



**LAUNCESTON CITY COUNCIL**

# **COUNCIL MINUTES**

**COUNCIL MEETING  
MONDAY 13 OCTOBER 2014**

# LAUNCESTON CITY COUNCIL

COUNCIL MINUTES

Monday 13 October 2014

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The Ordinary Meeting of the Launceston City Council held at the Council Chambers -

Date: 13 October 2014

Time: 1.00 pm

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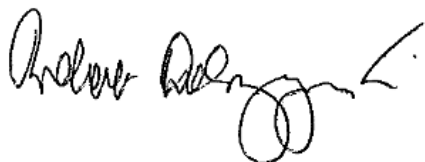
## Section 65 Certificate of Qualified Advice

### Background

Section 65 of the *Local Government Act 1993* requires the General Manager to certify that any advice, information or recommendation given to Council is provided by a person with appropriate qualifications or experience.

### Declaration

I certify that persons with appropriate qualifications and experience have provided the advice, information and recommendations given to Council in the minutes items for this meeting.



**Robert Dobrzynski**  
General Manager

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**Present:**                    **Alderman**            **A M van Zetten (Mayor)**  
**A L Waddle**  
**A C Peck**  
**R L McKendrick**  
**R J Sands**  
**R L Armitage**  
**I S Norton**  
**R I Soward**  
**D H McKenzie**  
**J G Cox**  
**D C Gibson**

**In Attendance:**                    **Mr R S Dobrzynski (General Manager)**  
**Ms S Gallery (Corporate Governance Officer)**  
**Mr D Gray (Committee Clerk/Admin Officer)**

**Apologies:**                                    **Nil**

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**1 OPENING OF MEETING - IN ATTENDANCE AND APOLOGIES**

The Mayor opened the meeting at 1pm.

**2 DECLARATION OF PECUNIARY INTERESTS**

Nil

**3 CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

1. That the Minutes of the meeting of the Launceston City Council held on 22 September 2014 be confirmed as a true and correct record.

**RESOLUTION: (1):**

Moved Alderman A C Peck, seconded Alderman D C Gibson.

That Recommendation 1 be adopted.

**CARRIED UNANIMOUSLY 11:0**

**4 DEPUTATION**

Nil

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**5 ANSWERS FROM PREVIOUS PUBLIC AND ALDERMEN'S QUESTION TIME**

<b>Meeting Date and Item No.</b>	<b>Question</b>	<b>Answer</b>	<b>Officer Responsible</b>
<p>22 September 2014 10.3</p>	<p>Alderman Peck asked:  Are there any figures regarding a drop in visitors/customers to the Travel and Information Centre as a result of the scaffolding?</p>	<p>Comparing year on year in a period without the scaffolding the centre was 7.5% down in traffic. This is in line with national trends.</p> <p>During the period when the scaffolding was erected the centre was 21.3% down in traffic.</p> <p>This difference of 13.8% could be attributable to the scaffolding but it is more likely to have been with the intermittent road closures in place associated with the contract work, this restricted the left hand and right hand turn into Cameron Street from St John Street. There was no diversion signage in place when the road closures were in place. The contractors erected large Visitor Information signs on the scaffolding, along with the lamp post sign, the centre remained highly visible during the renovation period.</p>	<p>Michael Stretton (Director Development Services)</p>

Meeting Date and Item No.	Question	Answer	Officer Responsible
22 September 2014 10.2	<p>Alderman Peck asked:</p> <p>Can we trim the trees at the Talbot Rd Lookout so the view can be enjoyed?</p>	<p>Council's Park Services, Leigh Handley inspected the Lookout and have identified that 360°visibility has been compromised by 50% due to increased vegetation growth. Mr Handley indicated that:</p> <ul style="list-style-type: none"> <li>• The north view is mostly affected due to the close proximity of the Casuarina trees adjacent to the lookout. These trees would be unsightly if trimming was conducted below the view level and would decrease the health of the trees causing increased risk to the public. Removal of the 12 trees with the intent of re-establishment with a shorter height species would require a development application for such, which it is believed would be difficult to obtain due to good health of the existing trees</li> <li>• The south/ west and west view trees are within a land slip area, which removal is not recommended, but thinning can be accomplished through general maintenance that would only slightly increase the visibility of some localities in that direction.</li> </ul> <p>In determining a solution, two options were considered to partly rectify the poor visual aspect of the lookout which are:</p> <ol style="list-style-type: none"> <li>1. Endeavour to obtain approval to remove the northern trees and re-establish with lower growing species</li> <li>2. Consult our engineers to identify if the lookout can be increased in height by 3+ metres in line with the tree growth over the past decade and if feasible, budget this modification into up-coming project submissions for FY15/16.</li> </ol> <p>Should Council wish to proceed with improving panoramic view then option 2 is recommended.</p>	Harry Galea (Director Infrastructure Services)

## 6 PUBLIC QUESTION TIME

### 6.1 Mr Frank Nott - Burials in Launceston

#### Public Question:

1. When did the extra charge for oversized coffins commence?
2. How much is the extra charge?
3. Would this increase equate to 15% on ordinary sized coffins?
4. Does the charge apply to other cemeteries in the Launceston municipality?
5. How does the new rate in Launceston compare with cemeteries in other Tasmanian councils?

These questions were taken on notice.

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Under the provisions of the *Land Use Planning and Approvals Act 1993*, Council acts as a Planning Authority in regard to items 7.1 - 7.3

## **7 PLANNING AUTHORITY**

**7.1 16-24 Charles Street, Launceston - Bulky Goods - showroom; Food Services - restaurant; Ancillary - facilities; demolition of the 'cordial factory'**

**FILE NO:** DA0383/2014

**AUTHOR:** Richard Jamieson (Manager Planning Services)

**DIRECTOR:** Michael Stretton (Director Development Services)

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### **DECISION STATEMENT:**

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

### **PREVIOUS COUNCIL CONSIDERATION:**

N/A

### **RECOMMENDATION:**

That following advice from the Tasmanian Heritage Council that the application should be refused and the requirement that the Council comply with the advice as required by Section 39 (10) of the Historic Cultural Heritage Act 1995, the Council refuse DA0383/2014 for - Bulky Goods - showroom; Food Services - restaurant; Ancillary - facilities; demolition of the "cordial factory" at 16-24 Charles Street Launceston.

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**Mr M Stretton (Director Development Services) was in attendance to answer questions of Council in respect of Agenda Items 7.1 – 7.3 inclusive.**

**The Mayor announced that Council was acting as a Planning Authority.**

**Nancy Serisier spoke to this item.**

**Angela Prosser-Green spoke to this item.**

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7.1 16-24 Charles Street, Launceston - Bulky Goods - showroom; Food Services - restaurant; Ancillary - facilities; demolition of the 'cordial factory'...(Cont'd)

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**DECISION: 13/10/2014**

**RESOLUTION: (1):**

Moved Alderman R L McKendrick, seconded Alderman D H McKenzie.

That the Recommendation be adopted.

**CARRIED 10:1**

**AGAINST VOTE - Ald A L Waddle**

**RESOLUTION: (2):**

Moved Alderman A C Peck, seconded Alderman R I Soward.

That an extension of speaking time of 3 minutes be granted to Alderman R L McKendrick.

**CARRIED UNANIMOUSLY 11:0**

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- 7.1 16-24 Charles Street, Launceston - Bulky Goods - showroom; Food Services - restaurant; Ancillary - facilities; demolition of the 'cordial factory'...(Cont'd)**
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**RESOLUTION: (3):**

**Moved Alderman A C Peck, seconded Alderman R L McKendrick.**

**Than an additional motion be adopted as follows:**

**That in light of the inexplicable decision by the Tasmanian Heritage Council regarding the proposed development of the C.H Smith site at 16-24 Charles Street Launceston, which decision was contrary to professional advice received by the Heritage Council from its own staff and also from a highly accredited heritage consultant, the Council make urgent representations to the Minister for Planning seeking:**

- 1. Amendments to the Historic Cultural Heritage Act 1995 and other relevant legislation, providing the Minister for Planning with authority to review decisions made by the Heritage Council in circumstance where such decisions are contrary to professional advice.**
- 2. A review of members appointed by the Minister of the Tasmanian Heritage Council to ensure a balance between heritage and sound commercial expertise exists on the Heritage Council at all times.**

**CARRIED UNANIMOUSLY 11:0**

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**7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal**

**FILE NO:** DA0359/2014

**AUTHOR:** George Walker (Development Planner)

**DIRECTOR:** Michael Stretton (Director Development Services)

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**DECISION STATEMENT:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

There are no records of previous Council decisions for the subject property.

**RECOMMENDATION:**

That Council refuse DA0359/2014 for Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal on land located at 104 Southgate Drive, Kings Meadows on the following grounds:

1. The development application does not comply with Clause E7.6.2 P3 (c) of the Launceston Interim Planning Scheme 2012 on the basis that the design and location of the proposed dwelling does not facilitate the retention of the two mature trees located in the north-western corner of the subject property.

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**Sarah Hendrikson spoke to this item.**

**Ald D H McKenzie withdrew from the meeting at 1:28pm.**

**Ald D H McKenzie re-attended the meeting at 1:29pm.**

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**7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal...(Cont'd)**

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**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman R L McKendrick, seconded Alderman R I Soward.**

**That an alternate motion be adopted by Council as follows:**

**It is considered that the visual impact from the removal of vegetation is minimised as the majority of trees on the site will be retained with only those necessary to facilitate the effective development of the property being removed. Additionally, it is proposed to plant several trees in lieu of the removed trees. Accordingly, compliance with Performance Criteria E7.6.2 P3 (c) is demonstrated and development application DA0359/2014 at 104 Southgate Drive, Kings Meadows for - Residential - Single dwelling; construction of a new dwelling, outbuilding and tree removal is approved subject to the following conditions and notes:**

**1. Endorsed Plans and Documents**

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

- a) Site Plan Job No. STHG77 Drawing No. 2/16 drawn by Design to Live Architectural Design and Drafting; and**
  - b) Ground Plan Job No. STHG77 Drawing No. 3/16 drawn by Design to Live Architectural Design and Drafting;**
  - c) Set Out Plan Job No. STHG77 Drawing No. 4/16 drawn by Design to Live Architectural Design and Drafting;**
  - d) External Services Job No. STHG77 Drawing No. 5/16 drawn by Design to Live Architectural Design and Drafting;**
  - e) Elevations NTH-STH STHG77 Drawing No. 9/16 drawn by Design to Live Architectural Design and Drafting;**
  - f) Elevations EST-WST Job No. STHG77 Drawing No. 10/16 drawn by Design to Live Architectural Design and Drafting;**
-



**7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal...(Cont'd)**

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**g) Shed Plans prepared by Shedcorptas.**

**2. Amended Plans Required**

Prior to the commencement of any work and/or use, amended plans must be submitted to the satisfaction of the Council to replace plans annotated as "Amended Plans Required" and attached to the Permit. Once approved, these amended plans will be endorsed by the Council and will then form part of the Permit. The amended plans must show:

a) The proposed garage indicated on drawing STHG77 - 16/16 which is entitled "Landscape Plan" is to be setback a minimum of 5m from the rear boundary or a distance which avoids the vegetation buffer area, whichever is the greater.

**3. Legal Title**

All development and use associated with the proposal must be confined to the legal title of the subject land.

**4. Lapsing of Permit**

This permit lapses after a period of two years from the date of granting of this permit if the use or development has not substantially commenced within that period.

**5. No Human Habitation**

The outbuilding must not be used for human habitation.

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**7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal...(Cont'd)**

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**6. Site Landscaping Plan**

Prior to the issuance of an occupancy certificate under the *Building Act 2000*, a landscape plan must be submitted to the satisfaction of Council's Manager Planning. The plan must be drawn to scale and must include the following details:

- a) Major identifying site features such as building footprints, topography, contours existing vegetation and street boundaries;
- b) Show all proposed garden areas and plantings which must include local native species that occur within the area;
- c) Show all proposed garden beds, fences, retaining walls, lawn, sealed surfaces and pathways.

Once approved by the Council, the plan will be endorsed and will form part of the permit. The landscaping must be installed in accordance with the endorsed plan and;

- a) Be provided with convenient taps or a fixed sprinkler system installed for the purpose of watering all lawns and landscaped areas. Redirection of down pipes, on site storage of overland flows and the like are encouraged. Grey water reuse can be used subject to compliance;
- b) Be installed within 3 months from the completion of the building works;
- c) Be maintained as part of the development. It must not be removed, destroyed or lopped without the written consent of the Council.

**7. No Further Vegetation Removal**

No other vegetation, other than approved by this permit, is to be purposefully or intentionally destroyed or removed without the further written consent of the Council.

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**7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal...(Cont'd)**

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**8. Damage to Council Infrastructure**

The developer is liable for all costs associated with damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any bylaw or legislation relevant to the development activity on the site. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, bylaws 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 undertaken by, or under the supervision of a tradesman/contractor who is registered with Council as a "Registered Contractor".

Prior to the commencement of works, the applicant must prepare a detailed Traffic Management Plan specifying the following:

- a) The nature and the duration of the occupation and may include the placement of skips, building materials or scaffolding in the road reserve and time restrictions for the works;
  - b) The traffic management works that are to be employed to provide for the continued safe use of the road reserve by pedestrians and vehicles;
  - c) Any temporary works required to maintain the serviceability of the road or footpath;
  - d) Any remedial works required to repair damage to the road reserve resulting from the occupation;
-

**7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal...(Cont'd)**

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The Traffic Management Plan must be prepared in accordance with the relevant Australian Standard, codes of practice and guidelines. A copy of the Traffic Management Plan must be maintained on the site while works are being undertaken and all works must be in accordance with the plan. Where the works are undertaken in the Central Activities Area, on Arterial Roads or within shopping centre precincts the Traffic Management Plan must be submitted to the Infrastructure Services Directorate for approval two weeks prior to the scheduled commencement of the works. No works may commence until the Traffic Management Plan has been approved.

**10. Filling of Land**

Site filling that exceeds a depth of 300 mm must comply with the provisions of AS3798 Guidelines on earthworks for commercial and residential developments current at the time of the application. Prior to the use commencing, a Civil Engineer must certify that all the works have been carried out in accordance Australian Standard AS 3798 and the endorsed plan.

**11. Vehicular Crossings**

Before the commencement of the use, a new vehicular crossover must be provided to service this development. An application for such work must be lodged on the approved form. All unused crossovers and driveways must be removed prior to the occupation of the development.

No work must be undertaken to construct the new vehicular crossing or to remove the existing driveway outside the property boundary without the prior approval of the works by the Council's Roads and Hydraulics Department.

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**7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal...(Cont'd)**

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The new crossing must be constructed to Council standards by a contractor to perform such work. The work must include all necessary alterations to other services including lowering/raising pit levels and/or relocation of services. Permission to alter such services must be obtained from the relevant authority (eg TasWater, Telstra, and Aurora etc). The construction of the new crossover and driveway and removal of the unused crossover and driveway will be at the applicant's expense.

**12. Soil and Water Management Plan**

Prior to the commencement of the development works the applicant must install all necessary silt fences and cut-off drains to prevent the soil, gravel and other debris from escaping the site. Additional works may be required on complex sites.

No material or debris is to be transported onto the road reserve (including the nature strip, footpath and road pavement). Any material that is deposited on the road reserve as a result of the development activity is to be removed by the applicant.

The silt fencing, cut off drains and other works to minimise erosion are to be maintained on the site until such time as the site has revegetated sufficiently to mitigate erosion and sediment transport.

**13. Amenity**

The construction of the development permitted by this permit must not adversely affect the amenity of the site and the locality by reason of the processes carried on; the transportation of materials, goods or commodities to or from the subject land; the appearance of any buildings, works or materials; the emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; the presence of vermin, or otherwise.

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- 7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal...(Cont'd)
- 

## Notes

**A. Building Permit Required**

*Prior to the commencement of any construction the applicant is required to attain a Building Permit pursuant to the Building Act 2000. A copy of this planning permit should be given to your Building Surveyor. Please contact the Council's Building Services Department on 6323 3000 for further information.*

**B. Occupancy Permit Required**

*Prior to the occupation of the premises the applicant is required to attain an Occupancy Permit pursuant to the Building Act 2000. Section 93. A copy of this planning permit should be given to your Building Surveyor.*

**C. Plumbing Permit Required**

*Prior to the commencement of any construction the applicant is required to attain a Plumbing Permit pursuant to the Building Act 2000. A copy of this planning permit should be given to your Building Surveyor. Please contact the Council's Building Services Department on 6323 3000 for further information.*

**D. General**

*This permit was issued based on the proposal documents submitted for (insert application reference). 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 Resource Management and Planning Appeal Tribunal is abandoned or determined; or.*

*This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.*

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7.2 104 Southgate Drive, Kings Meadows - Residential - single dwelling; construction of a new dwelling, outbuilding and tree removal...(Cont'd)

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**E. 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 enquires as to whether the proposed development is effected, 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.*

**CARRIED UNANIMOUSLY 11:0**

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**7.3 4 Vasey Street, Punchbowl - Residential - multiple dwellings; construction of three dwellings at the rear of the existing dwelling****FILE NO:** DA0375/2014**AUTHOR:** Jacqui Tyson (Town Planner)**DIRECTOR:** Michael Stretton (Director Development Services)

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**DECISION STATEMENT:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

N/A

**RECOMMENDATION:**

It is recommended that in accordance with Section 51 and Section 57 of the Land Use Planning and Approvals Act 1993 and the Launceston Interim Planning Scheme 2012, a permit be granted for DA0375/2014 Residential - multiple dwellings, construction and use of three new dwellings at 4 Vasey Street, Punchbowl in accordance with the endorsed plans and subject to the following conditions.

**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. Proposed Site Plan, Prepared by Paul McKenzie Building Solutions, Drawing No.Ap02, Project name: Multiple dwelling, 4 Vasey Street, Punchbowl, Revision A, Dated 10/09/2014.
- b. Turning circle diagram, Prepared by Paul McKenzie Building Solutions, Drawing No.Ap03, Project name: Multiple dwelling, 4 Vasey Street, Punchbowl, Dated 10/09/2014.
- c. Floor Plan, Prepared by Paul McKenzie Building Solutions, Drawing No.Ap04, Project name: Multiple dwelling, 4 Vasey Street, Punchbowl, Revision A, Dated 10/09/2014.
- d. Elevations, Prepared by Paul McKenzie Building Solutions, Drawing No.Ap05, Project name: Multiple dwelling, 4 Vasey Street, Punchbowl, Dated 10/09/2014.

**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.

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## **7.3 4 Vasey Street, Punchbowl - Residential - multiple dwellings; construction of three dwellings at the rear of the existing dwelling...(Cont'd)**

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### **LAPSING OF PERMIT**

This permit lapses after a period of two years from the date of granting of this permit if the use or development has not substantially commenced within that period.

### **HOURS OF CONSTRUCTION**

Construction works must only be carried out between the hours of 7am to 6pm Monday to Friday and 8am to 5pm Saturday and no works on Sunday or Public Holidays.

### **TASWATER**

The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2014/01002-LCC) (attached).

### **SITE LANDSCAPING**

The landscaping must be:

- a. Installed in accordance with the endorsed plan;
- b. Not include any species that is a declared weed in Tasmania under the *Weed Management Act 1999*;
- c. Completed prior to the use commencing; and
- d. Maintained as part of non-residential development. It must not be removed, destroyed or lopped without the written consent of the Council.

### **FENCING**

Prior to the commencement of the use, all side and rear boundaries must be provided with a solid (i.e. no gaps) fence to provide full privacy between each dwelling and adjoining neighbours. The fence must be constructed at the developer's cost and to a height of at least:

- a. 1.2m within 4.5m of the frontage; and
- b. 2.1m elsewhere when measured from the highest finished level on either side of the common boundaries.

### **MULTIPLE DWELLINGS - SERVICE FACILITIES**

Prior to the commencement of the use, the following site facilities for multiple dwellings must be installed:

- a. Mail receptacles must be provided and appropriately numbered for each dwelling unit.
  - b. Each multiple dwelling must be provided with a minimum 6m exterior waterproof, lockable storage area or similar easily accessible area within the dwelling.
  - c. Either internal or external clothes drying facility to be provided for each dwelling to the satisfaction of the Council.
-

## **7.3 4 Vasey Street, Punchbowl - Residential - multiple dwellings; construction of three dwellings at the rear of the existing dwelling...(Cont'd)**

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### **AMENDED PLANS REQUIRED**

Before the use and or development commences, the endorsed plans shall be amended to show the following requirements:

- a. The car parking spaces and manoeuvring areas shall be modified and dimensioned to comply with Class 1 user requirements set out in Australian Standard AS2890.1
- b. Relocation of the proposed box-hedge to be clear of the car parking spaces
- c. Relocation of the proposed letter boxes to be clear of the driveway

The amended plans must be drawn to scale with dimensions and four copies must be provided. When approved by the Manager Development Planning the plans will be endorsed and will then form part of the permit and shall supersede the original endorsed plans.

### **DAMAGE TO COUNCIL INFRASTRUCTURE**

The developer is liable for all costs associated with damage to Council infrastructure resulting from non-compliance with the conditions of the Planning Permit and any bylaw or legislation relevant to the development activity on the site. The developer will also be liable for all reasonable costs associated with the enforcement of compliance with the conditions, bylaws and legislation relevant to the development activity on the site.

### **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.

The explicit permission of Council's Technical Services Department (Roads & Hydraulics) is required prior to undertaking works where the works:

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

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.

All works that involve the opening or breaking of trafficable surfaces within the road reserve must be undertaken by, or under the supervision of, a tradesman/contractor who is registered with Council as a "Registered Contractor".

### **SINGLE STORMWATER CONNECTIONS**

All proposed new pipelines must be connected to the existing internal drainage network for the property. It is not permitted to have multiple connections to Council's stormwater mains.

---

**7.3 4 Vasey Street, Punchbowl - Residential - multiple dwellings; construction of three dwellings at the rear of the existing dwelling...(Cont'd)**

---

**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. 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.

**VEHICULAR CROSSINGS**

Before the commencement of the use, a new vehicular crossover must be provided to service this development and the redundant crossover and driveway must be removed. An application for such work must be lodged on the approved form.

No work must be undertaken to construct the new vehicular crossing or to remove the existing driveway outside the property boundary without the prior approval of the works by the Council's Roads and Hydraulics Department.

The new crossing must be constructed to Council standards by a contractor to perform such work. The work must include all necessary alterations to other services including lowering/raising pit levels and/or relocation of services. Permission to alter such services must be obtained from the relevant authority (eg TasWater, Telstra, and Aurora etc). The construction of the new crossover and driveway and removal of the unused crossover and driveway will be at the applicant's expense.

**SOIL AND WATER MANAGEMENT PLAN**

Prior to the commencement of the development works the applicant must install all necessary silt fences and cut-off drains to prevent the soil, gravel and other debris from escaping the site. Additional works may be required on complex sites.

No material or debris is to be transported onto the road reserve (including the nature strip, footpath and road pavement). Any material that is deposited on the road reserve as a result of the development activity is to be removed by the applicant.

The silt fencing, cut off drains and other works to minimise erosion are to be maintained on the site until such time as the site has revegetated sufficiently to mitigate erosion and sediment transport.

---

## 7.3 4 Vasey Street, Punchbowl - Residential - multiple dwellings; construction of three dwellings at the rear of the existing dwelling...(Cont'd)

---

### **AMENITY**

The construction of the development permitted by this permit must not adversely affect the amenity of the site and the locality by reason of the processes carried on; the transportation of materials, goods or commodities to or from the subject land; the appearance of any buildings, works or materials; the emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; the presence of vermin, or otherwise.

### **EXTERIOR AND SECURITY LIGHTING PLANNING**

Exterior and security lighting must be designed, baffled and located so that no direct light is emitted outside the property boundaries.

### **NO BURNING OF WASTES**

No burning of solid wastes is to be carried out on the site in such a manner so as to become a proven environmental nuisance to the occupiers of properties nearby.

### **Notes**

#### Building Permit Required

*Prior to the commencement of any construction the applicant is required to attain a Building Permit pursuant to the Building Act 2000. A copy of this planning permit should be given to your Building Surveyor. Please contact the Council's Building Services Department on 6323 3000 for further information.*

#### Occupancy Permit Required

*Prior to the occupation of the premises the applicant is required to attain an Occupancy Permit pursuant to the Building Act 2000. Section 93. A copy of this planning permit should be given to your Building Surveyor.*

#### Plumbing Permit Required

*Prior to the commencement of any construction the applicant is required to attain a Plumbing Permit pursuant to the Building Act 2000. A copy of this planning permit should be given to your Building Surveyor. Please contact the Council's Building Services Department on 6323 3000 for further information.*

#### General

*This permit was issued based on the proposal documents submitted for DA0375/2014. 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).*

---

**7.3 4 Vasey Street, Punchbowl - Residential - multiple dwellings; construction of three dwellings at the rear of the existing dwelling...(Cont'd)**

---

*This permit takes effect after:*

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned 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.*

*This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.*

Appeal Provisions

*A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal.*

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

*For more information see the Resource Management and Planning Appeal Tribunal website [www.rmpat.tas.gov.au](http://www.rmpat.tas.gov.au) <<http://www.rmpat.tas.gov.au>>*

Strata Title Approval

*The proposal may be Strata titled. If this is to be staged the Strata plan must be accompanied by a Disclosure Statement for a Staged Development Scheme.*

---

**Sharon Pentland spoke to this item.**

**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman D H McKenzie, seconded Alderman R I Soward.**

**That the Recommendation be adopted.**

**No voting took place.**

---

7.3 4 Vasey Street, Punchbowl - Residential - multiple dwellings; construction of three dwellings at the rear of the existing dwelling...(Cont'd)

---

**RESOLUTION: (2):**

Moved Alderman A C Peck, seconded Alderman R L McKendrick.

That item 7.3 lay on the table for debate later in the meeting.

**CARRIED UNANIMOUSLY 11:0**

The Mayor announced that Council was no longer acting as a Planning Authority.

At 2.10pm, the meeting returned to this item and the Mayor announced that Council was now acting as a Planning Authority.

**RESOLUTION: (3):**

Moved Alderman A C Peck, seconded Alderman R L Armitage.

That item 7.3 no longer lay on the table

**CARRIED UNANIMOUSLY 11:0**

**RESOLUTION: (1):**

Moved Alderman D H McKenzie, seconded Alderman R I Soward.

The motion was amended with the addition of section d. under **AMENDED PLANS REQUIRED**, as follows:

- d. Bicycle parking spaces are to be provided on site in accordance with the requirements of the Launceston Interim Planning Scheme 2012.

**THE AMENDED MOTION WAS PUT AND CARRIED 10:1**

**AGAINST VOTE - Ald A L Waddle.**

The Mayor announced that Council was no longer acting as a Planning Authority.

---

**8 ANNOUNCEMENTS BY THE MAYOR****8.1 Mayor's Announcements****FILE NO: SF2375**

---

**Tuesday 23 September**

- Attended Business Events Welcome to Misty Sanderson (new Development Manager)
- Attended Northern Athletic Centre's "Surprise" Dinner

**Wednesday 24 September**

- Officiated at Public Citizenship Ceremony - Albert Hall
- Attended QVMAG Friends Annual General Meeting

**Thursday 25 September**

- Officially welcomed delegates at Bike Futures Seminar
- Attended Tasmanian Affordable Housing Strategy
- Attended North East Rivers Festival Launch

**Friday 26 September**

- Officiated at Launceston Musical Society's launch of "Spamalot"

**Saturday 27 September**

- Officially welcomed delegates at Australian Truffle Growers Association Conference
- Attended Tasmanian Symphony Orchestra's Beethoven's Vienna Concert and pre-concert reception

**Sunday 28 September**

- Attended Rocherlea Country Music Fundraiser

**Monday 29 September**

- Attended NRM Community Awards Presentation

**Tuesday 30 September**

- Attended Optia Board Luncheon
- Attended Independent Living Centre AGM

**Wednesday 1 October**

- Attended Hawthorn Flag Raising Ceremony at Town Hall
  - Presented at Society of Women Writers of Tasmania - Tas Literary Award 2014
  - Officiated at Southern Launceston Community Development General Meeting
-

## **8.1 Mayor's Announcements...(Cont'd)**

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### **Thursday 2 October**

- Attended Launceston School for Seniors
- Officiated at Franklin Village Interpretation Signage event

### **Friday 3 October**

- Attended ASPREE (ASPrin in Reducing Events in the Elderly) Event
- Attended Gallery Pejean Opening of "Paintings made in Tasmania" Exhibition

### **Saturday 4 October**

- Officiated at NTD Opening of Hollybank facility
- Attended a night of celebration to commemorate the Third Anniversary of South Sudanese Independence
- Attended Festival of Dance at Princess Theatre

### **Sunday 5 October**

- Attended NLFC Trophy Presentation
- Attended Launceston Male Choir Annual Concert

### **Tuesday 7 October**

- Attended Population Strategy Workshop Facilitated Presentation & Feedback Session with Professor David Adams
- Officiated at Civic Reception to mark the 60th anniversary of Inner Wheel Club of Launceston

### **Wednesday 8 October**

- Attended Inner Wheel of Launceston 60th Charter Anniversary
- Attended Heart Foundation Presentation and Afternoon Tea
- Attended Launceston Cricket Club Season Launch 2014/15
- Attended Mowbray Cricket Club - Senior Club Season Launch

### **Thursday 9 October**

- Attended Royal Launceston Show Official Luncheon

### **Friday 10 October**

- Officiated at Civic Reception to mark North Launceston Athletic Club Inc 50th Anniversary

### **Saturday 11 October**

- Attended Heritage Council Launch of Kerry Lodge Bridge

### **Sunday 12 October**

- Attended Norwood Combined Probus Club - Annual Probus District Church Service
-



In addition to the above, the Mayor noted:

- **Monday 6 October - attended Royal Show Society**
  - **Saturday 11 October - the Kerry Lodge Bridge Launch was postponed.**
-

**9 ALDERMEN'S/DELEGATES' REPORTS**

Ald R J Sands withdrew from the meeting at 1.47pm.

**9.1 Ald Peck - Update from Cityprom**

Alderman A C Peck reported:

- A reminder that Sunday 18 October, the 'Fiesta on George Street' begins at 12 noon through to 9pm
  - The fairy lights are currently being installed in the Quadrant Mall and should be ready before Christmas. Christmas lights will also be installed along Charles Street this year
  - The public piano has been delayed by a fortnight
  - Cityprom's AGM will be held on 29 October 2014
  - Cityprom's draft strategic plan is coming up for endorsement
  - Launceston Airport has received a special award from Tourism Tasmania
  - A stakeholder's function will be held at QVMAG on 28 October 2014.
-

**9.2 Ald Norton - Launceston College Association**

**Alderman I S Norton reported:**

- **As Chair of the Launceston College Association, attended performances by the Community Wind Ensemble and Victorian Conservatory of Music recently at the Albert Hall.**
-

## 9.3 Ald McKenzie - Hollybank Opening

Alderman D H McKenzie reported:

- Endorsed the comments from the Mayor regarding the opening of Hollybank facility
- Re-launch of the Friends of the Princess Theatre at 6pm on Wednesday 15 October. There will be recitals from the Vicar of Dibley, Launceston Musical, Spamalot, and special guest performer Tom Burlinson singing songs by Frank Sinatra
- Wednesday 15 October is Ride to Work Day.

Ald R J Sands re-attended the meeting at 1.51pm.

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## 9.4 Ald Gibson - Launceston Safer Communities Partnership

Alderman D C Gibson reported:

- **Wednesday 24 September 2014 attended the AGM of QVMAG Friends Society**
  - **Attended the Festival of Dance at Princess Theatre during the recent school holidays**
  - **Anna Reynolds, CEO of the Multicultural Council of Tasmania will be presenting along with Robin Banks from the Anti-Discrimination Commission for the Launceston Safer Community Partnership on Thursday 6 November 2014**
  - **Thank you to Alderman Norton for his contribution to the Launceston Safer Community Partnership Committee.**
-

**9.5 Ald McKendrick - Regional Consumer Group**

**Alderman R L McKendrick reported:**

- **Attended the management meeting of the Launceston General Hospital as a member of the new Tasmanian Health Organisation Regional Consumer Group**
  - **Saturday morning 11 October 2014 attended the group Seaport walk**
  - **Recently attended the Population Strategy for Tasmania Workshop in Hobart**
  - **Recently attended the AGM for the Migrant Resource Centre.**
-

**9.6 Ald Armitage - Australia Day Committee**

**Alderman R L Armitage reported:**

- **Chilli FM will host Chilli Skyfire, their free community event to celebrate New Year's Eve.**
-

**10 QUESTIONS BY ALDERMEN**

**10.1 Ald McKenzie - Chromy Development of Penny Royal**

**Alderman D H McKenzie asked:**

**Do we have a parking plan/strategy for the Penny Royal area?**

**Robert Dobrzynski (General Manager) responded:**

**Discussions have been held with the Director of Infrastructure. Concepts will be brought back to the Strategic Planning and Policy Committee for discussion prior to proceeding any further.**



**10.2 Ald Gibson - Business Events Tasmania**

**Alderman D C Gibson asked:**

**Is there a resolution regarding our increased funding in terms of housing the new staff member for Business Events Tasmania?**

**Michael Stretton (Director Development Services) responded:**

**It is understood that the new staff member is currently working from home. So far, Business Events Tasmania has not taken up Council's offer regarding accommodation.**

---

## 10.3 Ald Soward - Local Government Election Timeframes

Alderman R I Soward asked:

Can Council somehow highlight the local government election timeframes and the importance of voting, somehow?

Robert Dobrzynski (General Manager) responded:

This will be arranged.

---

**10.4 Ald Sands - Nichols Street and Quills Road**

**Alderman R J Sands asked:**

**There was a large tree due to be pulled down at 30 Nichols Street two years ago. Can we investigate why this has not yet occurred?**

**This question was taken on notice.**

**Regarding approval for a chicken farm on Quills Road, how does this fit within the planning scheme?**

**Michael Stretton (Director Development Services) responded**

**A development application regarding the animal husbandry facility was received on Friday 10 October 2014. Council now has 42 days for assessment. Once assessment is complete, the application will be brought to Council.**

---

**10.5 Ald Peck - Segway Development Approval**

**Alderman A C Peck asked:**

**Has there been any progress on the Segway development?**

**Michael Stretton (Director Development Services) responded:**

**Tenders have been advertised, and we are now in the process of assessment.  
An exact date will be confirmed when a report is presented to Council.**

---

**10.6 Ald Cox - CBD Businesses and Incidences of Anti-social Behaviour**

**Alderman J G Cox asked**

**Can Council establish a centre/kiosk in the Brisbane Street mall for Tasmania Police to utilise to address anti-social behavior issues, and would it be possible and practical for Council, Cityprom and the Chamber of Commerce to establish this?**

**Robert Dobrzynski (General Manager) responded:**

**It is an excellent concept to take on board for further discussion. Council would be pleased to work with Cityprom, the Chamber of Commerce and Tasmania Police to establish this concept.**

**Michael Stretton (Director Development Services) further responded:**

**This topic has been brought up via the consultation process of the City Heart Project and is now being examined as part of the project.**

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**11 COMMITTEE REPORTS****11.1 Tender Review Committee Meetings - 15 & 22 September 2014****FILE NO:** SF0100**AUTHOR:** Raj Pakiarajah (Manager Projects)**DIRECTOR:** Harry Galea (Director Infrastructure Services)

---

**DECISION STATEMENT:**

To receive and consider a report from the Tender Review Committee (a delegated authority committee).

**RECOMMENDATION:**

That Council receive the reports from the Tender Review Committee meetings held on 15 and 22 September 2014.

---

**Mr H Galea (Director Infrastructure Services) was in attendance to answer questions of Council in respect of this Agenda Item.**

**DECISION:** 13/10/2014**RESOLUTION:** (1):**Moved Alderman A C Peck, seconded Alderman D H McKenzie.****That the Recommendation be adopted.****CARRIED UNANIMOUSLY 11:0**

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## 12 COUNCIL WORKSHOPS

The following Council workshops were held on 6 October 2014:

- Penny Royal Development Application
- City Heart - St John Street Bus Stop/Civic Square Concept Plan.

## 13 PETITIONS

Nil

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## COUNCIL MINUTES

Monday 13 October 2014

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### 14 NOTICES OF MOTION - FOR CONSIDERATION

#### 14.1 Notice of Motion - Alderman Soward - UTAS

FILE NO: SF5547 / SF2211

AUTHOR: Alderman Rob Soward

GENERAL MANAGER: Robert Dobrzynski (General Manager)

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#### DECISION STATEMENT:

To consider a Notice of Motion from Alderman Soward regarding the University of Tasmania.

#### PREVIOUS COUNCIL CONSIDERATION:

N/A

#### RECOMMENDATION:

That Council:

1. Write to Vice Chancellor of the University Peter Rathjen, Andrew Nikolic MP Federal Member for Bass, Hon Christopher Pyne MP Federal Minister for Education, and all Tasmanian Senators expressing our total support for the University of Tasmania to retain a full service campus in Launceston that continues to offer a broad range of courses for all students.
  2. Seeks to arrange an urgent meeting with Vice Chancellor of the University Peter Rathjen and Andrew Nikolic MP Federal Member for Bass to further discuss the matters involving the possible loss of UTAS to Launceston and to seek their support to retain UTAS in Launceston as a full service campus in Launceston that continues to offer a broad range of courses for all students.
- 

**Alderman R I Soward spoke to the Notice of Motion.**

**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman R I Soward, seconded Alderman D H McKenzie.**

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY 11:0**

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**DIRECTORATE MINUTES ITEMS****15 DEVELOPMENT SERVICES****15.1 Community Grants (Round 2) 2014/15****FILE NO:** SF6148**AUTHOR:** Angela Walsh (Grants & Sponsorship Officer)**DIRECTOR:** Michael Stretton (Director Development Services)

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**DECISION STATEMENT:**

To respond to requests for Community Grants received in Round 2 2014/2015.

**PREVIOUS COUNCIL CONSIDERATION:**

N/A

**RECOMMENDATION:**

That the following recipients receive the recommended grant amounts.

No	Request	Details	Score	Requested	Recommend	Page #
1	National Joblink	'Re-Cycled' - February 2015 - May 2015 (8 weeks in total)	97%	\$3,000	Approval \$3,000	1 - 11
2	St Giles Society Inc.	'Tommy and the Rainbow Baby' - November 2014 - January 2015	86%	\$5,000	Approval \$5,000	12 - 23
3	Fusion Australia	Youth Groups United - The Youth Group Games - (September 2014 - December 2015)	73%	\$4,800	Approval \$3,600	24 - 34

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**Mr M Stretton (Director Development Services) and Ms A Walsh (Grants & Sponsorship Officer) were in attendance to answer questions of Council in respect of this Agenda Item.**

**Alderman R L Armitage withdrew from the meeting at 2.33pm**

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## 15.1 Community Grants (Round 2) 2014/15...(Cont'd)

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**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman D C Gibson, seconded Alderman A C Peck.**

**That the Recommendation be adopted.**

**CARRIED 10:0**

**ABSENT. DID NOTE VOTE - Ald R L Armitage.**

**Alderman R L Armitage returned to the meeting at 2.35pm**

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**16 FACILITIES MANAGEMENT**

Nil

**17 QUEEN VICTORIA MUSEUM AND ART GALLERY**

Nil

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**18 INFRASTRUCTURE SERVICES****18.1 Disposal of Easement 1-11 Prossers Forest Road****FILE NO:** 15794**AUTHOR:** Robert Holmes (Property Coordinator)**DIRECTOR:** Harry Galea (Director Infrastructure Services)

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**DECISION STATEMENT:**

To consider a request from TasNetworks to dispose of an Electricity Infrastructure Easement.

**PREVIOUS COUNCIL CONSIDERATION:**

NA

**RECOMMENDATION:**

That Council agree to dispose of an interest in land by way of an Electricity Infrastructure Easement burdening CT 8876 folio 1 in favour of TasNetworks over the alignment as shown generally on the attached plan marked Attachment 1 (ECM document 3299453) subject to the following:-

1. The disposal of the interest of Electricity Infrastructure Easement is to occur after observing the requirements of Section 178 (Sale, exchange and disposal of public land) of the Local Government Act 1993. In the event that there are any objections the matter is to be bought back to Council.
2. TasNetworks are to:-
  - pay Council the sum of \$3,000 (plus GST if applicable)
  - reimburse to Council the valuation fee
  - pay the cost of the survey to identify the alignment of the easement
  - pay the cost of registration of the plan of survey and transfer of the easement and
  - reimburse to Council the cost of advertising required under section 178 of the Local Government Act 1993.

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**Mr H Galea (Director Infrastructure Services) was in attendance to answer questions of Council in respect of this Agenda Item.**

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18.1 Disposal of Easement 1-11 Prossers Forest Road...(Cont'd)

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**DECISION:** 13/10/2014

**RESOLUTION:** (1):

Moved Alderman J G Cox, seconded Alderman R L McKendrick.

That the Recommendation be adopted.

**CARRIED UNANIMOUSLY 11:0**

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**19 CORPORATE SERVICES**

**19.1 Financial Report to Council**

**FILE NO:** SF5899

**AUTHOR:** Paul Gimpl (Manager Finance)

**DIRECTOR:** Michael Tidey (Director Corporate Services)

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**DECISION STATEMENT:**

To consider Council's financial performance for the year ending 30 June 2014.

**PREVIOUS COUNCIL CONSIDERATION:**

Audit Panel 25 September 2014 - *The financial review for the year ended 30 June 2014 was noted.*

**RECOMMENDATION:**

That the Council adopt the financial reports for the year ended 30 June 2014 which discloses:

	<b>2013/14 Actual \$'000</b>	<b>2013/14 Budget \$'000</b>
<b>Operating Summary</b>		
Revenue	91,408	89,057
Less Expenses	96,200	92,941
Operating Deficit	(4,792)	(3884)
Add Capital Grants	3422	3186
<b>Surplus/(Deficit)</b>	<b>(1370)</b>	<b>(698)</b>
Other adjustments	23,547	-
<b>Comprehensive Result</b>	<b>22,177</b>	<b>(698)</b>

---

**19.1 Financial Report to Council...(Cont'd)**

	<b>2013/14 Actual \$'000</b>	<b>2012/13 Actual \$'000</b>
<b>Financial Position</b>		
Equity	<u>1,466,803</u>	<u>1,444,626</u>
Assets		
Current	64,700	62,203
Non-Current	<u>1,445,069</u>	<u>1,429,535</u>
	<u>1,509,769</u>	<u>1,491,738</u>
Liabilities		
Current	27,440	23,816
Non-Current	<u>15,526</u>	<u>23,296</u>
	<u>42,966</u>	<u>47,112</u>
Net Assets	<u>1,466,803</u>	<u>1,444,626</u>

**Mr P Gimpl (Manager Finance) was in attendance to answer questions of Council in respect of Agenda Items 19.1 – 19.5 inclusive.**

**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman D H McKenzie, seconded Alderman R I Soward.**

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY 11:0**

**RESOLUTION: (2):**

**Moved Alderman R L McKendrick, seconded Alderman R L Armitage.**

**That the order of business be amended to facilitate consideration of Item 20.1.**

**CARRIED UNANIMOUSLY 11:0**

**19.2 2013/14 Budget Amendments****FILE NO:** SF5899**AUTHOR:** Paul Gimpl (Manager Finance)**DIRECTOR:** Michael Tidey (Director Corporate Services)

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**DECISION STATEMENT:**

To approve budget amendments relating to various expenditure, capital and revenue estimates and thereby amending the Operations budget to a \$0.70m deficit and the Capital budget to \$18.108m for 2013/14.

The decision requires an absolute majority vote of Council in accordance with Section 82(4) of the Local Government Act 1993.

**PREVIOUS COUNCIL CONSIDERATION:**

Audit Panel - 25 September 2014 - *It was resolved that the report go to Council for a decision.*

**RECOMMENDATION:**

That the Council:

1. Pursuant to Sections 82(2) and (4) of the Local Government Act 1993, approve the budget transfers as follows.

a) Reallocate funding relating to transfers from Capital to Operations in the amount of \$563,539.

• 320 Peel Street Flood remediation	12,000
• CCTV Upgrade Amy/Penquite Road Intersection	8,772
• Amy/Penquite Road Intersection	99,500
• Cavalry Road Depot Stockpile Bays	25,000
• Residual Current Devices	6,098
• Level Access to Loading Bay	6,300
• Remount Road Depot Lunch/Muster Rooms	563
• Remount Road Depot Interview Room	1,408
• Satellite Visitor Information Services	8,205
• Customer Service Centre Review	7,840
• Heritage Forest Development Program	49,118
• Aurora Stadium Light Towers Base Maintenance	43,000

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**19.2 2013/14 Budget Amendments...(Cont'd)**

• Other Tree Projects	11,695
• Other Tree Projects	29,248
• Duke Street	49,224
• Glen Dhu Road	94,000
• Golconda Road	35,044
• Home Street	7,605
• Wellington Street	7,110
• Rural Reseal Program	6,839
• Alanvale/George Town Road Stormwater Main	54,970
	<u>563,539</u>

b) Reallocate funding relating to transfers from Operations to Capital in the amount of \$421,197.

• Urban Reseal Program	96,100
• Goderich Street Foot/Bike Path	24,000
• Connector Park Stage 1	120,000
• Royal Park Car Park Lighting	9,942
• Museum Artworks (Bequest funded)	171,155
	<u>421,197</u>

c) Adjust the 2013/14 budget to reflect the net external funds granted in the amount of \$346,091

• Golconda Road	337,000
• Street Tree Strategy	9,091
	<u>346,091</u>

d) Correct a budget anomaly that relates to the Flood Levee Project that occurred when the Charles Street Floodgate portion of the project was closed a few years ago with an unspent budget of 10,877

2. Notes the revised

a) Underlying Operating Budget Deficit	\$1.850m
b) Operating Budget Deficit	\$0.700m
c) Capital Budget	\$18.108m

**Council returned to consider item 19.2 after item 20.1.**

19.2 2013/14 Budget Amendments...(Cont'd)

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**DECISION:** 13/10/2014

**RESOLUTION:** (1):

Moved Alderman R L McKendrick, seconded Alderman A C Peck.

That the Recommendation be adopted.

**CARRIED UNANIMOUSLY 11:0**

---

**19.3 Budget Management Policy (12-PI-001)****FILE NO:** SF3611**AUTHOR:** Paul Gimpl (Manager Finance)**DIRECTOR:** Michael Tidey (Director Corporate Services)

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**DECISION STATEMENT:**

To approve the Budget Management Policy.

**PREVIOUS COUNCIL CONSIDERATION:**

Audit Panel 25 September 2014 - It was resolved that the report go to Council for a decision.

**RECOMMENDATION:**

That the Budget Management Policy as detailed below be approved by the Council:

---

**Budget Management Policy*****PURPOSE:***

To define roles in respect to the budget management process and the basis on which changes to Council budgets can occur.

***SCOPE:***

The policy applies to Council's Strategic Financial Plan, Operations Budgets and Capital Budgets.

This policy does not apply to variances in depreciation.

***POLICY:*****Strategic Financial Plan**

As part of the Council's financial management and budgeting processes, the Strategic Financial Plan showing projected income, expenditure, borrowing and any other funding and the anticipated impact on cash reserves will be reviewed at least annually.

---

## **19.3 Budget Management Policy (12-PI-001)...(Cont'd)**

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The Plan will be a high level of aggregation and may include capital and operating expenditure at broad program levels rather than the project details considered in the annual budget process.

The Director Corporate Services will ensure that the draft annual budget presented to Aldermen is consistent with the most recently presented Strategic Financial Plan. The Strategic Financial Plan will be discussed at least annually with the Council prior to the preparation of detailed annual budgets.

### **Capital Improvement Program**

The Capital Improvement Program is subject to annual review by the Council as part of the update of the overall Strategic Financial Plan.

The program should be supported by information from the Asset Management Plans and business cases for projects that will have a material impact on future operations including depreciation.

### **Major Works (Operating) Program**

The Major Works (Operating) Program is subject to annual review by the Council.

### **The Setting of the Annual Budget and Reporting of Variances**

The Council through its annual budgeting process determines the budget for the next financial year. This budget is established in accordance with Section 82 of the Local Government Act.

The Council approved budget is referred to as the Statutory Estimates.

Directors are ultimately responsible for the management of their detailed budget within the total budgetary allocation, including both Operations and Capital for all the departments under their control.

The Council understands that variations to budgets will occur in individual items and requires that these variances are managed within departmental, directorate and organisational budget totals.

Where these variations are of a sufficient magnitude to warrant disclosure to Aldermen then this will occur through the quarterly reports to the Audit Panel unless the variation is so significant as to require immediate disclosure.

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## **19.3 Budget Management Policy (12-PI-001)...(Cont'd)**

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Disclosure to Aldermen is required in respect of material variations which are presumed to be:

- Operations Budget - An overall variance of \$500,000 or 0.5% of operating revenue.
- Capital Budget – An overall variance of \$500,000 or 2.5% of annual estimated depreciation.

In addition to the above guidelines there is a general requirement for management to report to Council as soon as practical, variations in revenue and expenditure that require Council budget amendments.

This disclosure obligation also exists where the major programs presented during the budget presentations will not proceed due to variances in other areas.

### **Alterations and Amendments to the Budget**

Alterations are changes to budget allocations that do not change the overall Statutory Estimates.

Amendments are changes to the Statutory Estimates as specified in Section 82 of the Local Government Act.

This policy does not require budget alterations to be made for every budget variance.

Alterations to the Operations Budget are required when:

- There is a change in the planned expenditure for projects and programs that were presented to and approved by Council during the budget meetings and the variance is greater than \$500,000; and
- The estimated year end net *unfavourable* variance in the Operations Budget is likely to be greater than or equal to 1 per cent of the rate revenue or \$500,000.

An alteration to the Operations Budget will need to be treated as a Budget Amendment if the unfavourable variance cannot be accommodated within the existing budget (latest Statutory Estimates).

Alterations to the Capital Budget are required when:

- The completion of the programs within each directorate capital budget will not occur within the approved funding.
  - An additional item needs to be included during the financial year.
  - Reallocations between programs are required to ensure that adequate funding is available.
-

## 19.3 Budget Management Policy (12-PI-001)...(Cont'd)

An alteration to the Capital Budget will need to be treated as a Budget Amendment if it cannot be accommodated within the existing budget (latest Statutory Estimates).

Approval for Budget Amendments must be sought from the Council following review by the Audit Panel as soon as variances in programs become apparent.

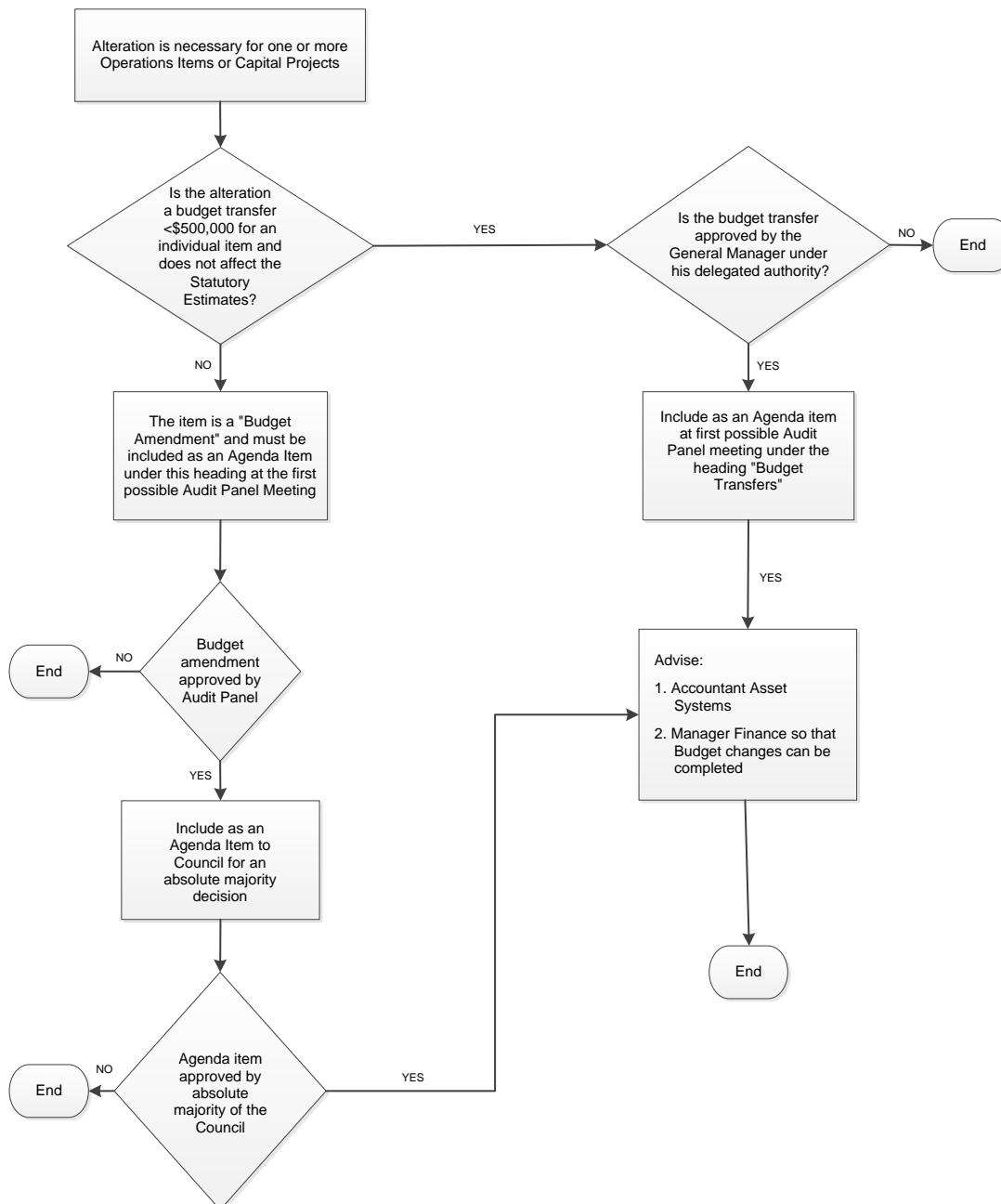
Budget Amendments can be approved as follows:

- a) by absolute majority of the Council; or
- b) by the General Manager if delegated the authority by absolute majority of the Council, for minor alterations to specified amounts to individual items so long as the total amount of the Statutory Estimates is not altered. The General Manager is to report any alteration and an explanation of the alteration at the first ordinary meeting of the Council following the alteration;

The following table shows the approval process for Capital and Operations Budget changes:

<b>Circumstance</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Advised</b>
Transfers <\$500,000 for an individual item and does not affect Statutory Estimates	Audit Panel	General Manager (authorised by absolute majority of the Council up to \$500,000 for individual items)	Council (via Audit Panel Agenda and Minutes)) Accountant Asset Systems
When a budget transfer is >\$500,000 for an individual item it becomes a budget amendment	Audit Panel	Absolute majority of the Council	Accountant Asset Systems
Budget amendment	Audit Panel	Absolute majority of the Council	Accountant Asset Systems

## 19.3 Budget Management Policy (12-PI-001)...(Cont'd)



Urgent items that require a Council decision may go to the Council before the Audit Panel reviews the item(s).

## **19.3 Budget Management Policy (12-PI-001)...(Cont'd)**

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Any budget amendments to estimated revenue, expenditure, borrowings and capital works that alter the total amount of any estimate must be approved by the absolute majority of the Council.

The overall Capital Budget must be balanced at the end of each financial year. This means there can be no unfavourable variance for the Capital Budget in total. This may require an adjustment to the next financial year's Capital Budget if other funding is not available for the Council to approve.

Management is required to take action to avoid a deterioration in the overall budget outcome and to provide Council with options if considered necessary.

Prior to making an application to Council for additional operational or capital funds during a financial year Directors are required to consider:

- Budget reallocations;
- Compensating cost reductions; and
- Asset sales.

The Strategic Financial Plan must provide for future Capital expenditure forecasts. Projects can only have actual costs committed once the project is approved by the Council in the Annual Capital Budget process. If a project is approved to be staged over a number of years (not just one year), it can have costs committed for the current budget year as well as the forecast years so that critical work can be arranged to allow the project to be managed and increase the possibility of better pricing for larger bodies of work.

### **Specific Budget Changes Requiring Council Approval**

The broad policy above governs the requirements for Council approval of Budget Alterations and Budget Amendments. The following detailed requirements are intended to clarify some specific circumstances where approval is required:

- Transfers between (in either direction) the Operations and Capital Budgets - Require Council approval as this will affect the Statutory Estimates.
  - Expenditure of new grants acquired - Requires Council approval unless the amount is less than \$10,000. The fact that no new Council funding is required does not remove the need for an approved Budget Amendment.
  - Council approved expenditure - Approval of expenditure by Council does not automatically imply a budget change. Council will occasionally approve expenditure as part of a decision on a matter. This does not constitute a Budget Amendment unless the item specifically states this in the recommendation. In the absence of a Budget Amendment, the approved expenditure will need to be found from within the existing budget.
-



## **19.3 Budget Management Policy (12-PI-001)...(Cont'd)**

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- Contra arrangements – A change to gross budget requires Council approval. An example would be where Council enters into a lease which requires the lessee to provide capital items, such as a kitchen. The underlying transaction in this example includes a capital purchase which must be recorded and budgeted as such.

### **Prior or current period surplus**

Gaining a surplus against a department budget does not imply that the current budget for another item in that department can automatically be increased by a like amount. It is recognised that achieving a surplus will often mean Council is in an enhanced cash position. However, the use of this surplus is best considered as part of an overall Council strategy as is done when the annual budget is set, rather than being seen as a way of addressing a short term budget need.

This clause does not prevent Council adjusting the current budget if it determines this is appropriate in the circumstances, provided the Budget Amendment requirements of this policy are met.

### **Agenda Items for Budget Changes**

Budget Amendments require an agenda item to be written for Council approval. Budget Amendment items should be named “Budget Amendment (Directorate) (FY)” and should be specific as to the budget line item being changed. References to projects should use the name and project number quoted in the budget line or note the extent to which the name may have changed.

Officers writing Budget Amendment items must:

- Get the approval of their department manager and/or director;
  - Submit to the Director Corporate Services for approval;
    - and inclusion in the quarterly financial report to the Audit Panel and the Council;
    - or
    - 10 days before the Council meeting day where urgent approval is required.
  - Task the Council minute (recording the decision) to the Manager Finance via Technology One ECM.
-

## 19.3 Budget Management Policy (12-PI-001)...(Cont'd)

The following table should be used as a model for the Council recommendation.

Project Name	Project Number	Current Amount	Transfer From	Transfer In	New Amount
<b>Transfer from:</b>					
Hoblers Bridge Road (Penquite to Railway Crossing)	50533	750,000	208,786	-	541,214
Bacala Road	50506	291,421	39,880	-	251,541
<b>Funds Required:</b>					
Corkerys Road Bridge 621	50528	350,000	-	87,666	437,666
Second River Road Bridge 660	20665		-	75,000	75,000
St Leonards Road (41-171)	55841	115,000	-	86,000	201,000
<b>TOTALS</b>		<b>1,506,421</b>	<b>248,666</b>	<b>248,666</b>	<b>1,506,421</b>

### **PRINCIPLES:**

The Council's Organisational Values apply to all activities.

### **RELATED POLICIES & PROCEDURES:**

14-HLPr-007 How to Write an Agenda Item for Council Procedure

### **RELATED LEGISLATION:**

Local Government Act 1993 (Tas) section 82.

### **REFERENCES:**

N/A.

### **DEFINITIONS:**

**Budget Transfers**

Minor changes to budget allocations that do not change the overall Statutory Estimates and that the General Manager has been authorised, by absolute majority of the Council, to approve up to specified amounts for individual items.

**Budget Amendment**

A transfer or additional allocation of funds approved by the Council, by absolute majority, that changes the Statutory Estimates for revenue, expenditure, borrowings or capital works; or a budget alteration that is above the authorised value that the General Manager has been approved to make.

## **19.3 Budget Management Policy (12-PI-001)...(Cont'd)**

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### Capital (or Major Works) Budget

The annual budget of capital expenditure presented to Council's Strategic Planning and Policy Committee detailing capital projects. This is an internal working document and is the basis of the Statutory Estimates in relation to Capital works.

### Capital Expenditure

Capital expenditure is expenditure to purchase or create a new asset or expenditure to upgrade an existing asset to a higher level of service.

### Departmental Budget

A grouping of cost centres around a common purpose or area of responsibility. A departmental budget in this context may refer to a functional area such as a car park rather than a department in a personnel sense. Together they make up the Operations Budget.

### Operations Budget

The annual budget of income and expenses presented to Council's Strategic Policy and Planning Committee detailing departmental operations. This is an internal working document and is the basis of the Statutory Estimates in relation to operations.

### Statutory Estimates

The annual budget that incorporates and summarises the Operations and Capital Budget and provides details of the rates and charges for the financial year. Contains the estimates referred to in section 82 of the Local Government Act. This is a public document.

### Capital Program

A grouping of projects delivering similar outcomes within directorate / departmental responsibilities.

### Cost Centre

A grouping of expenditure or revenue items on related or similar types that are managed as a total. These groupings typically appear as part of the summary sheet in the departmental budgets.

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**19.3 Budget Management Policy (12-PI-001)...(Cont'd)**

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**Disclosure**

Means the presentation of details of the variance to the aldermen at a meeting of the Audit Panel, the Strategic Policy and Planning Committee or Council.

***REVIEW:***

This policy will be reviewed no more than 5 years after the date of approval

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**DECISION: 13/10/2014****RESOLUTION: (1):****Moved Alderman R I Soward, seconded Alderman D H McKenzie.****That the Recommendation be adopted.****CARRIED UNANIMOUSLY 11:0**

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**19.4 Investment Policy (12-PI-002)****FILE NO:** SF3611**AUTHOR:** Paul Gimpl (Manager Finance)**DIRECTOR:** Michael Tidey (Director Corporate Services)

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**DECISION STATEMENT:**

To approve the updated Investment Policy

**PREVIOUS COUNCIL CONSIDERATION:**

Audit Panel 25 September 2014 - it was resolved that the policy go to the Council for a decision.

**RECOMMENDATION:**

That the Investment Policy be approved by the Council.

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**Investment Policy*****PURPOSE:***

To set the objectives for the investment of cash assets and provide the framework and risk profile for the formulation of Council's investment strategy by:

- Providing an authorising framework for control and security over cash assets.
- Mandating risk and diversification parameters for the investment of Council's cash assets
- Ensuring funds are invested in accordance with the requirements of the Local Government Act 1993.

***SCOPE:***

This policy applies to all cash funds owned or controlled by Council, with the following exceptions:

- Loans made and authorised by Council to external bodies.
  - Investments other than for the management of cash funds.
  - Cash held by special committees.
  - Superannuation Funds.
  - Trust funds administered under separate deeds.
-

## 19.4 Investment Policy (12-PI-002)...(Cont'd)

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### **POLICY:**

#### **OBJECTIVE**

The investment objective for Council's cash assets will be to optimise the investment return within the risk parameters of this policy.

#### **AUTHORISING FRAMEWORK**

##### **Authorities**

##### **Policy**

Council is the approving authority for the formulation of and variations to the Investment Policy

Cash assets will be invested consistent with this policy

##### **Strategy**

The General Manager is the approving authority for the Investment Strategy.

##### **Changes to Strategy**

The Director Corporate Services may authorise a strategy review in response to changes of market conditions or market products

##### **Legislation**

A Council may invest any money -

- (a) In any manner in which a trustee is authorised by law to invest trust funds; and
- (b) In any investment the Treasurer approves.

Section 75, Local Government Act 1993.

##### **Controls**

##### Transfer of funds

Each investment will have a minimum of five and require two, authorised signatures before funds are transferred.

Funds held other than in the trading account must, where possible, be on the condition that any redemption will only be transferred into Council's trading account.

Where institutions are unable to provide this facility the Director Corporate Services is to ensure adequate controls exist to protect the Council's cash assets.

##### Signatories

Signatories are to be divided into signing officers and counter signing officers.

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## **19.4 Investment Policy (12-PI-002)...(Cont'd)**

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Signing officers are to be the Director Corporate Services, Manager Finance and the Accountant Financial Systems.

Counter signing officers are to be two other Council officers appointed by the Manager Finance.

The transfer of funds requires two signing officers or one signing and one counter signing officer.

### Separation of Duties

The Council Officer responsible for the monitoring, reconciling and reporting of Council's cash resources must not be a signatory to any account.

## **RISK**

### Approach to Risk

Council officers will take a conservative approach to assessing risk.

The assessment of risk will extend beyond the investment rating of the institution. Schedule 1 outlines some of the risks and the approach Council will take. The supply of investment products is an ever developing market, and as such the risks outlined should not be regarded as exhaustive.

### Investment Advisor

Council staff will use the services of appropriately qualified investment advisors to assist with monitoring of investment performance, strategy development and choice of investments whenever investments are made in managed funds or similar. An investment advisor is not required when cash funds are involved as direct (or term) deposits as set out below.

### Investment Parameters

Council's cash assets will only be invested in cash investments, that is they are not to be:

- (a) invested in equities.
- (b) invested in structured products

When assessing investment products Council officers will be vigilant for products that meet the legal requirements to be sold as a cash product while the underlying investments is equities, structured debt or other non cash assets.

### Duration

When assessing fixed term investments Council officers will determine the cash flow requirements to ensure that sufficient liquidity remains for Council to meet its obligations.

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## 19.4 Investment Policy (12-PI-002)...(Cont'd)

### Diversification

The amount invested with any one financial institution or managed fund should not exceed the following percentages of funds invested:-

#### **Direct Deposits**

Short Term Rating (Standard & Poors)	Maximum Percentage of Total Investments	Single Institution Maximum Percentage of Total Investments
A1+	100%	45%
A1	30%	30%
A2 and below	Nil	Nil

#### **Managed funds**

(Standard & Poors)	Single Fund Maximum Percentage of Total Investments	Single Institution Maximum Percentage of Total Investments
AAA	30%	45%
AA	30%	30%
A	<i>Nil</i>	<i>Nil</i>
<i>BBB and below</i>	<i>Nil</i>	<i>Nil</i>

Where Council invests with an institution both directly and/or via a managed fund a single maximum will apply to the total invested (ie 45% not 90%).

### **STRATEGY**

#### ***Methodology***

Council staff in conjunction with the Council's independent investment advisor (if appointed) will monitor investment performance, strategy development and choice of investments within this policy.

As part of the budget process the Council will each year perform an analysis of cash needs both current and future. An Investment Strategy will be formulated to allocate cash resources in a manner that optimises return over the allocation duration within the confines of the risk profile defined in this policy.

#### ***Investment Strategy***

The investment strategy will be reviewed each year and submitted to the General Manager for approval.



## **19.4 Investment Policy (12-PI-002)...(Cont'd)**

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The Investment Strategy will contain;

- A breakdown of Council funds by class according to:
  - Trading funds
  - Working Capital
  - Conditional Funding
  - Cash backed reserves
  - Strategic funds.
- The target investment duration
- How funds will be invested
- The target return for funds
- The name of Council's investment advisor (if appointed)

Once formulated the Investment Strategy must be approved by the General Manager before any changes in investments can be made.

### Choice of investment

Investing officers may invest differently from advisors recommendations provided that:

- (a) The investment complies with all other requirements of this policy
- (b) The investment is in accordance with the Investment Strategy
- (c) The investment is approved by the Director Corporate Services

Any variation from the advisor's recommendations shall be reported to the next meeting of the Audit Panel.

### Market conditions

The Director Corporate Services may authorise a strategy review in response to changes of market conditions or market products.

## **REPORTING**

The Manager Finance is responsible for the preparation each month of a report of investment balances, returns and performance to benchmark for the month and financial year to date.

- (a) A regular report will be provided to the Audit Panel, detailing the investment performance and counterparty percentage exposure of total portfolio.
- (b) Investment performance shall be measured against the Official Cash Rate.

For audit purposes, certificates must be obtained from the banks / fund managers confirming the amounts of investment held on Council's behalf at 30 June each year.

### ***PRINCIPLES:***

Council's Organisational Values apply to all activities

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**19.4 Investment Policy (12-PI-002)...(Cont'd)**

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**RELATED POLICIES & PROCEDURES:****PURPOSE:**

To set out the role, responsibilities, structure and processes of the Audit Committee.

**SCOPE:**

Applies to the oversight of all Council's policies and processes (used in all the directorates and entities that are subject to Council control) that manage, administer or operate the systems of:

- a) Financial control and reporting, or
- b) Audit, or
- c) Risk

**POLICY:****Legislative Framework**

The Audit Committee is a special committee formed under Section 24 of the Local Government Act 1993.

**Objectives**

The Audit Committee is an advisory Committee of Council with delegated responsibilities as detailed in this policy. The key objectives of the Audit Committee are:

- a) To assist Council in the effective conduct of its financial reporting responsibilities,
- b) The management of risk,
- c) Maintaining a reliable system of internal controls, and
- d) Facilitating the conduct of the Council's activities in an ethical and responsible manner.

The Audit Committee is to:

- a) Assist with the coordination of the internal and external audit functions to achieve overall organisational objectives in an efficient and effective manner.
- b) Oversee changes to the Council estimates in accordance with Section 82 of the Local Government Act.

Outcomes sought for the Council and the community through the activities of the Audit Committee include:

- a) Enhanced internal and external financial reporting.
  - b) Effective risk (financial and operational) management.
  - c) Compliance with best practice guidelines, legislation and regulation.
  - d) An effective internal audit function.
  - e) Facilitation of effective communication between the auditors (internal and external), management and the Council.
-

## **19.4 Investment Policy (12-PI-002)...(Cont'd)**

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### **Role and Authority**

The Committee's role is to advise the Council, including recommendations, on matters relevant to the objectives and to make decisions on behalf of the Council through its delegated powers.

Subject to the specific delegations, the Audit Committee does not have authority to instruct management or authorise expenditure. However, the Committee can request management take action or provide information and as part of its reporting to Council, advise of any circumstances where these requests have not been agreed to.

### **Responsibilities**

The Audit Committee is appointed by and responsible to the Council for the oversight of those activities necessary to progress and achieve its objectives.

The following are some of the duties of the Committee related to the key objectives.

### Financial and Management Reporting

- a) Review the Council's draft annual financial report, including:
  - Accounting policies and practices (including changes),
  - The process used to make significant accounting estimates,
  - Significant adjustments (if any) arising from audit process,
  - Compliance with reporting requirements.
  - Significant variances from estimates or prior years.
- b) Recommend adoption of the annual financial statements to the Council.
- c) Review draft quarterly reports and recommend their adoption to the Council.
- d) Review any business unit or special financial reports.

### Risk Management

- a) Monitor any significant issues relating to risk management, management's response and the actions taken as a result.
- b) Monitor the risk exposure of the Council by determining if management has appropriate risk management processes and adequate management information systems.

### Internal Audit

- a) Review and approve the scope of the internal audit plan and program and the effectiveness of the function. The review should consider whether the plan systematically addresses
    - Internal controls over significant areas of risk.
    - Internal controls over revenue, expenditure, assets and liability processes.
-

**19.4 Investment Policy (12-PI-002)...(Cont'd)**

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- 'Value for money' of significant Council programs.
- Compliance with legislation, policies and contractual terms.
- b) Review the appropriateness of special internal audit assignments.
- c) Review internal audit reports and monitor the performance of management in responding to recommendations.
- d) Facilitate the interaction between the internal and external auditor to achieve optimal audit efficiency.
- e) Monitor ethical standards and any related party transactions to determine whether the systems of control are adequate.

**External Audit**

- a) Review and approve the scope and planning of the external audit with the auditor.
- b) Discuss any issues including those raised in the management letter and authorise the final resolution.

**Other**

- a) Review tendering arrangements and advise the Council.
- b) Review issues relating to national competition policy.
- c) Review performance indicators.
- d) Consider any performance audit reports presented by the Auditor General and the implications for the Council.
- e) Identify or oversee the investigation (including issues referred by the Council or the General Manager) and reporting of any areas or issues requiring review.
- f) Oversee the investigation of any suspected cases of fraud.
- g) Monitor any major claims or lawsuits by or against Council.
- h) Report to the Council after each meeting and as necessary on the issues considered and the Committee's performance indicators.

**Membership and Remuneration**

The membership of the Committee will be:

- a) Two aldermen appointed through the process for Council committees, and
- b) At least two external independent members one of whom will be the Chair of the Committee. Additional members may be approved by the Council.

The Council's Community Appointments to Advisory Committees Policy (14-Plx-029) provides a framework for the appointments of members of the public to committees.

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**19.4 Investment Policy (12-PI-002)...(Cont'd)**

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In regard to this policy these provisions are extended as follows:

- a) The Chair is required to have relevant business or commercial experience and preferably qualifications,
- b) The Chair must meet requirements commonly referred to as the 'fit and proper person test',
- c) The Chair must not have any conflict of interest or conflict of duty in the matters that are likely to be considered by the Committee,
- d) The Chair must be available to attend meetings subject to the usual meeting schedule, as determined by the Committee from time to time,
- e) Remuneration will be paid to each external member of the Committee on a set fee per annum, or another basis as appropriate.
- f) The evaluation of any external persons will be undertaken by the Mayor and General Manager with a recommendation for appointment then to be made to the Council.
- g) Appointments of external persons are for a period of three years, subject to a maximum term of six years.
- h) If the Council proposes to remove a member of the Committee it must give written notice to the member and provide that member with the opportunity to be heard at a Council meeting which is open to the public.

**Meetings**

- a) The Committee shall meet at least quarterly, to coincide with reporting requirements. (Given the responsibilities of the Committee it is expected that there will be six to eight meetings per annum.)
  - b) Additional meetings shall be convened at the discretion of the Chairperson or the written request of:
    - Mayor
    - General Manager
    - Committee Member
    - Auditor
  - c) An external member of the Audit Committee shall be appointed as Chair. In the absence of the Chair, the Committee members will appoint an acting Chair for the meeting.
  - d) A quorum shall be two.
  - e) The General Manager or his delegate and the internal auditor should attend all meetings, except where the full Committee chooses to meet in camera.
  - f) Council staff and aldermen may be invited to attend at the discretion of the Committee.
  - g) Secretarial and administrative support shall be provided through the Corporate Services Directorate.
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**19.4 Investment Policy (12-PI-002)...(Cont'd)**

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- h) Meetings shall be minuted and an agenda prepared and distributed at least 4 days prior to the meeting. The agenda will be structured around the functional areas of responsibility, i.e. reporting, audit and risk.
- i) The agenda will be available to all aldermen, directors and staff involved in the meeting.

**DELEGATIONS:**

The Council authorises the Audit Committee, in accordance with the provisions of Sections 22 (Delegations) and 82 (Estimates) of the Local Government Act to determine the following matters:

- a) Minor budget adjustments up to \$500,000 (approximately 1 percent of the total rate revenue) to individual items within any estimate referred to in Section 82(2)). (See policy definition section for explanation)
- b) Changes to the Council's risk register.
- c) Approve internal and external audit plan.
- d) Authorise the final resolution of issues raised in management letters from audits.
- e) Make recommendations to the Council on matters reasonably within the responsibilities of the Committee.

**PRINCIPLES:**

- The Committee is to be and act independently of management and the Council.
- The Committee has delegated decision making power within the scope of its role and expertise to assist with the effective governance of the Council. Management are required to ensure that all reasonable requests are complied with and that reasonable financial resources are provided, within the budget framework.
- The Committee will discharge its role in a constructive way that improves the operation of the Council in the area of Committee responsibility.

**RELATED POLICIES & PROCEDURES:**

[DRAFT](#)  
[DRAFT](#)  
[14-HLPr-003](#)  
[11-PI-002](#)  
[14-Plx-029](#)  
[DRAFT](#)

**RELATED LEGISLATION:**

Section 22 of Local Government Act (Delegations)  
Section 24 of Local Government Act (Special Committees)  
Section 82 of Local Government Act (Estimates)  
Audit Act 2008

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**19.4 Investment Policy (12-PI-002)...(Cont'd)**

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**REFERENCES:**

Audit Committees - A Guide to Good Practice ISBN 978-1-876604-03-05 (AICD)

**DEFINITIONS:**

Estimates (Section 82 of Local Government Act)

- (2) Estimates are to contain details of the following:
  - (a) the estimated revenue of the council;
  - (b) the estimated expenditure of the council;
  - (c) the estimated borrowings by the council;
  - (d) the estimated capital works of the council;
  - (e) any other detail required by the Minister.
- (4) A council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.
- (5) A council may make adjustments to individual items within any estimate referred to in subsection (2) by a simple majority so long as the total amount of the estimate is not altered.
- (6) A council, by absolute majority, may authorise the general manager to make minor adjustments up to specified amounts to individual items within any estimate referred to in subsection (2) so long as the total amount of the estimate is not altered.
- (7) The general manager is to report any adjustment and an explanation of the adjustment at the first ordinary meeting of the council following the adjustment.

Delegations (Section 22 of Local Government Act)

- (3) A council must not delegate any of its powers relating to the following:
  - (d) the revision of the budget or financial estimates of the council.

The critical concept is 'estimate', this is a total or high level summary of revenue or expenditure (etc) it is not the individual or detailed item. Thus the legislation provides considerable scope for the delegation of authority to manage day to day budget changes.

Fit and Proper Person Test

Refers to assessing the capability of a person in terms of their qualifications and experience (Fit) and ethical standards (Proper).

**REVIEW:**

This policy will be reviewed no more than 2 years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.

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## 19.4 Investment Policy (12-PI-002)...(Cont'd)

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### **RELATED LEGISLATION:**

Trustees Act 1898 – As Amended  
Local Government Act 1993

### **REFERENCES:**

Common law responsibilities - The Local Government Act 1993 permits investment in any investment which a trustee is authorised by law to invest trust funds.

The Trustee Act 1898 Part II Investments, requires that all investments are to be made exercising the care, diligence and skill that a prudent person of business would exercise in managing the affairs of another person. The interpretation of these is a matter of common law.

Section 75, Local Government Act 1993  
Standard and Poors Credit Ratings Definitions

### **DEFINITIONS:**

#### **Authorised deposit-taking institution (ADI)**

A body corporate in relation to which an authority under Section 9 (3) of the Banking Act (No 6 of 1959 as amended) is in force. At the time of producing this policy these included prescribed banks, building societies and credit unions.

#### **Conservative Approach to Risk**

An investing strategy that seeks to preserve an investment portfolio's value by investing in lower risk products.

#### **Equities**

Investments in the share capital of firms either directly or through managed funds or derivatives.

#### **Financial institution**

Any authorised deposit-taking institution authorised under the Trustee Act to receive deposits.

#### **Investment arrangement**

Any authorised deposit taking institution or the manager of any authorised deposit taking institution, authorised under the Trustee Act to receive fixed deposits.

#### **Standard & Poors**

A rating agency that assesses capacity of an obligor to meet its financial obligations.

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**19.4 Investment Policy (12-PI-002)...(Cont'd)**

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**Stress testing**

Analysis of the institution or product to determine its ability to maintain the investment balance during a down turn in market factors that affect the investment product.

**Structured products**

Managed Funds or Floating Rate Notes where the underlying investment is a securitised instrument.

**Official Cash Rate (OCR)**

The Official Cash Rate is the interest rate paid by banks in the overnight money market in Australia and is regulated by the Reserve Bank of Australia.

**Sector**

The asset class in which funds are invested e.g. government, corporate, asset backed etc.

***REVIEW:***

This policy will be reviewed no more than 2 years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.

***SCHEDULE 1*****RISKS****Risk Profile**

Council officers will take a conservative approach to assessing risk.

**Diversification Risk**

The risk associated with the size of loss relative to the total portfolio from placing investments with a single or relatively small number of funds, notes or product styles.

Council officers will be diligent when placing investments such as managed funds or floating rate notes to avoid products that have invested in the same underlying assets.

**Duration Risk**

When selecting investment products with a duration beyond 48hr, particular attention is to be given to what is being rated, principal and interest, principal or principal at maturity. For products where the rating is for principal only or principal at maturity, the risk of losing income can increase with long duration products. The particular product should be assessed on the probability of capital loss, return loss and inflation erosion.

Council funds will not be invested in long duration products with a high principal on maturity rating based on a third party underwriting.

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## **19.4 Investment Policy (12-PI-002)...(Cont'd)**

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### Institution Risk:

The risk associated with concentrating the portfolio with one institution.

Finance staff will actively monitor the portfolio to identify both the fund manager and the investing institution for investments held and maintain the portfolio within the investment parameters.

### Product Risk

A number of State Governments have strict statutory controls on the type of products and markets that local government may invest in. As a result there are products in the market structured so that they fit the definition of a highly rated cash investment while the fund has a high (up to 100%) exposure to equities or structured debt products. Council funds will not be invested in these products.

Any product offering significantly higher return than its peers must have undergone stress testing for both return and capital loss and the product endorsed in writing by the Council's investment advisor, before any funds are invested.

All investment products should also be reviewed on the basis that the investment adheres to the intent as well as the letter of this policy.

### Sector Risk

Sector Risk refers to the risk associated with having a high portion of a portfolio exposes to the same market sector.

A portfolio can be diversified across institutions but if they have all invested in the same market sector the level of exposure to that market is increased.

The Finance Department will also monitor the total asset allocations of the portfolio across all investments to ensure sector risk allocations are identified and managed.

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## 19.4 Investment Policy (12-PI-002)...(Cont'd)

### SCHEDULE 2

#### Standard and Poors Credit Ratings Definitions

(this schedule is an extract from Standard and Poors website Oct 2014)

A Standard & Poor's issue credit rating is a forward-looking opinion about the creditworthiness of an obligor with respect to a specific financial obligation, a specific class of financial obligations, or a specific financial program (including ratings on medium-term note programs and commercial paper programs). It takes into consideration the creditworthiness of guarantors, insurers, or other forms of credit enhancement on the obligation and takes into account the currency in which the obligation is denominated. The opinion reflects Standard & Poor's view of the obligor's capacity and willingness to meet its financial commitments as they come due, and may assess terms, such as collateral security and subordination, which could affect ultimate payment in the event of default.

#### What do the letter ratings mean

AAA	An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.
BBB	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation
<b>BB; B; CCC; CC; and C-</b>	Obligations rated 'BB', 'B', 'CCC', 'CC', and 'C' are regarded as having significant speculative characteristics. 'BB' indicates the least degree of speculation and 'C' the highest. While such obligations will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposures to adverse conditions.

## 19.4 Investment Policy (12-PI-002)...(Cont'd)

BB	An obligation rated 'BB' is less vulnerable to non payment than other speculative issues. However, it faces major ongoing uncertainties or exposure to adverse business, financial, or economic conditions which could lead to the obligor's inadequate capacity to meet its financial commitment on the obligation.
B	An obligation rated 'B' is more vulnerable to non payment than obligations rated 'BB', but the obligor currently has the capacity to meet its financial commitment on the obligation. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitment on the obligation.
CCC	An obligation rated 'CCC' is currently vulnerable to non payment, and is dependent upon favourable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation. In the event of adverse business, financial, or economic conditions, the obligor is not likely to have the capacity to meet its financial commitment on the obligation.
CC	An obligation rated 'CC' is currently highly vulnerable to non payment. The 'CC' rating is used when a default has not yet occurred, but Standard & Poor's expects default to be a virtual certainty, regardless of the anticipated time to default.
C	An obligation rated 'C' is currently highly vulnerable to non payment, and the obligation is expected to have lower relative seniority or lower ultimate recovery compared to obligations that are rated higher.
D	An obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless Standard & Poor's believes that such payments will be made within five business days in the absence of a stated grace period or within the earlier of the stated grace period or 30 calendar days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.

Note: Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

### Are Credit Ratings indicators of investment merit

While investors may use credit ratings in making investment decisions, Standard & Poors ratings are NOT indications of investment merit. In other words, the ratings are not buy, sell, or hold recommendations, or a measure of asset value. Nor are they intended to signal the suitability of an investment. They speak to one aspect of an investment decision - credit quality - which in some cases, may include our view of what investors can expect to recover in the event of default.

**19.4 Investment Policy (12-PI-002)...(Cont'd)**

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In evaluating an investment, investors should consider, in addition to credit quality, the current make-up of their portfolios, their investment strategy and time horizon, their tolerance for risk, and an estimation of the security's relative value in comparison to other securities they might choose.

**Why do Credit Ratings change**

The reasons for ratings adjustments vary, and may be broadly related to overall shifts in the economy or business environment or more narrowly focused on circumstances affecting a specific industry, entity, or individual debt issue.

In some cases, changes in the business climate can affect the credit risk of a wide array of issuers and securities. For instance, new competition or technology, beyond what might have been expected and factored into the ratings, may hurt a company's expected earnings performance, which could lead to one or more rating downgrades over time. Growing or shrinking debt burdens, hefty capital spending requirements, and regulatory changes may also trigger ratings changes.

While some risk factors tend to affect all issuers - an example would be growing inflation that affects interest rate levels and the cost of capital - other risk factors may pertain only to a narrow group of issuers and debt issues. For instance, the creditworthiness of a state or municipality may be impacted by population shifts or lower incomes of taxpayers, which reduce tax receipts and ability to repay debt.

**Are Credit Ratings absolute measures of default probability**

Since there are future events and developments that cannot be foreseen, the assignment of credit ratings is not an exact science. For this reason, Standard & Poor's ratings opinions are not intended as guarantees of credit quality or as exact measures of the probability that a particular issuer or particular debt issue will default.

Instead, ratings express relative opinions about the creditworthiness of an issuer or credit quality of an individual debt issue, from strongest to weakest, within a universe of credit risk. The likelihood of default is the single most important factor in the assessment of creditworthiness.

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**DECISION: 13/10/2014****RESOLUTION: (1):****Moved Alderman R I Soward, seconded Alderman D H McKenzie.****That the Recommendation be adopted.****CARRIED UNANIMOUSLY 11:0**

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**19.5 Annual Financial Statements for the Year Ended 30 June 2014****FILE NO:** SF2633**AUTHOR:** Paul Gimpl (Manager Finance)**DIRECTOR:** Michael Tidey (Director Corporate Services)

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**DECISION STATEMENT:**

To receive the annual financial statements for the year ended 30 June 2014.

**PREVIOUS COUNCIL CONSIDERATION:**

Audit Panel 25 September 2014 - Panel authorise the General Manager to sign Management Representation letter and Financial Statements declaration.

**RECOMMENDATION:**

1. The Council, pursuant to Section 84(4) of the Local Government Act 1993, receive the audited financial statements for the year ended 30 June 2014 and note that
  - a) The General Manager has certified the financial statements in accordance with Section 84(3); and
  - b) The financial statements have been audited by the Auditor General in accordance with Section 84(1) and the statements have received an unqualified audit opinion.
  
2. The Council further note that pursuant to Section 72 of the Local Government Act 1993 the financial statements will be included in the Annual report.

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**DECISION: 13/10/2014****RESOLUTION: (1):****Moved Alderman R I Soward, seconded Alderman D C Gibson.****That the Recommendation be adopted.****CARRIED UNANIMOUSLY 11:0**

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## 19.6 Review of Local Government (General) Regulations 2005

**FILE NO:** SF0081

**DIRECTOR:** Michael Tidey (Director Corporate Services)

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### **DECISION STATEMENT:**

To consider the matters raised in the September 2014 Discussion Paper prepared by the State Government (Local Government Division) Department of Premier and Cabinet and provide comment.

To identify any other matters in the General Regulations that the Council considers should also be reviewed.

### **PREVIOUS COUNCIL CONSIDERATION:**

SPPC Meeting 6 October 2014 - Item 4.2

### **RECOMMENDATION:**

That Council approve the comments made in the body of this report for submission to the Local Government Association of Tasmania for inclusion in the review of the *Local Government (General) Regulations 2005* being conducted by the State Government (Local Government Division) Department of Premier and Cabinet.

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**Mr J Davis (Manager Corporate Strategy) was in attendance to answer questions of Council in respect of Agenda Items 19.6 – 19.8 inclusive.**

**Ald R J Sands withdrew from the meeting at 2.59pm.**

**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman D H McKenzie, seconded Alderman R I Soward.**

**That the Recommendation be adopted.**

**CARRIED 10:0**

**ABSENT. DID NOT VOTE - Ald R J Sands.**

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## COUNCIL MINUTES

Monday 13 October 2014

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### 19.7 Draft Local Government Amendment (Code of Conduct) Bill 2014

**FILE NO:** SF2213

**AUTHOR:** John Davis (Manager Corporate Strategy)

**DIRECTOR:** Michael Tidey (Director Corporate Services)

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#### **DECISION STATEMENT:**

To consider the draft Local Government Amendment (Code of Conduct) Bill 2014.

#### **PREVIOUS COUNCIL CONSIDERATION:**

SPPC 6 October 2014 - Minute Item 4.3

#### **RECOMMENDATION:**

That Council:

1. Notes the contents of the attachments:
    - Summary of Proposed Amendments to the Local Government Amendment (Code of Conduct) Bill 2014
    - Flowchart for proposed new code of conduct process
    - Consultation draft of the Local Government Amendment (Code of Conduct) Bill 2014
    - Secretary of DPAC letter to CEO LGAT
  2. With regard to the Code of Conduct, requests that the Local Government Association of Tasmania (LGAT) ask the Department of Premier and Cabinet (DPAC) to consider:
    - including the option for informal resolution of councillor disputes in the complaint assessment stage of the code of conduct process; and
    - flexibility around sanctions of Aldermen, particularly in situations where suspension from office is not required. Consideration may be given to allow the Alderman to attend meetings but not be entitled to allowances.
- 

**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman D H McKenzie, seconded Alderman R I Soward.**

**That the Recommendation be adopted.**

**CARRIED 10:0**

**ABSENT. DID NOT VOTE - Ald R J Sands.**

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**19.8 Local Government Association of Tasmania General Meeting Submissions****FILE NO:** SF2217**AUTHOR:** John Davis (Manager Corporate Strategy)**DIRECTOR:** Michael Tidey (Director Corporate Services)

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**DECISION STATEMENT:**

To consider items for submission to the Local Government Association of Tasmania General Meeting on 19 November 2014.

**PREVIOUS COUNCIL CONSIDERATION:**

SPPC 6 October 2014 - Item 4.4

**RECOMMENDATION:**

That Council endorses the following item being tabled at the Local Government Association of Tasmania 19 November 2014 General Meeting:

*That LGAT and State Treasury undertake an evidence based study into the scale of funds from the Heavy Vehicle Motor Tax Revenue that should be distributed to Local Government to offset damage caused by heavy vehicles on local roads.*

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**Ald R J Sands re-attended the meeting at 3.02pm.**

**DECISION: 13/10/2014****RESOLUTION: (1):****Moved Alderman R L McKendrick, seconded Alderman A C Peck.****That the Recommendation be adopted.****CARRIED UNANIMOUSLY 11:0**

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## COUNCIL MINUTES

Monday 13 October 2014

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### 20 GENERAL MANAGER

#### 20.1 North Bank Masterplan Amendments

**FILE NO:** SF3068

**AUTHOR:** Matthew Skirving (Manager Architectural Services)

**GENERAL MANAGER:** Robert Dobrzynski (General Manager)

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#### **DECISION STATEMENT:**

To consider modifications to the North Bank Masterplan to ensure cohesive integration between the public open space precinct at North Bank, and the amended Silo redevelopment proposal.

#### **PREVIOUS COUNCIL CONSIDERATION:**

Council Meeting 23<sup>rd</sup> September 2013  
Item 17.2 North Bank Masterplan.

Council Meeting 3<sup>rd</sup> December 2013  
Item 14.1 North Bank Land Use Study.

SPPC Workshop 15<sup>th</sup> September 2014  
Update on amendments to the Silo Development and Former Woolstore building.

#### **RECOMMENDATION:**

That in consideration of:

1. The opportunities for enhanced visual and physical connectivity, more functional integration between proposed site activity areas, lower ongoing maintenance and operating costs, and enhanced public space design outcomes created by the proposed removal of the remaining Woolstore building.
  2. The importance of ensuring cohesive integration of the public open space areas created by the North Bank project, and the Silo Hotel development.
  3. Recent amendments to the scope and arrangement of the proposed Silo Hotel project, as per the Development Application DA0423/2014 lodged with Council on 17<sup>th</sup> September 2014.
  4. The request to demolish and salvage construction materials from the Woolstore building, for use as feature elements in the Silo's development project by the Silo's Hotel developer, at no cost to Council apart from waste material
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**20.1 North Bank Masterplan Amendments...(Cont'd)**

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The Council determines to amend the current North Bank Masterplan to include:

1. Modifications to the proposed levee-top walkway and eastern connection to the Silo's development site.
2. Removal of the Woolstore building, currently proposed for only partial retention, and replacement with new landscaping features to represent the former building footprint.
3. Construction of purpose built shade and shelter structures, in multiple locations across the site, to replace the single consolidated undercover area proposed by the current Masterplan (by the partial retention of the Woolstore roof structure).
4. Introduction of new interpretation material recording the historical value of the development and industrial activities of the site area, including display of the industrial equipment (mechanical wool presses) salvaged from the Woolstore buildings.
5. Where possible, use of remaining viable salvaged material from the Woolstore building, in the construction of new elements on the North Bank site.

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**Mr M Skirving (Manager Architectural Services) was in attendance to answer questions of Council in respect of this Agenda Item.**

**This item was dealt with at 2.41pm after consideration of item 19.1.**

**Duncan Burns spoke to this item.**

**Peter Lewis spoke to this item.**

**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman D H McKenzie, seconded Alderman R I Soward.**

**That this item be deferred to the next Council meeting.**

**CARRIED 6:5**

**FOR VOTE - Ald D H McKenzie, Ald A L Waddle, Ald R L McKendrick, Ald R I Soward, Ald I S Norton, Ald D C Gibson**

**AGAINST VOTE - Ald A M van Zetten, Ald R L Armitage, Ald R J Sands, Ald A C Peck, Ald J G Cox**

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**20.2 Special Council Meeting - Declaration of Office****FILE NO:** SF0095 / SF2346 / SF6211**AUTHOR:** Sonya Gallery (Corporate Governance Officer)**GENERAL MANAGER:** Robert Dobrzynski (General Manager)

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**DECISION STATEMENT:**

To consider holding a Special Meeting of Council to undertake the Declaration of Office of elected Aldermen following the 2014 local government election.

**PREVIOUS COUNCIL CONSIDERATION:**

N/A

**RECOMMENDATION:**

That Council determine:

1. pursuant to Regulation 4(8) of the *Local Government (Meeting Procedures) Regulations 2005* that a Special Meeting of Council be convened to be held at the Town Hall, St John Street, Launceston, commencing at 3.30pm on Tuesday 4 November 2014
  2. in the event that the ordinary election result has not been determined by the Electoral Commission in a manner timely for the Special Meeting on Tuesday 4 November 2014 to proceed, the Council further determines, pursuant to Regulation 4(8) of the *Local Government (Meeting Procedures) Regulations 2005*, that a Special Meeting of Council be convened on Monday 10 November 2014, commencing 3.30pm to be held at the Town Hall, St John Street, Launceston
  3. the business of the Special Meeting be as follows:
    - a. swearing of the Aldermen's Declaration of Office and the robing of Aldermen elected to the Launceston City Council at the 2014 Tasmanian local government election and
    - b. determination of the first ordinary meeting of Council and first meeting of the Strategic Policy and Planning Committee
- 
-

## 20.2 Special Council Meeting - Declaration of Office...(Cont'd)

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Mr R Dobrzynski (General Manager) was in attendance to answer questions of Council in respect of this Agenda Item.

**DECISION:** 13/10/2014

**RESOLUTION:** (1):

Moved Alderman R I Soward, seconded Alderman A C Peck.

That the Recommendation be adopted.

**CARRIED 10:1**

**AGAINST VOTE - Ald A L Waddle.**

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**20.3 Audit Panel Meeting - 25 September 2014****FILE NO:** SF3611**AUTHOR:** Paul Gimpl (Manager Finance)**DIRECTOR:** Robert Dobrzynski (General Manager)

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**DECISION STATEMENT:**

To receive and consider a report from the Audit Panel following the meeting on 25 September 2014.

**RECOMMENDATION:**

That the report from the Audit Panel meeting held on 25 September 2014 be received.

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**Mr P Gimpl (Manager Finance) was in attendance to answer questions of Council in respect of this Agenda Item.**

**DECISION: 13/10/2014****RESOLUTION: (1):**

**Moved Alderman D H McKenzie, seconded Alderman R L McKendrick.**

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY 11:0**

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**21 URGENT BUSINESS**

Nil

**22 INFORMATION / MATTERS REQUIRING FURTHER ACTION**

Nil

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**23 CLOSED COUNCIL**

- 23.1 Directions for Planning Appeal No 87\_14 P for 14A Como Crescent, Newstead**
- 23.2 Local Government Association of Tasmania - Election of President**
- 23.3 Report from General Manager's Contract and Performance Review Committee**

**DECISION: 13/10/2014**

**RESOLUTION: (1):**

**Moved Alderman D H McKenzie, seconded Alderman R I Soward.**

**That Minutes Item(s) 23.1 - 23.3 be considered within closed session pursuant to the authority contained within regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2005*, which permits the meeting to be closed to the public for business relating to the following:**

- 23.1 Directions for Planning Appeal No 87\_14 P for 14A Como Crescent, Newstead**
  - (h) matters relating to actual or possible litigation taken by or involving the Council.**
- 23.2 Local Government Association of Tasmania - Election of President**
  - (j) the personal affairs of any person**
- 23.3 Report from General Manager's Contract and Performance Review Committee**
  - (a) as it concerns personnel matters.**

**CARRIED UNANIMOUSLY AND BY ABSOLUTE MAJORITY 11:0**

**Council moved into closed session at 3.07pm.**

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## 24 MEETING CLOSURE

The Mayor closed the meeting at 3.55pm.

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