemary Armitage MLC regarding land at 165 Westbury Road, Prospect (ECM Doc Set ID 5204447).
-

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That Council:

1. **note the correspondence from the Hon Nick Duigan MLC dated 28 February 2025 provided by the Hon Rosemary Armitage MLC regarding land at 165 Westbury Road, Prospect (ECM Doc Set ID 5204447).**

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

22.4. Letter from the Premier, Jeremy Rockliff MP to Councillor Matthew Garwood - State of the State Address in Parliament.

FILE NO: SF6729

AUTHOR: Lorraine Wyatt (Team Leader Executive Support)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To note correspondence from the Premier Jeremy Rockliff dated 4 March 2025 outlining the State Governments focus for the year ahead.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council

1. notes the correspondence from the Premier Jeremy Rockliff outlining the State Governments focus for the year ahead dated 4 March 2025.

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor A G Harris.

That Council

1. **notes the correspondence from the Premier Jeremy Rockliff outlining the State Governments focus for the year ahead dated 4 March 2025.**

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

22.5. Letter of Thanks - Tennis Australia

FILE NO: SF6729

AUTHOR: Lorraine Wyatt (Team Leader Executive Support)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To note the correspondence from Tennis Australia about the Launceston Tennis Centre and International Tournament dated 5 March 2025.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

1. note the correspondence from Tennis Australia about the Launceston Tennis Centre and International Tournament dated 5 March 2025.
-

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor A G Harris.

That Council:

1. **note the correspondence from Tennis Australia about the Launceston Tennis Centre and International Tournament dated 5 March 2025.**

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

22.6. Representation at the Australian Local Government Association's 2025 National General Assembly

FILE NO: SF0121 / SF0325

AUTHOR: Liz Lynch (Personal Assistant - Councillor Rooms)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider the attendance of Mayor Matthew Garwood, Councillor Tim Walker, Councillor Alan Harris, and Councillor Alex Britton at the Australian Local Government Association 2025 National General Assembly and Regional Forum in Canberra 24 – 27 June 2025.

RECOMMENDATION:

That Council:

1. approve the attendance of Mayor Matthew Garwood, Councillor Tim Walker, Councillor Alan Harris, and Councillor Alex Britton at the Australian Local Government Association 2025 National General Assembly and Regional Forum in Canberra 24 – 27 June 2025.
-

DECISION: 27 March 2025

MOTION

Moved Councillor T G Walker, seconded Councillor J J Pentridge.

That Council:

1. **approve the attendance of Mayor Matthew Garwood, Councillor Alan Harris, and Councillor Alex Britton at the Australian Local Government Association 2025 National General Assembly and Regional Forum in Canberra 24 – 27 June 2025.**

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton
AGAINST VOTE: Nil

22.7. Hudson Club Membership

FILE NO: SF0880

AUTHOR: Lorraine Wyatt (Team Leader Executive Support)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider the Hudson Club Membership

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015

PREVIOUS COUNCIL CONSIDERATION:

Workshop – 27 February 2025 – Item 1.4 Hawthorn Football Club

RECOMMENDATION:

That Council:

1. does not continue to fund Hudson Club Memberships for Councillors or their family members.
-

DECISION: 27 March 2025

MOTION

Moved Councillor D C Gibson, seconded Councillor A J Britton.

That Council:

1. does not continue to fund Hudson Club Memberships for Councillors or their family members.

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

22.8. Sister City Relationship - Representation at Ikeda, Japan 12 May 2025 to 17 May 2025

FILE NO: SF0177

AUTHOR: Executive Support Officer

APPROVER: Chief Executive Officer

DECISION STATEMENT:

This report outlines the proposed participation of the Launceston City Council delegation in the upcoming Sister City meeting with our long-term partner city, Ikeda, Japan. The purpose of this delegation visit is to strengthen the relationship between our cities, explore new opportunities for cultural, economic, and educational exchanges, and ensure that we continue to uphold the values of our sister city partnership.

The proposed visit is because of the formal invitation received by Mayor Tomoko Takizawa, for a period between 11 May 2025 and 17 May 2025.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 19 September 2024 - Agenda Item Number 16.1. Launceston Sister City Committee

RECOMMENDATION:

That Council:

1. notes the invitation from Mayor Tomoko Takizawa (ECM Doc Set ID 5199618 attached); and
 2. nominates the following Councillors for representation to visit Ikeda, Osaka a sister city, as a formal delegation on representing the City of Launceston
 - 1.
 - 2.
 - 3.
-

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor T G Walker.

That Council:

- 1. notes the invitation from Mayor Tomoko Takizawa (ECM Doc Set ID 5199618 attached); and**
- 2. notes that the nomination of Councillors to form part of the delegation to visit Launceston's Sister City Ikeda, Osaka, will be discussed at a future Workshop and returned to Council for decision.**

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton
AGAINST VOTE: Nil

23. LATE ITEMS

23.1. Acceptance of Late and Urgent Item

AUTHOR: Kelsey Hartland (Team Leader Governance)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider accepting a late and urgent agenda item relating to the Submission - Tasmanian Government's Local Government Electoral Bill.

RELEVANT LEGISLATION:

Local Government (Meeting Procedures) Regulations 2015

RECOMMENDATION(S):

That Council:

1. by absolute majority and pursuant to Regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015* (Tas):
 - a. determines to deal with an item for the Submission - Tasmanian Government's Local Government Electoral Bill; and
 - b. notes the advice from the Chief Executive Officer in respect of the reason it was not possible to include this matter in the Agenda and that the matter is urgent, that advice having been provided to Councillors by email on 26 March 2025 and in the report attached as Agenda Item 23.2.
-

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That Council:

- 1. by absolute majority and pursuant to Regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015* (Tas):**
 - a. determines to deal with an item for the Submission - Tasmanian Government's Local Government Electoral Bill; and**
 - b. notes the advice from the Chief Executive Officer in respect of the reason it was not possible to include this matter in the Agenda and that the matter is urgent, that advice having been provided to Councillors by email on 26 March 2025 and in the report attached as Agenda Item 23.2.**

CARRIED BY ABSOLUTE MAJORITY 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton
AGAINST VOTE: Nil

23.2. Submission - Tasmanian Government's Local Government Electoral Bill`

FILE NO: SF7493

AUTHOR: {author-name} ({position})

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider the content of the City of Launceston submission on the discussion paper for reforms to the Local Government Electoral Bill.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 9 February 2025 - Agenda Item 15.1. Submission - Local Government Election Feedback
Workshop - 20 March 2025

RECOMMENDATION:

That Council:

1. approves the responses outlined in the table of this report and that these responses are submitted prior to 4 April 2025.
-

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That Council:

1. approves the responses outlined in the table of this report and that these responses are submitted prior to 4 April 2025.

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

24. CLOSED COUNCIL

This decision requires an absolute majority of Council

RECOMMENDATION:

That Council moves into Closed Session to consider the following matters:

24.1. Confirmation of the Minutes

REASON FOR CLOSED COUNCIL:

Regulation 35(6) of the Local Government (Meeting Procedures) Regulations 2015 states that 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.

24.2. Launceston Airport Dividend Update

REASON FOR CLOSED COUNCIL:

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (b) and (c) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- (b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.
- (c) commercial information of a confidential nature that, if disclosed, is likely to:
 - (i) prejudice the commercial position of the person who supplied it; or
 - (ii) confer a commercial advantage on a competitor of the council; or
 - (iii) reveal a trade secret;

24.3. NTCA Sports Complex - Redevelopment Project - Architectural Services

REASON FOR CLOSED COUNCIL:

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (d) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- (g) information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.

24.4. CD003/2025 QVMAG Steam Gallery Redevelopment Bugs Gallery Tender

REASON FOR CLOSED COUNCIL:

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (d) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- (d) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

24.5. City of Launceston and Hawthorn Football Club Inc. Draft Partnership Heads of Agreement

REASON FOR CLOSED COUNCIL:

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (b) (g) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- (b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.
- (g) information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.

24.6. End of Closed Session

DECISION: 27 March 2025

MOTION

Moved Councillor A G Harris, seconded Councillor A J Britton.

That Council moves into Closed Session.

CARRIED BY ABSOLUTE MAJORITY 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

**Council moved into Closed Session at 7.01pm
Council returned to Open Session at 8:01pm**

24.6. End of Closed Session

DECISION: 27 March 2025

MOTION

Moved Councillor A J Britton, seconded Councillor J J Pentridge.

That Council:

1. pursuant to Regulation 34(1)(b) of the *Local Government (Meeting Procedures) Regulations 2015*, resolves to report in Open Session that it has considered the following matters in Closed Session:

Minutes Item	Matter	Brief Description
24.1	<i>Closed Council Minutes – 6 March 2025</i>	<i>Confirmation of the Minutes of the Closed Meeting of the City of Launceston Council held on 6 March 2025.</i>
24.2	<i>Launceston Airport Dividend Update</i>	<i>Councillors noted correspondence from Australia Pacific Airports (Launceston) regarding potential dividend payments.</i>
24.3	<i>Tender - Northern Tasmania Cricket Association Sports Complex - Redevelopment Project - Architectural Services CD005/2025</i>	<i>Councillors awarded a Tender for Northern Tasmania Cricket Association Sports Complex - Redevelopment Project - Architectural Services CD005/2025.</i> <i>The names of the successful tenderers will be published to www.launceston.tas.gov.au once the successful and unsuccessful tenderers have been notified of the decision.</i>

24.4	<i>Tender - QVMAG Steam Gallery Redevelopment Bugs Gallery CD003/2025</i>	<i>Councillors awarded a Tender for QVMAG Steam Gallery Redevelopment Bugs Gallery CD003/2025.</i> <i>The names of the successful tenderers will be published to www.launceston.tas.gov.au once the successful and unsuccessful tenderers have been notified of the decision.</i>
24.5	<i>City of Launceston and Hawthorn Football Club Inc. Draft Partnership Heads of Agreement</i>	<i>Councillors considered entering a Partnership Heads of Agreement with Hawthorn Football Club Inc.</i>

2. moves out of Closed Session.

CARRIED 7:0

FOR VOTE: Mayor Councillor M K Garwood, Councillor D C Gibson, Councillor A G Harris, Councillor T G Walker, Councillor Prof G Razay, Councillor J J Pentridge and Councillor A J Britton

AGAINST VOTE: Nil

25. MEETING CLOSURE

The Mayor, Councillor M K Garwood, closed the Meeting at 8.02pm.

26. NEXT COUNCIL MEETING DATE

The next Ordinary Meeting of Council will be held at 1.00pm on 17 April 2025 at the Council Chambers, Town Hall, 18-28 St John Street, Launceston.