



City of
LAUNCESTON

COUNCIL AGENDA

**COUNCIL MEETING
MONDAY 28 SEPTEMBER 2015
1.00pm**

City of Launceston

COUNCIL AGENDA

Monday 28 September 2015

Notice is hereby given that the Ordinary Meeting of the City of Launceston Council will be held at the Council Chambers:

Date: 28 September 2015

Time: 1.00pm

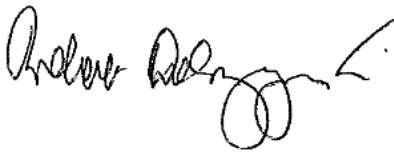
Section 65 Certificate of Qualified Advice

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 Agenda Items for this meeting.



Robert Dobrzynski
General Manager

ORDER OF BUSINESS

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1 OPENING OF MEETING - ATTENDANCE AND APOLOGIES**2 DECLARATION OF INTERESTS**

Local Government Act 1993 - Section 48

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

3 CONFIRMATION OF MINUTES

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

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of the City of Launceston Council held on 14 September 2015 be confirmed as a true and correct record.

4 DEPUTATIONS

No Deputations have been identified as part of this Agenda.

Meeting - Public Speaking Protocol Statement (as read by the General Manager)

Only residents, ratepayers or people on the Electoral Roll of City of Launceston may address an item on the Agenda. Before commencing you will need to state your name and address. Generally speaking time is limited to two minutes. No extension of time is permitted. Comments and statements are not to be defamatory, offensive or abusive, or be designed to embarrass any person, including Aldermen or Officers. Statements are not to be repetitive of statements or points already made. Several people repeating a common position should nominate a single speaker on their behalf. The Mayor may ask a member of the gallery to cease speaking if the above procedures are not followed. You must speak for, or against the recommendation, not ask questions of Aldermen or Officers or attempt to enter into debate with Aldermen or Officers. Statements can only be made either directly relating to supporting the recommendation or arguing against it.

5 PETITIONS

Local Government Act 1993 - Section 58

No Petitions have been identified as part of this Agenda.

6 COMMUNITY REPORTS

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

No Community Reports have been registered with Council as part of this Agenda.

7 PUBLIC QUESTION TIME

Local Government (Meeting Procedures) Regulations 2015 - Regulation 31

7.1 Public Questions On Notice

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

(Questions on Notice must be in writing and should be received by the General Manager at least seven days before the relevant Council Meeting. Questions on Notice will be researched by Council Officers and both the Question On Notice (as received) and the response will be provided at the Council Meeting and a reply in writing will also be provided).

7.2 Public Questions Without Notice

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

(Members of the public who ask Questions Without Notice at a meeting will have both the question and any answer provided recorded in the Minutes. Council Officers will endeavour to answer the question asked at the meeting, however, that is not always possible and more research may be required. If an answer can not be provided at the Meeting, the question will be treated as a Question On Notice. A response will be provided at the next Council Meeting.)

Under the provisions of the *Land Use Planning and Approvals Act 1993*, Council acts as a Planning Authority in regard to items included in Item 8 - Planning Authority.

8 PLANNING AUTHORITY

No Development Applications have been registered with Council as part of this Agenda.

9 ANNOUNCEMENTS BY THE MAYOR

9.1 Mayor's Announcements

FILE NO: SF2375

Wednesday 16 September

- Launched and attended the Peace Garden Veggie Box Project at the University of Tasmania

Thursday 17 September

- Attended a Public Citizenship Ceremony at the Albert Hall
- Attended and presented the Legion of Honour Medal at the Fred French Nursing Home
- Officiated and attended the BOFA Film Festival at St John Craft Beer

Friday 18 September

- Attended the Legana Christian Church 20 Year Celebration Dinner at Tailrace

Saturday 19 September

- Attended the North Launceston Bowls and Community Club 2015 Open Day

Monday 21 September

- Attended the NTD Chinese Delegate Visit Welcome Reception Dinner at the Country Club Casino

Tuesday 22 September

- Attended the Civic Reception Function to welcome the Australian Golf Croquet Championships to Launceston at the Town Hall

Wednesday 23 September

- Attended Singfest 2015 at the Albert Hall

Thursday 24 September

- Attended the Launceston College production of Dance Fever at the Door of Hope
-

9.1 Mayor's Announcements...(Cont'd)

Friday 25 September

- Attended the Master Tree Growers Association Dinner at Pierre's Restaurant

Saturday 26 September

- Attended the Launch of the Spirit of ANZAC Centenary Experience at the Silverdome
- Attended the Rotary Club of Tamar Sunrise Great Gatsby Themed Cocktail Party at Chalmers Church

Sunday 27 September

- Attended the official opening of the Launceston Flood Authority Risk Management Project at Levee Observation Deck
 - Attended the St Patrick River Progress Association's Official Opening of the new Nursery at Nunamara
-

10 ALDERMEN'S REPORTS

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

11 QUESTIONS BY ALDERMEN**11.1 Questions On Notice**

Local Government (Meeting Procedures) Regulations 2015 - Regulation 30

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

11.2 Questions Without Notice

Local Government (Meeting Procedures) Regulations 2015 - Regulation 29

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

12 COMMITTEE REPORTS**12.1 Heritage Advisory Committee Meeting - 27 August 2015****FILE NO:** SF2965**AUTHOR:** Fiona Ranson (Urban Design & Heritage Planner)**DIRECTOR:** Leanne Hurst (Director Development Services)

DECISION STATEMENT:

To receive and consider a report from the Heritage Advisory Committee's meeting held on 27 August 2015.

RECOMMENDATION:

That Council:

1. Receives the report from the Heritage Advisory Committee meeting held on 27 August 2015;
 2. Writes to the State Planning Reform Taskforce to request that the Council and Heritage Advisory Committee be advised of any proposed amendments that may impact on the City of Launceston's heritage projects; and
 3. Agrees to allocate up to \$2,000 from the Heritage Advisory Committee budget towards the repair of solar panels for the lighting of the Strathroy Bridge.
-

REPORT:

The Heritage Advisory Committee met on Thursday, 27 August 2015.

The Committee noted the following items:

- Terms of Reference - Amendments
 - HAC Briefing for new Aldermen
 - CH Smith Site - Update
 - Duck Reach - Update
 - Public Buildings - Maintenance issues
 - Development issues and the 'Local' Heritage List
 - Government Cottage Plaque - Update
-

12.1 Heritage Advisory Committee Meeting - 27 August 2015...(Cont'd)

The following items were discussed:

- Heritage Planning Review
- Strathroy Bridge Lighting
- Launceston's City Heart - Quadrant Mall Upgrade
- HAC Briefing for new Aldermen

Heritage Planning Review

Richard Jamieson, Manager Planning Services, reported that progress was being made by the state Planning Reform Taskforce which may affect the prioritisation of the City of Launceston's heritage projects. It was agreed that a letter should be sent to the Planning Reform Taskforce requesting that the Council/Committee be informed of any developments in this regard.

Strathroy Bridge Lighting

It has been noted that often the lighting has not appeared to be operational and investigations found that *vegetation was not obscuring the lights and that* the lights and solar panels have been damaged. Matthew Smithies from the National Trust has been in contact with Shaw Contracting regarding carrying out the required repairs, and also movement of the large solar panel poles due to their proximity to the bridge. It was agreed that the Committee may be in a position to support the project once again and assist with the costs of this work. It was moved that the Committee make a recommendation that Council approve an allocation of up to \$2000 to assist the National Trust with the repair of the lights and/or solar panels and movement of the poles to a more appropriate location.

Launceston's City Heart - Quadrant Mall Upgrade

Recreation Planner Aaron Mullins provided a briefing on the status of the project on behalf of 'City Heart' Project Manager Damien Fitzgerald, including the overall design and potential for heritage interpretation.

Chris Bonner, Heritage Tasmania, advised that there had been some concern with the paving works in Dicky White's Lane with concrete being poured against heritage building fabric (potentially preventing air flow and increasing the chances of rising damp). This issue is now being addressed for future paving works. It was agreed that members would provide comment to the Project Manager in regard to historical interpretation across the City.

ECONOMIC IMPACT:

N/A

12.1 Heritage Advisory Committee Meeting - 27 August 2015...(Cont'd)

ENVIRONMENTAL IMPACT:

N/A

SOCIAL IMPACT:

N/A

STRATEGIC DOCUMENT REFERENCE:

N/A

BUDGET & FINANCIAL ASPECTS:

N/A

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.



Leanne Hurst: Director Development Services

12.2 Cataract Gorge Advisory Committee Report - 6 August 2015**FILE NO:** SF0839**AUTHOR:** Andrew Smith (Parks and Recreation Manager)**DIRECTOR:** Harry Galea (Director Infrastructure Services)

DECISION STATEMENT:

To receive and consider a report from the Cataract Gorge Advisory Committee.

RECOMMENDATION:

That Council, in respect to recommendations from a meeting of the Cataract Gorge Advisory Committee held on 6 August 2015, resolves to appoint Anna Coxen, Samantha Denmead and Lionel Morrell as the three community members on the Cataract Gorge Advisory Committee for a two-year period expiring on 28 September 2017.

REPORT:

A meeting of the Cataract Gorge Advisory Committee was held on 6 August 2015 and the following items were discussed:

1. Retiring Community Members and Appointment of New Community Members

Alderman Janie Finlay, on behalf of the Cataract Gorge Advisory Committee (CGAC), thanked retiring community representatives Geoffrey Drake and Leslie Hodge for their services.

The community member's positions are due every two years and nominations were requested with a public notice in the Examiner. Following the review of six applications by the selection panel of the Cataract Gorge Advisory Committee the following applicants were recommended: Anna Coxen, Samantha Denmead and Lionel Morrell.

2. Reimagining the Gorge Project Update

The CGAC considered the Green Paper at a workshop held on the 18 June 2015. The computer based survey of the Green Paper showed very high levels of agreement on 7 out of the 8 themes listed. A future meeting will be held with the steering committee to review the White Paper report which will be available mid-September 2015.

3. Basin Cottage and Volunteer Report

It was reported that the visitor numbers have declined during the winter season however we have a good support from locals at special events such as the 'Gorgeous Walks'.

12.2 Cataract Gorge Advisory Committee Report - 6 August 2015...(Cont'd)

4. Basin Concert Update

To date there has been no formal submissions received. Clint Pease has submitted for a Council grant application.

5. Fairy Dell

Some sycamore trees and some dead trees in the Fairy Dell have been removed and replanting has occurred so it will take some time for this area to recover.

6. BBQ and Stone Shelter Update

The works have stopped during this winter season due to wet weather and will recommence in spring. It is anticipated that the completion will be prior to the Basin Pool re-opening in November.

7. Security Services - Basin

There have been some challenges in providing the security services in the Basin area. The security service for the coming season will soon be advertised through the procurement process.

8. Hydro and Water Releases

There are a series of water releases planned for the Gorge as part of a project to replace valves in the dam wall.

ECONOMIC IMPACT:

N/A

ENVIRONMENTAL IMPACT:

N/A

SOCIAL IMPACT:

N/A

STRATEGIC DOCUMENT REFERENCE:

N/A

12.2 Cataract Gorge Advisory Committee Report - 6 August 2015...(Cont'd)

BUDGET & FINANCIAL ASPECTS:

N/A

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.



Harry Galea: Director Infrastructure Services

12.3 Heritage Forest Advisory Committee Meeting - 2 September 2015**FILE NO:** SF6371**AUTHOR:** Andrew Smith (Parks and Recreation Manager)**DIRECTOR:** Harry Galea (Director Infrastructure Services)

DECISION STATEMENT:

To receive and consider a report from the Heritage Forest Advisory Committee.

RECOMMENDATION:

That Council receives the report from the Heritage Forest Advisory Committee meeting held on 2 September 2015.

REPORT:

The Committee discussed the following items at its meeting on 2 September 2015:

1. Community Garden Update

Works are progressing. The outbuilding is nearly ready for use and $\frac{3}{4}$ of the garden beds have been filled with soil. Posts have been delivered for fruit trees. Funding for four tanks to collect rainwater from buildings has been secured. Toilet block is still under construction. Application to TasWater for disconnection and reconnection of water supply has stalled, still waiting for site meeting. Powranna donated a free load of compost. The proposed license agreement with Youth Futures will need to be determined by Council.

2. New Change Room Update

Development approval has been granted. Engineering drawings have commenced. Building approval expected by end of November. Construction expected to commence in February. Up and running by next soccer season.

3. Path to Native Plant Garden

A design for the path was presented. The cost estimate included in the budget for 2016-17 was \$30,000. It was requested that general slashing and mowing the path alignment is undertaken for the 10th year celebration in October.

12.3 Heritage Forest Advisory Committee Meeting - 2 September 2015...(Cont'd)

4. Tasmanian Native Plant Garden Sign

The designs for the interpretation sign and the large orientation sign for the gate were presented. Thank you to Tammy Edmunds and Louise Skabo for their work on the signs. Additional orientation blades to the existing sign were also discussed.

5. Pedal Buggy Tours Update

The proposal is being presented to Council shortly for consideration.

6. Plaque for Former Alderman Annette Waddle

The proposal has been accepted by Council. Trevor has been unable to contact former Alderman Annette Waddle. Plaque will be ordered once consent has been given.

7. General Business

- (i) It was reported that the locking mechanism on the boom gate has been broken and earthworks have occurred in the park below the native garden at the rear of one of the houses.
- (ii) Gus Green thanked Rob Brunnings for donating the posts and Powranna for donating the compost and provided his volunteer registration form.
- (iii) Russ Jackson has requested removing trees above car park to increase surveillance and to reduce antisocial behaviour in the car park and raised the issue with illegal motorbikes. If access points can be identified, City of Launceston will reinforce entrances.
- (iv) Peter Longman asked if City of Launceston could be involved in publicity for the 10th year anniversary and potentially provide catering.

ECONOMIC IMPACT:

N/A

ENVIRONMENTAL IMPACT:

N/A

SOCIAL IMPACT:

N/A

12.3 Heritage Forest Advisory Committee Meeting - 2 September 2015...(Cont'd)

STRATEGIC DOCUMENT REFERENCE:

N/A

BUDGET & FINANCIAL ASPECTS:

N/A

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.



Harry Galea: Director Infrastructure Services

13 COUNCIL WORKSHOPS

Council Workshops conducted on 21 September 2015 were:

- Rates and Charges Policy 23-PI-101
 - Lilydale Pool Fees and Charges
 - Periodical Presentation by Tasmania Police
 - Demographic Information Resources
-

14 NOTICES OF MOTION

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

14.1 Notice of Motion - Alderman S R F Wood - Events Funding

FILE NO: SF5547/SF6274

AUTHOR: Anthea Rooney (Committee Clerk)

GENERAL MANAGER: Robert Dobrzynski (General Manager)

DECISION STATEMENT:

To consider additional event sponsorship.

PREVIOUS COUNCIL CONSIDERATION:

13 July 2015 - Item 15.1 - Event Sponsorship - Round 1, 2015/2016

24 August 2015 - Item 15.1 - Event Sponsorship - Round 2, 2015/2016

RECOMMENDATION:

That Council determine to provide additional funding in light of the high calibre and number of applications for events funding received.

Had the threshold for funding been lower, the recommended funding amounts would have been allocated to the following events receiving the high score of 65% and greater.

	Round	Score	Request	Recommendation	
Chilli Skyfire	2	69%	\$10,000	75% of \$10,000	\$7,500
Festival of Voices	2	67%	\$20,000	75% of \$20,000	\$15,000
Fusion Advent Pagent	1	65%	\$5,000	75% of \$5,000	\$3,750
				Total	\$26,250

REPORT:

Due to events funding rounds one and two being exhausted these three events missed out on funding. However they all scored 65% and above, obviously they are worthy of support. These events are proven performers that fit the criteria adding vibrancy, social and economic benefit to our city. These events represent interest groups from a broad cross section of the Launceston community.

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

OFFICER COMMENTS:

Mrs L Hurst (Director Development Services) and Ms A Walsh (Grants and Sponsorship Officer):

A total of six events (across Event Sponsorship Rounds 1 and 2) received a score >50% but were not recommended to receive funding as a result of the budget allocation (i.e. \$85,000 per round) being fully expended.

The table below provides details of percentages received and what the individual recommendations would have been had sufficient funds been available within the 2015/2016 Event Sponsorship budget.

Organisation	Round	Event	Agreed SPL	%	Maximum \$ (based on %)
Fusion Australia	1	Launceston Advent Pageant	1	65	\$3,750
Down Syndrome Tasmania	1	Step Up For Down Syndrome	1	58	\$1,000
Chilli FM	2	Chilli Skyfire	2	69	\$7,500
Festival of Voices	2	Festival of Voices	3	67	\$11,250
St Giles Society	2	Balfour Burn for St. Giles	1	56	\$2,500
Opcon Pty Ltd	2	The Basin Concert	2	55	\$5,000
Total					\$31,000

It should be noted that the final SPL for any event is determined by the assessment panel and may differ from the request contained in the application.

Mrs L Purchase (Governance and Planning Coordinator):

For reference, Minutes of Council decisions from 13 July 2015 (Item 15.1 - Event Sponsorship - Round 1, 2015/2016) and 24 August 2015 (Item 15.1 - Event Sponsorship - Round 2, 2015/2016) are included as Attachments 2 and 3 respectively.

The original decisions included specific reference to funding not being provided because the available funds for the program had been fully utilised.

ECONOMIC IMPACT:

N/A

ENVIRONMENTAL IMPACT:

N/A

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

SOCIAL IMPACT:

N/A

STRATEGIC DOCUMENT REFERENCE:

N/A

BUDGET & FINANCIAL ASPECTS:

Mrs L Hurst (Director Development Services)

The Events Sponsorship budget is fully expended and the Tourism budget has been depleted by the request from Tourism Northern Tasmania for the Tourism Infrastructure Audit report and by the review of the Events Strategy.

The only logical area from which the proposed \$26,250 additional expenditure on Events Sponsorship could be sourced (within the Development Services budget) is the Community Grants budget. The second of three rounds of the Community Grants 2015/16 program closed at the end of August. An allocation of up to \$20,000 is made per round across the three rounds. As round one was undersubscribed there is currently \$45,500 remaining in the Community Grants budget. After the closing date for applications, round two is oversubscribed. However, assessments have not yet been completed and at this stage it is unknown what the value of the round two funding recommendations will be.

If round two is fully expended, that would leave a balance of approximately \$25,500 that could potentially be applied to the additional events for which funding is being sought with this Notice of Motion. The consequence would be that round three of the Community Grants program would not be able to proceed.

Whilst there may be some further budget adjustments later in the financial year, with only one quarter completed it is difficult to find any other potential underspends.

Mr Michael Tidey (Director Corporate Services):

The motion requires the allocation of additional funds to the Events budget. The Development Services Director has identified a possible source within an area of the Directorate budget.

It is not possible at this early stage in the 2015/2016 financial year to be able to confirm the availability of funds for the reallocation from other areas within the budget.

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

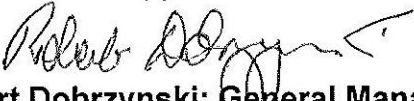
Therefore, it is proposed that reallocation within the Development Services Directorate budget occurs. This change is not an amendment of the Council's budget under section 82(2)(d) of the Local government Act 1993 as it does not involve a change to the estimated (total) expenditure of the Council.

Further reviews of the Council budget can occur to investigate future opportunities to reallocate funds to reinstate the Community Grants budget.

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.


Robert Dobrzynski: General Manager

ATTACHMENTS:

1. Notice of Motion - Alderman S R F Wood - Events Funding
 2. Minutes of Council decision from 13 July 2015 - Item 15.1 - Event Sponsorship - Round 1, 2015/2016
 3. Minutes of Council decision from 24 August 2015 - Item 15.1 - Event Sponsorship - Round 2, 2015/2016
-

CITY OF LAUNCESTON

MEMORANDUM

FILE NO: SF5547 / SF6274
 SW
 DATE: 3 September 2015

TO: Robert Dobrzynski General Manager
 c.c. Committee Clerks

FROM: Simon Wood Alderman

SUBJECT: Notice of Motion - Events Funding

In accordance with Clause 16 (5) of the *Local Government (Meeting Procedures) Regulations 2015* please accept this Notice of Motion for placement on the agenda of the Meeting of Council to be held on 14 September 2015.

Motion

That Council determine to provide additional funding in light of the high calibre and number of applications for events funding received.

Had the threshold for funding been lower, the recommended funding amounts would have been allocated to the following events receiving the high score of 65% and greater.

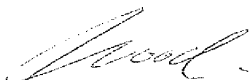
	Round	Score	Request	Recommendation
Chilli Skyfire	2	69%	\$10,000	75% of \$10,000 = \$7,500
Festival of Voices	2	67%	\$20,000	75% of \$20,000 = \$15,000
Fusion Advent Pagent	1	65%	\$5,000	75% of \$5,000 = \$3,750
				Total = \$26,250

Background

Due to events funding rounds one and two being exhausted these three events missed out on funding. However they all scored 65% and above, obviously they are worthy of support. These events are proven performers that fit the criteria adding vibrancy, social and economic benefit to our city. These events represent interest groups from a broad cross section of the Launceston community.

Attachments

Nil



Alderman Simon Wood

Attachment 2 - Minutes of Council decision from 13 July 2015 - Item 15.1 - Event Sponsorship - Round 1, 2015/2016

Council Meeting date - Monday, 13 July 2015

Item No. 15.1

TITLE: Event Sponsorship (Round 1) 2015/2016

FILE NO: SF6274

AUTHOR: Angela Walsh (Grants & Sponsorship Officer)

DIRECTOR: Leanne Hurst (Director Development Services)

DECISION STATEMENT:

To respond to requests for event sponsorship received in Round 1 2015/2016 (for events 1 August - 31 December 2015).

PREVIOUS COUNCIL CONSIDERATION:

N/A

RECOMMENDATION:

1. That the following event sponsorship applications receive the recommended sponsorship amounts:

No	Requestor	Details	Score	Requested	Recommend	SPL	Page
1	Encore Theatre Company Inc.	'Mary Poppins' - 29 October - 7 November	99%*	\$15,000	\$15,000	3	2 - 17
2	DanceSport Tasmania	2015 Tasmanian Open DanceSport Championships - 6-8 August	96%	\$15,000	\$15,000	3	18 - 32

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

3	Interweave Arts Association	Remade 2015 Wearable Art Fashion Show and Ball - 7 November	87%	\$5,000	\$5,000	1	33 - 44
4	Clifford Craig Medical Research Trust	Run for Your Heart - 4 October	87%	\$5,000	\$5,000	1	45 - 56
5	BOFA	The Tasmanian Breath of Fresh Air Film Festival - 4-8 November	87%	\$15,000	\$15,000	3	57 - 74
6	Make-A-Wish® Australia (Launceston Branch)	Run For A Wish Fun Run/Walk - 17 October	84%	\$5,000	\$5,000	1	75 - 85
7	The Rotary Club of Central Launceston	"Sally's Ride Tamar Valley Cycle Challenge" - 7 December	76%	\$10,000	\$7,500	2	86 - 98
8	Cycling Australia	Tour of Tasmania - Launceston Stage - 6 October	73%	\$15,000	\$11,250	3	99 - 110
9	Launceston Musical Society	Legally Blonde - 2-5 September	69%	\$5,000	\$3,750	1	111-121
10	Launceston City Cycling Club	Launceston Christmas Sports Carnival - 27 December 2015	66%	\$10,000	\$2,500	2	122-132

*Alderman Gibson declared an interest in the application received from Encore Theatre Company Inc. and withdrew from the assessment meeting whilst voting took place.

2. That the following event sponsorship applications not be funded by Council as a result of the Round 1 2015/2016 budget allocation (i.e. \$85,000) being fully expended:

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

No	Requestor	Details	Score	Requested	Recommend	Page #
11	Fusion Australia	Launceston Advent Pageant - 27 November	65%	\$5,000	\$0 Round budget allocation expended 1	133-143
12	Down Syndrome Tasmania	Step Up For Down Syndrome - 11 October	58%	\$2,000	\$0 Round budget allocation expended 1	144-154

3. That the following event sponsorship applications not be funded by Council as they each received a score less than the recommended level for funding (i.e. < 50%)

No	Requestor	Details	Score	Requested	Recommend	Page #
13	Enormity Inc.	Santa Run - 6 December	34%	\$2,500	Not Supported \$0	155-165
14	A Red Letter Day (Event Management)	Global Battle of the Bands (Launceston Heat) - September	28%	\$2,500	Not Supported \$0	166-176
15	Sundown Cinema	Seaport Outdoor Cinema - November/December	27%	\$4,800	Not Supported \$0	177-187
16	Apex Club of Tamar Inc.	Childrens' Carnivale - 28 November	21%	\$5,000	Not Supported \$0	188-198

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

Mr R Gillett (Acting Director Development Services), Ms A Walsh (Grants and Sponsorship Officer), Ms W Newton (Manager Community, Tourism & Events) were in attendance to answer questions of Council in respect of this Agenda Item.

DECISION: 13 July 2015

MOTION 1

Moved Alderman J Finlay, seconded Alderman D W Alexander.

That Item Number 1: Encore Theatre Company Inc. be considered separately.

CARRIED 9:1

FOR VOTE: Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman D H McKenzie, Alderman J G Cox, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman K Stojansek and Alderman E K Williams

ABSTAINED FROM VOTING: Alderman D C Gibson

Due to a declaration of pecuniary interest in Item Number 1: Encore Theatre Company Inc., Alderman D C Gibson withdrew from the meeting at 2.57pm

DECISION: 13 July 2015

MOTION 2

Moved Alderman J Finlay, seconded Alderman D W Alexander.

That Item Number 1: Encore Theatre Company Inc., receive the recommended sponsorship amount.

CARRIED ALL

FOR VOTE: Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman D H McKenzie, Alderman J G Cox, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman K Stojansek and Alderman E K Williams

ABSENT DUE to DECLARATION of PECUNIARY INTEREST: Alderman D C Gibson

Alderman D C Gibson re-attended the meeting at 2.58pm

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

DECISION: 13 July 2015

MOTION 3

Moved Alderman R L McKendrick, seconded Alderman J Finlay.

That Item Number 9: Launceston Musical Society be considered separately.

CARRIED 9:1

FOR VOTE: Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman D C Gibson, Alderman J G Cox, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman K Stojansek and Alderman E K Williams

ABSENT FROM VOTING: Alderman D H McKenzie

Due to a declaration of pecuniary interest IN Item Number 9: Launceston Musical Society, Alderman D H McKenzie withdrew from the meeting at 2.58pm

DECISION: 13 July 2015

MOTION 4

Moved Alderman R L McKendrick, seconded Alderman D W Alexander.

That Item Number 9: Launceston Musical Society receive the recommended sponsorship amount.

CARRIED ALL

FOR VOTE: Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman D C Gibson, Alderman J G Cox, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman K Stojansek and Alderman E K Williams

ABSENT DUE to DECLARATION of PECUNIARY INTEREST: Alderman D H McKenzie

Alderman D H McKenzie re-attended the meeting at 2.59pm

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

DECISION: 13 July 2015

MOTION 5

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

That Council consider the remaining Applications (2-8, 10-16) and adopt the Motion, as per the Recommendation to Council.

CARRIED ALL

FOR VOTE: Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman D H McKenzie, Alderman D C Gibson, Alderman J G Cox, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman K Stojansek and Alderman E K Williams

Attachment 3 - Minutes of Council decision from 24 August 2015 - Item 15.1 - Event Sponsorship - Round 2, 2015/2016

Council Meeting date - Monday, 24 August 2015

Item No. 15.1

TITLE: Event Sponsorship - Round 2 2015/2016

FILE NO: SF6274

AUTHOR: Angela Walsh (Grants & Sponsorship Officer)

DIRECTOR: Leanne Hurst (Director Development Services)

DECISION STATEMENT:

To respond to requests for event sponsorship received in Round 2 2015/2016 (for events 1 January - 30 June 2016).

PREVIOUS COUNCIL CONSIDERATION:

N/A

RECOMMENDATION:

1. That the following event sponsorship applications receive the recommended sponsorship amounts.

No	Request	Details	Score	Requested	Recommend	SPL	Page
1	Tamar Community Peace Trust	Community Festival for Peace - 22-24 July	93%	\$10,000	\$5,000	1	2-12
2	* Tennis Tasmania	Launceston Tennis International - 30 January - 7 February	89%	\$20,000	\$15,000	3	13-26
3	Cityprom	'Winterlicious' - 3-12 June	87%	\$10,000	\$10,000	2	27-38

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

4	Tasmanian Brick Enthusiasts Inc.	'Brixhibition' - 9-10 April	87%	\$5,000	\$5,000	1	39-49
5	RSPCA	'Million Paws Walk' - 15 May	84%	\$5,000	\$5,000	1	50-60
6	Multisport Tasmania Inc.	The Icebreaker Multisport Challenge - 20 or 29 May (TBC)	82%	\$5,000	\$5,000	1	61-72
7	Tasmanian Turf Club	Launceston Cup - 24 February	79%	\$20,000	\$15,000	4	73-84
8	Tasmanian Sports & Events	Womens' 5k - 6 March	78%	\$15,000	\$7,500	2	85-97
9	Cycling Tasmania	Cycling Australia National Junior Track Cycling Championships - 22-27 February	78%	\$10,000	\$7,500	2	98-109
10	Launceston Players Society Inc.	'Dad's Army' - 28 April - 7 May	75%	\$5,000	\$3,750	1	110-121
11	Beverage Events Service Team	Esk Craft Beer & Food Festival - 26-27 February	72%	\$15,000	\$6,250	2	122-136

2. That the following event sponsorship applications not be funded by Council as a result of the Round 2 2015/2016 budget allocation (i.e. \$85,000) being fully expended:

No	Request	Details	Score	Requested	Recommend	Page #
12	Chilli FM	Chilli Skyfire - 25 January	69%	\$10,000	\$0 2015/2016 budget allocation expended	137-148

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

13	Festival of Voices	Festival of Voices - 1-17 July	58%	\$20,000	\$0 2015/2016 budget allocation expended	149-161
14	St Giles Society	Balfour Burn for St. Giles - 1 May	56%	\$5,000	\$0 2015/2016 budget allocation expended	162-173
15	Opcon Pty Ltd	The Basin Concert - 9 January	55%	\$15,000	\$0 2015/2016 budget allocation expended	174-184

3. That the following event sponsorship applications not be funded by Council as they each received a score less than the recommended level for funding (i.e. < 50%)

No	Request	Details	Score	Requested	Recommend	Page #
16	Launceston Cataract Challenge	Launceston Cataract Challenge - 20 March (TBC)	47%	\$10,000	Not Supported \$0	185-199
17	Launceston Greyhound Racing Club	LCC Stakes - 16 May	38%	\$600	Not Supported \$0	200-209

Mrs L Hurst (Director Development Services) and Ms A Walsh (Grants & Sponsorship Officer) were in attendance to answer questions of Council in respect of this Agenda Item. Mrs L Hurst advised that the score for Festival of Voices in the provided table should have been 67% but it did not affect the final outcome.

The Mayor Alderman A M van Zetten, handed the Chair to the Deputy Mayor, Alderman R I Soward at 1.32pm

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

Dan Ryan spoke for the item.

Due to a declaration of Pecuniary Interest in Agenda Item 15.1 - Event Sponsorship - Round 2 2015/2016, The Mayor, Alderman A M van Zetten, withdrew from the meeting at 1.32pm

Due to a declaration of Pecuniary Interest in Agenda Item 15.1 - Event Sponsorship - Round 2 2015/2016, Alderman D H McKenzie withdrew from the meeting at 1.32pm

DECISION: 24 August 2015

MOTION 1

Moved Alderman J Finlay, seconded Alderman D C Gibson.

That Item 1 in the recommendation be considered separately.

CARRIED 9:0

VOTE FOR: Deputy Mayor Alderman R I Soward, Alderman R J Sands, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

ABSENT DUE to DECLARATION of PECUNIARY INTEREST: Mayor Alderman A M van Zetten and Alderman D H McKenzie

DECISION: 24 August 2015

MOTION 2

Moved Alderman D C Gibson, seconded Alderman E K Williams.

That Agenda Item 15.1 - Item 1 be supported.

CARRIED 9:0

VOTE FOR: Deputy Mayor Alderman R I Soward, Alderman R J Sands, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

ABSENT DUE to DECLARATION of PECUNIARY INTEREST: Mayor Alderman A M van Zetten and Alderman D H McKenzie

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

The Mayor, Alderman A M van Zetten, re-attended the meeting at 1.35pm

Alderman D H McKenzie re-attended the meeting at 1.35pm

The Mayor, Alderman A M van Zetten, resumed the Chair at 1.35pm

DECISION: 24 August 2015

MOTION 3

Moved Alderman D C Gibson, seconded Alderman E K Williams.

That the remaining items within Agenda Item 15.1, Items 2 - 17, be considered.

CARRIED 11:0

VOTE FOR: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

Alderman R J Sands withdrew from the meeting at 1.58pm

DECISION: 24 August 2015

MOTION 3

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

That an additional three minutes speaking time be granted to Alderman S R F Wood.

CARRIED 10:0

VOTE FOR: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

ABSENT at TIME of VOTING: Alderman R J Sands

14.1 Notice of Motion - Alderman S R F Wood - Events Funding...(Cont'd)

DECISION: 24 August 2015**MOTION 4****Moved Alderman D W Alexander, seconded Alderman S R F Wood.****That an additional three minutes speaking time be granted to Deputy Mayor, Alderman R I Soward.****CARRIED 10:0****VOTE FOR: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman E K Williams and Alderman K P Stojansek****ABSENT at TIME of VOTING: Alderman R J Sands****DECISION: 24 August 2015****MOTION 5****Moved Alderman D C Gibson, seconded Alderman E K Williams.****Items 2 - 17, as per the Recommendation to Council, be adopted.****CARRIED 8:2****VOTE FOR: Mayor Alderman A M van Zetten, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman E K Williams and Alderman K P Stojansek****AGAINST VOTE: Deputy Mayor Alderman R I Soward and Alderman S R F Wood****ABSENT at TIME of VOTING: Alderman R J Sands****Alderman R J Sands re-attended the meeting at 2.06pm**

15 DEVELOPMENT SERVICES DIRECTORATE ITEMS

No Items have been identified as part of this Agenda.

16 FACILITIES MANAGEMENT DIRECTORATE ITEMS**16.1 Cash Collection at Lilydale District Swimming Pool****FILE NO:** SF0906**AUTHOR:** Elise Frost (Manager Leisure & Aquatic Centre)**DIRECTOR:** Rod Sweetnam (Director Facilities Management)

DECISION STATEMENT:

To seek endorsement of the three recommendations regarding Lilydale Pool.

PREVIOUS COUNCIL CONSIDERATION:

SPPC Meeting 21/08/2015 - Workshop

RECOMMENDATION:

1. That Council not charge for casual admission at Lilydale District Swimming Pool, from the commencement of the Summer 15/16 Season.
2. That the Lilydale District Swimming Pool Committee be removed from Council's Committee list, and it be noted that the committee is dissolved.
3. That Council maintain charges for out of hours bookings at Lilydale District Swimming Pool.

Background

Lilydale District Swimming Pool is owned by the City of Launceston.

Until November 2014 the overall management of the pool was undertaken by the Lilydale Pool Committee. This arrangement had been in place since the facilities inception under the then Lilydale Council.

City of Launceston Leisure & Aquatic Centre (LAC) has maintained delegated responsibility for the operations of Lilydale District Swimming Pool on behalf of the committee, on a budget of approximately \$50,000 per year. This expenditure budget covers all operational responsibilities, including labour, chemicals, utilities and basic maintenance.

16.1 Cash Collection at Lilydale District Swimming Pool...(Cont'd)

The revenue was managed by the Committee in a committee bank account. The Committee has now dissolved and has provided all remaining funds to Council (see Attachment 1).

The most recent casual entry fee revenue has been detailed under Budget and Financial Impacts.

Main Issues

An aspect of the delegated responsibility is the cash collection for casual entry by the LAC lifeguard on duty. The reconciliation and banking of this cash was previously the full responsibility of the committee.

As a consequence of the committee folding and all operations of Lilydale District Swimming Pool are now the responsibility of LAC it is recommended that cash collection at Lilydale District Swimming Pool cease from the beginning of the 2015/16 season, for the following reasons:

- there is currently no secure system which allows for the accurate recording of sales data, this puts both the employees and business at risk, as neither party can accurately determine the amount of patrons in attendance, or the amount of cash taken on a given day.
 - there is no secure location to store cash onsite.
 - there is no secure location for a safe, and no security systems in place monitoring entry and exit into the facility.
 - storing cash and cash float at a remote site poses security issues, and can expose the single staff member on duty to innuendo if there are discrepancies.
 - the pool is classified as 'low patronage' by the Royal Life Saving Society Australia Guidelines of Safe Pool Operations. Therefore only one lifeguard is required to supervise the facility. Having a single lifeguard on duty at a remote location is a managed risk. However having cash onsite, which has the potential to be stolen, increases the risk to the safety of the lifeguard.
 - cash collection has been revised by the City of Launceston Procurement Department, and council now has improved procedures, including a single cash collection contractor. The cash can be collected by the council contractor once a week at a cost of \$35. However this does not solve the risks involved with the cash being left onsite for the remainder of the week.
-

16.1 Cash Collection at Lilydale District Swimming Pool...(Cont'd)

- the costs associated with a daily collection would be unviable, due to the small amount of cash to be collected.
- ultimately the cost of cash collection or storage would be greater than the net revenue generated.

Other options, such as utilising a safe or the cash collection facilities of a local business have been investigated, and proved unsuccessful or inappropriate for the needs of council.

The facility will still be able to generate some revenue for out of hours pool bookings. The pool is currently booked via the LAC facility booking systems, and the charges can also be invoiced through the current LAC point of sale system. It is proposed that the out of hours booking charges remain, in order to recoup the unbudgeted labour expenditure that will be incurred by these bookings. See below - 2015/16 Approved Fees and Charges.

2015/16 Approved Fees & Charges

<i>Admission</i>	<i>Description</i>	<i>Charge</i>
Casual Entry	Entry patrons over 5yrs	\$2.50
Spectators	Spectators & Guardians Supervising Children	\$1.00
Multi swim ticket*	50 swim	\$79.00
	25 swim	\$46.00
Pool Hire - after hours**	Per Hour	\$41.00
Pool Hire - exclusive school**	Per Hour	\$31.00

*There are no records of any multi-swim tickets being sold since 2009.

**It is proposed that these two charges remain, in order to recoup unbudgeted costs for the out of hours lifeguard charges that will be incurred by these bookings.

For the 2014/15 season there were three after hours bookings, which generated a combined revenue of \$280.

The various risks associated with cash collection, both to the employees and Council, and the resources required to rectify them, far outweigh the small amount of revenue received from the Lilydale District Swimming Pool.

Even with the daily collection this does not solve any of the issues related to the security of the cash storage on site for the weekend, nor the risks to employees due to a lack of comprehensive point of sale or monitoring system.

16.1 Cash Collection at Lilydale District Swimming Pool...(Cont'd)

The casual entry fees to Lilydale District Swimming Pool have historically been low, therefore not charging a casual entry fee at all is highly unlikely to significantly increase the patronage of the pool.

ECONOMIC IMPACT:

NA

ENVIRONMENTAL IMPACT:

NA

SOCIAL IMPACT:

No negative social impact is anticipated.

STRATEGIC DOCUMENT REFERENCE:

Priority Area 2: A City where people choose to live

Goal: To promote active and healthy lifestyles

BUDGET & FINANCIAL ASPECTS:

Council will forgo approximately \$3,000 in revenue by not charging casual admission to Lilydale District Swimming Pool.

Estimated Cash Collection Options:

Frequency of collection	Collected by	Ongoing annual cost to Council	Notes
Daily	Committee	\$ 0	No longer an option
One day per week	LAC	\$ 4,750	2.5 hours labour (+on costs) for three LAC officers to collect and count cash once per week
	Contractor	\$ 750	Once per week collection by contractor
Daily (Weekdays)	LAC	\$ 23,750	2.5 hours labour (+on costs) for three LAC officers to collection and count cash on weekdays
	Contractor	\$ 3,000	Weekday collection by contractor

16.1 Cash Collection at Lilydale District Swimming Pool...(Cont'd)

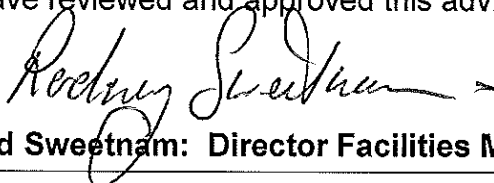
The monthly takings for the past summer season (December 2014 - March 2015) were:

Month	Total Takings	Daily Average
Dec/14	\$ 1,092.00	\$ 43.68
Jan/15	\$ 644.00	\$ 24.77
Feb/15	\$ 919.00	\$ 35.35
Mar/15	\$ 99.00	\$ 3.54
Totals	\$ 2,754.00	\$ 26.83

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.


Rod Sweetnam: Director Facilities Management

ATTACHMENTS:

1. Email from S Livingstone, former Chairperson of Lilydale Pool Committee dated 13/11/2014 (1 page)
-

Attachment 1 - Email from S Livingston, former Chairperson of Lilydale Committee
13/11/2014 (1 page)

-----Original Message-----

From: Sandra Livingston
Sent: 13/11/2014 1:22:02 PM
To: Elise Frost

Subject: Lilydale Pool Committee

Hi Elise,

I am writing this letter to tender my resignation as Chairperson of the Lilydale Pool Committee. It was decided to disband the Committee due to the lack of interested persons or groups around the area and hand the entire running of the pool back to the Launceston City Council.

One of the last recommendations of the committee was that the monies held in the Launceston Co-op Lilydale District Swimming Pool account (CBA 06760000758001) be spent on works required at the pool. Suggested ideas were:

- New pool covers - approx. cost \$7000
- paint the pool - approx. cost \$7000
- new chlorine dosing pump - approx. cost \$6000
- any remainder monies to be used for landscaping - eg. chip barking the garden beds.

Hopefully these major tasks could be arranged as soon as possible.

Yours

Sandra Livingston
Chairperson
Lilydale Pool Committee

17 QUEEN VICTORIA MUSEUM AND ART GALLERY DIRECTORATE ITEMS

No Items have been identified as part of this Agenda.

18 INFRASTRUCTURE SERVICES DIRECTORATE ITEMS**18.1 765 Golconda Road Part Acquisition for Road Realignment****FILE NO:** SF1491/SF1326/SF2569**AUTHOR:** Robert Holmes (Property Coordinator)**DIRECTOR:** Harry Galea (Director Infrastructure Services)

DECISION STATEMENT:

To consider acquiring land for road widening purposes.

PREVIOUS COUNCIL CONSIDERATION:

N/A

RECOMMENDATION:

That the Council compulsorily acquire in accordance with the provisions of the *Land Acquisition Act 1993*, an area of approximately 1956m² from the owners of 765 Golconda Road as contained in CT 122924 Folio 2 as indicated on the plan marked Attachment A. Compensation is to be at the rate of \$1.00 per square metre based on the final survey and in accordance with the latest valuation advice or as otherwise determined by the General Manager.

REPORT:

Under the current stage of the Golconda Road "roads to recovery" project it will be necessary to alter the alignment of Cronin's Road where it intersects with Golconda Road.

The Council's preliminary survey investigations indicate that after the construction works are complete, the area of land required will be in the order of 1956m² as indicated on the plan marked Attachment A.

Valuation advice obtained from Opteon indicates that fair compensation should be at the rate of \$1.00 per square metre on the basis that the Council meets all costs associated with the acquisition, including survey, legal and title office fees and returns. The subject property in proximity to the works to at least be to the before condition/standard. The valuation also excludes any GST consideration.

18.1 765 Golconda Road Part Acquisition for Road Realignment...(Cont'd)

ECONOMIC IMPACT:

Valuation advice ensures compensation is on an equitable basis.

ENVIRONMENTAL IMPACT:

N/A

SOCIAL IMPACT:

N/A

STRATEGIC DOCUMENT REFERENCE:

N/A

BUDGET & FINANCIAL ASPECTS:

Adequate funds are available with the Golconda Road Project No CP.21727.1000.

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.

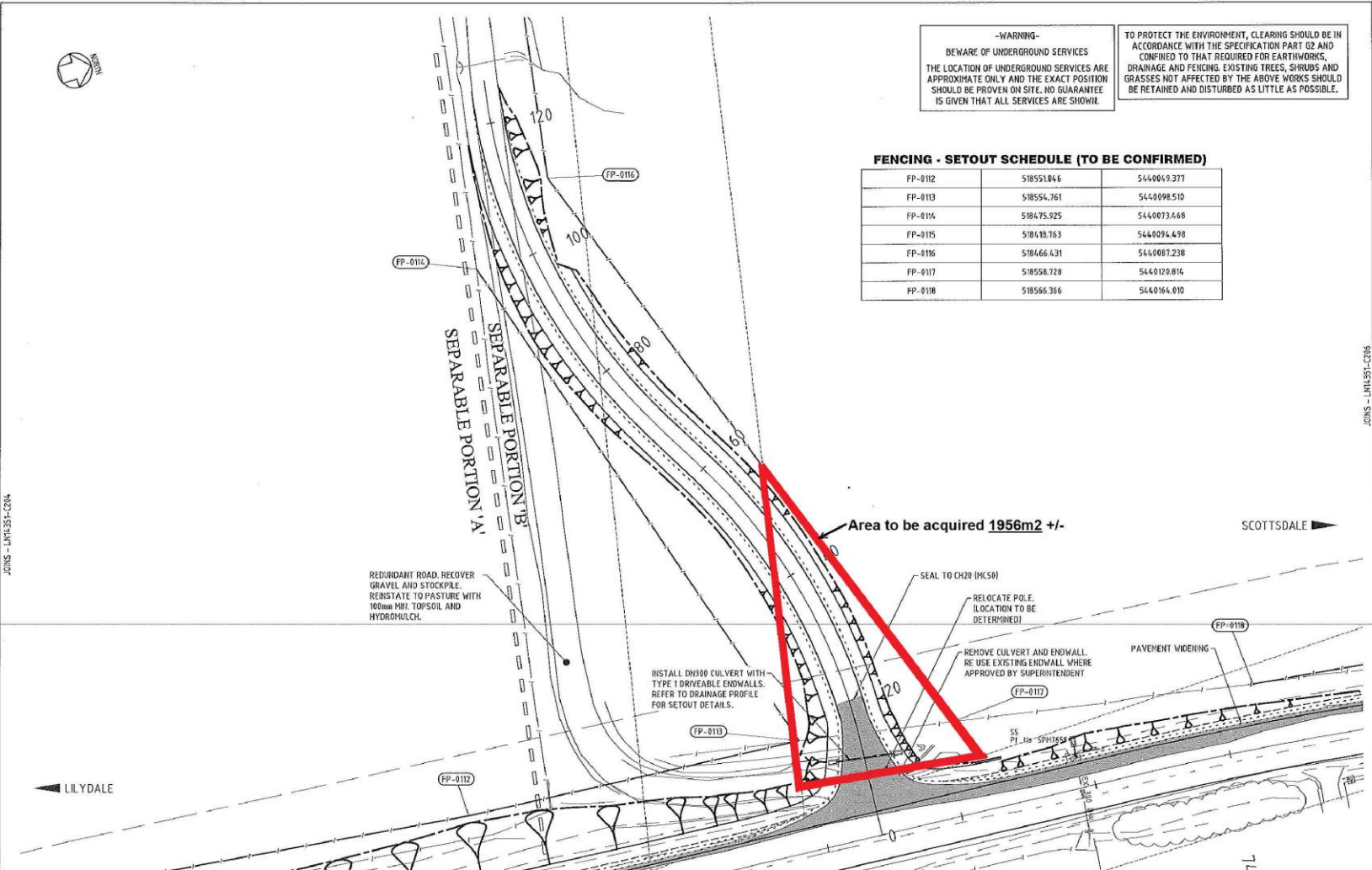


Harry Galea: Director Infrastructure Services

ATTACHMENTS:

1. Plan of acquisition area.
-

Attachment A



-WARNING-
BEWARE OF UNDERGROUND SERVICES
THE LOCATION OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND THE EXACT POSITION SHOULD BE PROVEN ON SITE. NO GUARANTEE IS GIVEN THAT ALL SERVICES ARE SHOWN.

TO PROTECT THE ENVIRONMENT, CLEARING SHOULD BE IN ACCORDANCE WITH THE SPECIFICATION PART G2 AND CONFINED TO THAT REQUIRED FOR EARTHWORKS, DRAINAGE AND FENCING. EXISTING TREES, SHRUBS AND GRASSES NOT AFFECTED BY THE ABOVE WORKS SHOULD BE RETAINED AND DISTURBED AS LITTLE AS POSSIBLE.

FENCING - SETOUT SCHEDULE (TO BE CONFIRMED)

FP-0112	518551.846	544004.9377
FP-0113	518554.761	544009.510
FP-0114	518475.925	5440073.468
FP-0115	518410.763	5440094.478
FP-0116	518466.431	5440087.238
FP-0117	518558.728	5440120.814
FP-0118	518566.366	5440164.010

REFERENCE FILES ATTACHED: A3_P5.dwg, L1N4351-X1, L1N4351-X2, L1N4351-X3

DRAWING REVISION HISTORY				APPROVED		SCALE	SHEET SIZE	 PITT & SHERRY CONSULTING ENGINEERS 113 CHICHESTER STREET LAUNCESTON TASMANIA 7290 PH: 0814831000 FAX: 08148344001 www.pittandsherry.com.au	CLIENT	PROJECT	DRAWING TITLE
NO.	DESCRIPTION	DRAWN	DESIGNED	REVIEWED	DATE	PLOTTED FULL SIZE	A3		LAUNCESTON CITY COUNCIL	GOLCONDA ROAD DENISON GORGE RD TO RAIL CROSSING	GENERAL ARRANGEMENT CRONIN'S ROAD (MC50)
A	DRAWING STATUS CHANGED TO FOR TENDER	DLTYDN	DLTYDN	DHJSD	15-09-15			© 2012 Pitt & Sherry. All rights reserved. All other rights reserved for the owners of the drawings. No part of this drawing may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Pitt & Sherry.	FOR TENDER	LAUNCESTON CITY COUNCIL	
		DLTYDN	DLTYDN	DHJSD	15-09-15				STATUS	FOR TENDER	GENERAL ARRANGEMENT CRONIN'S ROAD (MC50)

DATE: 15-09-15

18.2 Launceston Waste Centre - Waste Concessions Review**FILE NO:** SF0633, SF1059, SF0628**AUTHOR:** Rachael Eberhardt (Waste Management Officer)**DIRECTOR:** Harry Galea (Director Infrastructure Services)

DECISION STATEMENT:

To consider future direction of the free annual hard waste collection program and the value of pensioner concession vouchers.

PREVIOUS COUNCIL CONSIDERATION:

SPPC Workshop - Waste Concessions Review - 7 September 2015.

Discussion on annual hard rubbish collection service and Launceston Waste Centre pensioner concessions.

Council Item 18.2 - Launceston Waste Centre - Waste Concessions Review - 25 May 2015

Approval of process changes for resident free disposal days and free annual hard waste collection.

SPPC Workshop - Waste Concessions review - 18 May 2015

Discussion on process changes and review of waste concessions.

Council Item 18.1 - Concessional Entry to the Council's Waste Disposal Facilities Policy - inclusion of Transition Pricing provisions - 23 February 2015

Approval of changes to the concessional entry policy including reduction of greenwaste allowable weight to 20kg for commercial operators acting on the behalf of a pensioner.

RECOMMENDATION:

That Council, in respect to waste disposal concessions, resolves to:

1. Discontinue the free annual hard waste collection program beginning the 2016/17 financial year on the basis that the service costs \$80 per collection and to include a hardship collection program for those residents who have no other available means to dispose of larger items. The hardship collection program to be consistent with the guidelines contained in Attachment 1.
 2. Beginning the 2016/17 financial year, reduce pensioner concession to 4 tickets (equivalent to \$40.00) and where the concession would be issued per household not per pensioner.
-

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

3. Note the undertaking of a business case for the introduction of a City of Launceston debit card for the administration of the pensioner concession for waste disposal and multi-storey parking and any other fee for service as deemed appropriate.
 4. Inform the community of the changes in advance of the 2016/17 financial year.
-

REPORT:

This report provides further consideration to the review of waste management concessions in Launceston. The review has looked at the scale and method of distribution of these concessions.

The Council currently provides five concessions for waste management in Launceston, including:

1. Free annual hard waste collection program
2. Launceston Resident free days - twice per year in March and October
3. Charitable organisation concession program for waste fees at the LWC, Nunamara and Lilydale Waste Transfer Stations
4. Driver collect program and
5. Pensioner concession vouchers for entry into the Launceston Waste Centre (LWC), Nunamara and Lilydale Waste Transfer Stations

At the Council meeting on 25 May 2015 it was approved that Council, in respect to waste disposal concessions, resolved to:

1. Resident Free Days

(a) Alleviate issues associated with the resident free days by:

- allowing only Launceston residents with domestic loads free entry
- providing only one entry per residential property

(b) Provide a ticket for each free day as a tear away on the bottom of the kerbside calendar which is delivered to each household in the City of Launceston.

2. Free annual hard waste collection program

Continue with the program in 2015/16 subject to the following amendments:

- Dates for collection are provided at the time of registration which will remove the need for residents to contact council for a collection date - this will reduce the workload for customer service and reduce the burden on residents to check back on the collection date.
-

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

- The collection contract includes separation of items suitable for resale at Uptipity and authorise the Director Infrastructure Services to negotiate the additional cost for the modified service.

3. Charitable concessions program

Continue with the charitable concession program unaltered.

4. Driver collect program

Continue with the driver collect program unaltered and that each year eligible residents complete the application form to confirm that they are still at the address and require the service.

The May report forecast discussion was required on:

1. Free annual hard waste collection program beyond 15/16 and
2. Value of pensioner concession vouchers for entry into the Launceston Waste Centre (LWC), Nunamara and Lilydale Waste Transfer Stations

1. Free annual hard waste collection program*Overview*

An annual hard waste collection program has been offered to Launceston residents through a registration system over the last four years. The collection is provided to residents to take away large bulky items that do not fit in the kerbside bin such as furniture, bric-a-brac etc. The program was to benefit those residents who do not have the means to dispose of these larger items.

There has been a number of issues/limitation with the program being:

- Number of registrations has declined over the last four years dropping from 1,140 in 2012 to 538 in 2015.
 - Promotes waste disposal rather than finding alternate solutions such as reuse, recycling, upcycling and on-selling.
 - Limited recycling occurs - at this stage only items for steel recovery are recycled such as washing machines, fridges, ovens etc. Expressions of interest were called for the collection in the 2014/15 financial year for charity organisations to have an opportunity to collect items for their stores prior to the contractor collection. Unfortunately we did not receive any interest. There is no evidence that items left out for collection are recycled by neighbours.
 - Registered residents have to contact Council for their collection date if they do not have a contact email address. Some residents do not call back therefore missing their collection day.
-

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

In the 2013/14 financial year the program cost \$41,000 (contractor collection, advertising, disposal fees and staff costs). The number of households registered for the service was 633, however over the collection period only 469 collections were made due to cancellations or items not being presented. This equated to approximately \$87.00 per collection.

In the 2014/15 financial year the program cost \$44,000 (contractor collection, advertising, disposal fees and staff costs). The number of households that registered a collection in March 2015 was 538. This equated to approximately \$82 per collection. (But actual figures are 401 properties collected = \$110 per collection).

Staff consider that these collection costs are a very high unit rate for the service offered and that continuation of the service is financially not sustainable.

In addition council officers have investigated the other 28 council's across Tasmania to determine whether hard waste collections are offered to the community. The table below shows that City of Launceston is only one of 10 councils that offer a free hard waste collection program.

Table 1: Hard waste collection provided by Council's within Tasmania

Northern	Offered	Not offered
Break O'Day Council		✓
City of Launceston	✓	
Dorset Council		✓
Flinders Council		✓
George Town Council	✓	
Meander Valley Council	✓	
Northern Midlands Council		✓
West Tamar Council	✓	
North-West and West Coast		
Central Coast Council		✓
Circular Head Council		✓
City of Burnie		✓
City of Devonport		✓
Kentish Council		✓
King Island Council		✓
Latrobe Council		✓
Waratah-Wynyard Council		✓
West Coast Council	✓	

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

Southern		
Brighton Council	✓	
Central Highlands Council	✓	
City of Clarence	✓	
City of Glenorchy		✓
City of Hobart		✓
Derwent Valley Council		✓
Glamorgan Spring Bay Council		✓
Huon Valley Council		✓
Kingborough Council		✓
Municipality of Tasman	✓	
Sorell Council	✓	
Southern Midlands Council		✓

In summary the service should be discontinued after the 2015/16 financial year collection due to the costs of the program and the poor participation rate. The average rate of participation for the last 2 years in the program is 2% of the properties that could access the program.

Hardship Alternative

Staff have investigated measures to alleviate the hardship caused to those residents who have no other available means to dispose of larger items and previously utilised the service. It is proposed that an inclusion to the current contract with Launceston City Mission to operate the recycling centre and resale shop is made to include a hardship program for those with no other means to dispose of larger items. This will tie in with council's resource recovery efforts. The resident will need to meet hardship criteria and the program will be capped at \$5,000 per annum. It is proposed that the program will run throughout the year until the cap is reached. Each year an assessment will be made on the scale of the budget and success of the program. Administration will be completely handled by City Mission. Enclosed as Attachment 1 are the guidelines for the delivery of the hardship collection service.

The 2015/16 collection service will continue as we have advertised the service to residence via the annual kerbside calendar.

Although, in officer's view, the modification of the service is justified, the Council may wish to seek community comment on the change in service level given the high unit cost. However this is not the recommended option.

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

Additional Contract Information

The collection cost is market tested every year by obtaining three quotes. In 2015 the rates were:

Toxfree	=	165 p/hour x 2 = \$330
Veolia	=	Did not submit in 2015
Aussie Waste	=	185 p/hour (flat tray); 235 p/hour (compactor)

The request is on an hourly rate, based on anticipated collections and time frames. Two vehicles are used to visit each property - one for reuseables/recyclables and the other for the balance (general waste). The disposal and program fees are additional. For 2015, the cost break down is:

	\$
Contractor	32,500
Advertising	6,000
Disposal	1,500
Staff 'CoL'	4,000
Total:	44,000

2. Pensioner concession vouchers

Overview

Pensioner concession vouchers are available to all pensioners who are Launceston residents and who hold a Commonwealth Pensioner Card. This service is provided to minimise the financial burden to pensioners. The concession voucher provides free entry at LWC, Lilydale and Nunamara Waste Transfer Stations where the weight is below the minimum charge (i.e. 180 kg for 2015/16).

Each year one book containing pensioner tickets is sent to each household with a pensioner in residence who receives a rate remission. If more than one pensioner meeting the requirements resides at the address then each one is currently entitled to a book. It is considered reasonable that any concession system apply to the property rather than an entitlement to every person at the property.

In the 2013/14 financial year 7,170 booklets consisting of 12 tickets each or 86,000 individual tickets in total were distributed to pensioners. Each individual ticket provided free entry for one domestic car/wagon into the Launceston Waste Centre at a cost of \$8.00 including GST.

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

The tickets distributed in 2013/14 had a face value of \$690,000 and funds allocated in the annual budget for the pensioner concession program was \$185,000. At the end of the 2013/14 financial year \$217,000 was spent on the pensioner concession program, an overspend of \$32,000.

For the 2014/15 financial year 7,184 booklets were provided to pensioners. A value of \$194,000 was redeemed and with the annual budget for the pensioner concession program set at \$191,000 there was only a \$3,000 overspend.

For the 2015/16 if a similar number of books are distributed as the last two financial years (approximately 7,200 tickets) they will have a face value of \$860,000. The budget for the 2015/16 financial year is \$193,000. This is \$667,000 more than is in the budget.

The equivalent weight for a book of 12 tickets is equivalent to 2 tonnes of refuse for the 2015/16 financial year. This book is available per pensioner and where more than one pensioner lives at a property they are currently entitled to 4 tonnes or more each year.

The transfer station at the Launceston Waste Centre receives approximately 20,000 tonnes of general and greenwaste each year. Based on this it is calculated that Launceston residents dispose of approximately 200 kg/person per annum. This is 10 times less than the amount allowed through the current pensioner concessions.

This is further supported by data from the Australian Bureau of Statistics, waste data from other jurisdictions and waste data from the Launceston municipality. The data demonstrates the average quantity of waste generated per Australian household per year is 1.6 tonnes. Of this 1.6 tonnes per household, in Launceston 0.75 tonnes per household is processed through the current kerbside collections. This leaves 0.85 tonnes of waste material per household to be processed through an alternative system, such as the waste transfer stations. This equates to 350 kg/person per annum (based on 2.4 person/household) and almost 6 times less than the concessional entries provided to pensioners.

An alternative comparison would be the average weight of a general waste wheelie bin in Launceston is 10kg based on the waste audit carried out by EC sustainable during the 13/14 financial year. The current pensioner concession is equivalent to 200 extra wheelie bin empties per year.

The Waste Management income account is reimbursed at the value of vouchers redeemed during the year from the Council's General Rates as a 'Community Service Obligation'.

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

In addition Council officers have also investigated the other 28 Council's within Tasmania to determine their concessions for pensioners for waste disposal. The table below shows that City of Launceston is the only Council that offers pensioner concessions for waste disposal.

Table 2: Pensioner concessions offered for waste disposal within Tasmania

Northern	Concession offered	No concession offered
Break O'Day Council		✓
City of Launceston	✓	
Dorset Council		✓
Flinders Council		✓
George Town Council		✓
Meander Valley Council		✓
Northern Midlands Council		✓
West Tamar Council		✓
North-West and West Coast		
Central Coast Council		✓
Circular Head Council		✓
City of Burnie		✓
City of Devonport		✓
Kentish Council		✓
King Island Council		✓
Latrobe Council		✓
Waratah-Wynyard Council		✓
West Coast Council		✓
Southern		
Brighton Council		✓
Central Highlands Council		✓
City of Clarence		✓
City of Glenorchy		✓
City of Hobart		✓
Derwent Valley Council		✓
Glamorgan Spring Bay Council		✓
Huon Valley Council		✓
Kingborough Council		✓
Municipality of Tasman		✓
Sorell Council		✓
Southern Midlands Council		✓

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

The options to be considered for future pensioner concessions are:

1. *Business as usual*

- 12 tickets per annum per pensioner (equivalent to \$120.00 per annum)
- the 12 tickets would be equivalent to 1,800 kg per pensioner in the 2016/17 financial year which is more than twice the ABS data for a household of 850 kg/household.
- each ticket to the value of the minimum entry

2. *Transition towards nil concession by 2019/20*

- concession would be issued per household not per pensioner
- concessions offered each year are listed below

Year	Number of minimum entries	Value of concession
2016/17	9	\$90.00
2017/18	6	\$60.00
2018/19	3	\$30.00
2019/20	0	\$0.00

3. *Reduce the concession to 4 tickets (equivalent to \$40.00)*

- concession would be issued per household not per pensioner
- In the 2013/14 financial year 27,125 tickets were redeemed at the gate at an average of 3.2 tickets per book redeemed. In the 2014/15 financial year 23,875 tickets were redeemed at an average of 3.6 tickets per book.
- the 4 tickets would be equivalent to 600 kg in the 2016/17 financial year which is comparable to the ABS data for a household of 850 kg/household.
- based on 4 tickets per household the tickets provided would have a face value of \$240,000 which is still a slightly over the current budget.

4. *Reduce the concession to 6 tickets (equivalent to \$60.00)*

- concession would be issued per household not per pensioner
- this is 2 tickets more than the average per book redeemed.
- the 6 tickets would be equivalent to 900 kg in the 2016/17 financial year which is comparable to the ABS data for a household of 850 kg/household.
- based on 6 tickets per household the tickets provided would have a face value of \$360,000 which would continue to exceed the budget.

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

5. Offer a percentage discount at the gate

- pensioners would be required to present a Commonwealth pensioner card to receive discount. If the same principles are applied as applied at the Launceston Aquatic, then the discount will be 20% below general charges.

6. Offer a further discount off the rates

- the annual concession budget could be distributed over the number of Commonwealth pensioner card holders
- this would only apply to home owners in Launceston not pensioners who rent a property. The amount would be distributed over 5,500 eligible pensioner properties.

Based on ABS data and data collected at the Launceston Waste Centre, pensioner concessions are between 6 and 10 times more than the average person disposes of in a year. Waste diversion from landfill needs to be encouraged to ensure that the life of the landfill is extended for as long as possible and that every opportunity is taken to increase resource recovery. The concessions provided do not create a conducive environment to recycle or divert from landfill. The preferred option would be option 2, however, as this may seem harsh it is suggested that option 3 be considered as this will provide concessions at a realistic volume and would be in alignment with council's budget.

3. City of Launceston Debit Card

A debit card style system will be investigated by Waste Management in conjunction with Parking Operations to identify a system that would be suitable for handling pensioner concessions in both areas. The card would operate like a debit card, the cost of each entry would reduce the value on the card until there are no remaining funds. At the beginning of a financial year all previous concessions will be zeroed and new concession values applied. This system will reduce administration effort significantly. The introduction of a debit card will be subject to a positive financial business plan.

ECONOMIC IMPACT:

Concessions for waste fees promotes a concept where it is free to dispose of your waste and does not encourage the user to recycle or donate where possible as there is no economic benefit for them to do so. A culture where there is no emphasis on waste diversion from landfill results in a shorter life span for the landfill and missed opportunities to increase revenue through increased resource recovery.

Research undertaken states that 9.2 FTE positions are created per 10,000 tonnes of waste recycled, compared to 2.8 FTEs for landfill disposal.

18.2 Launceston Waste Centre - Waste Concessions Review...(Cont'd)

ENVIRONMENTAL IMPACT:

A reduction in concessions for waste fees will drive a response where alternatives to waste disposal will be considered such as selling, donating, reusing or upcycling. Potentially this will increase the life of the landfill and improve resource recovery.

SOCIAL IMPACT:

Concessions for waste fees will continue to be provided by the Council with controls in place to promote resource recovery and diversion from landfill, however it is not expected to have a significant impact on the community.

In addition, any increase in resource recovery at the Launceston Waste Centre will further improve the social benefits associated with the operations of the recycling centre and resale shop by Launceston City Mission. This includes increases in employment for long term unemployed, disadvantaged or those with a disability and flow on effects to the community for youth workers in Launceston.

STRATEGIC DOCUMENT REFERENCE:

The key directions within Council's Strategic Plan (2014-2024) which are considered relevant:

- 5.1.5 To reduce our and the community's impact on the natural environment.
- 8.5.2 To maintain a financially sustainable organisation

BUDGET & FINANCIAL ASPECTS:

The budget aspects are addressed in the report

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.



Harry Galea: Director Infrastructure Services

ATTACHMENTS:

1. Plan for CoL/LCM 2016 Hard Ship Collection Service
-

Attachment 1

TITLE: Plan for CoL/LCM 2016 Hard Ship Collection Service
AUTHOR: Greg Howell
DATE: 25/08/2015



ABN 77 205 956 084

PROGRAM DETAILS

Registration / Collections

Collection start 01/07/2016 to 6/10/2017

1. Background

The CoL offers residents in the Launceston municipality the opportunity to dispose of unwanted hard waste when extenuating circumstance inhibit general waste protocols through hardship, disability, injury or monetary restraint. The hardship waste collection offers residents the opportunity to dispose of items that cannot be placed at the Launceston Waste Centre by the individual or in the regular kerbside collection.

LCM will facilitate collection on behalf of CoL.

2. Budget

Yearly program costs

The 2016 hard waste collection program cost \$ 5000.00 excluding GST. LCM will supply vehicle and 2 staff members for approved collections. Each collection will be charged to CoL at the amount of \$85.00 per collection excluding gst. Annual administration fee of \$600.00 excluding gst payable to LCM from CoL. \$5000.00 per annum budget must not be exceeded by LCM without CoL approval. All waste fees from hardship collection service covered by CoL. Once the budget is expended then qualifying applicants will be given priority next collection period.

3. Applicant and Collection Process

Task
Applications for waste removal received by CoL
Applicants referred to LCM Family Services for assessment by CoL
Family Services notify CoL and applicant of approval
Family Services notify LCM warehouse of approval
Warehouse to book in collection through regular LCM transport sheet
Warehouse to notify applicant of collection dates as per conditions
Warehouse staff to collect goods from premises, process through Launceston Recycling Centre and waste to go to Landfill at CoL cost
Warehouse to notify LRC Manager of collection details and costing for end of month reporting and invoicing to CoL

In the first instance residents will call CoL and following some high level questions, calls will be referred to LCM for assessment as hardship cases.

Administration:

48 Frederick Street
 PO Box 168
 Launceston
 Tasmania 7250
 p: (03) 6335 3000
 f: (03) 6334 3136
 e: office@citymission.org.au
 www.citymission.org.au

Missiondale:

p: (03) 6391 8013
 f: (03) 6391 8255
 e: missiondale@citymission.org.au

Orana:

p: (03) 6326 6133
 f: (03) 6326 2277
 e: orana@citymission.org.au

Family Services:

p: (03) 6335 3000
 f: (03) 6335 3034
 e: famserv@citymission.org.au

Launceston Retail:

p: (03) 6343 2115
 f: (03) 6343 2347
 e: ytownrecep@citymission.org.au

North West Retail:

p/f: (03) 6423 5984
 e: nwretail@citymission.org.au

Serenity House:

p: (03) 6435 4654
 f: (03) 6435 4661
 e: serenityhouse@citymission.org.au

North West Outreach

p: 6435 4674
 e: NWYouth@citymission.org.au



ABN 77 205 956 084

4. HARDSHIP WASTE COLLECTION

The City of Launceston hardship waste collection service will start from 01/07/2016 until 6/10/2017.

Residents are required to pre-register for this service by contacting CoL customer service centre on 63233000 or www.launceston.tas.gov.au

Items that will not be collected as part of this service include asbestos (or any hazardous waste), tyres, gas bottles, loose rubble or fill, green waste, mattresses, liquids and broken glass.

Residents that have not pre-registered for the hard waste collection cannot participate in this service.

The hard waste collection is an opportunity for residents to dispose of items that are too bulky for the wheelie bin service. It also provides a bulky items collection service for those unable to visit the Launceston Waste Centre.

Those residents that have registered for the service are reminded that they can only place out for collection items which they have registered with LCM. Residents are also reminded of the following general conditions of collection:

- Maximum weights for each item apply: two people must be able to safely lift each item
- The total volume of items must not exceed two cubic metres per property – this is approximately the space of a large dining table
- Items will only be collected from those properties that has approval for the service
- Only registered items will be collected
- Residents are to place items out for collection no earlier than the evening before their scheduled collection date and no later than 6am of their collection day.

Administration:

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North West Outreach

p: 6435 4674
 e: NWYouth@citymission.org.au



ABN 77 205 956 084

5. Confirmation of residential collection

By requesting a hardship waste collection, the resident, agreed to the terms and conditions listed below:

- Items must be placed out no earlier than the day before the collection and no later than 6am of the morning of the collection.
- Collections between the hours of 8.00 am - 3.00 pm Monday to Friday (Excluding Public Holidays).
- Items will be placed out for the scheduled collection day.
- Items left for collection must be able to be easily lifted by two people.
- No hazardous or prohibited items will be left out for collection. Items that will not be collected include:
 - asbestos
 - tyres and engine blocks
 - green waste (including tree branches, tree stumps and lawn clippings)
 - liquids (including paint, chemicals and oils)
 - broken glass
 - gas cylinders
 - loose rubble (including bricks)
 - batteries
 - mattresses
- Items will not be collected from within properties boundaries or inside fences, porches, or any location other than the nature strip or footpath immediately adjacent the property. Unless prior approval by LCM.
- I also understand that items will be collected on my scheduled collection day even if it is raining.
- **Items which fail to meet these conditions will not be collected.**

Thank you,

Greg Howell

Operations Manager - Social Enterprise
p: (03) 6343 2115 m: 0413 671 924
www.citymission.org.au



Administration:

48 Frederick Street
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e: serenityhouse@citymission.org.au

North West Outreach

p: 6435 4674
e: NWYouth@citymission.org.au

18.3 Heritage Forest Community Garden**FILE NO:** SF0830**AUTHOR:** Andrew Smith (Parks and Recreation)**DIRECTOR:** Harry Galea (Director Infrastructure Services)

DECISION STATEMENT:

To consider the leasing and management of a community garden in Heritage Forest. This decision requires an absolute majority of the Council.

PREVIOUS COUNCIL CONSIDERATION:

Item 4.3 - SPPC Meeting 20 August 2012

Mr Gus Green attended the meeting to present the concept for the development of a Community Garden at Heritage Forest.

RECOMMENDATION:

That in accordance with S178 *Local Government Act 1993*, the Council resolves to issue a 3-year lease to Youth Futures Incorporated for the operation of the Heritage Forest Community Garden subject to the following terms:

- tenant to be responsible for:
 - energy costs
 - volumetric and connection charges for water
 - tenant shall continuously maintain:
 - property insurance equal to the value of the building
 - public liability insurance of at least \$10 million
 - rental to be \$1 per annum (if demanded)
-

REPORT:

At the 20 August 2012 Strategic Planning and Policy Committee Meeting, a deputation was received from Mr Gus Green (member of the Riverside Lions Club) regarding the establishment of a Community Garden in Heritage Forest ([Attachment 1](#)) in association with the Migrant Resource Centre (MRC). The Launceston Rotary Club became a major partner in the project providing funding and labour for the establishment of infrastructure to support the garden.

18.3 Heritage Forest Community Garden...(Cont'd)

During the construction process an organisation called Youth Futures Incorporated has become heavily involved in the project and is now the preferred operator for the project in partnership with MRC and a number of other community groups, organisations and individual volunteers.

The project is now rapidly moving from the construction phase to operations and once the toilet facilities are completed the garden can commence activities. The official opening is planned for October 2015 by which time community gardening should be well underway to take advantage of the season.

The development of the community garden has included the setting up of an Operations Committee made up of the key stakeholders who have developed a Code of Conduct to provide a framework for the day to day use and operation of the garden (Attachment 2).

The terms of the lease have been developed in consultation with the stakeholders and specifically Youth Futures Incorporated (Attachment 3). The responsibility for paying for outgoings has been the key requirement which has been assisted by the support from Taswater for a free water supply for the garden for the next five years.

The Heritage Forest Advisory Committee has continued to provide advice on the development of the project and is fully supportive of its operation in an area which is otherwise unused. The garden will provide another important recreational opportunity for Heritage Forest which will complement the other recreational activities in the park.

Given the lease period is less than five years then under the provisions of S179 *Local Government Act 1993* no public notice is required.

ECONOMIC IMPACT:

The project is considered to have a small but positive economic impact through encouraging sustainable food production.

ENVIRONMENTAL IMPACT:

The project is considered to have a positive environmental impact through education and demonstration of sustainable food production techniques.

SOCIAL IMPACT:

The project will have significant social benefits through enhances opportunities for integration for migrants and by satisfying the current demand for community gardening.

18.3 Heritage Forest Community Garden...(Cont'd)

STRATEGIC DOCUMENT REFERENCE:

The key directions within Council's Strategic Plan (2014-2024) considered relevant are:

- 1.1.3 - To optimise the use and usability of our assets for different types of activities
- 2.1.1 - To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston
- 2.1.6 - To promote active and healthy lifestyles
- 4.1.5 - To offer equitable access to services and facilities, including the design of public spaces that are accessible and suited to all abilities

BUDGET & FINANCIAL ASPECTS:

Tasmanian Community Fund grant \$34,600.

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.



Harry Galea: Director Infrastructure Services

ATTACHMENTS:

1. Map of Heritage Forest Community Garden
 2. Heritage Forest Community Garden - Guidelines
 3. Youth Futures Incorporated Proposal
 4. Agency Information & Service Outcomes of Youth Futures Incorporated
-

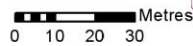


Created: 17/09/2015 DD

NOTE:

While all reasonable care has been taken to ensure the accuracy of the information portrayed on this plan its purpose is to provide a general indication of the location of Council services. The information provided may contain errors or omissions and the accuracy may not suit all users. A site inspection and investigation is recommended before commencement of any project based on this data. This note forms an integral part of this plan. Launceston City Council 2012

Scale : 1:1,500
(at A4)



**Heritage Forest
Community Garden**

**LAUNCESTON
CITY COUNCIL**



Parks & Recreation



Attachment 2

Heritage Forest Community Garden

“The best way to predict the future is to invent it”

Guidelines September 2015

1. The focus of this community garden is to Connect Communities by Growing Healthy Food.
2. It is essential that the main gate is locked on departure; the only exception is if there are other plot holders or Council employees in attendance. **If in doubt lock the gate.**
3. Plot holders can drive their vehicle into the compound to ‘drop-off’ or ‘pickup’ items, otherwise they must remain in the car park provided (10 spots available).
4. Keep weeds under control and prevent them from seeding to ensure weeds do not migrate to neighbouring garden plots.
5. No chemicals (including Roundup or glyphosate) are permitted for use in the plots.
6. Only approved organics fertilisers, herbicides and pesticides can be used in plots.
7. All rubbish and refuse brought in or generated must be taken out on each visit. Green waste to be left in the compost.
8. Plots are to be kept at a standard acceptable to the committee otherwise they will be asked to clean-up. If 3 warning are given the plot holder will forfeit their plot. The key deposit will be forfeited in lieu of a clean-up fee.
9. If plot holders are unable to for any reason maintain their plots for a period over 2 months they are to inform the Committee.
10. Plot holders who no longer wish to retain their plots are to contact the Committee to ensure the key is returned and the key deposit can be refunded and plot will be reallocated.
11. Plots are to be productive; if plots have not been productive for 2 seasons (6 months) then plot holders will forfeit their plots.
12. A maximum of 3 plots can be allocated to a plot holder or community group. Open land allocations can be negotiated on a case by case basis.
13. All garden users will be required to bring their and take home own gardening equipment. Storage of tools is not available on site.
14. Raised bed surrounds are to be maintained by the plot holder. If issues arise regarding your surrounds, then contact the Committee. Planting to be contained within allotted area only.
15. Paths are to be kept free of all obstructions to ensure the safety of all plot holders.
16. Garden hoses are available to all plot holders, hose fittings are to be provided by plot holders. Hoses must be returned to, and hung correctly to the allocated areas after use.
17. Under no circumstances are plot holders to leave the garden hoses running in their plot, or any other plot whilst the plot/garden is unattended by themselves.
18. If star pickets are used, plot holders must ensure they have the correct safety caps in place. (please check with the committee regarding underground services in your area).
19. All plot holders are requested to assist with the maintenance of the communal areas within the Heritage Forest Community garden, or assist at other organised events such as working bees. Contact the Committee if you are unable to assist due to health reasons.
20. If plot holders have any problems or queries please contact the Committee in writing or feel free to attend the committee meetings. Meetings are advertised on the notice board outside the Potting Shed.
21. If you are caught stealing produce or anything else, you will be immediately evicted from the garden and told to surrender your membership and you will not receive a refund for your membership fee. You will not be eligible to reapply for a membership.
22. Individual Membership fee – \$30/year/plot. This includes: Raised garden bed, soil in the bed, access to the garden.
23. Key deposit: \$20 per key. One key per community group and/or plot holder.

Attachment 3



youth futures incorporated
The best way to predict the future is to invent it

Tuesday, 8 September 2015

To Whom It May Concern

We, Youth Futures Incorporated, propose to enter into a Licence Agreement with Launceston City Council to manage the Heritage Forest Community Gardens.

We propose the following:

- A 3 year licence agreement between Youth Futures Inc. and Launceston City Council to commence from 1st of October 2015
- Heritage Forest to be used for multicultural groups from the community
- Youth Futures will:
 - Manage the volunteer user groups
 - be responsible for payment of power used
 - be responsible for payment of Tas Water used
 - manage the membership arrangements with plot users including issuance of keys to access the Community Gardens
 - Develop the terms of reference for the plot holders in consultation with the Operational Committee
 - Ensure all applicable insurances are current and sufficient and provide council with same.
 - Be responsible for the removal of general waste from the site generated by the plot users.

Signed

Harry Tams
Director
Youth Futures Inc.



Attachment 4

Agency Information & Service Outcomes

(To 31st December 2014)

About Youth Futures Incorporated

Agency Profile

Youth Futures Incorporated is a non-profit community organisation that incorporated in May 1980 under the name Northern Youth Shelter Association Incorporated. It has had *Tax Exempt Public Benevolent Institution* status since Jan 1984.

ABN: 14 092 700 694

Tax Status: *Income Tax Exempt Charity (ITEC) & Deductible Gift Recipient (DGR)*

Address: 6 Invermay Road, Launceston, Tasmania, 7248 **Phone:** (03) 63316622

Postal Address: PO Box 1210, Launceston, Tasmania, 7250 **Fax:** (03) 63316626

Email: harry@youthfutures.org.au **Web Address:** www.youthfutures.org.au

Youth Futures Mission, Aims & Objectives

Mission Statement

Youth Futures – inclusion, reconnection and enhanced opportunities for disadvantaged young people at risk of social exclusion

Aims

To work collaboratively with young people, their families, other community services, industry and government to:

- Establish and provide services to young people who are homeless or at risk of becoming homeless and/or excluded from their community;
- Identify and promote opportunities that enhance personal development and community engagement;
- Raise community awareness of exclusion and its consequences for young people, families, and the community; and
- Advocate for and represent the interests of young people.

Primary Objective

To effectively assist disadvantaged young people to achieve the maximum possible degree of self-reliance and independence:

- To resolve crisis;
- To re-establish family links where appropriate;
- To re-establish a capacity to live independently; and
- To stimulate/mentor successful integration into the community.

These objectives are achieved and supported by:

- Providing and/or actively promoting access to a range of services/opportunities;
 - Providing meaningful methods/processes for stakeholder feedback about services provided; reviewing relevant research, identifying service gaps; and
 - Developing strategic/business plans to achieve our mission/aims.
-

19 CORPORATE SERVICES DIRECTORATE ITEMS**19.1 2014-2015 Annual Plan Progress Report Period Ending 30 June 2015****FILE NO:** SF5652 / SF6088**AUTHOR:** Leanne Purchase (Governance and Planning Coordinator)**DIRECTOR:** Michael Tidey (Director Corporate Services)

DECISION STATEMENT:

To receive the report on progress against Council's 2014-2015 Annual Plan for the period ending 30 June 2015.

PREVIOUS COUNCIL CONSIDERATION:

Council 30 April 2015 - Item 19.1 - *Annual Plan 2014-2015 Progress to 30 April 2015*

RECOMMENDATION:

That Council:

1. Notes the progress against 2014-2015 Annual Plan Actions for the period ending 30 June 2015.
 2. Endorses the deferral of the Action *Willis Street Precinct - Complete the Willis Street Precinct Plan* pending advice regarding the possible relocation of UTAS to the site.
 3. Endorses the deferral of the Action *Rural road improvement strategy - Develop a rural road hierarchy and an accompanying methodology to determine upgrades to rural roads* due to reprioritising of this project to address other projects such as City Heart, and notes that this project will be delivered during 2015-2016.
-

REPORT:**Background**

Progress against our 2014-2015 Annual Plan is reported in terms of the plan's contribution to our achievement of strategic goals. Our reporting takes its structure from a framework that is taken directly from our Strategic Plan 2014-2024.

Attachment 1 *Strategic Plan Report* is included to remind Aldermen of the content of the framework within which the 2014-2015 Annual Plan was developed.

19.1 2014-2015 Annual Plan Progress Report Period Ending 30 June 2015...(Cont'd)

The framework is based on the eight sections from the Strategic Plan. Each section from the Strategic Plan is shown as a Priority Area in our strategic framework. Each Priority Area has at least one 10-Year Goal. Each 10-Year Goal has at least one Key Direction. Each Action included in our 2014-2015 Annual Plan is linked to a Key Direction, contributing to the achievement of the 10-Year Goals that sit within each Priority Area.

Our 2014-2015 Annual Plan addressed all eight Priority Areas and all twelve 10-Year Goals from the Strategic Plan 2014-2024. Twenty-three of the 44 Key Directions were addressed, noting that all Key Directions from the Strategic Plan 2014-2024 will be covered over the life of the Strategic Plan.

Progress Report

Progress on 2014-15 Annual Plan Actions to 30 June 2015 is summarised in the following table:

Action status	Actions	Cumulative %
Completed	21	49
On target (on track) - at least 90% of target achieved	13	79
In progress - between 70 and 90% of target achieved	4	88
Off target (off track)* - less than 70% of target achieved	3	95
Deferred*	2	100
Total number of actions	43	

* details of the off track and deferred Actions are supplied below.

Attachment 2 (distributed separately) provides detail on progress against Actions, listed in order of Priority Area, 10-Year Goal and Key Direction. For each Action, the tables in attachment 2 also include: a status, progress comments, the Directorate responsible for the Action, a percentage complete and progress against a target.

19.1 2014-2015 Annual Plan Progress Report Period Ending 30 June 2015...(Cont'd)

This is the final progress report on 2014-2015 Annual Plan Actions. Attachment 2 shows that some 2014-2015 Annual Plan Actions have not progressed as planned due to, for example, changing priorities and dependencies. Where a subjective decision regarding the final status of an Action was required, Directors considered the progress reported by responsible officers as well as 2014-2015 priorities to determine a percentage complete and a final status of Completed, On target, In progress, Off target, or Not started / Deferred. For transparency, attachment 2 provides explanation where Actions are considered complete in their current form but will continue in a new Action for 2015-2016.

The Council's 2014-2015 Annual Report will include information on the Annual Plan.

Progress against targets set for each Action is indicated with one of the following icons:



At least 80% of target achieved



Between 60 and 79% of target achieved



Less than 60% of target achieved

The following three Actions are off track:

Action: Community Engagement Framework - Facilitate an integrated Council wide Community Engagement Framework progressively over a three year period

Responsible Director: Robert Dobrzynski, General Manager

Comments: Two of the seven major Levels of Service - Design and Delivery areas have been completed with another four to be completed in the 2015 calendar year. The remaining one is due to be completed in May 2016.

Action: Food Safety and Public Health services - Implement eServices through the Department to improve efficiency and effectiveness of Food Safety and Public Health services

Responsible Director: Leanne Hurst, Development Services Directorate

Comments: Project planning has commenced - key processes for online development have been identified and liaison with the Information Technology (IT) Department is ongoing. The design of workflow for some applications has commenced and the IT Department has scheduled substantial completion of key outstanding components by the end of October 2015.

19.1 2014-2015 Annual Plan Progress Report Period Ending 30 June 2015...(Cont'd)

Action: Public halls review - Review usage levels, catchment areas, building condition, leasing and long term capacity

Responsible Director: Harry Galea, Infrastructure Services Directorate

Comments: The halls review was deferred due to priority projects, City Heart and Gorge Reimagining requiring greater involvement from the Parks & Recreation team than expected. It is intended to present a report to Council in November 2015.

The following two Actions are deferred:

Action: Willis Street Precinct - Complete the Willis Street Precinct Plan

Responsible Director: Leanne Hurst, Development Services Directorate

Comments: Progress on this Action is deferred awaiting advice regarding the possible relocation of UTAS to the site.

Action: Rural road improvement strategy - Develop a rural road hierarchy and an accompanying methodology to determine upgrades to rural roads

Responsible Director: Harry Galea, Infrastructure Services Directorate

Comments: Development of the strategy has been delayed due to reprioritising this project over others such as City Heart. This project will be delivered during 2015-2016.

ECONOMIC IMPACT:

The Actions included in the 2014-2015 Annual Plan are aligned with the Strategic Plan 2014-2024 Priority Areas, several of which are framed to deliver economic benefits to Launceston. In particular, Priority Areas 6 *A city building its future* and 7 *A city that stimulates economic activity and vibrancy* are relevant.

ENVIRONMENTAL IMPACT:

Actions aligned to Priority Area 5 *A city that values its environment* are directly relevant to our natural environment.

SOCIAL IMPACT:

Actions aligned to Priority Area 4 *A diverse and welcoming city* have significant social implications.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Strategic Plan 2014-2024.

19.1 2014-2015 Annual Plan Progress Report Period Ending 30 June 2015...(Cont'd)

BUDGET & FINANCIAL ASPECTS:

Where relevant, budgetary implications are considered in the City of Launceston's 2014-2015 Budget.

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.


Michael Tidey: Director Corporate Services

ATTACHMENTS:

1. Strategic Plan Report
 2. 2014-2015 Annual Plan Actions - Progress for the year to 30 June 2015 (distributed separately)
-

Strategic Plan 2014-2024

Strategic Plan Report - Priority Areas, 10-Year Goals, and Key Directions

Priority Area	1	A creative and innovative city
10-Year Goal	1.1	To foster creative and innovative people and industries
Key Direction	1.1.1	To establish appropriate mechanisms to support the retail sector
	1.1.2	To understand and support the establishment and growth of creative industries in Launceston
	1.1.3	To optimise the use and usability of our assets for different types of activities
	1.1.4	To support and promote alternative uses of underutilised buildings
	1.1.5	To promote the wide variety of learning opportunities within Launceston
	1.1.6	To contribute towards artistic, cultural and heritage outcomes

Priority Area	2	A city where people choose to live
10-Year Goal	2.1	To promote Launceston as a unique place to live, work, study and play
Key Direction	2.1.1	To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston
	2.1.2	To support the CBD and commercial areas as activity places during day and night
	2.1.3	To contribute to enhanced public health and amenity to promote a safe and secure environment
	2.1.4	To promote Launceston's rich heritage and natural environment
	2.1.5	To plan for better connections between the river and Launceston
	2.1.6	To promote active and healthy lifestyles

Strategic Plan 2014-2024
 Strategic Plan Report - Priority Areas, 10-Year Goals, and Key Directions - Page 2 of 4

Priority Area	3	A city in touch with its region
10-Year Goal	3.1	To ensure Launceston is accessible and connected through efficient transport and digital networks
Key Direction	3.1.1	To engage with neighbouring Councils, as well as infrastructure and transport providers, to improve access to greater Launceston for all modes of transport through planning and advocacy
	3.1.2	To improve and maintain accessibility within the City of Launceston area, including its rural areas
	3.1.3	To regularly review our strategic approach to parking in Launceston
	3.1.4	To promote digital connectivity for industry sectors, households and the community

Priority Area	4	A diverse and welcoming city
10-Year Goal	4.1	To offer access to services and spaces for all community members and to work in partnership with others to address the needs of vulnerable and diverse communities
Key Direction	4.1.1	To understand the needs and requirements of the key community service providers and stakeholders
	4.1.2	To plan services and facilities that recognise the changing demographics of our community
	4.1.3	To define and communicate our role in promoting social inclusion and equity
	4.1.4	To work in partnership with community organisations and other levels of government to maximise participation opportunities for vulnerable and diverse members of the community
	4.1.5	To offer equitable access to services and facilities, including the design of public spaces that are accessible and suited to all abilities
	4.1.6	To support the delivery of programs and events for people to connect with each other through participation in community activities and civic life

Strategic Plan 2014-2024
 Strategic Plan Report - Priority Areas, 10-Year Goals, and Key Directions - Page 3 of 4

Priority Area	5	A city that values its environment
10-Year Goal	5.1	To reduce the impacts on our natural environment and build resilience to the changing intensity of natural hazards
Key Direction	5.1.1	To contribute to air and river quality in Launceston by liaising with the community, business and other stakeholders
	5.1.2	To manage the risks of climate-related events particularly in the area of stormwater management
	5.1.3	To enhance community awareness and resilience to uncertain weather patterns
	5.1.4	To implement floodplain management plans in the Invermay area
	5.1.5	To reduce our and the community's impact on the natural environment

Priority Area	6	A city building its future
10-Year Goal	6.1	To drive appropriate development opportunities as well as infrastructure, land use planning and transport solutions
Key Direction	6.1.1	To advocate and collaborate to address regionally significant infrastructure and transport solutions
	6.1.2	To develop and take a strategic approach to development sites to maximise public benefits of development
	6.1.3	To ensure that the planning system at a local and regional level is effective and efficient
	6.1.4	To explore opportunities to minimise heavy freight movements through residential areas and the central area

Strategic Plan 2014-2024

Strategic Plan Report - Priority Areas, 10-Year Goals, and Key Directions - Page 4 of 4

Priority Area	7	A city that stimulates economic activity and vibrancy
10-Year Goal	7.1	To develop a strategic and dedicated approach to securing economic investment in Launceston
Key Direction	7.1.1	To actively market the City and Region and pursue investment
	7.1.2	To provide an environment that is conducive to business and development
	7.1.3	To promote tourism and a quality Launceston tourism offering
	7.1.4	To promote and attract national and international events and support the sector to ensure a diverse annual events calendar
	7.1.5	To support sustainable population growth in Launceston
	7.1.6	To facilitate direct investment in the local economy to support its growth

Priority Area	8	A secure, accountable and responsive Organisation
10-Year Goal	8.1	To communicate and engage consistently and effectively with our community and stakeholders
Key Direction	8.1.1	To develop and consistently use community engagement processes
10-Year Goal	8.2	To seek and champion collaboration to address major issues for Northern Tasmania
Key Direction	8.2.1	To lead the implementation of the Greater Launceston Plan by collaborating on relevant initiatives
10-Year Goal	8.3	To ensure decisions are made in a transparent and accountable way
Key Direction	8.3.1	To ensure decisions are made on the basis of accurate and relevant information
10-Year Goal	8.4	To continue to meet our statutory obligations and deliver quality services
Key Direction	8.4.1	To continually improve our service delivery and supporting processes
10-Year Goal	8.5	To continue to ensure the long term sustainability of our Organisation
Key Direction	8.5.1	To strategically manage our assets, facilities and services
	8.5.2	To maintain a financially sustainable organisation
	8.5.3	To strengthen our workforce capabilities

19.2 Local Government Representative - State Fire Commission**FILE NO:** SF0032/SF0331**AUTHOR:** John Davis (Manager Corporate Strategy)**DIRECTOR:** Michael Tidey (Director Corporate Services)

DECISION STATEMENT:

For Council to nominate a potential Local Government Representative to the State Fire Commission for three (3) years.

PREVIOUS COUNCIL CONSIDERATION:***Item 12.4 - Council - 29 June 2009***

That Mr Rod Sweetnam, Director Resident & Leisure Services be nominated to the Local Government Association for a position on the State Fire Commission

Item 19.2 - Council - 8 October 2012

That Mr Rod Sweetnam, Director Facility Management & Governance Services be nominated to the Local Government Association for a position on the State Fire Commission

RECOMMENDATION:

That Mr Rod Sweetnam, Director Facilities Management be nominated to the Local Government Association for a position on the Tasmanian State Fire Commission (TFSC) for three (3) years.

REPORT:

The Local Government Association of Tasmania (LGAT) has recently written to Council's General Manager seeking nomination to the Tasmanian State Fire Commission (TSFC). There are currently two vacancies for the LGAT representation and nominations for consideration are required by 7 October 2015.

Mr Rod Sweetnam currently holds a position on the TSFC as LGAT Representative and Chair, having been nominated in 2012 and he has indicated a desire to continue in this role.

ECONOMIC IMPACT:N/A

19.2 Local Government Representative - State Fire Commission...(Cont'd)

ENVIRONMENTAL IMPACT:

The position would have a positive impact on the reduction in wildfire incidents within the State.

SOCIAL IMPACT:

The position would have a positive impact within the community alleviating concerns regarding fire threats.

STRATEGIC DOCUMENT REFERENCE:***Priority Area 8: Governance***

Goal: A secure, accountable and responsible Council

BUDGET & FINANCIAL ASPECTS:

N/A

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.


Michael Tidey: Director Corporate Services

ATTACHMENTS:

1. Letter from LGAT seeking nomination to the Tasmanian State Fire Commission dated 15/09/15
-

Attachment 1 - Letter from LGAT seeking nomination to the Tasmanian State Fire Commission dated 15/09/15 (= 1 page)



15 September 2015

Mr Robert Dobrzynski
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Dear Robert

Local Government Representative - State Fire Commission

The State Fire Commission is invested with a range of functions which include the formulation of policy in respect of service administration and operation, co-ordination and direction of the development of fire services throughout the State, and the development and promulgation of a State Fire Protection Plan.

The terms of the current Local Government representatives will conclude on 16 December 2015. Therefore, under the Fire Service Act 1979, the LGAT is required submit a list of three names for nomination by the Minister to fill two positions on the Commission.

It has been highlighted by the Minister that the present Government policy is to have gender balance in the nomination process if possible and I would ask that you take this matter into consideration.

Please ensure any nomination is accompanied by a current curriculum vitae and a completed Statement In Support of Nomination Form (attached).

We request that your council have nominations back to the Association offices by Friday, 7 October 2015. If you have any queries in relation to the position, please phone Stephanie Watson on 6233 5119, or email stephanie.watson@lgat.tas.gov.au.

Yours sincerely

[Handwritten signature of Dr Katrena Stephenson]

Dr Katrena Stephenson
CHIEF EXECUTIVE OFFICER

Our Ref: SW/FM
File No.
FILE No. SFE032
EO OD Box
RCVD 16 SEP 2015 LCC
Doc No.
Action Officer Noted Replied
RSWEETNAM
EGY R DOBRZYNSKI

19.3 General Manager's Contract and Performance Sub Committee Policy (22-PI-008)**FILE NO:** SF0972**DIRECTOR:** Michael Tidey (Director Corporate Services)

DECISION STATEMENT:

To conduct the scheduled review of Council's General Manager's Contract and Performance Sub Committee Policy (22-PI-008).

PREVIOUS COUNCIL CONSIDERATION:

Item 18.1 - Council - 7 July 2008.

RECOMMENDATION:

That Council's existing General Manager's Contract and Performance Sub Committee Policy (22-PI-008) be reaffirmed with minor amendments (to include the use of external assistance) as set out below:

PURPOSE:

To set the terms of reference for the General Manager's Contract and Performance Sub Committee.

SCOPE:

Applies to the role of the General Manager's Contract and Performance Sub Committee, Aldermen and Officers as appropriate.

POLICY:

The purpose of the General Manager's Contract and Performance Sub Committee is to assist Council fulfil its responsibilities for:

- Conducting the annual evaluation of the General Manager's performance of the role.
 - Contractual conditions for the employment of the General Manager including remuneration.
 - Overseeing the process for contract renewal or termination.
 - Recommending actions related to employment issues for the General Manager.
 - Overseeing the recruitment and selection process for the position of General Manager.
 - Recommending professional development strategies for the General Manager.
-

19.3 General Manager's Contract and Performance Sub Committee Policy (22-PI-008)...(Cont'd)

- Advising Council on goals for the General Manager to achieve.
- Recommending the content of the position description for the General Manager.
- Recommend to Council where the General Manager's involvement in any external organisation is considered not required or no longer appropriate.

All deliberations of this Sub Committee will remain confidential.

Council will appoint the Sub Committee.

Council will not delegate any decision-making powers to the Sub Committee. The Sub Committee will make recommendations to Council for debate and decision.

Membership will include the Mayor, Deputy Mayor and three other Aldermen. Where possible membership of the Sub Committee will be gender balanced.

The Mayor's Executive Assistant will provide administrative support to the Sub Committee.

The Sub Committee has the power to second any Alderman or Officer it considers may be able to contribute or assist the Sub Committee in performing its task. Any person seconded is required to respect and retain the confidential nature of the Sub Committee.

Actions of the Sub Committee will follow procedures set out in the General Manager's contract of employment and be guided by the General Manager's position description.

External Assistance

The Sub Committee may engage suitably qualified external expert assistance to assist the Committee. The selection of external assistance should be carried out in consultation with the General Manager.

Aldermanic Feedback Regarding General Manager Performance

Feedback may be positive or the raising of issues or concerns.

Aldermen are encouraged to provide feedback regarding the General Manager's Performance directly with the General Manager.

19.3 General Manager's Contract and Performance Sub Committee Policy (22-PI-008)...(Cont'd)

For formal consideration of any feedback an Alderman may have regarding the General Manager's performance, they may do so by detailing their feedback in writing and forwarding it to the Mayor for consideration at the next Sub Committee Meeting. An Alderman may also request to meet with the Sub Committee regarding the feedback they have provided.

The Sub Committee will consider any formal feedback provided by an Alderman and respond in writing when it considers a written response appropriate.

The roles and responsibilities of the General Manager's Contract and Performance Sub Committee members are:

Mayor

- To speak on behalf of the Sub Committee.
- To be the liaison point between the Sub Committee and the General Manager.
- To receive complaints or observations regarding the General Manager's performance.
- To facilitate discussion of Sub Committee meetings.
- To raise, deliberate and where appropriate participate in decision making and the development of recommendations.

Members of Sub Committee

- To provide input into matters being deliberated by the Sub Committee
- To request information that will assist the Sub Committee to perform its role
- To raise, deliberate and where appropriate participate in decision making and the development of recommendations.

Mayor's Executive Assistant

- To provide secretarial and administrative support to the Sub Committee including:
 - Minute preparation
 - Agenda development
 - Correspondence
 - Research
 - Liaison with external resources
 - Provision of professional advice regarding issues deliberated on by the Sub Committee and Council.
 - Documentation of decisions made by Council when "in Council" and deliberating on matters consistent with the responsibilities of the Sub Committee.
-

19.3 General Manager's Contract and Performance Sub Committee Policy (22-PI-008)...(Cont'd)

PRINCIPLES:

Council's Organisational Values apply to all activities.

RELATED POLICIES & PROCEDURES:

N/A

RELATED LEGISLATION:

Local Government Act 1993

REFERENCES:

The General Manager's Contract of Employment
The General Manager's Position Description
Launceston City Council Enterprise Bargaining Agreement

DEFINITIONS:

Deliberation – weighing in mind, careful consideration, discussion of reasons for and against, debate.

REVIEW:

This policy will be reviewed no more than 5 years after the date of approval or more frequently, if required by Council.

REPORT:

This Policy has been reviewed as part of the systematic review of Council policies. There has been a minor change in regard to including the use of external support to assist the Committee.

In preparation of this review, comment was sought by email from Committee members. No replies or comments were received.

ECONOMIC IMPACT:

N/A

ENVIRONMENTAL IMPACT:

N/A

19.3 General Manager's Contract and Performance Sub Committee Policy (22-PI-008)...(Cont'd)

SOCIAL IMPACT:

N/A

STRATEGIC DOCUMENT REFERENCE:

8. A secure, accountable and responsive Organisation.

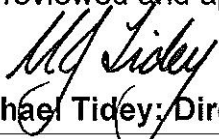
BUDGET & FINANCIAL ASPECTS:

N/A

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.


Michael Tidey; Director Corporate Services

ATTACHMENTS:

1. General Manager's Contract and Performance Sub Committee Policy Document

Attachment 1

Launceston City Council
Reference No. 22-PI-008
Version: DRAFT 18/02/2011
Approved By: Council

General Manager's Contract & Performance Sub Committee Policy

PURPOSE:

To set the terms of reference for the General Manager's Contract and Performance Sub Committee.

SCOPE:

Applies to the role of the General Manager's Contract and Performance Sub Committee, Aldermen and Officers as appropriate.

POLICY:

The purpose of the General Manager's Contract and Performance Sub Committee is to assist Council fulfil its responsibilities for:

- Conducting the annual evaluation of the General Manager's performance of the role.
- Contractual conditions for the employment of the General Manager including remuneration.
- Overseeing the process for contract renewal or termination.
- Recommending actions related to employment issues for the General Manager.
- Overseeing the recruitment and selection process for the position of General Manager.
- Recommending professional development strategies for the General Manager.
- Advising Council on goals for the General Manager to achieve.
- Recommending the content of the position description for the General Manager.
- Recommend to Council where the General Manager's involvement in any external organisation is considered not required or no longer appropriate.

All deliberations of this Sub Committee will remain confidential.

Council will appoint the Sub Committee.

Council will not delegate any decision-making powers to the Sub Committee. The Sub Committee will make recommendations to Council for debate and decision.

Membership will include the Mayor, Deputy Mayor and three other Aldermen. Where possible membership of the Sub Committee will be gender balanced.

Launceston City Council
Reference No. 22-PI-008
Version: DRAFT 18/02/2011
Approved By: Council

General Manager's Contract & Performance Sub Committee Policy

The Mayor's Executive Assistant will provide administrative support to the Sub Committee.

The Sub Committee has the power to second any Alderman or Officer it considers may be able to contribute or assist the Sub Committee in performing its task. Any person seconded is required to respect and retain the confidential nature of the Sub Committee.

Actions of the Sub Committee will follow procedures set out in the General Manager's contract of employment and be guided by the General Manager's position description.

Aldermanic Feedback Regarding General Manager Performance

Feedback may be positive or the raising of issues or concerns.

Aldermen are encouraged to provide feedback regarding the General Manager's Performance directly with the General Manager.

For formal consideration of any feedback an Alderman may have regarding the General Manager's performance, they may do so by detailing their feedback in writing and forwarding it to the Mayor for consideration at the next Sub Committee Meeting. An Alderman may also request to meet with the Sub Committee regarding the feedback they have provided.

The Sub Committee will consider any formal feedback provided by an Alderman and respond in writing when it considers a written response appropriate.

The roles and responsibilities of the General Manager's Contract and Performance Sub Committee members are:

Mayor

- To speak on behalf of the Sub Committee.
- To be the liaison point between the Sub Committee and the General Manager.
- To receive complaints or observations regarding the General Manager's performance.
- To facilitate discussion of Sub Committee meetings.
- To raise, deliberate and where appropriate participate in decision making and the development of recommendations.

Launceston City Council
Reference No. 22-PI-008
Version: DRAFT 18/02/2011
Approved By: Council

General Manager's Contract & Performance Sub Committee Policy

Members of Sub Committee

- To provide input into matters being deliberated by the Sub Committee
- To request information that will assist the Sub Committee to perform its role
- To raise, deliberate and where appropriate participate in decision making and the development of recommendations.

Mayor's Executive Assistant

- To provide secretarial and administrative support to the Sub Committee including:
 - Minute preparation
 - Agenda development
 - Correspondence
 - Research
 - Liaison with external resources
 - Provision of professional advice regarding issues deliberated on by the Sub Committee and Council.
 - Documentation of decisions made by Council when "in Council" and deliberating on matters consistent with the responsibilities of the Sub Committee.

PRINCIPLES:

Council's Organisational Values apply to all activities.

RELATED POLICIES & PROCEDURES:

N/A

RELATED LEGISLATION:

Local Government Act 1993
Launceston City Council Enterprise Agreement

REFERENCES:

The General Manager's Contract of Employment
The General Manager's Position Description

Launceston City Council
Reference No. 22-PI-008
Version: DRAFT 18/02/2011
Approved By: Council

General Manager's Contract & Performance Sub Committee Policy

DEFINITIONS:

Deliberation – weighing in mind, careful consideration, discussion of reasons for and against, debate.

REVIEW:

This policy will be reviewed no more than 5 years after the date of approval or more frequently, if required by Council.

Launceston City Council
 Reference No. 22-PI-008
 Version: DRAFT 18/02/2011
 Approved By: Council

**General Manager's Contract & Performance Sub Committee
 Policy**

DOCUMENT INFORMATION:

Reference Number:	22-PI-008
Version:	DRAFT 18/02/2011
Review:	06/10/2014
Key Function:	Personnel
System:	
Document Type:	Policy
Responsible Directorate:	Corporate Services
Approved by:	Council
Action Officer:	Michael Tidey
Text Search Key Words	General Manager review sub committee contract performance

To be Communicated To: <i>(To be identified by Action Officer or Approver)</i> (Insert ✓ in relevant row)		Department/Area only
		Directorate via Director and Managers
		Specific Areas:
		•
	✓	Council-wide
	Council Website	

Hard Copy Distribution	N/A
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20 GENERAL MANAGER'S DIRECTORATE ITEMS

No Items have been identified as part of this Agenda.

21 URGENT BUSINESS

Regulation 8(6) of the Local Government (Meeting Procedures) Regulations 2015, states that a council, by absolute majority at an ordinary council meeting, may decide to deal with a matter that is not on the Agenda.

No Urgent Items have been identified as part of this Agenda.

22 CLOSED COUNCIL

Local Government (Meeting Procedures) Regulations 2015 - Regulation 15(2)

22.1 Confirmation of the Minutes

The *Local Government (Meeting Procedures) Regulations 2015 - Regulation 34(6)* states that at the next closed meeting, the minutes of a closed meeting, after any necessary correction, are to be confirmed as the true record by the council or council committee and signed by the chairperson of the closed meeting.

22.2 Bathurst Street Car Park**RECOMMENDATION:**

That Agenda Item 22.2 - Bathurst Street Car Park be considered within Closed Council pursuant to the authority contained within Regulation 15(2)(b) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- 15(2)(b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.

23 MEETING CLOSURE
