



City of  
**LAUNCESTON**

# **COUNCIL AGENDA**

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

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Notice is hereby given that the Ordinary Meeting of the City of Launceston Council will be held at the Council Chambers, Town Hall, St John Street, Launceston:

Date: 27 March 2025

Time: 1:00 pm

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### Certificate of Qualified Advice

#### Background

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

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

#### Certification

I certify that:

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



**Sam Johnson OAM**  
Chief Executive Officer

## VIDEO and AUDIO STREAMING of COUNCIL MEETINGS

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

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

This Council Meeting will be streamed live to and can be accessed at:  
[www.launceston.tas.gov.au/Council/Meetings/Watch-and-Listen](http://www.launceston.tas.gov.au/Council/Meetings/Watch-and-Listen)

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

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

## PUBLIC QUESTION TIME - AGENDA ITEM 8

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

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

### **PUBLIC COMMENT ON AGENDA ITEMS**

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

Please note the following important information:

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

Your respectful contribution is welcome and appreciated.

### **LEGISLATIVE TERMINOLOGY - GENERAL MANAGER**

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

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**ORDER OF BUSINESS**

<b>1. OPENING OF MEETING - ATTENDANCE AND APOLOGIES.....</b>	<b>10</b>
<b>2. MAYORAL ACKNOWLEDGEMENTS .....</b>	<b>10</b>
<b>3. DECLARATIONS OF INTEREST .....</b>	<b>10</b>
<b>4. CONFIRMATION OF MINUTES.....</b>	<b>11</b>
<b>4.1. Confirmation of Minutes .....</b>	<b>11</b>
<b>5. COUNCIL WORKSHOPS .....</b>	<b>13</b>
<b>5.1. Council Workshop Report - 13 March 2025 and 20 March 2025 .....</b>	<b>13</b>
<b>6. COUNCILLORS' LEAVE OF ABSENCE APPLICATIONS .....</b>	<b>16</b>
<b>7. COMMUNITY REPORTS .....</b>	<b>17</b>
<b>8. PUBLIC QUESTION TIME .....</b>	<b>18</b>
<b>8.1. Public Questions on Notice.....</b>	<b>18</b>
<b>8.1.1. Public Questions on Notice - Ron Baines - Division of 2 Invermay                 Road into two lots - 6 March 2025 .....</b>	<b>18</b>
<b>8.1.2. Public Questions on Notice - Jim Dickenson - Albert Hall                 Refurbishment - 6 March 2025.....</b>	<b>20</b>
<b>8.1.3. Public Questions on Notice - Rocelyn Ives - Pesticide Spraying and                 City of Launceston's No Spray Register - 6 March 2025.....</b>	<b>22</b>
<b>8.1.4. Public Questions on Notice - Noel Christensen - Costs Associated                 With City Park Monkeys - 6 March 2025 .....</b>	<b>24</b>
<b>8.1.5. Public Questions on Notice - Robin Smith - Traffic Study Reports,                 Swastika Graffiti - Blockie Route Complaints Received By                 Launceston Safer Communities Partnership - 6 March 2025 .....</b>	<b>25</b>
<b>8.1.6. Public Questions on Notice - Robin Smith - Personal Mobility Device                 (PMD) / E-scooter Use in Bicycle Lanes - 19 March 2025 .....</b>	<b>28</b>
<b>8.1.7. Public Questions on Notice - Robin Smith - E-scooter Expenditure                 and Revenue - 20 March 2025.....</b>	<b>29</b>
<b>8.2. Public Questions Without Notice.....</b>	<b>31</b>

---

<b>9. PETITIONS .....</b>	<b>32</b>
<b>10. DEPUTATIONS .....</b>	<b>32</b>
<b>11. PLANNING AUTHORITY .....</b>	<b>33</b>
<b>11.1. DA0215/2023 - 32-38 Waverley Road, Waverley - Subdivision - Subdivide         Two Lots into Twenty Lots, plus Road Lot and Construction of a Road .....</b>	<b>33</b>
<b>11.2. DA0031/2025 - 218 Charles Street, Launceston - Tree Removal - Removal of         Bunya Pine Tree .....</b>	<b>47</b>
<b>11.3. DA0122/2024 - 9 Rose Lane and 5 Rose Lane, South Launceston -         Residential - Construction of 56 Dwellings over Two Three-Storey         Buildings, Associated Parking, Landscaping, and Infrastructure which         Includes Widening of a Road, New Pedestrian Footpaths, .....</b>	<b>56</b>
<b>11.4. DA0015/2025 - 25 St John Street, Launceston - Transport Depot and         Distribution – Alterations to existing building; Change of use to a bus         terminal, including on-street bus parking and installation of illuminated         signage .....</b>	<b>72</b>
<b>12. ANNOUNCEMENTS BY THE MAYOR .....</b>	<b>83</b>
<b>12.1. Mayor's Announcements .....</b>	<b>83</b>
<b>13. COUNCILLORS' REPORTS .....</b>	<b>84</b>
<b>14. QUESTIONS BY COUNCILLORS .....</b>	<b>85</b>
<b>14.1. Councillors' Questions on Notice .....</b>	<b>85</b>
<b>14.1.1. Councillors' Questions on Notice - Councillor A E Dawkins - Gender                 Pay Gap - 6 March 2025 .....</b>	<b>85</b>
<b>14.1.2. Councillors' Questions on Notice - Councillor D C Gibson - ABCDE                 Learning Site Report, Committee Review and Federal Funding - 6                 March 2025 .....</b>	<b>87</b>
<b>14.1.3. Councillors' Questions on Notice - Councillor T G Walker -                 Community Consultation Regarding Paterson Barracks - 6 March                 2025 .....</b>	<b>89</b>
<b>14.2. Councillors' Questions Without Notice .....</b>	<b>90</b>

---

---

<b>15. NOTICES OF MOTION .....</b>	<b>91</b>
<b>15.1. Notice of Motion - Lilydale Falls Reserve - Councillor T G Walker and         Councillor A Palmer - 19 March 2025 .....</b>	<b>91</b>
<b>15.2. Notice of Motion - Dutch Elm Tree - Councillor T G Walker - 21 March 2025         .....</b>	<b>96</b>
<b>16. COMMITTEE REPORTS .....</b>	<b>98</b>
<b>16.1. Heritage Advisory Committee Meeting Report - 11 December 2024 .....</b>	<b>98</b>
<b>17. CONNECTIONS AND LIVEABILITY .....</b>	<b>100</b>
<b>17.1. Report on Progress of the Child Youth Safe Framework Compliance and         Councillor Dawkin's Notice of Motion .....</b>	<b>100</b>
<b>17.2. Intention to Undertake Community Consultation - Draft Carr Villa Memorial         Park Masterplan.....</b>	<b>106</b>
<b>18. QVMAG (QUEEN VICTORIA MUSEUM AND ART GALLERY) .....</b>	<b>112</b>
<b>18.1. State Government Endowment Queen Victoria Museum and Art Gallery ..</b>	<b>112</b>
<b>18.2. Regional Precincts Partnership Program Submission .....</b>	<b>118</b>
<b>19. COMMUNITY ASSETS AND DESIGN.....</b>	<b>123</b>
<b>19.1. Residential Parking Permit Policy .....</b>	<b>123</b>
<b>19.2. Fees and Charges Amendment 2024/2025 - Residential Parking Permit....</b>	<b>129</b>
<b>19.3. Princess Theatre Redevelopment Project - Project Management Plan .....</b>	<b>132</b>
<b>19.4. St Leonards and Waverley Neighbourhood Plan - Draft Structure Plan for         Community Consultation.....</b>	<b>134</b>
<b>20. DELIVERY AND PERFORMANCE .....</b>	<b>141</b>
<b>20.1. Lease - First Basin Cafe.....</b>	<b>141</b>
<b>20.2. Lease - Gorge Restaurant.....</b>	<b>146</b>
<b>20.3. Parking Feasibility Report - Provision of Multi-storey Parking on Boxing         Day and Other Public Holidays .....</b>	<b>151</b>
<b>20.4. Feedback on the Draft Local Government (Meeting Procedures) Regulations         and Local Government (General) Regulations .....</b>	<b>156</b>
<b>20.5. Credit Card Policy (12-PI-005) .....</b>	<b>160</b>

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20.6. Appointment of Chief Executive Officer as Director of the Launceston Flood Authority .....	174
20.7. Memorandum of Understanding - Provision of Bikes to Tasmania Police.	176
20.8. The Australian Local Government Association (ALGA) motions for the 2025 National General Assembly of Local Government (NGA) .....	178
20.9. Proposed Amendment to Sealed Plan 164783, 62 Parklands Parade .....	180
21. STRATEGY AND INNOVATION .....	183
21.1. City of Launceston Annual Plan 2024/2025 - Progress Against Annual Plan Actions for Period Ending 31 December 2024.....	183
22. CHIEF EXECUTIVE OFFICER NETWORK .....	185
22.1. Status Report on Council Decisions .....	185
22.2. Status Report on Notices of Motions .....	209
22.3. Correspondence - Provided by The Hon Rosemary Armitage from The Hon Nick Duigan MLC Minister for Parks .....	221
22.4. Letter from the Premier, Jeremy Rockliff MP to Councillor Matthew Garwood - State of the State Address in Parliament. ....	223
22.5. Letter of Thanks - Tennis Australia .....	225
22.6. Representation at the Australian Local Government Association's 2025 National General Assembly .....	227
22.7. Hudson Club Membership .....	229
22.8. Sister City Relationship - Representation at Ikeda, Japan 12 May 2025 to 17 May 2025 .....	231
23. LATE ITEMS .....	235
24. CLOSED COUNCIL .....	236
24.1. Confirmation of the Minutes.....	236
24.2. Launceston Airport Dividend Update .....	236
24.3. NTCA Sports Complex - Redevelopment Project - Architectural Services	236
24.4. CD003/2025 QVMAG Steam Gallery Redevelopment Bugs Gallery Tender	236

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24.5. City of Launceston and Hawthorn Football Club Inc. Draft Partnership Heads of Agreement .....	237
24.6. End of Closed Session .....	237
25. MEETING CLOSURE.....	238
26. NEXT COUNCIL MEETING DATE.....	238

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

**2. MAYORAL ACKNOWLEDGEMENTS**

**3. DECLARATIONS OF INTEREST**

*Local Government Act 1993 (Tas) - section 48*

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

#### 4. CONFIRMATION OF MINUTES

##### 4.1. Confirmation of Minutes

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

#### RECOMMENDATION:

That:

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

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

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

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

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

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

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

**5. COUNCIL WORKSHOPS**

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

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

**FILE NO:** SF4401

**AUTHOR:** Lorraine Wyatt (Team Leader Executive Support)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

To consider Council Workshops conducted since the last Council Meeting.

**RELEVANT LEGISLATION:**

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

**RECOMMENDATION:**

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

1. Workshop conducted on 13 March 2025:

**Launceston Central Bi-Annual Reporting**

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

**Fees and Charges**

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

**Basin Chairlift Redevelopment**

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

**Councillor Leadership Training**

*Councillors participated in Leadership Training.*

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

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

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2. Workshop conducted on 20 March 2025:

**St Leonards and Waverley Neighbourhood Plan - Project Update**

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

**Annual Plan and Budget 2025/2026**

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

**Theatre North**

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

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

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

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**REPORT:**

Regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015* says that the Agenda of an Ordinary Council Meeting is to include the date and purpose of any Council Workshops held since the last Meeting.

Attendance is recorded for noting and reporting in the Council's Annual Report.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Chief Executive Officer have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

**6. COUNCILLORS' LEAVE OF ABSENCE APPLICATIONS**

**No Councillors' Leave of Absence Applications have been identified as part of this Agenda.**



**7. COMMUNITY REPORTS**

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

**No Community Reports have been identified as part of this Agenda**

**8. PUBLIC QUESTION TIME**

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

**8.1. Public Questions on Notice**

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

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

**FILE NO:** SF6381

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Questions:**

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

**Response:**

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

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

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

**Response:**

*The subdivision plan below details the proposed lot boundary.*




**PLAN OF SUBDIVISION**



**PDA**  
SURVEYORS, ENGINEERS & PLANNERS

3/23 Bebban Street,  
Launceston, Tasmania, 7250  
PHONE: +61 03 6331 4099  
FAX: +61 03 6334 3098  
EMAIL: pda@pda.com.au  
www.pda.com.au  
Also at: Hobart, Burnie,  
Devonport & Kingston.

<b>Owners</b>	Launceston City Council	<b>Address</b>	2 Invermay Road, Invermay	This plan has been prepared for the purpose of obtaining disposal and preliminary subdivision approvals from the Council and the information shown herein should be used for no other purpose. All measurements and areas are subject to final survey.					
<b>Council</b>	Launceston City Council	<b>Planning Scheme</b>	Tasmanian Planning Scheme - Launceston						
<b>Title References</b>	FR 180240/2	<b>Zone &amp; Overlay</b>	31.0 Particular Purpose - Inveresk Site						
<b>Schedule Of Easements</b>	As shown.								
<b>Scale</b>	1:4000	<b>Date</b>	02 July 2024	<b>PDA Reference</b>	50149 - P05	<b>Map reference</b>	PD 358475	<b>Point of Interest</b>	GDARANGAR 511667E, 5414155N



**LEGEND**

- Title/Proposed Boundary
- Surrounding Boundary
- - - Existing Easement
- - - Sewer Main
- - - Water Main
- - - Stormwater Main
- - - Water Connection
- - - Sewer Connection
- - - Sewer main owned and maintained by Council

**NOTE:**

Area hatched is part of the balance lot (16.1ha)

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

**ATTACHMENTS:**

Nil

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

**FILE NO:** SF6381

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Questions:**

[Regarding Albert Hall]

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

**Response:**

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

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

**24.2. Albert Hall Redevelopment Project**

**REASON FOR CLOSED COUNCIL:**

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

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

**Response:**

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

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

**Response:**

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

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**ATTACHMENTS:**

Nil

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

**FILE NO:** SF6381

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Questions:**

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

**Response:**

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

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

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

**Response:**

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

*The below outlines the need for the review.*

*Section 2:*

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

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

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**ATTACHMENTS:**

1. Questions Without Notice - No Spray Register - Development at Lilydale Falls - Ives, Rocelyn - 6 Mar [8.1.3.1 - 3 pages]

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

**FILE NO:** SF6381

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Questions:**

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

**Response:**

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

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

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**ATTACHMENTS:**

Nil



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

**FILE NO:** SF6381

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Question:**

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

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

**Response:**

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

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

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

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

**Response:**

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

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

**Response:**

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

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

**Response:**

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

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**ATTACHMENTS:**

Nil

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

**FILE NO:** SF6381

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Question:**

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

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

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

**Response:**

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

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**ATTACHMENTS:**

1. Questions on notice - e-scooter expenditure and revenue - Smith, Robin Redacted [8.1.6.1 - 1 page]

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

**FILE NO:** SF6381

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Questions:**

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

**Response:**

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

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

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

**Response:**

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

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

**Response:**

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

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**ATTACHMENTS:**

1. Questions on notice - e-scooter expenditure and revenue - Smith, Robin Redacted [8.1.7.1 - 1 page]

**8.2. Public Questions Without Notice**

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

**9. PETITIONS**

**No Petitions have been identified as part of this Agenda**

**10. DEPUTATIONS**

**No Deputations have been identified as part of this Agenda**



## 11. PLANNING AUTHORITY

Under the provisions of the *Land Use Planning and Approvals Act 1993*, Council acts as a Planning Authority in regard to items included in Agenda Item 11 - Planning Authority.

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

**FILE NO:** DA0215/2023

**AUTHOR:** Duncan Payton (Town Planner)

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

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#### DECISION STATEMENT:

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

#### PLANNING APPLICATION INFORMATION:

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

#### RELEVANT LEGISLATION:

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

#### STANDARDS REQUIRING PLANNING DISCRETION:

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

**RECOMMENDATION:**

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

**1. ENDORSED PLANS & DOCUMENTS**

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

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

**2. LEGAL TITLE**

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

**3. TASWATER**

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

**4. HOURS OF CONSTRUCTION**

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

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

**5. AMENDED PLANS REQUIRED**

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

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

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

#### **6. DAMAGE TO COUNCIL INFRASTRUCTURE**

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

#### **7. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE**

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

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

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

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

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

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

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

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

#### **9. PERMIT TO UNDERTAKE WORKS IN STATE ROAD**

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

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

#### **10. PROTECTION OF PIPELINES**

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

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

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

#### **11. FACILITIES AND HIGHWAYS BY-LAW**

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

#### **12. RETICULATED SERVICES**

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

#### **13. SUBMISSION AND APPROVAL OF PLANS**

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

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

#### **14. CONSTRUCTION OF WORKS**

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

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

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

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

### **15. WORKS REQUIRED FOR EACH LOT IN A STAGE**

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

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

### **16. CONSTRUCTION DOCUMENTATION**

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

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

### **17. EASEMENTS**

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

### **18. SEALING PLANS OF SUBDIVISION**

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

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

### **19. CONVEYANCE OF ROADS**

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

### **20. COMPLETION OF WORKS**

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

### **21. AS CONSTRUCTED PLANS**

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

### **22. NO BURNING OF WASTE**

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

### **23. PAYMENT IN LIEU OF PUBLIC OPEN SPACE**

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

## 24. STREET LANDSCAPING PLAN

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

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

## 25. BUILDING ACT 2016 REQUIREMENTS

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

### Notes

#### A. General

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

*This permit takes effect after:*

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. *Any agreement that is required by this permit pursuant to Part V of the Land Use Planning and Approvals Act 1993 is executed; or*
- d. *Any other required approvals under this or any other Act are granted.*

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

#### B. Restrictive Covenants

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

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



C. Appeal Provisions

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

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

*For more information see the Tasmanian Civil & Administrative Tribunal (TASCAT) website [www.tascat.tas.gov.au](http://www.tascat.tas.gov.au) <<http://www.tascat.tas.gov.au>>*

D. Permit Commencement.

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

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**REPORT:**

**1. THE PROPOSAL**

It is proposed to subdivide the existing 2.36 hectare site, currently in two lots, into twenty residential lots and road lot.

The proposed lots vary in size from 458m<sup>2</sup> to 5527m<sup>2</sup>. Lots 17, 18, 19 and 20 will have access from the existing stub section of Waverley Road to the north of 93 Tasman Highway. Lots 1 - 16 will be accessed via the proposed new road.

The proposal includes the construction of a new road and junction with the Tasman Highway. The road servicing the subdivision will be adjacent to the south-western boundary of 83 Tasman Highway.

## 2. LOCATION AND NEIGHBOURHOOD CHARACTER



32-38 Waverley Road Waverley (not to scale)

The subject site is comprised of two irregularly shaped lots (CT144765/1 and CT144765/1) located on the north-western side of the Tasman Highway and the south-western side of Waverley Road. The lots have a combined area of 23,632m<sup>2</sup>.

The land falls from the Tasman Highway to the north-west with a gradient of around 20%. To the north, east and south, the site is generally surrounded by the residential suburb of Waverley, whilst to the west, on lower ground, is an existing and developing light industrial area.

Public infrastructure such as water, sewer and stormwater are available to the site.

The site is zoned general residential and is within mapped areas covering, priority vegetation, landslip, bushfire prone land and the airport obstacle limitation area.

## 3. PLANNING SCHEME REQUIREMENTS

The assessment against the Tasmanian Planning Scheme - Launceston is detailed in Attachment 1.

#### 4. REFERRALS

REFERRAL	COMMENTS
<b>INTERNAL</b>	
Infrastructure and Assets	Conditions recommended.
Environmental Health	Conditions recommended.
Heritage/Urban Design	N/A
Building and Plumbing	Standard notes recommended for the permit.
<b>EXTERNAL</b>	
TasWater	Application referred to TasWater and conditional consent provided by Submission to Planning Authority Notice TWDA 2023/00670-LCC.
State Growth	The specific design plans for works in the State road reserve and the junction with Tasman Highway require further approval from the Department of State Growth.
TasFire	N/A
Tas Heritage Council	N/A
Crown Land	N/A
TasRail	Landowners consent given for connection to the Tasman Highway
EPA	N/A
Aurora	N/A

#### 5. REPRESENTATIONS

Pursuant to section 57 of the *Land Use Planning and Approvals Act 1993*, the application was advertised for a 14 day period from 21 December 2024 to 14 January 2025. 194 representations were received. The issues raised are summarised in the following table. All representations received for this application were confidentially circulated to Councillors.

<p><b>Issue 1</b> The main fire risk is the council owned nature strip between 39-67 Tasman Highway.</p>
<p><i>Response 1</i> A Bushfire Hazard report has been submitted with the proposal and each lot is able to achieve an appropriate bushfire attack level for the development of a dwelling.</p>
<p><b>Issue 2</b> It would be nice to have some fire hydrants installed.</p>
<p><i>Response 2</i> Reticulated water will be provided to each lot and fire hydrants will be included in accordance with TasWater requirements.</p>
<p><b>Issue 3</b> The area includes serious landslip. What will happen with heavy trucks and earth moving equipment, particularly in bad weather?</p>

*Response 3*

*A landslip hazard report has been provided addressing the relevant provisions of the scheme and indicating a low risk. The engineering design for the infrastructure and its installation will have full regard to potential landslip issues. Similarly, engineers designing footings for future dwellings on the lots will also have regard to potential landslip.*

**Issue 4**

**The ownership of the property has changed but the previous owners are still shown in the current application - Where is the transparency?**

*Response 4*

*The change in ownership of the property is not relevant to the proposed subdivision.*

**Issue 5**

**Concerned about the location of the new street to the Tasman Highway at one of the most congested sections of highway in Tasmania.**

*Response 5*

*The Traffic Impact Assessment (TIA) notes that the Tasman Highway is classified by the Department of State Growth as a Category 4 Feeder Road and that it carries around 2,150 vehicles per day near this site with AM and PM peaks (in 2023) of 210 and 230 vehicles per hour respectively. Relocation of the proposed new road to access the Tasman Highway further north will not alter the number of vehicles travelling on the Highway.*

**Issue 6**

**The address of the application is 32-38 Waverley Road. Why does the development not come out at the existing constructed section of Waverley Road above the top shop?**

*Response 6*

*The site has frontage to both Waverley Road and the Tasman Highway, the numbering of the site is historic. With regard to the proposed access point to the Tasman Highway, this is largely an economic decision by the proponents balancing the infrastructure costs and lot yield. Relevantly, the scheme does not address why a particular point is chosen, rather it is concerned that the location is safe and efficient in the road network.*

**Issue 7**

**Subdivision development at Hogarth Street and Regent Street will increase traffic volumes in the area.**

*Response 7*

*This is correct. The additional traffic from approved development at Regent and Hogarth Streets is within the capacity of the Tasman Highway. Broader strategic planning for future residential development in the St Leonards region and the applicable road network is underway.*

**Issue 8**

**The report states the junction with Tasman Highway will be a T-junction. This is opposite the existing T-junction with Humphrey Street. Won't this then be a cross intersection? We do not believe this will be a safe and efficient connection to the Tasman Highway.**

*Response 8*

*Effectively both Humphrey Street and the proposed new road will access the Tasman Highway at a T-junction and both will be subject to a Give Way provision as the highway will have priority. The final design and construction of the junction will be subject to the approval and oversight of the Department of State Growth and will be required to comply with all applicable standards and guidelines to ensure the safety and efficiency of the junction and the road network.*

**Issue 9**

**The report states only 1 accident recently at the Humphrey Street junction, however with reckless driving in the area it is lucky there has not been more.**

*Response 9*

*The planning scheme does not have the capacity to control driver behaviour.*

**Issue 10**

**Concerned about the potential loss in value of our home adjacent to the new road.**

*Response 10*

*The planning scheme does not have the capacity to have regard to increase or decrease in property values. The applicants assert that "there is sufficient data available that shows new development stimulates the property market and the construction of new homes in an older area results in a general uplift of property value".*

## 6. CONCLUSION

Subject to the recommended conditions, it is considered that the proposal complies with the Scheme and it is appropriate to recommend for approval.

### RISK IMPLICATIONS:

Not considered relevant to this report.

### ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The Tasmanian Planning Scheme - Launceston contains provisions intended to implement the objectives of the Resource Management Planning System. The application has been assessed using these provisions and as such the economic, environmental and social impacts have been considered.

### STRATEGIC DOCUMENT REFERENCE:

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

### BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

### DISCLOSURE OF INTERESTS:

The Author and Executive Leader Community Assets and Design have no interests to declare in this matter.

**ATTACHMENTS:**

1. DA0215-2023 - 32-38 Waverley Road Waverley Planning Scheme Assessment [11.1.1 - 12 pages]
2. DA0215-2023 - 32-38 Waverley Road Waverley - Tas Water SPAN [11.1.2 - 5 pages]
3. DA0215-2023 - Endorsed docs [11.1.3 - 64 pages]
4. DA0215-2023 - Revised plan of subdivision [11.1.4 - 1 page]
5. DA0215-2023 - Revised Bushfire Hazard Report [11.1.5 - 41 pages]
6. DA0215-2023 - Landslip Hazard Assessment and Form 55 - Envirotech - 32-38 Waverley Road Waverl [11.1.6 - 94 pages]

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

**FILE NO:** DA0031/2025

**AUTHOR:** Duncan Payton (Town Planner)

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

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**DECISION STATEMENT:**

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

**PLANNING APPLICATION INFORMATION:**

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

**RELEVANT LEGISLATION:**

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

**RECOMMENDATION:**

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

**1. ENDORSED PLANS & DOCUMENTS**

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

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

**2. HERITAGE**

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

## Notes

### A. General

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

*This permit takes effect after:*

- a. The 14 day appeal period expires; or*
- b. Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. Any agreement that is required by this permit pursuant to Part V of the Land Use Planning and Approvals Act 1993 is executed; or*
- d. Any other required approvals under this or any other Act are granted.*

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

### B. Restrictive Covenants

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

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

### C. Damage to council infrastructure

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

### D. Works Within/Occupation of the Road Reserve

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

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

- a. require a road or lane closure;*



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

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

**E. Facilities and Highways By-law**

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

**F. Appeal Provisions**

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

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

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

**G. Permit Commencement**

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

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**REPORT:**

**1. THE PROPOSAL**

It is proposed to remove the existing Bunya Pine tree (*Araucaria bidwillii*) from the north-east corner of 218 Charles Street, Launceston.

**1.1 EXEMPTION FROM THE PLANNING SCHEME**

The proposed removal of the tree is exempt from the provisions of the scheme pursuant to clause 4.0.1 of the scheme:

4.0.1 Use or development listed in Tables 4.1 - 4.6 is exempt from requiring a permit provided it meets the corresponding requirements.

Table 4.4 Vegetation exemptions

4.4.1	vegetation removal for safety or in accordance with other Acts	If for: ... (f) clearance within 2m of lawfully constructed buildings or infrastructure including roads, tracks, footpaths, cycle paths, drains, sewers, power lines, pipelines and telecommunications facilities, for maintenance, repair and protection; (g) safety reasons where the work is required for the removal of dead wood, or treatment of disease, or required to remove an unacceptable risk to public or private safety, or where the vegetation is causing or threatening to cause damage to a substantial structure or building
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The proponents have submitted an arborists report, prepared by Frank Rosol, a suitably qualified and experienced arborist, of Australian Tree Care - Tas. Mr Rosol's report concludes:

*The Araucaria is in some ways a spectacular specimen and has been a noteworthy presence for any passers-by for many decades.*

*However, the continued growth of the tree in this tightly confined space cornered by structural walls, retaining walls, power lines, verandas, steps, a busy intersection and busy pedestrian traffic unfortunately now necessitates the tree's removal.*

*A specimen tree like this would be a centre piece for any expansive garden or park, but the Bunya has reached a stage where its presence is no longer tenable in this very limited space and location.*

*"The tree poses an unacceptable risk to house occupants, pedestrians and car traffic primarily due to the large and heavy fruiting cones that develop during the summer months at intermittent intervals."*

and

*"... the tree is causing damage to nearby infrastructure which will only be magnified as the bunya continues to grow.*

*The heritage veranda is being forced upwards by the expanding root plate of the tree.*

*Retaining walls to the north and east are being pushed out towards the footpath and have cracked in the past and are expected to continue to do so.*

*The northern structural homestead wall is evidencing significant movement that can be reasonably attributed to the Bunya.*

*The front steps to the homestead are also cracking with the large trunk only 4.5 metres away.*

*The power lines next to the tree are threatened by any branches that may fall out of the expanding canopy, potentially causing power outages and road blocks."*

Relevantly, the exemption at 4.4.1 (g) provides for the removal of the tree for safety reasons ... to remove an unacceptable risk to public or private safety, or where the [tree] is causing or threatening to cause damage to a substantial structure or building.

Significantly, Mr Rosol, a suitably qualified person, has concluded that the Bunya presents an unacceptable risk to public and private safety, is currently causing damage to the building and its continued growth threatens to cause further damage to the building and surrounding infrastructure.

Further, Council records include a 2017 report of a near miss involving a falling 5kg cone and a baby in a pram, and a 2021 incident where a branch had fallen into the traffic lane causing partial closure of Canning Street. Fortunately, there have been no reports of personal injury.

The proposed removal of the Bunya pine tree meets the exemption at 4.4.1 and the provisions of the Tasmanian Planning Scheme do not apply.

## **1.2 HISTORIC CULTURAL HERITAGE ACT 1995**

The site, 218 Charles Street, is listed on the Tasmanian Heritage Register and is subject to the provisions of the *Historic Cultural Heritage Act 1995* (the Heritage Act).

Relevantly, s.33 of the Heritage Act provides that, to the extent of any inconsistency with the *Land Use Planning and Approvals Act 1993* (the Act), the Heritage Works provisions (Part 6 of the Heritage Act) prevail.

S.34 provides that heritage works (including the removal of vegetation) are taken to be a development under the Act, and the planning scheme is taken to require a discretionary permit.

The Heritage Council determined, and advised council, that it had an interest in the application. The application was then placed on public exhibition and the four representations received were provided to the Heritage Council in accordance with s.39(4).

Following this, the Heritage Council, in accordance with s.39(6), provided notice of its decision consenting to the discretionary permit being granted.

## 2. LOCATION AND NEIGHBOURHOOD CHARACTER



*218 Charles Street Launceston (not to scale)*

The subject site is an irregularly shaped, 415m<sup>2</sup>, lot located on the southern corner of the Charles Street and Canning Street intersection.

Notably the site contains a dwelling and the large Bunya pine tree, and is listed in the Heritage Register maintained by the Tasmanian Heritage Council.

The site is within the Urban Mixed Use zone and is surrounded by a mix of residential and commercial uses.

## 3. PLANNING SCHEME REQUIREMENTS

The proposal is exempt from the provisions of the Planning Scheme.

#### 4. REFERRALS

REFERRAL	COMMENTS
<b>INTERNAL</b>	
Infrastructure and Assets	Notes recommended.
Environmental Health	N/A
Heritage/Urban Design	The site is contained on the State Heritage List and the local listing does not apply.
Building and Plumbing	N/A
<b>EXTERNAL</b>	
TasWater	N/A
State Growth	N/A
TasFire	N/A
Tas Heritage Council	THC consent for the tree removal provided.
Crown Land	N/A
TasRail	N/A
EPA	N/A
Tas Networks	N/A

#### 5. REPRESENTATIONS

Pursuant to section 57 of the *Land Use Planning and Approvals Act 1993*, the application was advertised for a 14 day period from 12 February 2025 to 27 February 2025. Four representations were received. The issues raised are summarised in the following table. All representations received for this application were confidentially provided to Councillors.

<p><b>Issue 1</b> <b>This is a significant tree that was planted over a century ago and has become a heritage landmark.</b></p>
<p><i>Response 1</i> <i>The tree is undoubtedly prominent in the broad streetscape and is highly visible. However, it is not heritage listed in its own right and the Tasmanian Heritage Council (THC) has approved its removal.</i></p>
<p><b>Issue 2</b> <b>The tree retains a significant amount of carbon which is significant in today's climate emergency. Its large canopy contributes to the greening of the city.</b></p>
<p><i>Response 2</i> <i>Whilst this is not a matter within the scope of the planning scheme, the applicant has advised that the timber is useful in furniture and musical instrument manufacture, and most will be sold to artisans or a sawmiller for reuse. Thus, the majority of the sequestered carbon will not be released into the environment. Whilst the loss of canopy is unavoidable, Council continues to plant additional trees, contributing to the maintenance and growth of tree canopies.</i></p>
<p><b>Issue 3</b> <b>The tree is healthy and could live for hundreds of years. Its impacts could be managed by regular maintenance and harvesting of fruits.</b></p>

*Response 3*

*The arborist report confirms that the tree is healthy and could indeed live for hundreds of years. However, the arborist also advises that: "The continued growth of the tree in this tightly confined space cornered by structural walls, retaining walls, power lines, verandas, steps, a busy intersection and busy pedestrian traffic unfortunately now necessitates the tree's removal ... The tree poses an unacceptable risk..."*

**Issue 4**

**The impact on the adjacent building is not confirmed by an engineer and could be managed.**

*Response 4*

*The current owner of the property has been attempting to manage the impact of the tree for some 20 years and does not wish to carry the ongoing risk and cost further. Independent engineering advice is not required. The arborist, based on qualifications and experience, concludes that the visible damage to the house is likely the result of the growth of the tree and that this will only increase.*

**Issue 5**

**The risk of injury from falling limbs and cones is very low and could be managed.**

*Response 5*

*Whilst the likelihood of injury from falling limbs or pods from the tree is very low, the consequence is likely to be severe. Whilst the risk could be mitigated through ongoing maintenance, some risk would remain. With regard to the exemption, managing the risk of injury from falling objects will not alter the ongoing risk to the house and related structures from the continued growth of the tree.*

**Issue 6**

**An application, some 20 years ago, to remove the tree was withdrawn after advertising. Nothing much has changed since then.**

*Response 6*

*Application DA0302/2002 was withdrawn after the THC refused the proposal for lack of an arborists report supporting the removal. An arborists report was obtained after the THC decision, and that report supported the removal of the tree. Nevertheless the application did not proceed. Over the last twenty years the property owner has borne the cost of maintenance and repair to clear the debris from the tree and repair damage as it arises. The advice of the arborist is that the tree is healthy and will get larger and put more pressure on the dwelling and its foundations and threatening to cause damage to that building.*

**Issue 7**

**The tree and its liability for an owner was evident at the time of purchase.**

*Response 7*

*The owner tried at the time to gain approval for the removal of the tree in 2002, has maintained the burden of maintenance for twenty years and has again sought approval for the removal of the tree. Pursuant to the current planning scheme the removal of the tree meets to exemption at 4.4.1 of Table 4.4 of the scheme and the THC have given their approval.*

## 6. CONCLUSION

Subject to the recommended conditions, it is considered that the proposal complies with the Scheme and it is appropriate to recommend for approval.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The Tasmanian Planning Scheme - Launceston contains provisions intended to implement the objectives of the Resource Management Planning System. The application has been assessed using these provisions and as such the economic, environmental and social impacts have been considered.

**STRATEGIC DOCUMENT REFERENCE:**

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

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader Community Assets and Design have no interests to declare in this matter.

**ATTACHMENTS:**

1. DA0031-2025 - 213 Charles Street Launceston - Documents to be Endorsed [**11.2.1** - 23 pages]
2. DA0031-2025 - 213 Charles Street Launceston - THC Consent [**11.2.2** - 1 page]

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

**FILE NO:** DA0122/2024

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

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

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**DECISION STATEMENT:**

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

**PLANNING APPLICATION INFORMATION:**

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

**RELEVANT LEGISLATION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

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

**STANDARDS REQUIRING PLANNING DISCRETION:**

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



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

### RECOMMENDATION:

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

#### 1. ENDORSED PLANS & DOCUMENTS

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

- a) Planning permit application supporting planning report, prepared by ERA Planning and Environment, Job No. 1819-070, dated 11/02/2025;
- b) Transport Impact Assessment, prepared by Ratio, Reference No. 22194T, Version F02, dated 10/02/2024;
- c) Geotechnical Investigation Report, prepared by Scherzic Ground Investigations, dated 31/05/2024;
- d) Geotechnical Site Review, prepared by Scherzic Ground Investigations, Report No. 7390A, dated November 2019;
- e) Addendum to Report 7390A, prepared by Scherzic Ground Investigations, Report No. 7390A (Addendum\_01), dated 03/06/2020;
- f) Cover Page, prepared by ARTAS Architects, Project No. 231046, Drawing No. A00-DA03, dated 21/01/2025;
- g) Existing Site Plan and Site Subdivision Plan, prepared by ARTAS Architects, Project No. 231046, Drawing No. A01-DA03, dated 21/01/2025;
- h) Site Plan, prepared by ARTAS Architects, Project No. 231046, Drawing No. A02-DA07, dated 11/02/2025;
- i) Site Location Plan, prepared by ARTAS Architects, Project No. 231046, Drawing No. A03-DA03, dated 11/02/2025;
- j) Services Plan - Schematic, prepared by ARTAS Architects, Project No. 231046, Drawing No. A05-DA06, dated 11/02/2025;
- k) Ground Floor Plan - Carpark, prepared by ARTAS Architects, Project No. 231046, Drawing No. A10-DA04, dated 11/02/2025;
- l) Typical Apartment Floor Plans - Level 1-2, prepared by ARTAS Architects, Project No. 231046, Drawing No. A11-DA04, dated 11/02/2025;
- m) Building 1 - South and East External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A20-DA04, dated 11/02/2025;
- n) Building 1 - North and West External Elevations, prepared by ARTAS Architects, Project No. 231046, Drawing No. A21-DA04, dated 11/02/2025;

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

## **2. GEOTECHNICAL**

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

## **3. LEGAL TITLE**

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

## **4. TASWATER**

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

## **5. HOURS OF CONSTRUCTION**

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

## **6. DRIVEWAY AND PARKING AREA CONSTRUCTION**

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

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

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

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

#### **7. AMENDED PLANS REQUIRED**

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

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

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

#### **8. DAMAGE TO COUNCIL INFRASTRUCTURE**

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

#### **9. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE**

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

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

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

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

## **10. TRENCH REINSTATEMENT FOR NEW/ALTERED CONNECTIONS**

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

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

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

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

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

## **12. FACILITIES AND HIGHWAYS BY-LAW**

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

## **13. SUBMISSION AND APPROVAL OF PLANS**

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

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

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

#### 14. CONSTRUCTION OF WORKS

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

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

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

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

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

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

#### **15. CONSTRUCTION DOCUMENTATION**

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

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

#### **16. SEALING PLANS OF SUBDIVISION**

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

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

#### **17. CONVEYANCE OF ROADS**

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

#### **18. COMPLETION OF WORKS**

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

#### **19. AS CONSTRUCTED PLANS**

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

#### **20. BUILDING ACT 2016 REQUIREMENTS**

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

#### **21. AMENITY**

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

#### **22. SUBDIVISION - CONTAMINATED LAND**

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

#### **23. OUT OF HOURS CONCRETE POURING**

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

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

#### **24. GROUNDWATER**

Groundwater must not be extracted for use.

#### **25. LANDFILL GAS PROTECTION MEASURES**

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

#### **26. LANDFILL GAS PROTECTION MEASURES PRIOR TO OCCUPANCY**

Prior to occupancy/use of any building or structure on the site the landfill gas protection measures required must be installed by a suitably qualified professional, verified by an

environmental auditor listed on EPA Tasmania's register of contaminated land auditors, and the installation confirmed in writing to EPA Tasmania and Council at completion.

### **27. GROUND PROTECTION**

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

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

### **28. DISPOSAL OF SOIL**

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

### **29. ENVIRONMENTAL MANAGEMENT PLAN**

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

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

### **30. CONTAMINATED LAND**

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

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

### **31. CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP)**

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

- a) The management of environmental risk during construction
  - b) How the supervisor will check for odour or soil discolouration
  - c) How the work is to stop if contamination is detected
  - d) The type of protective clothing (disposable) to be used including dust masks (P2); gloves, eye protection etc.
  - e) The method for stockpiling and sampling soil to determine disposal process; and
  - f) How sediment and dust generation is to be monitored and mitigated.
-



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

### **32. POTENTIAL SITE CONTAMINATION - NEW INFORMATION**

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

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

### **33. NOISE**

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

### **Notes**

#### **A. General**

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

*This permit takes effect after:*

- a. *The 14 day appeal period expires; or*
- b. *Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. *Any agreement that is required by this permit pursuant to Part V of the Land Use Planning and Approvals Act 1993 is executed; or*
- d. *Any other required approvals under this or any other Act are granted.*

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

#### **B. Restrictive Covenants**

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

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

C. Appeal Provisions

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

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

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

D. Permit Commencement

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

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**REPORT:**

**1. THE PROPOSAL**

The proposal seeks to construct 56 dwellings in the form of units over two buildings, as well as subdivision consolidation, pedestrian pathways through an existing park, and road works. The development will occur at 5 and 9 Rose Lane, as well as works within the road reserve of Rose Lane and Westbury Road.

Subdivision:

The subdivision proposes to consolidate two lots at 9 Rose Lane, being CT159336/1 and CT247578/2. This also includes the widening of a portion of Rose Lane by 130.5sqm, to be taken from CT159336/1. This will result in a consolidated single title 9,125.9sqm in size. This will be a corner lot with a 62.12m northern facing frontage to Rose Lane, and a 132.69m western facing frontage to Rose Lane. Access will be provided along the western frontage through a new double crossover.

Development:

The proposal seeks to construct 56 dwellings over two, three-storey buildings on the newly created lot. The proposal will result in a site density of one dwelling per 162.96sqm of site area.

Building 1

Northern frontage (primary) setback	20.11m
Western frontage (secondary) setback	42.0m
Eastern side setback	4.5m
Southern side setback	39.71m
Height	12.65m
Site coverage	10.25%
Dwelling numbers	28 (16 two-bedroom units and 12 one-bedroom units)
Private open space	One-bedroom units: 5.6sqm Two-bedroom units: 11.23sqm
Car parking spaces	44 (38 for dwellings and 6 visitor spaces)
Bicycle spaces	20

Building 2

Northern frontage (primary) setback	37.23m
Western frontage (secondary) setback	3.94m
Eastern side setback	42.5m
Southern side setback	23.50m
Height	12.95m
Site coverage	10.25%
Dwelling number	28 (16 two-bedroom units and 12 one-bedroom units)
Private open space	One-bedroom units: 5.6sqm Two-bedroom units: 11.23sqm
Car parking spaces	50 (38 for dwellings and 12 visitor spaces)
Bicycle spaces	20

The proposal will also include landscaping, retaining walls, and a screened bin collection point. It is noted that a retaining wall is proposed within Rose Lane Park (5 Rose Lane). A condition is recommended to relocate this retaining wall to be wholly within 9 Rose Lane.

Road works

The northern section of Rose Lane is proposed to be widened to 6.9m from the corner of the site to the junction with Westbury Road. At the junction, road safety works are proposed. Furthermore, a new pedestrian pathway is proposed from the site, along the road reserve, and through 5 Rose Lane to Westbury Road, to connect to the existing bus stop.



### 3. PLANNING SCHEME REQUIREMENTS

The assessment against the Tasmanian Planning Scheme - Launceston is detailed in Attachment 1.

### 4. REFERRALS

REFERRAL	COMMENTS
<b>INTERNAL</b>	
Infrastructure and Assets	Conditions recommended.
Environmental Health	Conditions recommended.
Heritage/Urban Design	N/A
Building and Plumbing	Standard notes recommended for the permit.
<b>EXTERNAL</b>	
TasWater	Application referred to TasWater and conditional consent provided by Submission to Planning Authority Notice TWDA 2024/01153-LCC.
State Growth	N/A
TasFire	N/A
Tas Heritage Council	N/A
Crown Land	N/A
TasRail	N/A
EPA	N/A
Aurora	N/A

### 5. REPRESENTATIONS

Pursuant to section 57 of the *Land Use Planning and Approvals Act 1993*, the application was advertised for a 14 day period from 15 February 2025 to 3 March 2025. Three (3) representations were received. The issues raised are summarised in the following table. All representations received for this application were confidentially circulated to Councillors.

<p><b>Issue1</b>  <b>Concern that the traffic report has not considered impacts to the Rose Lane / Wellington Road intersection. The Rose Lane / Wellington Road intersection is already a hazardous junction as it comprises a five way crossroad with Rose Lane, Norwich Street, Bell Street and Wellington Street, plus a central reservation waiting zone. Currently vehicles moving from Rose Lane into Bell Street, enter Bell Street at speed in an effort to cross Wellington Road quickly. Entering and exiting Bell Street is also currently hazardous due to the number of directions vehicles could be traveling from (Wellington Road in two directions, Rose Lane and Norwich Street, plus the central waiting zone).</b></p>
<p><i>Response 1</i>  <i>The traffic report was prepared by suitably qualified persons, and it is considered that the proposed traffic safety measures within the road reserve area suitable for the proposed amount of traffic. This was confirmed by Council's Infrastructure and Engineering team who reviewed the report.</i></p>

**Issue 2**

The new development is likely to use the Rose Lane/Wellington Street junction rather than the Westbury Road/Wellington Street junction. It is suggested are that at the five way intersection, Rose Lane, Norwich Street and Bell Street are all made left-in/left-out, with the central waiting zone removed. Or that Bell Street is cul-de-saced where it connects with Wellington Road. This would improve safety on Bell Street and reduce the number of vehicle maneuvers at the five way crossroad

*Response 2*

*The proposed safety measures within the road reserve are considered suitable.*

**Issue 3**

**This was an old tip site, is it leeching hazardous waste?**

*Response 3*

*Significant work has been prepared by highly qualified contamination experts to make sure that the use on the site will be safe from any potential contamination.*

**Issue 4**

**Concerns this will attract the wrong type of people into the neighbourhood.**

*Response 4*

*The planning scheme does not make judgements on the type of persons who may occupy a home.*

## 6. CONCLUSION

Subject to the recommended conditions, it is considered that the proposal complies with the Scheme and it is appropriate to recommend for approval.

### RISK IMPLICATIONS:

Not considered relevant to this report.

### ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The Tasmanian Planning Scheme - Launceston contains provisions intended to implement the objectives of the Resource Management Planning System. The application has been assessed using these provisions and as such the economic, environmental and social impacts have been considered.

### STRATEGIC DOCUMENT REFERENCE:

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

### BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

### DISCLOSURE OF INTERESTS:

The Author and Executive Leader Community Assets and Design have no interests to declare in this matter.

**ATTACHMENTS:**

1. DA0122 2024 9 and 5 Rose Lane - Planning Scheme Assessment [**11.3.1** - 21 pages]
2. 1. D A 0122.2024 - Documents to Endorse - Supporting planning report [**11.3.2** - 54 pages]
3. 2. D A 0122.2024 - Documents to Endorse - Traffic impact assessment [**11.3.3** - 31 pages]
4. 3. D A 0122.2024 - Documents to Endorse - Appendix G.1 - Geotechnical report 7390 B [**11.3.4** - 86 pages]
5. 4. D A 0122.2024 - Documents to Endorse - Appendix G.2 - Geotechnical report 7390 A [**11.3.5** - 51 pages]
6. 5. D A 0122.2024 - Documents to Endorse - Appendix G.3 - Addendum to geotechnical report 7390 A [**11.3.6** - 13 pages]
7. 6 D A 0122.2024 - Documents to Endorse - Proposal plans [**11.3.7** - 18 pages]
8. 7. D A 0122.2024 - Documents to Endorse - Enviromental Audit Report [**11.3.8** - 1347 pages]
9. D A 0122-2024 - 9 Rose Lane and 5 Rose Lane South Launceston - Tas Water SPAN [**11.3.9** - 6 pages]

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

**FILE NO:** DA0015/2025

**AUTHOR:** Duncan Payton (Town Planner)

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

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**DECISION STATEMENT:**

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

**PLANNING APPLICATION INFORMATION:**

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

**RELEVANT LEGISLATION:**

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

**STANDARDS REQUIRING PLANNING DISCRETION:**

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



**RECOMMENDATION:**

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

**1. ENDORSED PLANS & DOCUMENTS**

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

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

**2. AMENDED PLANS REQUIRED**

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

- a. One secure bicycle parking space.

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

**3. AFFIXING OF SIGN TO BUILDING FACADE**

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

**4. BUSES NOT LEFT IDLING**

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

**5. LEGAL TITLE**

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

**6. TASWATER**

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

**7. HOURS OF CONSTRUCTION**

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

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

**8. SIGNAGE CONTENT (STATIC)**

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

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

**9. SIGN MAINTENANCE (STATIC)**

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

**10. SIGN ILLUMINATION (STATIC)**

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

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

**11. DETAILED LINEMARKING AND SIGNAGE PLAN**

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

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

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

**12. DAMAGE TO COUNCIL INFRASTRUCTURE**

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

**13. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE**

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

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

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

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

#### **14. FACILITIES AND HIGHWAYS BY-LAW**

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

#### **15. COMPLETION OF WORKS**

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

#### **16. EXTERIOR AND SECURITY LIGHTING**

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

#### **17. DEMOLITION**

The developer must:

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

#### **18. STORMWATER**

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

## Notes

### A. General

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

*This permit takes effect after:*

- a. The 14 day appeal period expires; or*
- b. Any appeal to the Tasmanian Civil & Administrative Appeal Tribunal (TASCAT) is withdrawn or determined; or*
- c. Any agreement that is required by this permit pursuant to Part V of the Land Use Planning and Approvals Act 1993 is executed; or*
- d. Any other required approvals under this or any other Act are granted.*

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

### B. Restrictive Covenants

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

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

### C. Appeal Provisions

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

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

*For more information see the Tasmanian Civil & Administrative Tribunal (TASCAT) website [www.tascat.tas.gov.au](http://www.tascat.tas.gov.au) <<http://www.tascat.tas.gov.au>>*

### D. Permit Commencement.

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

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**REPORT:**

**1. THE PROPOSAL**

The proposal seeks to refurbish the existing building at 25 St John Street for use as a bus depot. The building will be used for administration, baggage handling, amenities and waiting areas.

Buses will not enter the building. Rather they will stop and load and unload from the existing Metro bus stop or at one of two proposed new bus stops along St John Street. To accommodate these new stops, six existing on-street car parking spaces will be removed.

Relevantly, the removal of on-street car parking and creation of additional bus stops is not a matter subject to planning approval and is exempt from the provisions of the scheme at clause 4.2.7 of the scheme.

The earliest bus service will be 6am on week days and the latest will be 8pm on Sundays and week days.

The proposal also includes window signage and a 12m x 1.4m internally illuminated building fascia sign.

**2. LOCATION AND NEIGHBOURHOOD CHARACTER**



*25 St John Street, Launceston (not to scale)*

Located on the northern fringe of the CBD, the subject site is an irregularly shaped lot of 703m<sup>2</sup>, situated on the eastern side of St John Street, between Cimitiere Street and William Street.

The site is level and contains a c1945 post war modern extension to the State heritage listed warehouse building at 27 St John St on the southern side, and adjoining the saw-tooth warehouse structure containing a gym and fitness centre on the northern side. Opposite the site is the Sebel hotel and apartment complex, with ground level open parking and a restaurant.

Most recently the site has been used for vehicle storage and parking.

### **3. PLANNING SCHEME REQUIREMENTS**

The assessment against the Tasmanian Planning Scheme - Launceston is detailed in Attachment 1.

### **4. REFERRALS**

<b>REFERRAL</b>	<b>COMMENTS</b>
<b>INTERNAL</b>	
Infrastructure and Assets Network	Conditions recommended.
Environmental Health	Conditions recommended.
Heritage/Urban Design	N/A
Building and Plumbing	Standard notes recommended for the permit.
<b>EXTERNAL</b>	
TasWater	Application referred to TasWater and conditional consent provided by Submission to Planning Authority Notice TWDA2025-00132-LCC.
State Growth	N/A
TasFire	N/A
Tas Heritage Council	N/A
Crown Land	N/A
TasRail	N/A
EPA	N/A
Aurora	N/A

### **5. REPRESENTATIONS**

Pursuant to section 57 of the *Land Use Planning and Approvals Act 1993*, the application was advertised for a 14 day period from 22 February 2025 to 11 March 2025. Six (6) representations were received. The issues raised are summarised in the following table. All representations received for this application were circulated to Councillors confidentially.

#### **Issue 1**

**Noise. Concerned about potential impact on guests and residents in the hotel and apartments opposite the site from any increase in noise level and disruption from arrival and departure of buses, particularly early morning and late night. How will the noise be managed or mitigated**

*Response 1*

*It is noted that the hotel and apartment complex, opposite the site is some 30m away and partially screened by a row of mature trees. St John Street is a relatively busy street, with traffic coming from the northern suburbs to the city. Early morning traffic for users of the Gym is not unusual. Similarly, there is an existing Metro bus stop on both sides of the road in front of the Hotel and apartment complex. The proponents advise that the first bus service is at 6am, Monday to Friday and at that time there will be only a single bus. The latest bus service is at 8pm Sunday to Friday. The only time three buses are expected to be on the three bus stops at the same time will be lunch time on weekdays. Buses will not be left idling between arrival and departure. The bus service operating from this site is not considered to unreasonably change the existing noise experienced by guests and residents at the hotel and apartment complex.*

**Issue 2**

**Security and safety. Worried about potential loitering, vandalism or anti-social behaviour.**

*Response 2*

*The proposed bus depot will provide approximately 60 seats inside the building. It is not anticipated that significant numbers of individuals will loiter in the surrounding area whilst waiting for their bus. Staff of the facility will monitor the site and contact authorities should the need arise. The depot building will be closed and locked outside operating hours and there is no apparent reason for individuals to loiter in this area.*

**Issue 3**

**Smoking. Given the proximity to the hotel and gym, a clearly designated area for smokers should be provided away from the street. Will smoking be allowed in the unroofed area inside the building?**

*Response 3*

*The applicants advise that smoking will not be permitted within the site, including the unroofed section. The Public Health Act 1997 prohibits smoking within 3m of the entrance or exit of a non-domestic building or a bus shelter. State Growth will arrange for appropriate no smoking signage at the building entrance and bus stops.*

**Issue 4**

**Parking. The loss of six car parking spaces in the street will adversely affect surrounding businesses and visitors to the adjacent hotel and apartments.**

*Response 4*

*Whilst not governed by the planning scheme, the provision of on-street car parking and any associated time restrictions changes over time to reflect the broader needs and desires of the community. Bus stops change, parklets are created for on-street dining, long term parking becomes short term parking. All of these have the potential to impact upon surrounding uses. Parking in the surrounding streets and the western side of St John Street is not altered.*

**Issue 5**

**Public Transport. Is there any intention to locate Metro buses in this location?**

*Response 5*

*The existing Metro service to the northern bus stop and the Metro bus stop on the western side of St John Street will continue. There is no current proposal to relocate other Metro services to this part of St John Street.*

<b>Issue 6</b> <b>If the footpath is to be widened, what happens to the bluestone guttering?</b>
<i>Response 6</i> <i>No change to the footpath is proposed.</i>
<b>Issue 7</b> <b>Parking and manoeuvring of buses will cause delay to vehicles entering and leaving the turning circle of the Sebel.</b>
<i>Response 7</i> <i>The proponents advise that "testing has been conducted on-site using coach buses at the proposed stops. Operators and Council officers were in attendance. There was no indication that parking and manoeuvring of buses would impact through traffic or delay use of the Sebel's turning circle. Parked buses do not block through traffic, and manoeuvres can be made swiftly given the available road width".</i>
<b>Issue 8</b> <b>The loading and unloading of passengers, bags and freight directly to and from the footpath will lead to congestion on the footpath. The bus terminal should have remained in the purpose built structure on Cimitiere Street.</b>
<i>Response 8</i> <i>The footpath in front of the proposed bus stops is over three metres wide. The proposed bus depot provides an off-street area for waiting and baggage handling and seeks to minimise the time passengers spend on the footpath. Any congestion on the footpath will be minimised.</i>
<b>Issue 9</b> <b>Why is it necessary to have three bus bays? Why can't the buses be scheduled to operate from a single bus stop and not take up so much valuable parking and likely remain vacant for much of the day?</b>
<i>Response 9</i> <i>Whilst not controlled by the planning scheme, the proponents advise: "The proposed transit centre will also act as an interchange between East Coast and Devonport - Hobart intercity services. As such, it is necessary to have three bus bays to allow space for these varying services to stop at the same time so passengers can transfer between buses to their onward destination. Based on an analysis of the services that will utilise the proposed bus bays, the space will be used for a majority of hours within the day".</i>
<b>Issue 10</b> <b>Plans. The proposal states that the existing Metro stop will be retained at this stage, but the plans show bus park C at this location. Which is correct? This should be corrected and readvertised.</b>
<i>Response 10</i> <i>Whilst the configuration of on-street parking is not controlled by the planning scheme, in essence, both are correct. The existing Metro bus stop adjacent to the gym and fitness centre will be used by Metro as there is adequate capacity for services to continue as normal.</i>
<b>Issue 11</b> <b>If the bus parking in the Jaws Architects proposed floor plan (DA02) is correct, why are the car parking spaces in front of 35 St John Street being removed as shown in the Alon Coutinho plan dated 19/12/2024. Which plan is correct? This should be corrected and readvertised.</b>



*Response 11*

*Whilst the configuration of on-street parking is not controlled by the planning scheme, the plan referred to in an indicative floor plan layout and the proponents advise that the on-street plan accurately represents the proposed on-street layout.*

**Issue 12**

**Three buses will seat more than 60 persons, yet seating for only 60 is provided in the proposal. Where will the rest sit?**

*Response 12*

*The proponents advise: "Passengers arrive for their service at varying times, from one hour to 10 minutes before. Many passengers prefer to leave their luggage in secure storage at the transit centre and walk around Launceston or if they are interchanging between services, get some food from nearby businesses. In addition, there is only one time of the day when three buses are arriving within a half hour window to pick up passengers. Most bus arrivals and pick-up / drop-off times are staggered. Passengers who are transiting between services with close arrival/departure times to make an onward journey will not need to be accommodated for any length of time within the transit centre other than for access to amenities. It should also be noted that one of the bus stops is for urban Metro/Kinetic services and is principally a drop-off rather than pick up stop reducing the need for passenger seating facilities. The bus operators have been consulted on the preferred number of seats to be provided. Based on service scheduling and experience with customer numbers at the previous transit centre which accommodated the same set of services, it was determined that 60 seats are more than adequate".*

**Issue 13**

**There is a perceived conflict of interest in that Michael Ferguson MP stating in the Examiner on 21 January 2025 that "the proposal had received in-principle support from Key stakeholders, including councillors".**

*Response 13*

*The proponent advises: "The department has met with key stakeholders, including the bus operators and Council officers, to discuss the proposal. The proposal and designs were developed based on advice provided by these stakeholders, and as such, there is in-principle support for a transit centre at this location from these stakeholders".*

**Issue 14**

**The proposal is incompatible with the quiet character of the area with business and residential use.**

*Response 14*

*The site is located on the fringe of the Launceston CBD and is an Urban Mixed Use zone where the surrounding uses include a gym and fitness centre, a car yard, a hotel and a military facility. The existing temporary bus depot facility is located on the other side of the city block on Charles Street and was previously located on Cimitiere Street between the current and proposed sites. The use class Transport Depot and Distribution is provided for in the zone and the proposal is not considered incompatible with the surrounding area.*

## 6. CONCLUSION

Subject to the recommended conditions, it is considered that the proposal complies with the Scheme and it is appropriate to recommend for approval.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The Tasmanian Planning Scheme - Launceston contains provisions intended to implement the objectives of the Resource Management Planning System. The application has been assessed using these provisions and as such the economic, environmental and social impacts have been considered.

**STRATEGIC DOCUMENT REFERENCE:**

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

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader Community Assets and Design have no interests to declare in this matter.

**ATTACHMENTS:**

1. DA0015- 2025 25 St John Street Launceston Planning Scheme Assessment [**11.4.1** - 11 pages]
2. DA0015-2025 - 25 St John Street - Plans to be Endorsed [**11.4.2** - 23 pages]
3. DA0015-2025 - 25 St John Street - Tas Water SPAN [**11.4.3** - 3 pages]

## 12. ANNOUNCEMENTS BY THE MAYOR

### 12.1. Mayor's Announcements

FILE NO: SF2375

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#### Friday 7 March 2025

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

#### Sunday 9 March 2025

- Attended A Festival Called PANAMA, Golconda

#### Friday 21 March 2025

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

#### Tuesday 25 March 2025

- Attended TasTAFE 2024 Graduate Celebrations, Tailrace Centre, Riverside

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

#### Thursday 13 March 2025

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

#### Friday 14 March 2025

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

#### Sunday 16 March 2025

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

#### Monday 17 March 2025

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

#### Tuesday 18 March 2025

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

**13. COUNCILLORS' REPORTS**

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

**14. QUESTIONS BY COUNCILLORS**

**14.1. Councillors' Questions on Notice**

*Local Government (Meeting Procedures) Regulations 2015 - Regulation 30*

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

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

**FILE NO:** SF2375

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Questions:**

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

**Response:**

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

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

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

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

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

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**ATTACHMENTS:**

Nil

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

**FILE NO:** SF2375

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Questions:**

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

**Response:**

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

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

**Response:**

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

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

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

3. There have been two announcements recently with regard to funding. One to do with a bridge across the Tamar and the other with regard to the funding of some road works that will link up a strategic goal of Council within the Kate Reed Reserve and making them more pedestrian friendly. How can we seek, as Councillors, to have more information about those things prior to grant requests being made or in the case of the announcement from the feds with regard to the feasibility study of the bridge across the Tamar, given that previously this Council has been in direct opposition to that and the way that we were consulted previously?

**Response:**

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

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

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**ATTACHMENTS:**

Nil



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

**FILE NO:** SF2375

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**QUESTIONS AND RESPONSES:**

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

**Questions:**

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

**Response:**

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

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**ATTACHMENTS:**

Nil

**14.2. Councillors' Questions Without Notice**

*Local Government (Meeting Procedures) Regulations 2015 - Regulation 29*

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

**15. NOTICES OF MOTION**

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

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

**FILE NO:** SF5547

**AUTHOR:** Lorraine Wyatt (Team Leader Executive Support)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

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

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

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

**RECOMMENDATION:**

That Council:

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

**REPORT:**

While the Notice of Motion is self-explanatory, I make note that as the Councillor responsible for referring the planning matter back to Launceston Council for decision, I am aware that this contradicted the previously approved Policy Review for Mobile Food Vendors.

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It was only upon reflection of the importance of Lilydale Falls Reserve to the Lilydale Community, and its current highly mixed use for camping, picnicking and walking, that I determined that more thought and consultation should be put into this decision by Launceston Council. This does not indicate a lack of support for the Policy, indeed 10 other locations have been approved for this use across the municipality.

**OFFICER COMMENTS:**

*Senior Leader Liveable Communities, and Place and Urban Design Officer*

The Mobile Food Vendor policy describes the conditions vendors must adhere to when operating in the municipality.

A review of the Policy in 2024 aimed to address several issues noted with the previous policy which was last updated in 2015:

- The Policy allowed for food vans to operate only from the road reserve;
- Council received advice from the State Government (Attachment 2) that the requirement that vendors must only operate 200m away from existing food businesses could be considered anti-competitive;
- As new sites were required to be approved by Council officers case by case, it could take significant time for sites to be approved;
- The number of food vans operating in the municipality had decreased over several years. In 2023, only two vans were registered to operate in the municipality.

The resulting policy was split into a policy (the "what" and "why") and guidelines (the "where" and "how"), which were approved by the Council at its 12 December 2024 meeting. The guidelines provide greater detail about the maintenance and management of vans and contains an index of pre-approved locations that all registered vans can operate from. The guidelines can be changed at short notice by Council officers to quickly respond to community concerns, requests or changing legal requirements. This is especially important when trialing new locations and adapting for unforeseen issues.

The car park at Lilydale Falls (228 Golconda Road) was identified as a potential location as officers had heard, anecdotally, that there had previously been vendors operating without permits on the site, and the closest food businesses were located over 2km away, which close before 10pm. On the basis of this anecdotal information it seemed reasonable to include Lilydale Falls so the site could be properly regulated by Council.

**Consultation clarification and national competition law**

Council officers did not consult with business owners on the proposed location as it is situated over 2km away from the nearest food business. Further, Council is not permitted to restrict trade (as per the State Government's advice and also as prescribed in the Competition and Consumer Act 2010) by selecting sites that benefit existing business interests in Lilydale ahead of food truck businesses.

For example, if a new brick and mortar food business opened in Lilydale (either privately, or through the lease of Council land/building), consultation and/or approval is not sought from local businesses or the community other than what is required statutorily through any relevant development application process. Council, in its normal operations, does not

undertake consultation with any other businesses or with the community when a business proposes to open, other than what is required through the planning scheme, and to do so in this case presents an aberration to current practice.

The *Competition and Consumer Act 2010* (Cth) prohibits practices that harm competition. So long as a business competes on its own merits rather than attempting to impede other businesses from competing, its actions are unlikely to violate the law. It is not illegal to:

- innovate and introduce new products that disrupt a market.
- respond to price competition by offering lower prices.
- open a shop of the same kind opposite an existing one.

Council is at risk of breaching Commonwealth law if we aim to, or have the effect or likely effect of, significantly reducing competition in a market. Actions that substantially lessen competition interfere with or damage the competitive process in a meaningful way, often by deterring, hindering, or preventing competition.

### **Planning considerations**

Due to the zoning on and around 228 Golconda Road, there is no mechanism in the planning scheme to specifically restrict hours of operation. However, the Mobile Vendor Guidelines and Specifications include standard operating hours that are between 8am to 10pm, with an hour either side for set-up/pack-up.

As the proposed site already hosts campervans and tents on a daily basis, a food van forms no further, or permanent, visual impact to the site's current condition. In addition, the guidelines include several permit requirements relating to cleanliness as follows:

*A mobile food vendor must:*

- *keep their vehicle well presented, clean and in roadworthy condition;*
- *provide separate waste receptacles for waste and recyclables, each with a capacity of not less than 50 litres, immediately adjacent to the food truck for use by patrons, and ensure the site is always kept clean of litter and rubbish;*
- *remove and dispose of all waste responsibly at the conclusion of each trading period (Council rubbish bins or gardens must not be used to dispose of the vendor's waste);*
- *ensure no wastewater and waste liquids, including cooking oil, are discharged, and that all wastewater or liquid wastes are contained within the food truck; and*
- *not wash down a vehicle or its interior, or any other article, on a road or on Council managed land.*

It is important to note that as a new location, the business viability of a food van operating regularly from the location is yet to be determined, and vendors may opt to not operate from this location as it may not prove financially viable.

*Chief Executive Officer*

In seeking to make a change to a previous decision of the Council, Councillors should be cognisant of *Regulation 18*, of the *Local Government (Meeting Procedures) Regulations 2015*.

Noting that Council has already made a decision regarding this matter in a previous meeting (31 October 2024), for Council to overturn wholly or partly a decision of Council a motion directly to rescind will be required (*Regulation 18(1)*).

Should the motions as presented by Councillors T Walker and A Palmer be supported by Council, a further report to a future Council meeting will be required. The report will provide recommendations for Council to rescind the previous decision, and, will be in accordance with *Regulation 18(3)* of the *Local Government (Meeting Procedures) Regulations 2015*.

The following link can be used to view the minutes of the 31 October 2024 Council Meeting <https://www.launceston.tas.gov.au/files/assets/public/v2/document-resources/agenda-and-minutes/agendas/2024/31-october-2024/council-minutes-31-october-2024.pdf>

Should this recommendation not be supported by Council the matter that is currently deferred, DA0536/2024 228 Golconda Road, Lilydale - Food Services - Change of Use to Operate One Food Van at Lilydale Falls Reserve will be included in a future agenda for consideration.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014-2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Chief Executive Officer have no interests to declare in this matter.

**ATTACHMENTS:**

1. Notice of Motion - Councillor Walker and Councillor Palmer - Lilydale Falls Reserve - 19 March 2025 [**15.1.1** - 1 page]
2. DPAC correspondence - concerns about 200m requirements 20180528 [**15.1.2** - 1 page]

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

**FILE NO:** SF5547

**AUTHOR:** Lorraine Wyatt (Team Leader Executive Support)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

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

**RELEVANT LEGISLATION:**

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

**RECOMMENDATION:**

That Council:

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



**REPORT:**

**Background**

A previous application for the removal of the Dutch Elm Tree at 2 Invermay Rd (York Park) was refused by a decision of Council at the Ordinary Meeting held September 5, 2024: Item 11.2 DA 0276/2024 - Removal of a Tree UTAS Stadium.

The removal of the Dutch Elm Tree is now included in a current development application by Stadiums Tasmania DA 0517/2024.

Consideration of local historic and heritage value of the magnificent Dutch Elm tree should be reflected upon and the expertise of an arborist skilled in the relocation of established trees, should be sought including an initial assessment of feasibility, recommending the immediate steps that are appropriate for the preparation and timing of such an operation.

**OFFICER COMMENTS:**

Officer comments were not available at the time of publishing the report due to ongoing discussions with Stadiums Tasmania.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014-2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Chief Executive Officer have no interests to declare in this matter.

**ATTACHMENTS:**

1. Notice of Motion - Councillor Walker - Dutch Elm Tree - 21 March 2025 [15.2.1 - 2 pages]

**16. COMMITTEE REPORTS**

**16.1. Heritage Advisory Committee Meeting Report - 11 December 2024**

**FILE NO:** SF2965

**AUTHOR:** Jess Horton (Place and Heritage Officer)

**APPROVER:** Leanne Purchase (Executive Leader Connections and Liveability)

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**DECISION STATEMENT:**

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

**RECOMMENDATION:**

That Council:

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

**REPORT:**

The Heritage Advisory Committee met on 11 December 2024 and discussed the following topics:

- Launceston Post Office Clock Tower - presented by Nigel Freestone (CoL Team Leader Building Asset Management).
- Archaeology in Launceston - presented by Darren Watton & John Dent (Archaeologists).
- Longford Academy Sponsorship (Heritage Skills Grant).
- Launceston Heritage Week.
- 16 October 2024 Meeting Recap – Braemar House Conservation Works, Heritage Interpretation Strategy, and discussions Tasmanian Garden History Society.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

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**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 4: We value our City's unique identity by celebrating our special heritage and culture and building on our competitive advantages to be a place where people choose to live, work and visit.

10-Year Goal: To sustain and promote Launceston as a unique place to live, work, learn and play.

Focus Areas:

1. To promote and enhance Launceston's rich heritage, culture and natural environment.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

**17. CONNECTIONS AND LIVEABILITY**

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

**FILE NO:** SF7601

**AUTHOR:** Colin James (Community Development Officer)

**APPROVER:** Leanne Purchase (Executive Leader Connections and Liveability)

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**DECISION STATEMENT:**

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

**RELEVANT LEGISLATION:**

*Child and Youth Safe Organisations Act 2023*

**PREVIOUS COUNCIL CONSIDERATION:**

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

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

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

**RECOMMENDATION:**

That Council:

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

**REPORT:**

**Councillor Dawkins Notice of Motion – progress towards delivery**

Update to each of the points in Cr Dawkins Notice of Motion follows:

1. *That Council investigates opportunities to acknowledge victim/survivors of child sexual abuse through the inclusion of an appropriate public art installation in the next stage of the City Heart development.*

The consultation, design and delivery of a public art installation will rely on the adoption of Council's Child Safe Policy to ensure the processes and outcomes of the project meet best practice in relation to:

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- the safety of participants
- understanding and delivering on the requirements of the victim /survivor community
- the long-term sustainability of the artwork.

The internal funding and organisational structures must also be in place to deliver the best outcomes.

Officers plan to undertake this project following the delivery of the Child and Youth Safe Policy. This has been incorporated into the Public Art workplan for 2026-27.

- 2. That Council engages with the organisers of the National Child Sexual Abuse Survivors Day to support community events planned for the Launceston municipality.*

Council provided significant support to the 2024 National Survivors Day, using the event to underline its support for victim/survivors, and its intent to take a leadership role in the Launceston community, by the Mayor and Chief Executive Officer publicly signing its *Statement of Commitment to the Safety of Children and Young People*.

Officers plan to engage early with National Survivors' Day organisers to ensure similar support and organisational commitment is demonstrated at the 2025 event in November.

- 3. That Council includes an assessment criterion for grant applications to the Council requiring respondent entities (clubs, associations, etc.) to demonstrate how they comply with the Child and Youth Safe Standards.*

Officers are planning to bring a proposal for an updated Events Strategy to Council in May 2025. Review of the Event Sponsorship Policy and the Community Grant Guidelines will be undertaken following adoption of the new strategy. These guiding documents will include child safety requirements to ensure compliance with the CYSOF.

The Arts and Culture Grants Policy is currently in development for presentation to elected members by the end of financial year. The Art and Culture grants will feature criteria requiring a demonstrated adherence to Child and Youth Safe Standards alongside a demonstrated adherence to best practice as stated by peak-body guidelines for individual artforms.

- 4. That Council requests the Council's Officers report to a future Council Meeting on:  
a. the feasibility of conducting site visits to two peer communities where the councils have assumed a Child Sexual Abuse Prevention role and make recommendations as to how the City of Launceston can show further leadership.*

There is scope to consider site visits in the development of the policy, however, site visits may be beneficial when undertaking the first review of the policy (under development) to enable the incorporation of internal learnings and forecast of potential challenges. This would occur within 12 months of policy adoption in parallel with review timelines.

*b. progress against compliance with the National Principles for Child Safe Organisations, including Child Sexual Abuse prevention awareness for Councillors.*

Progress against compliance with the national principles is described below:

**Compliance with the Child and Youth Safe Organisations Framework**

The Office of the Independent Regulator (OIR) has identified several foundation elements which need to be in place to enable compliance with the CYSOF. These will be used to capture Council's progress towards compliance:

- *Establish a safeguarding children internal working group.*

Officers established a working group, which met 5 times in 2024, to establish Council's approach to compliance with CYSOF. The group initially had a broad-reaching membership to best understand the full implications of the legislation.

Terms of reference are in development to refine membership and define the purpose of the working group for the long term. This will be completed in March 2025.

- *Develop a Statement of Commitment.*

The working group drafted two statements of commitment which were discussed at workshop. A final statement of commitment was adopted at the Council meeting on 5 September 2024.

- *Develop a concerns and complaints reporting and handling procedure.*

In the lead up to the release of the Statement of Commitment, Officers developed an interim process to ensure that Council was equipped to receive and handle reports from both internal and external sources. The process is aligned with other confidential human resources procedures which ensure confidentiality and natural justice principles are upheld. The process is trauma-informed to ensure the safety of both reporter and person receiving the report. This process will be formalised in a procedure which ensures compliance with OIR reporting obligations and timelines.

- *Amend Code of Conduct to include Child Safety provisions.*

The Code of Conduct is currently under review by officers. The CYSOF Policy (when developed) will help to guide this and future updates.

- *Review and update Employee and Volunteer Recruitment Policies and Induction processes to include screening of employees and volunteers*

As a part of employee recruitment, pre-employment conviction checks are already carried out and working with vulnerable people (WWVP) checks are required for identified roles. Further enhancements to the recruitment process, including updated reference checking processes, are currently being considered and guidance will be taken from the Child and Youth Safe Policy along with benchmarking with other employers to ensure best practice. This includes employees, volunteers, work experience and university secondment placements, and committee members who are under 18 years of age. Volunteer management is being reviewed by the Work Health and Safety Team. Compliance with the CYSOF will form part of this review.

- *Staff Training to support implementation of the CYSOF*

Over the past 12 months, officers have worked closely with the City of Launceston's CYSOF Working Group and developed and maintained strong connections with the Local Government Association of Tasmania (LGAT) and sexual assault support service Laurel House. Baseline training in partnership with Laurel House has been provided to front-line teams such as Parking, Customer Service, QVMAG, and Launceston Leisure and Aquatic Centre, with an emphasis on socialising common language and education around child and youth safety. This training has since been extended to the CYSOF Working Group and Team Leaders.

Officers are now developing a comprehensive training program for all workers, including Councillors, which includes face-to-face, online and e-learning options. This program will ensure consistency in understanding and language across the organisation. In May 2025, LGAT will also host Trauma workshops for leaders. Additionally, officers have engaged with ChildSafe, which offers four levels of education to support the creation of a Child and Youth Safe Organisation across job design, policies, procedures, recruitment, and leadership.

- *Develop a Child and Youth Safe Policy*

This is the primary document guiding Council's implementation of the CYSOF and the next priority for the implementation process. It is the most complex element of the implementation - requiring staff, community and Councillor input and adoption at a Council meeting.

As described above, many other tasks rely on the development of the policy to proceed. These include:

- review of policies and procedures with a Child and Youth Safety (C&YS) lens.
- review of grants, contracts and leases with a C&YS lens.
- development of engagement processes to ensure inclusion of Children and Young People (C&YP) voices in issues which affect them.

In preference to adopting an interim policy, or re-branding a policy developed elsewhere, Council Officers plan to build a policy which is responsive to known child sexual abuse activity in Launceston, with the Launceston General Hospital, Tasmania police, schools, community, sporting and cultural organisations, and Council all affected by perpetrator activity.

The intention is to use the 10 Child and Youth Safe Standards and Universal Principle to shape the development of the policy - to engage comprehensively and respectfully with children and young people and victim/survivors from the Launceston community to ensure that the policy integrates their perspective and is responsive to the local context.

The development of the policy - designed to take place over four months to allow for ethical design, planning, implementation and feedback - may include:

- The development, in partnership with Laurel House, of a workshop with a sensorimotor art therapist with children in a primary school context and invited groups of young people from ages 12-18. As part of the workshop, participants will identify areas in the city commonly used by C&YP, and work in small groups using natural materials to create a safe version of that space. Groups will then connect

their spaces with opportunities to describe what makes it safe. Images of the works created, and discussion extracts, will be used guide the development of the policy.

- Partnership with Laurel House to sensitively engage with the victim survivor community, including young people through LEAPY (Laurel House Expert Advisory Council for Youth) and local adult members of this community. A series of individual and small group interviews, with questions and processes vetted by Laurel House staff, will generate data with a very local context and include contribution to both the development of the policy and feedback on drafts.
- An online survey and group workshop (world café style) element with child and youth community organisations.

### **RISK IMPLICATIONS:**

Given the findings of the Royal Commission, there is a risk to the safety of children and young people in our care and in our community if systemic changes are not put in place to ensure their safety as a priority of all of Council's activities. This work is Council's contribution to a cultural shift in organisations that is taking place across the state and the nation.

Failure to respond to the Framework not only places the organisation at risk of non-compliance with the Act, but also of significant reputational damage - particularly given the commitment undertaken to play a leadership role in the prevention of child sexual abuse at the September 2023 Council meeting.

If - particularly in the absence of any progress towards becoming a child and youth safe organisation - an incident of child sexual abuse occurs by a worker of the organisation, there is likely to be significant financial implications through legal action against Council. Further to this, and most importantly, consequences related to the impact on the victims of the abuse.

### **ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

#### **Social Impact**

Council's initiatives in response to the Royal Commission and the Tasmanian State Government Inquiry and legislation are part of a cultural shift in organisations that is taking place across the nation. Leading by example and through advocacy will play a significant role in ensuring the safety and well-being of children and young people in the Launceston community.



**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

1. To provide for the health, safety and welfare of the community.
2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.

Strategic Priority 5: We serve and care for our community by providing equitable and efficient services that reflects needs and expectations of our community.

10-Year Goal: To offer access to services and spaces for all community members and to work in partnership with stakeholders to address the needs of vulnerable communities.

Focus Areas:

1. To plan for and provide services and facilities that recognises the changing demographics and needs of our community.
3. 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. To support the delivery of programs and events for people to connect with each other through participation in community activities and civic life.
5. To promote and support active and healthy lifestyles of our community.

**BUDGET AND FINANCIAL IMPLICATIONS:**

The 2024-25 budget adjustment consideration of this item has been approved by the Executive Leader of Connections and Liveability.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

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

**FILE NO:** SF7731, SF0817

**AUTHOR:** Eve Gibbons (Business Leader Carr Villa)

**APPROVER:** Leanne Purchase (Executive Leader Connections and Liveability)

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**DECISION STATEMENT:**

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

**RELEVANT LEGISLATION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

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

**RECOMMENDATION:**

That Council:

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

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**REPORT:**

***Background***

Carr Villa Memorial Park (Carr Villa), established in 1905 and operated by the City of Launceston, is the primary cemetery and crematorium complex for Launceston and Northern Tasmania.

For over a century, the City of Launceston, has supported more than 60,000 families from diverse cultures, faiths, and beliefs in honouring their loved ones. With a strong commitment to customer care, continuous improvement, and innovative planning, the City

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of Launceston via Carr Villa cemetery and crematorium continually adapts to the evolving deathcare needs of our community.

The deathcare attitudes of our community towards end-of-life planning have evolved, with cremation now taking up 70% as the preferred choice for end of life. While some religions mandate burial, the decline of religious influence, rising costs of traditional burials, and the ecological impact of land use have contributed to cremation's increasing popularity.

The draft Carr Villa Memorial Park Masterplan aims to address both the current needs and future trends of deathcare while recognising the site's evolving role in the community.

Modern cemeteries are increasingly becoming spaces not only for remembrance but also for connection and reflection. At Carr Villa, annual visitation exceeds 80,000, with nearly 25% of visitors engaging in recreational activities.

Cemetery tourism is also on the rise, attracting visitors who seek to explore burial grounds for their artistic, architectural, historical, and scenic significance.

While the existing grounds have capacity to accommodate a range of burial options for the next 25+ years, the draft Masterplan takes a forward-thinking approach to interment planning. By optimising space for both traditional and emerging burial practices, the plan provides long-term certainty for the community, ensuring Carr Villa remains a place of reflection and remembrance for generations to come. It also establishes a clear future direction, creating a baseline to guide all new developments and ensure alignment with the site's vision and values.

Beyond interment needs, the plan prioritises enhancing visitor amenities, preserving the site's heritage, and integrating sustainable design. Thoughtful landscaping, improved infrastructure, and adaptable spaces will support the evolving needs of the community, ensuring a meaningful legacy.

### ***Masterplan Development***

Following the Council's support in June 2024 for the development of a draft plan, leading cemetery Masterplanning consultants McGregor Coxall were appointed to oversee its development. The team commenced work in August 2024.

Emphasising research, listening, and learning, the consultants conducted a comprehensive site analysis. This process included reviewing all relevant site documents, including legislation and natural value assessments, supplemented by two site visits to Carr Villa to validate their understanding of site conditions.

Community consultation, including engagement with key internal and external stakeholders, was central to the plan's development. The deathcare conversation began in early 2024 through the Tomorrow Together platform under the theme A Resilient City 2024, providing a strong foundation for more detailed consultation in October 2024, again via the Tomorrow Together platform. Face-to-face engagement was also undertaken with key stakeholders in the funeral services industry and the Friends of the Carr Villa Flora Reserve, a volunteer group supporting the Open Space and Sustainability Team in managing the reserve.

The project team has also reached out to representatives of the Tasmanian Aboriginal community to invite their involvement in the Carr Villa Masterplan. We deeply respect that engagement in this process is self-determined, and we acknowledge the importance of fostering meaningful and respectful relationships. As our relationship continues to grow through the City of Launceston Aboriginal Partnership Plan, we will actively seek opportunities to collaborate and ensure that the voices of Tasmanian Aboriginal People are included in shaping the future of Carr Villa.

Consultation extended to key internal stakeholders within the City of Launceston, including officers from Liveable Communities, Planning, Urban Design and Placemaking, Heritage, Open Space and Sustainability, and Visitation and Sponsorship. Additionally, Councillors participated in an October 2024 workshop, and members of the Executive Leadership Team were consulted.

Feedback from the consultation phase has been instrumental in shaping a plan that reflects the community's vision for Carr Villa, as a place of reflection, remembrance, and connection. At its core, the plan fosters meaningful connection to place, to one another, to the environment, and to those who have passed.

### ***A Flexible Approach***

The Masterplan is designed to evolve alongside changing interment needs, responding to shifts in demographics, community expectations, and customer preferences. With a forward-thinking approach, it allows for the integration of emerging technologies and sustainable land use practices, ensuring Carr Villa remains a place of remembrance and reflection for generations to come, planning for the next 100 years.

Balancing interment provision with the preservation of natural values has received critical attention. A sensitive approach has been taken to ensure that new interment spaces enhance, rather than diminish, the site's character and significance.

To guide the design phase and support a considered approach, a multi-criteria assessment (MCA) was undertaken, providing a structured framework to determine the most appropriate use of undeveloped bushland for future interment.

Led by the consultants, this rigorous process involved key internal stakeholders, including officers from Liveable Communities, Asset Management, Open Space and Sustainability, Innovation and Performance, Business Enterprises, and an Executive Leader. Their collective expertise ensured the draft Masterplan was developed with confidence, aligning with the project's principles and vision while respecting the site's environmental and natural values.

### **Draft Masterplan Community Consultation**

Community consultation has been fundamental to shaping the draft Masterplan, and ongoing feedback remains essential. Ensuring the community can review and contribute to the draft plan presented today is a key priority.

Following a Council endorsement, the City of Launceston Engagement Team will initiate a four-week engagement process. Through the Tomorrow Together platform, community members will be invited to provide feedback, allowing valuable insights to be captured and considered in the plan's refinement.

**RISK IMPLICATIONS:**

Consideration contained in the Report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Consideration contained in Report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 1: We connect with our community and our region through meaningful engagement, cooperation and representation.

10-Year Goal: To seek out and champion positive engagement and collaboration to capitalise on the major opportunities and address the future challenges facing our community and region.

Focus Areas:

1. To develop and consistently utilise contemporary and effective community engagement processes.
3. To advocate and collaborate to enhance regionally significant services and infrastructure for the benefit of our communities.

Strategic Priority 2: We facilitate prosperity by seeking out and responding to opportunities for growth and renewal of our regional economy.

10-Year Goal: To have realised opportunities that grow and sustain our economy and foster creative and innovative people and industries.

Focus Areas:

4. To promote tourism and the development of a quality tourism offering for Launceston.

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

1. To provide for the health, safety and welfare of the community.
2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.

Strategic Priority 4: We value our City's unique identity by celebrating our special heritage and culture and building on our competitive advantages to be a place where people choose to live, work and visit.

10-Year Goal: To sustain and promote Launceston as a unique place to live, work, learn and play.

Focus Areas:

1. To promote and enhance Launceston's rich heritage, culture and natural environment.
2. To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.

Strategic Priority 5: We serve and care for our community by providing equitable and efficient services that reflects needs and expectations of our community.

10-Year Goal: To offer access to services and spaces for all community members and to work in partnership with stakeholders to address the needs of vulnerable communities.

Focus Areas:

1. To plan for and provide services and facilities that recognises the changing demographics and needs of our community.
2. To define and communicate our role in promoting social inclusion and equity.
4. To support the delivery of programs and events for people to connect with each other through participation in community activities and civic life.

Strategic Priority 6: We protect our environment by caring for our unique natural assets and amenity and sensitively managing future development opportunities.

10-Year Goal: To enhance the unique natural character, values and amenity of our City by minimising the impacts of our organisations and our community's activities in the environment.

Focus Areas:

1. To reduce our and the community's impact on the natural environment.

Strategic Priority 7: We are a City planning for our future by ensuring our approach to strategic land-use, development and infrastructure is coordinated, progressive and sustainable.

10-Year Goal: To facilitate appropriate development via integrated land-use planning, infrastructure investment and transport solutions within our municipality and region.

Focus Areas:

2. To take a strategic approach to development sites and infrastructure investment within the municipality to maximise public benefit and encourage development and investment.
3. To improve and maintain accessibility, transport options and infrastructure within the Launceston area, including its rural areas.

#### **BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

#### **DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. Draft Carr Villa Memorial Park Master Plan 2025 [17.2.1 - 48 pages]

**18. QVMAG (QUEEN VICTORIA MUSEUM AND ART GALLERY)**

**18.1. State Government Endowment Queen Victoria Museum and Art Gallery**

**FILE NO:** SF2298

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

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

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**DECISION STATEMENT:**

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

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

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

Workshop - 01 April 2021 - QVMAG Futures Plan

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

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

**RECOMMENDATION:**

That Council:

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

Following from Council's endorsement of the *QVMAG Futures Plan* on 30<sup>th</sup> June 2022, specifically Recommendation 2(b), whereby Council *agrees to actively lobby the State Government in the increase of State funding in the operational funding of Queen Victoria Museum and Art Gallery as outlined in the Queen Victoria Museum and Art Gallery Futures Plan* – the following report provides a contemporaneous comparative analysis of State and Local government funding provisions for QVMAG.

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Whilst the history pertaining to the funding provided by the State and the City of Launceston to the institution is outlined in detail in the *QVMAG Futures Plan*, the following report provides insights into operational, capital and depreciation over a ten-year period until 24 financial year (FY).

A copy of the QVMAG Futures Plan can be viewed at

[https://www.qvmag.tas.gov.au/files/assets/qvmag/v/1/futures-plan/qvmag\\_futures-plan.pdf](https://www.qvmag.tas.gov.au/files/assets/qvmag/v/1/futures-plan/qvmag_futures-plan.pdf)

Under Section 332 of the *Local Government Act 1993*, the State Government is required to provide a permanent endowment to Council for the operation of QVMAG on an annual basis.

This funding is to contribute to:

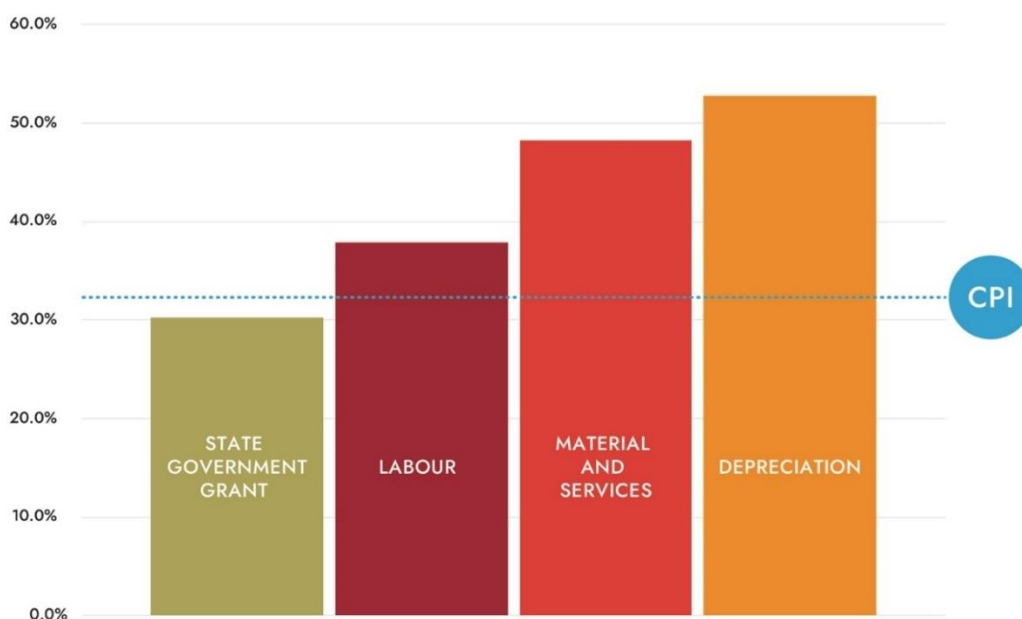
- i. the salaries of persons employed by the Launceston City Council in relation to the Queen Victoria Museum and Art Gallery;
- ii. the maintenance, management and other charges in respect of the Queen Victoria Museum and Art Gallery; and
- iii. obtaining specimens of natural history, goods, chattels, paintings and works of art for the Queen Victoria Museum and Art Gallery.

The City of Launceston negotiated the current Memorandum of Understanding (MOU) with the State Government in respect to the endowment rate nearly 20 years ago. The MOU included provision for a review to be completed in each five (5) year period.

The current MOU, executed in 2020, is now due for review in 2025.

### Table 1

#### Ten Year Analysis of Costs



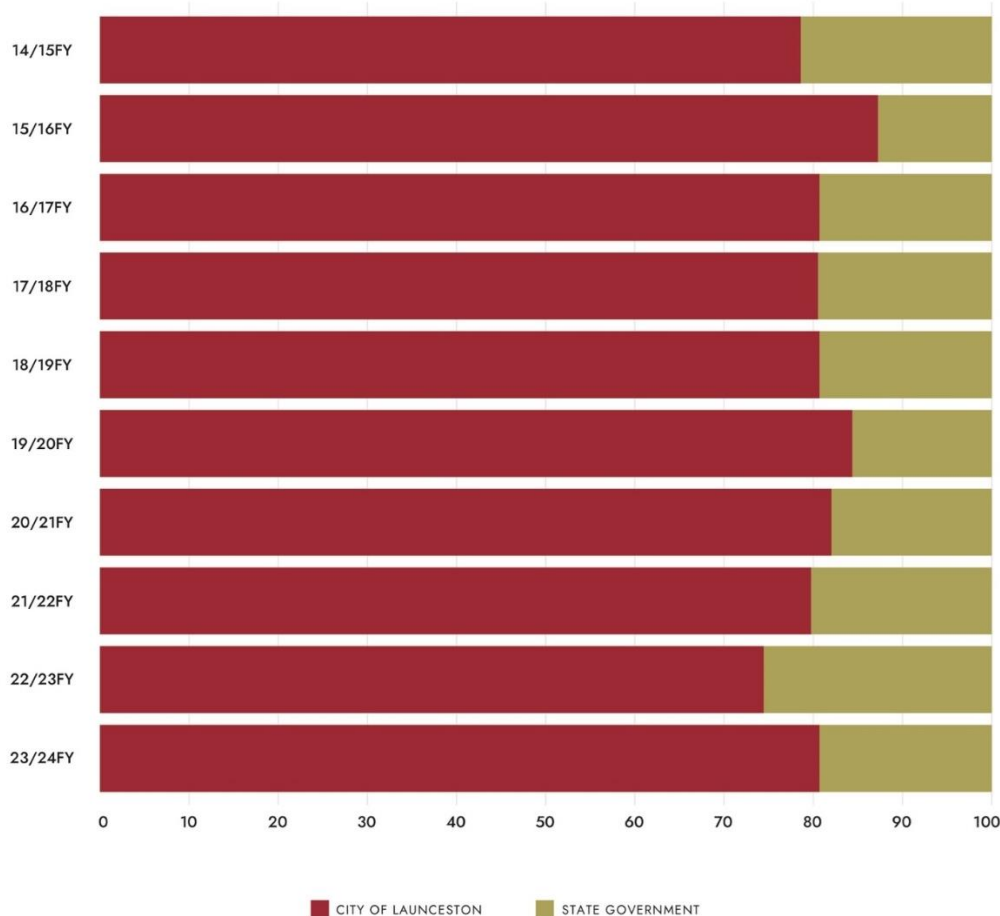
The following table presents a comparison of cost attribution from 14/15FY – 23/24FY highlighting the total culminative increases during this period. The table clearly highlights that during this period costs have continued to increase whilst the endowment from the State Government has not maintained provisions in line with inflation.

1. CPI (Hobart)
2. Funding from State Government
3. CoL/QVMAG Labour costs
4. CoL/QVMAG Material and Services costs
5. CoL/QVMAG Depreciation costs

Table 2

**Contribution Comparison**

The following table provides a summary of the percentile contributions by the State Government and City of Launceston/QVMAG from 14/15FY – 23/24FY. When the MOU was agreed in 1999, the State Government contribution represented 40.2% of QVMAG’s operational funding. However, it has not maintained this level over the last 25 years and now represents around only 20% of funding. It has been necessary for the Council’s contribution to increase to cover the shortfall in both operational and capital expenses.



**RISK IMPLICATIONS:**

There are no risks implications considered relevant in endorsing the recommendation to authorise the Chief Executive Officer to liaise with the State Government around future funding models (endowment) of the Queen Victoria Museum and Art Gallery.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The full economic, environmental and social impact is comprehensively detailed in the QVMAG Futures Plan. It is clear from the comparisons that costs in service delivery of the institution are steadily increasing in line with cost increases more broadly felt throughout industry and community.

Contribution from the State Government is not in line with culminative cost increases and places further impost on the City of Launceston to meet baseline funding needs. It is important to note that whilst costs are increasing, they are baseline costs attributed to market and not an increase in the scope of QVMAG.

These are the costs of primary service delivery without the consideration of innovative special project delivery, major capital works, and other opportunities which would meet the City of Launceston's strategic objectives.

It is clear that the endowment funding provided by the State, as legislated in the Local Government Act, requires review and renegotiation.

**STRATEGIC DOCUMENT REFERENCE:**

*QVMAG Futures Plan – A Paradigm Shift 2022*

Key Direction Two: Funding a Sustainable Future for QVMAG

*QVMAG Strategic Plan 2023-28*

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 1: We connect with our community and our region through meaningful engagement, cooperation and representation.

10-Year Goal: To seek out and champion positive engagement and collaboration to capitalise on the major opportunities and address the future challenges facing our community and region.

Focus Areas:

1. To develop and consistently utilise contemporary and effective community engagement processes.
2. To lead the implementation of the Greater Launceston Plan via collaborative and constructive relationships with our regional partners.
3. To advocate and collaborate to enhance regionally significant services and infrastructure for the benefit of our communities.

Strategic Priority 2: We facilitate prosperity by seeking out and responding to opportunities for growth and renewal of our regional economy.

10-Year Goal: To have realised opportunities that grow and sustain our economy and foster creative and innovative people and industries.

Focus Areas:

1. To actively market the City and region and pursue investment.
2. To facilitate direct investment in the local economy to support its growth.
3. To provide an environment that is supportive to business and development within the municipality.
4. To promote tourism and the development of a quality tourism offering for Launceston.

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.
5. To maintain a financially sustainable organisation.

Strategic Priority 4: We value our City's unique identity by celebrating our special heritage and culture and building on our competitive advantages to be a place where people choose to live, work and visit.

10-Year Goal: To sustain and promote Launceston as a unique place to live, work, learn and play.

Focus Areas:

1. To promote and enhance Launceston's rich heritage, culture and natural environment.
2. To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.
3. To promote and attract national and international events and support the sector to ensure a diverse annual events calendar.

Strategic Priority 5: We serve and care for our community by providing equitable and efficient services that reflects needs and expectations of our community.

10-Year Goal: To offer access to services and spaces for all community members and to work in partnership with stakeholders to address the needs of vulnerable communities.

Focus Areas:

1. To plan for and provide services and facilities that recognises the changing demographics and needs of our community.
2. To define and communicate our role in promoting social inclusion and equity.
3. 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. To support the delivery of programs and events for people to connect with each other through participation in community activities and civic life.
5. To promote and support active and healthy lifestyles of our community.
6. To enhance community awareness of the impacts of uncertain weather patterns, natural and other disasters, and build community resilience.
7. To develop and manage infrastructure and resources to protect our community from natural and other hazards.

Strategic Priority 7: We are a City planning for our future by ensuring our approach to strategic land-use, development and infrastructure is coordinated, progressive and sustainable.

10-Year Goal: To facilitate appropriate development via integrated land-use planning, infrastructure investment and transport solutions within our municipality and region.

Focus Areas:

2. To take a strategic approach to development sites and infrastructure investment within the municipality to maximise public benefit and encourage development and investment.
4. To ensure our suite of strategic planning initiatives are coordinated and representative of our community's needs and aspirations.

#### *City of Launceston Cultural Strategy 2020 - 2030*

Strategic Focus Area 1: Value and respect Aboriginal culture

Strategic Focus Area 2: Realise the potential of our cultural places and assets

Strategic Focus Area 3: Foster creative practice

Strategic Focus Area 4: Reveal our cultural stories

Strategic Focus Area 5: Build and extend partnerships

#### **BUDGET AND FINANCIAL IMPLICATIONS:**

There are no budget and financial implications considered relevant in endorsing the recommendation to authorise the Chief Executive Officer to liaise with the State Government around future funding models (endowment) of the Queen Victoria Museum & Art Gallery.

If Council determines to proceed with the Recommendation contained in this report, the endowment adjustments negotiated by the Chief Executive Officer in partnership with the State Government will be dealt with by future annual plan and budgets and/or a budget amendment process if necessary.

#### **DISCLOSURE OF INTERESTS:**

The Authors and Chief Executive Officer have no interests to declare in this matter.

#### **ATTACHMENTS:**

Nil

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## 18.2. Regional Precincts Partnership Program Submission

**FILE NO:** SF2298

**AUTHOR:** Gary Morgan (Strategic Projects Advisor QVMAG)

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

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### **DECISION STATEMENT:**

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

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

### **RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

### **PREVIOUS COUNCIL CONSIDERATION:**

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

Workshop - 01 April 2021 - QVMAG Futures Plan

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

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

### **RECOMMENDATION:**

That Council:

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

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### **REPORT:**

The Australian Government has set aside \$400 million in funding to support a **Regional Precincts and Partnerships Program** (rPPP). Submissions from eligible organisations (including local authorities) can be made to the rPPP and are assessed against an extensive suite of criteria.

The rPPP seeks to support transformative investment in regional, rural and remote Australia based on the principles of unifying regional places, growing economies and serving communities.

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The rPPP focuses on a **partnership approach**, bringing together governments, businesses and communities to deliver **multi-purpose precincts** that are place-based, tailored to local needs and positioned around a shared vision, need or theme.

The rPPP supports both precinct development/planning proposals and the delivery of construction-ready precinct projects:

- **Stream One: Precinct development and planning**
  - Project funding of between \$500,000 to \$5 million is available to activate partnerships and deliver an investment-ready precinct plan.
- **Stream Two: Precinct delivery**
  - Project funding of \$5 million to \$50 million is available to help deliver one or more elements of a precinct. This could include enabling infrastructure, open spaces between elements, or a particular building/s.

The Queen Victoria Museum and Art Gallery is seeking City of Launceston Council approval to prepare and submit a funding bid in **Stream One** of the rPPP, in order to advance **master planning** for:

- The redevelopment of the remaining undeveloped parts of the Launceston Railway Workshops at Inveresk (the Inveresk Precinct) into a cultural, community and creativity hub.
- A new Collection Discovery Centre (CDC) to safely house QVMAG collections, at a site to be determined (but away from the flood prone Inveresk Precinct).
- Relocation of the QVMAG collection to the new CDC.

The CDC and the Inveresk Precinct are identified Priority Projects in the Council-approved *QVMAG Futures Plan*, specifically in Key Direction Five of the Plan [see attachment].

The CDC is one of the five listed projects in the City of Launceston Advocacy Prospectus 2024-25: A City Building its Future.

A copy of the QVMAG Futures Plan can be viewed at

[https://www.qvmag.tas.gov.au/files/assets/qvmag/v/1/futures-plan/qvmag\\_futures-plan.pdf](https://www.qvmag.tas.gov.au/files/assets/qvmag/v/1/futures-plan/qvmag_futures-plan.pdf)

### **RISK IMPLICATIONS:**

As funding applications are competitive and reviewed through an independent panel appointed by the Federal Government there are considered no risks associated in endorsing the recommendation to prepare and submit an application for funding to undertake the scoping and master planning of the identified Priority Projects.

### **ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The successful realisation of securing funding through the rPPP will empower Council to undertake the master planning and scoping of the proposed Priority Projects. The funding through the rPPP is essential in undertaking this critical phase of development providing

the fiscal resources to develop these initiatives in a considered and supported manner. A detailed, planned and fully scoped Inveresk Cultural/Community/Creative Precinct and the corresponding Collections Discovery Centre will inform future stages of development, including partnership identification, infrastructure funding provisions, and stakeholder engagement.

**STRATEGIC DOCUMENT REFERENCE:**

*QVMAG Futures Plan – A Paradigm Shift 2022*

Key Direction Five: Priority Project Two; Priority Project Three; Priority Project Four

*QVMAG Strategic Plan 2023-28*

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 1: We connect with our community and our region through meaningful engagement, cooperation and representation.

10-Year Goal: To seek out and champion positive engagement and collaboration to capitalise on the major opportunities and address the future challenges facing our community and region.

Focus Areas:

1. To develop and consistently utilise contemporary and effective community engagement processes.
2. To lead the implementation of the Greater Launceston Plan via collaborative and constructive relationships with our regional partners.
- 3 To advocate and collaborate to enhance regionally significant services and infrastructure for the benefit of our communities.

Strategic Priority 2: We facilitate prosperity by seeking out and responding to opportunities for growth and renewal of our regional economy.

10-Year Goal: To have realised opportunities that grow and sustain our economy and foster creative and innovative people and industries.

Focus Areas:

1. To actively market the City and region and pursue investment.
2. To facilitate direct investment in the local economy to support its growth.
3. To provide an environment that is supportive to business and development within the municipality.
4. To promote tourism and the development of a quality tourism offering for Launceston.

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.
5. To maintain a financially sustainable organisation.



Strategic Priority 4: We value our City's unique identity by celebrating our special heritage and culture and building on our competitive advantages to be a place where people choose to live, work and visit.

10-Year Goal: To sustain and promote Launceston as a unique place to live, work, learn and play.

Focus Areas:

1. To promote and enhance Launceston's rich heritage, culture and natural environment.
2. To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.
3. To promote and attract national and international events and support the sector to ensure a diverse annual events calendar.

Strategic Priority 5: We serve and care for our community by providing equitable and efficient services that reflects needs and expectations of our community.

10-Year Goal: To offer access to services and spaces for all community members and to work in partnership with stakeholders to address the needs of vulnerable communities.

Focus Areas:

1. To plan for and provide services and facilities that recognises the changing demographics and needs of our community.
2. To define and communicate our role in promoting social inclusion and equity.
3. 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. To support the delivery of programs and events for people to connect with each other through participation in community activities and civic life.
5. To promote and support active and healthy lifestyles of our community.
6. To enhance community awareness of the impacts of uncertain weather patterns, natural and other disasters, and build community resilience.
7. To develop and manage infrastructure and resources to protect our community from natural and other hazards.

Strategic Priority 7: We are a City planning for our future by ensuring our approach to strategic land-use, development and infrastructure is coordinated, progressive and sustainable.

10-Year Goal: To facilitate appropriate development via integrated land-use planning, infrastructure investment and transport solutions within our municipality and region.

Focus Areas:

2. To take a strategic approach to development sites and infrastructure investment within the municipality to maximise public benefit and encourage development and investment.
4. To ensure our suite of strategic planning initiatives are coordinated and representative of our community's needs and aspirations.

*City of Launceston Cultural Strategy 2020 - 2030*

Strategic Focus Area 1: Value and respect Aboriginal culture

Strategic Focus Area 2: Realise the potential of our cultural places and assets

Strategic Focus Area 3: Foster creative practice

Strategic Focus Area 4: Reveal our cultural stories

Strategic Focus Area 5: Build and extend partnerships

**BUDGET AND FINANCIAL IMPLICATIONS:**

Allocated funds within the current budgetary provisions support the development and submission of the proposed application to the rPPP. There are no other budget and financial implications in supporting the recommendation to prepare and apply for funding through the rPPP.

**DISCLOSURE OF INTERESTS:**

The Author and Director have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

## 19. COMMUNITY ASSETS AND DESIGN

### 19.1. Residential Parking Permit Policy

**FILE NO:** SF1013

**AUTHOR:** Erica Deegan (Senior Leader Infrastructure and Engineering)

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

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#### **DECISION STATEMENT:**

To consider and endorse the Residential Parking Permit Policy.

#### **RELEVANT LEGISLATION:**

*Transport Act 1981*

*Road Rules 2019*

*Local Government (Highways) Act 1982*

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

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

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

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

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

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

#### **RECOMMENDATION:**

That Council:

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

## **Residential Parking Permit Policy**

#### **PURPOSE**

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

#### **SCOPE**

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

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## **BACKGROUND**

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

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

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

## **POLICY**

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

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

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

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

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

## **Residential Parking Permit Zones**

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

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

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

## Fees

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

## Administration of Permits

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

## PRINCIPLES

Council's organisational values apply to this policy.



Our people  
matter



We care about  
our community



We bring an  
open mind



We go home  
safe and well

## RELATED POLICIES & PROCEDURES

32-Rf-008 Resident Parking Permit Areas Guide

## RELATED LEGISLATION

*Transport Act 1981*

*Road Rules 2019*

*Local Government (Highways) Act 1982*

## REFERENCES

*Australian Standard AS2890 Parking Facilities*

## **DEFINITIONS**

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

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

## **REVIEW**

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

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## **REPORT:**

Residential parking schemes allow for properties that do not have off-street parking, to continue to use on-street parking once time restricted parking is installed. This was in recognition that many residences in the earlier stages of the city's development did not accommodate off-street parking, reflecting the needs of the time; car ownership was much less common than it is today and the demand for on-street parking was much lower.

The City of Launceston first considered the introduction of a Residential Parking Scheme at the meeting 7 December 1992, with the introduction of residential parking permit for properties in St John St, between Frankland and Canning Streets. The scheme has been amended multiple times since then, with a significant amendment between 2009 and 2011 in response to concerns raised at the time regarding parking by commuters and users of the Launceston Aquatic Centre. Requirements for a residential parking scheme in this area were conditioned as part of the approval for DA0553/2016.

Whilst the general principles of the residential parking scheme remain the same, the scheme has evolved as the transport needs of the city have changed. The Council has adopted the *Launceston Transport Strategy 2020-2040*, which encourages more sustainable transport options and the use of active and public transport modes over private car travel, particularly for the short trips generally associated with inner city living.

The scheme was not designed to provide for on-street residential parking for those residents in inner-city living (non-residential zoning) who are not provided with off-street parking. There has always been expectation that the needs for car ownership are lower for residents who live within or on the fringes of the city, and those residents need to take into account the availability of parking at these properties and whether or not it is appropriate for their needs.

The changes to the policy will simplify eligibility for residents and create consistency across the City. The policy has been updated with consideration of complexities that current residents and applicants are experiencing. The designation of specific streets has been removed from the policy, changing to an area-based approach to allow for localised anomalies that were previously preventing residents with no off-street parking and timed parking nearby from receiving permits. Due to the nature of the changes in content and structure of the policy, a marked-up version of the changes has not been attached.

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The designation of specific streets has been removed from the policy, changing to an area-based approach to allow for localised anomalies that were previously preventing residents with no off-street parking and timed parking nearby from receiving permits. The existing policy is provided in Attachment 1. Due to the nature of the changes in content and structure of the policy, a marked-up version of the changes has not been attached. A draft of the revised parking areas is included in Attachment 2, and this will be approved operationally following the policy adoption, allowing for necessary changes to be made.

**RISK IMPLICATIONS:**

Standardisation of the residential parking scheme across the City, i.e. removal of special exemptions for residents of the existing Area N Launceston Aquatic, has the potential to cause upset to the residents of the existing Area N due to the loss of additional permits. It is noted that development application DA0553/2006 relating to the Launceston Aquatic Centre included specific provisions regarding development of a residential parking scheme in the area surrounding Launceston Aquatic Centre. This planning permit has been reviewed in light of the proposed changes and the City Development Team have advised the permit conditions are still met. There will have to be some changes to the parking signage and requirements in some sections of street surrounding the Launceston Aquatic Centre area to enable use of the parking spaces by all as some of these areas are limited to residential parking only.

There is a risk that introduction of a fee associated with residential parking will create an expectation of availability of supply. It is noted that the permit is not a guarantee of parking availability, but an ability to overstay timed limits in specific location.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Consideration contained in the Report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.

Strategic Priority 7: We are a City planning for our future by ensuring our approach to strategic land-use, development and infrastructure is coordinated, progressive and sustainable.

10-Year Goal: To facilitate appropriate development via integrated land-use planning, infrastructure investment and transport solutions within our municipality and region.

Focus Areas:

3. To improve and maintain accessibility, transport options and infrastructure within the Launceston area, including its rural areas.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

The introduction of a fee relating to the issuance of a residential parking permit will be considered at Agenda Item 19.2 Fees and Charges Amendment 2024/2025 - Residential Parking Permit.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. Existing - 32-Plx-003 Residential Parking Permit Policy [**19.1.1** - 3 pages]
2. DRAFT 32- Rfx-008 - Residential Parking Areas [**19.1.2** - 24 pages]
3. Residential Parking FAQs [**19.1.3** - 1 page]



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

**FILE NO:** SF2968

**AUTHOR:** Erica Deegan (Senior Leader Infrastructure and Engineering)

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

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**DECISION STATEMENT:**

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

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

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

**RECOMMENDATION:**

That Council:

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

NEW	Residential Parking Permit: per year	Taxable	\$45.00
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**REPORT:**

The City of Launceston first considered Residential Parking Permits on 7 December 1992. Fees have been suggested on multiple occasions, with references in the meetings of 7 December 1992 and 5 April 2004 but they are not part of the current fees and charges.

Charging a fee for residential parking permits helps manage demand, ensuring fair access to limited on-street parking. Properties without off-street parking are typically cheaper than those with parking. This highlights the value that society places on parking. Charging a fee reinforces that street parking carries a community cost and is a privilege, not a right. The fee also covers administrative costs, maintenance, and enforcement, easing the financial burden on general ratepayers. Additionally, it promotes responsible car ownership and can fund sustainable transport initiatives, benefiting the broader community.

There is significant variation in the fees charged for residential parking permits across Australia. Many other authorities charge some fee for them, with some based on the

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number of permits issued per property or the number of available parking spaces on the property. Some specific examples for context include annual fees as follows:

- Newcastle, NSW - \$92
- Hobart, TAS - \$67
- Mount Alexander, VIC - \$54.95
- Perth, WA - \$118

Whilst it is not directly comparable due to location, fees for renting car spaces within Launceston City are significantly higher than the proposed fee, for example a space within the York St West carpark is \$185/month (or \$2,200 per year). However, it is important to note that the fees for renting car spaces are for the provision of a space, not for the ability to overstay timed parking controls.

**RISK IMPLICATIONS:**

There is a risk that introducing a fee will result in an expectation of parking availability for those issued residential parking permits due to the perception of paying for a service. This permit allows the permitted vehicle to park all day in designated resident parking zones. Availability of parking spaces cannot and will not be guaranteed.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Consideration contained in report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.
5. To maintain a financially sustainable organisation.

**BUDGET AND FINANCIAL IMPLICATIONS:**

There will be an increase in revenue through introduction of a fee, preliminary estimates suggest this would be in order of \$13,500 per annum, based on an estimate of 300 permits per year.

During 2024, about 240 residential parking permits were issued, excluding those for Area N (Launceston Aquatic). Each year, roughly 140 Area N permits are issued, however, the proposed changes to the Policy will reduce this number. The proposed changes to the policy may slightly increase the eligibility of properties across the revised parking areas leading to an increase in numbers.

The introduction of this fee will not replace or reduce any existing revenue.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

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**19.3. Princess Theatre Redevelopment Project - Project Management Plan**

**FILE NO:** SF0371

**AUTHOR:** Michael Newby (Senior Leader Infrastructure Planning)

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

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**DECISION STATEMENT:**

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

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

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

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

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

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

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

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

Workshop - 28 September 2023 - Item 1.2 - Princess Theatre

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

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

**RECOMMENDATION:**

That Council:

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

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**REPORT:**

At the 5 September 2024 Council meeting, the following motion was carried, that Council:

1. *Approves the refurbishment of the Princess Theatre and Earl Art Centre for an estimated present value construction cost of up to \$30m to be undertaken from January 2026 for a period of approximately 18-24 months.*
  2. *Advocate for Federal and State Government funding to support Council's contribution.*
  3. *Include the projected value of the works in the Long-term Financial Plan.*
  4. *Request the Chief Executive Officer to prepare a detailed project management plan for presentation to Council by December 2024. The plan is to include as a minimum:*
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- a. Detailed scope of works*
- b. Program scheduling*
- c. Financing and procurement strategy*
- d. Stakeholder management plan*
- e. Risk management plan.*

5. *Work with Theatre North and community users of the facility to determine what support is required to ensure sustainability of the cultural sector during extended closure periods.*

The intent of this item is to satisfy the requirements as specified at point 4 of the motion. The December deadline was not met due to organisational changes and subsequent updates to the officers responsible for the project. The intervening time has been utilised to bring officers up to date and to finalise a detailed project plan that meets the requirements stipulated.

**RISK IMPLICATIONS:**

As documented within the Project Management Plan.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

As documented within the Project Management Plan.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 1: We connect with our community and our region through meaningful engagement, cooperation and representation.

10-Year Goal: To seek out and champion positive engagement and collaboration to capitalise on the major opportunities and address the future challenges facing our community and region.

Focus Areas:

- 3 To advocate and collaborate to enhance regionally significant services and infrastructure for the benefit of our communities.

**BUDGET AND FINANCIAL IMPLICATIONS:**

As documented within the Project Management Plan.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

- 1. PT PMP Draft Final [19.3.1 - 24 pages]
- 2. SCHEMATIC DESIGN ONLY [19.3.2 - 51 pages]
- 3. Draft communications plan - Princess Theatre [19.3.3 - 17 pages]
- 4. PT risk register [19.3.4 - 5 pages]

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

**FILE NO:** O25375/2025

**AUTHOR:** Claire Fawdry (Principal Town Planner)

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

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**DECISION STATEMENT:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

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

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

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

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

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

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

**RECOMMENDATION:**

That Council:

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

**1. Project Context**

The City of Launceston was successful in its application for Federal Government funding under the Housing Support Program (HSP) Stream 1 Grant to deliver a structure plan (also known as a neighbourhood plan) and supporting infrastructure funding framework for the St Leonards and Waverley residential growth area. The Grant requires the project to be completed by 31 May 2025.

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The St Leonards and Waverley Neighbourhood Plan and Infrastructure Funding Framework (the Neighbourhood Plan) will provide a plan for the sustainable development of the St Leonards and Waverley area over the next 30 years and beyond. The Neighbourhood Plan will provide for new residential areas, an enhanced village core, new and enhanced activity centres and improved infrastructure connectivity and services associated with a plan which will deliver over 3200 new homes.

The St Leonards and Waverley Neighbourhood Plan is a key action of the draft Launceston Housing Plan 2025-2040, which has been released for community engagement.

Mesh was appointed as lead consultant in August 2024 and is supported by a team of technical sub-consultants, including:

- Pitt & Sherry – Transport and Drainage
- ERA Planning & Environment – Community & Stakeholder Engagement
- North Barker – Natural Values and Bushfire
- Geografia – Retail and Community Infrastructure Needs
- Australian Cultural Heritage Management – Heritage and Cultural Heritage
- Geo-Environmental Solutions – Land Suitability

### **1.1 Visioning Workshops**

Two days of visioning workshops were held on 16 and 17 October 2024 with staff from Council, consultants and external stakeholders. The purpose of these sessions was to involve a broad range of individuals across the Council organisation and key service providers to ensure there is a collective understanding of the project and identify the key issues and values for the place and the people that live there. The outputs included the identification of key themes, issues and opportunities from the various perspectives or participants and scoping of the potential options for how the neighbourhood plan can respond.

### **1.2 Stage One Community Engagement**

The first round of community engagement occurred between 7 November and 6 December 2024. The City of Launceston previously prepared a series of plans consistent with the guidance provided in the Greater Launceston Plan which identified St Leonards and Waverley as a residential growth area. The St Leonards Village Plan Discussion Paper (2018) introduced a vision and guiding objectives for the future of St Leonards and formed the basis for engagement with the community in 2018.

The first round of community engagement for the Neighbourhood Plan project sought to restart the conversation with the community on planning for their suburbs and confirm the key values that were identified in the visioning workshops. It was an opportunity to confirm what the community told us in 2018, and to identify any additional values that may not have been captured.

Engagement was targeted at those who live, work, and visit St Leonards and Waverley. To promote the engagement and maximise participation, posters were located throughout the study area, 1,300 flyers were distributed, and social media posts were placed on council's

accounts. The primary schools in the study area were also invited to include a link to the survey in their school newsletters.

Overall, 418 survey responses were received, and a total of 14,843 people were reached via social media. The feedback received is summarised as follows:

- 56% of respondents live in St Leonards, 32% live in Waverley and 12% live in another suburb.
- More frequent and affordable public transport; reduced speed limits
- A more vibrant 'centre' of the suburb, with shops, cafes and places for residents to build community.
- 53% of respondents would like to see walking paths between St Leonards and Waverley
- 85% of respondents travel out of St Leonards and Waverley to meet their daily needs. Respondents would like to see another local supermarket, pharmacy, local cafes and a service station.
- 70% would like to see the creation of local area parks which include:
  - all ages playground equipment and family friendly open spaces
  - new amenities in local parks such as BBQs, public toilets, and better lighting, improved landscaping and more trees for shade and visual amenity
  - new and improved off-leash dog park facilities and fencing
  - facilities to support tennis, basketball, cricket, football and soccer
- Recognition that additional residential development and population growth will attract more facilities, services and amenities to the area, which include:
  - Better housing choice and lot size diversity
  - Maintain the 'quiet village feel' of the local area
  - Lower density development and low growth overall
  - Quality housing that prioritises good design

### **1.3 Emerging Draft Plan**

The values that emerged during the visioning workshops, the feedback received from the community during the first stage of engagement, and preliminary findings from the sub-consultant technical reports informed the development of the emerging Draft Plan in late 2024. This plan was shared with service providers and key stakeholders within the study area for early feedback. The Draft Plan has been further refined as technical sub-consultant reports were received in January/February 2025, and the Neighbourhood Plan and Infrastructure Funding Framework (written documents) were prepared.

## **2. Project Program**

The project is tracking according to its project program. A project update was provided to Council at a workshop held on 20 March 2025. At that workshop, the internal project team and the consultant project lead presented the Consultation Draft Neighbourhood Plan that will be shared with key stakeholders and the community during the second round of community engagement for this project, which is scheduled to commence on 29 March 2025.



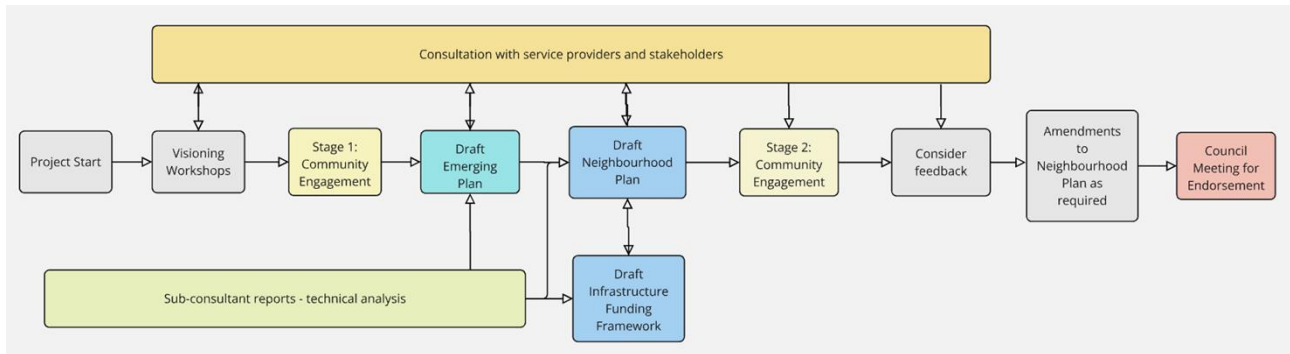


Figure 1 – Project flowchart

### 3. Stage Two Community Engagement

The second round of community engagement, which is proposed to commence on Saturday 29 March, will emphasise collaboration and targeted feedback in shaping the future of St Leonards and Waverley through the Neighbourhood Plan. This stage will utilise a range of tools, including online and face-to-face methods. The consultation period will run for 31 calendar days (*28 days extended by 3 days to account for public holidays*), between Saturday 29 March and Tuesday 29 April 2025.

The following tools and consultation methods will be used:

- Council’s Tomorrow Together webpage – project information, survey, frequently asked questions, contact details and project timeline.
- Promotion via the City of Launceston Facebook, LinkedIn and Instagram accounts.
- 2x community pop-ups:
  - Waverley Primary School (carpark at corner of Innaloo St & Naroo St), Friday 4 April, 9am – 11am
  - St Leonards Picnic Ground, Saturday 5 April, 9am – 11am
- 1x community workshop:
  - St Leonards Primary School Hall, Tuesday 8 April, 6pm – 7:30pm
- Addressed letters to landowners within the growth area boundary.
- Flyers distributed within the area.
- Posters within the area.
- Media Release.

Figures 2 and 3 below provide example extracts from the Tomorrow Together webpage and print/digital collateral for the upcoming consultation period.

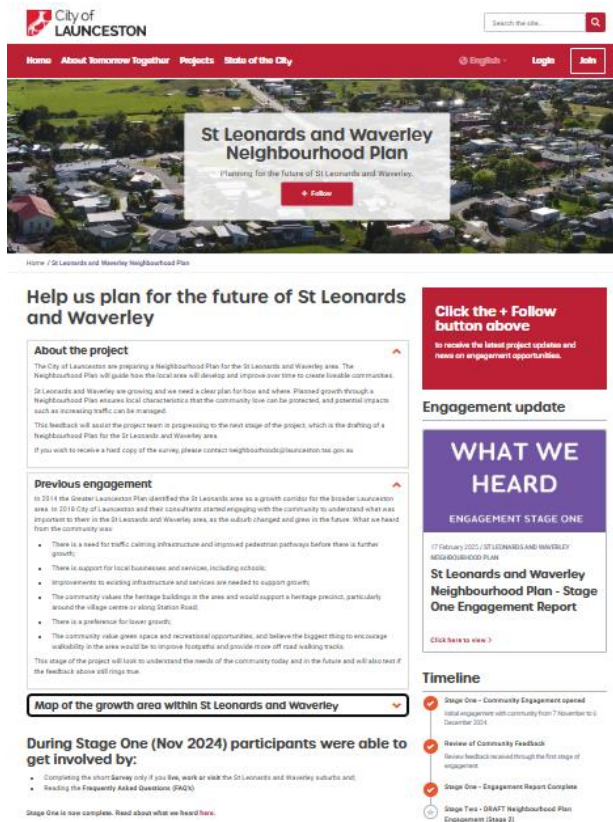
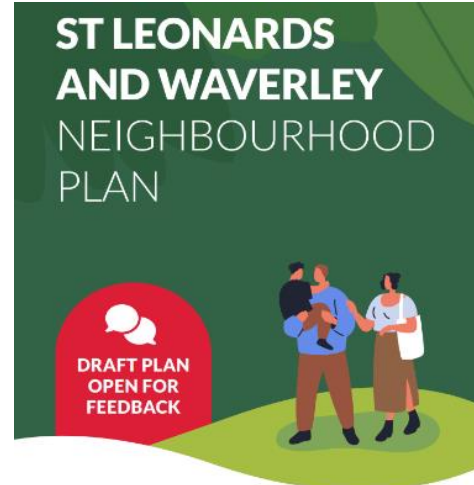


Figure 2 - Tomorrow Together webpage



**Share your feedback!**

The City of Launceston are preparing a Neighbourhood Plan for the St Leonards and Waverley area.

The Neighbourhood Plan will guide how the local area will grow, develop and improve over time to support liveable communities.

**The draft plan is now complete and we want to hear your feedback!**



Figure 3 – Sample print collateral

The internal project team has worked collaboratively with our Engagement, Communications and Community Development teams to shape the community engagement approach with our lead consultant and engagement consultant on the project.

**4. Next Steps**

At the end of the engagement period, the feedback received will be reviewed and collated into a Stage Two Consultation Report. Any amendments to the Consultation Draft Neighbourhood Plan will be identified and recommended for consideration prior to final endorsement of the St Leonards and Waverley Neighbourhood Plan and Infrastructure Funding Framework at a future Council Meeting in 2025.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 1: We connect with our community and our region through meaningful engagement, cooperation and representation.

10-Year Goal: To seek out and champion positive engagement and collaboration to capitalise on the major opportunities and address the future challenges facing our community and region.

Focus Areas:

1. To develop and consistently utilise contemporary and effective community engagement processes.

Strategic Priority 4: We value our City's unique identity by celebrating our special heritage and culture and building on our competitive advantages to be a place where people choose to live, work and visit.

10-Year Goal: To sustain and promote Launceston as a unique place to live, work, learn and play.

Focus Areas:

1. To promote and enhance Launceston's rich heritage, culture and natural environment.
2. To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.
5. To support sustainable population growth in the Northern Region.

Strategic Priority 5: We serve and care for our community by providing equitable and efficient services that reflects needs and expectations of our community.

10-Year Goal: To offer access to services and spaces for all community members and to work in partnership with stakeholders to address the needs of vulnerable communities.

Focus Areas:

1. To plan for and provide services and facilities that recognises the changing demographics and needs of our community.
5. To promote and support active and healthy lifestyles of our community.

Strategic Priority 7: We are a City planning for our future by ensuring our approach to strategic land-use, development and infrastructure is coordinated, progressive and sustainable.

10-Year Goal: To facilitate appropriate development via integrated land-use planning, infrastructure investment and transport solutions within our municipality and region.

Focus Areas:

1. To ensure that our application of the land-use planning system at a local and regional level is effective and efficient.
2. To take a strategic approach to development sites and infrastructure investment within the municipality to maximise public benefit and encourage development and investment.
3. To improve and maintain accessibility, transport options and infrastructure within the Launceston area, including its rural areas.
4. To ensure our suite of strategic planning initiatives are coordinated and representative of our community's needs and aspirations.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. St Leonards and Waverley Neighbourhood Plan - Draft Structure Plan for Community Consultation [19.4.1 - 76 pages]

## 20. DELIVERY AND PERFORMANCE

### 20.1. Lease - First Basin Cafe

**FILE NO:** SF2967

**AUTHOR:** Sharin Imlach (Lease Officer)

**APPROVER:** Nathan Williams (Executive Leader Delivery and Performance)

#### **DECISION STATEMENT:**

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

*This decision requires an absolute majority of Council.*

#### **RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

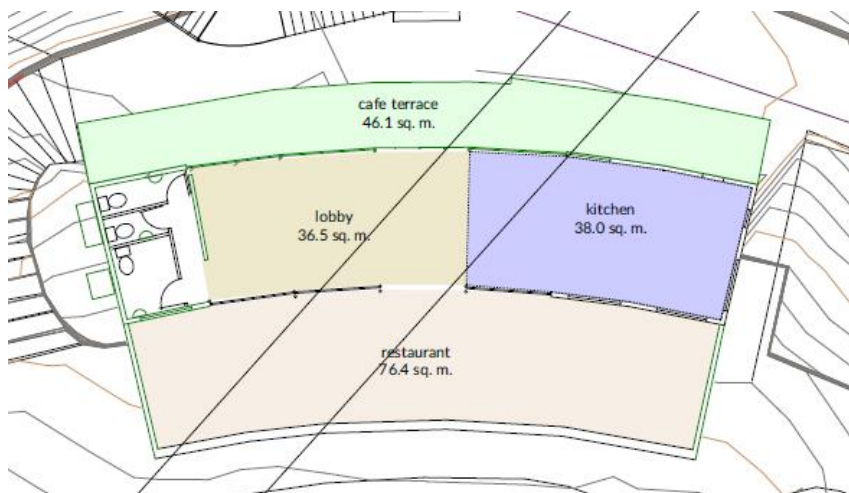
#### **PREVIOUS COUNCIL CONSIDERATION:**

Council – 16 May 2019 - 22.2 - Lease of First Basin Cafe and Cataract Gorge Restaurant  
Council – 12 December 2024 – 20.9 - intention to Lease Four Hospitality Venues at the Launceston Leisure and Aquatic centre, Gorge Reserve, and Albert Hall  
Workshop – 27 February 025 - Gorge Restaurant, Basin Cafe and Albert Hall Cafe Leases

#### **RECOMMENDATION:**

That Council:

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



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

**REPORT:**

An independent agent on behalf of The City of Launceston conducted an Expression of Interest (EOI) campaign, for the period between 18 October 2024 and 10 January 2025, for the operation of the cafe located within the grounds of the Cataract Gorge Reserve.

This process was prompted by the current lease's expiration and in accordance with the City of Launceston's Lease and Licensing Policy.

### Assessment Criteria

The submissions received were evaluated using the following weighted criteria to ensure a comprehensive and fair assessment:

- **Capability - 55%**

*Financial Capability:* Demonstrating sound financial health to support operations.

*Experience:* Proven track record in operating similar facilities or businesses.

*Working Capital:* Availability of sufficient funds for ongoing operations.

*Staff:* Sufficient core staff

*Marketing:* Comprehensive marketing plan

*Capital Investment:* Adequate to the business needs

- **Community Appeal - 30%**

*Menu and Local Produce:* Alignment with community preferences, including healthy and diverse options which are locally sourced.

*Fit-out:* Quality and suitability of proposed interior and exterior designs.

*Operational Hours:* Operational hours that provide adequate site activation.

*Community Engagement:* Demonstrated ability to engage with the community.

*Our Values:* Align with CoL values

- **Sustainability - 15%**

*Water Management:* Water management plan for minimising use and recycling.

*Waste Avoidance:* Commitment to waste reduction and resource reuse.

*FOGO:* Implementation of waste segregation practices.

*Energy and Carbon:* Implementation of energy efficient practices.

### Selection of an Operator

Following a comprehensive evaluation of the selection criteria by a panel of 3 Council officers and 1 external panel member, the following results were determined;

Gunn & Parkinson's overall result of the assessment of the weighted criteria was 10.10.

- Capability 3.84
- Community Appeal 3.475
- Sustainability 3.66

Alternate proposal overall result of the assessment of the weighted criteria was 8.5

- Capability 3.79
- Community Appeal 3.35
- Sustainability 2.50

The proposals were assessed based on the selection criteria along with the terms of the individual proposals.

Gunn & Parkinson Pty Ltd have been determined to be the preferred operator.

Gunn & Parkinson are a successful company, operating several successful hospitality venues.

The premises will be rebranded with fresh new interior styling and name, which will complement the surroundings and beauty of the region.

Gunn & Parkinson intend to offer an elevated dining experience that offers a range of options for the casual dinner or those seeking a more substantial bistro style meal.

#### Privacy and Confidentiality

The recommended rent is at a market rate, in accordance with professional valuation advice. Given the commercially sensitive nature of these matters, the valuation advice and recommended rent are not included in this report but circulated to the Councillors confidentially via email.

#### Legislative Requirements

Section 178 of the *Local Government Act 1993* (Tas) requires that the Council publishes its intention to lease Public Land on two occasions in a local newspaper and display a notice on the property's boundary for 21 days. This process commenced on 23 December 2024 and concluded on 15 January 2025. No objections were lodged during this period.

If Council approves the Recommendations under consideration, Council officers will ensure that the requirements of the Fair Trading (Code of Practice for Retail Tenancies) Regulations 1998 are met in entering the formal lease with the preferred operator.

#### **RISK IMPLICATIONS:**

Securing an experienced and reliable operator is essential not only for maintaining high service standards but also for ensuring the café remains a welcoming and enjoyable space for both locals and tourists.

#### **ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The First Basin Cafe is an iconic feature of the Cataract Gorge Reserve, a key attraction in Launceston that draws both locals and tourists year-round. The cafe, situated within one of Tasmania's most visited natural reserves, plays a vital role in enhancing the visitor experience to the reserve and First Basin Pool.



Beyond the role of visitor satisfaction, the Cafe contributes to the local economy and tourism sector by supporting local producers and creating employment.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.

Strategic Priority 5: We serve and care for our community by providing equitable and efficient services that reflects needs and expectations of our community.

10-Year Goal: To offer access to services and spaces for all community members and to work in partnership with stakeholders to address the needs of vulnerable communities.

Focus Areas:

4. To support the delivery of programs and events for people to connect with each other through participation in community activities and civic life.
5. To promote and support active and healthy lifestyles of our community.

**BUDGET AND FINANCIAL IMPLICATIONS:**

A rental review will be conducted each year in accordance with the Consumer Price Index (CPI) for Hobart.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

**20.2. Lease - Gorge Restaurant**

**FILE NO:** SF2967

**AUTHOR:** Sharin Imlach (Lease Officer)

**APPROVER:** Nathan Williams (Executive Leader Delivery and Performance)

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**DECISION STATEMENT:**

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

*This decision requires an absolute majority of Council.*

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

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

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

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

**RECOMMENDATION:**

That Council:

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



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

**REPORT:**

An independent agent on behalf of The City of Launceston conducted an Expression of Interest (EOI) campaign, for the period between 18 October 2024 and 10 January 2025, for the operation of the restaurant located within the grounds of the Cataract Gorge Reserve.

This process was prompted by the current lease's expiration and in accordance with the City of Launceston's Lease and Licensing Policy.

The leased area will consist of the restaurant and storage garage and will include non-exclusive use of the viewing deck. Parking will be included in the staff car park for four vehicles and access to the restaurant for the purpose of deliveries will be made available on the access road.

Matson Hospitality Group has been operating the restaurant since 2022, with the venue manager having 15 years' experience at the site.

The restaurant is located within one of Tasmania's most visited tourist locations and is an iconic feature of the Cataract Gorge Reserve.

Assessment Criteria

The submissions received were evaluated using the following weighted criteria to ensure a comprehensive and fair assessment:

- **Capability - 55%**

*Financial Capability:* Demonstrating sound financial health to support operations.

*Experience:* Proven track record in operating similar facilities or businesses.

*Working Capital:* Availability of sufficient funds for ongoing operations.

*Staff:* Sufficient core staff

*Marketing:* Comprehensive marketing plan

*Capital Investment:* Adequate to the business needs

- **Community Appeal - 30%**

*Menu and Local Produce:* Alignment with community preferences, including healthy and diverse options which are locally sourced.

*Fit-out:* Quality and suitability of proposed interior and exterior designs.

*Operational Hours:* Operational hours that provide adequate site activation.

*Community Engagement:* A demonstrated ability to engage with the community.

*Our Values:* Align with City of Launceston values

- **Sustainability - 15%**

*Water Management:* Water management plan for minimising use and recycling.

*Waste Avoidance:* Commitment to waste reduction and resource reuse.

*FOGO:* Implementation of waste segregation practices.

*Energy and Carbon:* Energy efficient practices.

#### Selection of an Operator

Following a comprehensive evaluation of the selection criteria by a panel of 3 Council officers and 1 external panel member, Matson Hospitality Group's overall result of the assessment of the weighted criteria was 10.57.

- Capability 4.07
- Community Appeal 4.00
- Sustainability 2.50

The proposal was assessed based on the selection criteria along with the terms of the proposal.

Matson Hospitality Group Pty Ltd have been determined to be the preferred operator.

Matson Hospitality Group are the current operators of the Gorge Restaurant and have been operating the business successfully since 2021. The group consists of a collection of longstanding Tasmanian businesses, Matsons Catering, Weeding Hire, Joanna's Jams, and the Tramshed Function Centre.

With long serving staff and extensive hospitality experience the group has demonstrated that it can deliver exceptional business practices and align with City of Launceston's core values.

#### Privacy and Confidentiality

The recommended rent is at a market rate, in accordance with professional valuation advice. Given the commercially sensitive nature of these matters, the valuation advice and recommended rent are not included in this report but circulated to the Councillors confidentially via email.

#### Legislative requirements

Section 178 of the *Local Government Act 1993* requires that the Council publishes its intention to lease Public Land on two occasions in a local newspaper and displays a notice on the property's boundary for 21 days. This process commenced on 23 December 2024 and concluded on 15 January 2025. No objections were lodged during this period.

If Council approves the Recommendations under consideration, Council officers will ensure that the requirements of the Fair Trading (Code of Practice for Retail Tenancies) Regulations 1998 are met in entering the formal lease with the preferred operator.

**RISK IMPLICATIONS:**

To maintain its reputation as a high-quality dining venue, it is essential to have a reliable and capable operator who can deliver exceptional service, uphold high culinary standards, and align with the broader vision for the Cataract Gorge Reserve.

Matsons Hospitality Group has a track record of providing such a service.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The Gorge Restaurant is an iconic feature of the Cataract Gorge Reserve, a key attraction in Launceston that draws both locals and tourists year-round. As a dining establishment situated within one of Tasmania's most visited natural reserves, the restaurant plays a vital role in enhancing the overall visitor experience.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.

Strategic Priority 5: We serve and care for our community by providing equitable and efficient services that reflects needs and expectations of our community.

10-Year Goal: To offer access to services and spaces for all community members and to work in partnership with stakeholders to address the needs of vulnerable communities.

Focus Areas:

4. To support the delivery of programs and events for people to connect with each other through participation in community activities and civic life.
5. To promote and support active and healthy lifestyles of our community.

**BUDGET AND FINANCIAL IMPLICATIONS:**

A rental review will be conducted each year in accordance with the Consumer Price Index (CPI) for Hobart.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

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

**FILE NO:** SF0530

**AUTHOR:** Emily Causley (Personal Assistant Delivery and Performance)

**APPROVER:** Nathan Williams (Executive Leader Delivery and Performance)

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**DECISION STATEMENT:**

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

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

*That Council:*

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

**RELEVANT LEGISLATION:**

*Local Government (Meeting Procedures) Regulations 2015*

**PREVIOUS COUNCIL CONSIDERATION:**

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

**RECOMMENDATION:**

That Council:

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

**Clarification on Public Holiday Parking Operations**

The City of Launceston acknowledges the importance of providing accessible parking options in the Central Business District (CBD) on public holidays, including Boxing Day. It is important to clarify that the Council’s multi-storey car parks are already open on public holidays, ensuring parking availability for visitors and businesses. The only circumstances in which these facilities may not be available are due to unforeseen operational or technical issues that may arise.

This report assesses the feasibility of operating the Paterson Street East, Paterson Street West, and Elizabeth Street Car Parks on Boxing Day and other public holidays, using data-driven insights from past occupancy and revenue trends.

**Feasibility Assessment**

**Demand for Parking on Boxing Day**

Boxing Day is a retail-driven public holiday and one of the busiest days for parking demand in the Central Business District.

- **Boxing Day Revenue:** \$5,266
- **Average December Daily Revenue:** \$5,333.60
- **Boxing Day Occupancy:** 1,504 vehicles
- **Average December Daily Occupancy:** 1,542 vehicles

The data confirms that Boxing Day experiences near peak levels of parking demand, closely aligning with the December daily average. This underscores the importance of ensuring parking availability to support retail and economic activity in the CBD.

It is also important to note that on-street parking is free on Boxing Day, increasing demand for those spaces. Despite this, paid car parks continue to experience high occupancy, highlighting that people are willing to pay for parking to secure convenience and accessibility.

**Public Holiday Parking Demand Compared to Monthly Averages**

A comparison of public holiday occupancy and revenue against monthly averages highlights which holidays generate substantial parking demand despite free on-street parking:

Public Holiday	Holiday Revenue	Avg Daily Revenue (Month of Public Holiday)	Holiday Occupancy	Avg Occupancy (Month)
Launceston Show Day	\$1,641.80	\$4,839.70	478	1,228
Recreation Day	\$658.10	\$5,402.00	197	1,408
Christmas Holiday (Dec 27)	\$2,703.40	\$5,333.60	758	1,542
Boxing Day	\$5,266.00	\$5,333.60	1,504	1,542
New Year's Day	\$781.00	\$4,135.50	396	1,214
Easter Tuesday	\$4,574.20	\$4,471.10	1,298	1,206



Public Holiday	Holiday Revenue	Avg Daily Revenue (Month of Public Holiday)	Holiday Occupancy	Avg Occupancy (Month)
Australia Day	\$628.20	\$4,135.50	223	1,214
Launceston Cup Day	\$3,964.40	\$4,272.70	976	1,280
Eight Hour Day	\$555.20	\$3,908.30	193	1,179
Good Friday	\$309.50	\$3,908.30	92	1,179
Easter Monday	\$911.40	\$4,471.10	303	1,206
ANZAC Day	\$153.20	\$4,471.10	49	1,206
King's Birthday	\$641.90	\$4,648.80	216	1,176

The data indicates that certain public holidays, particularly those linked to retail and hospitality activity, create significant parking demand, while others see minimal activity due to widespread business closures. This highlights the importance of targeted parking operations on key public holidays.

### Feasibility of Parking on Other Public Holidays

Not all public holidays generate the same level of parking demand. The following categorization is based on observed parking trends.

#### High-Demand Public Holidays (Retail and Hospitality Driven)

- **\*Christmas Holiday (Dec 27)** (Revenue: \$2,703.40 | Occupancy: 758) – when Christmas falls on a weekend, this observed public holiday results in significantly more activity in the city, making it a high-demand parking day.
- **Easter Tuesday:** Revenue: \$4,574.20 | Occupancy: 1,298  
high retail and hospitality activity
- **Boxing Day:** Revenue: \$5,266 | Occupancy: 1,504  
noted marked increase in demand driven by retail sales
- **Launceston Show Day:** Revenue: \$1,641.80 | Occupancy: 478  
driven by increased visitation to hospitality venues.
- **Launceston Cup Day:** Revenue: \$3,964.40 | Occupancy: 976  
associated with high hospitality activity.

On these days, maintaining full parking availability is essential to support economic activity in the CBD.

*\* It is important to clarify that the revenue and occupancy reported as "Christmas Day" in the data actually reflects the Christmas Holiday (Dec 27) when Christmas falls on a weekend. The car parks are closed on Christmas Day itself, and activity levels in the city are very low. However, the observed holiday on Dec 27 sees significantly more activity, making it a high-demand day.*

### **Low-Demand Public Holidays (Limited Business Activity)**

These holidays experience lower occupancy due to widespread business closures, resulting in minimal parking demand:

- **Recreation Day** (Revenue: \$658.10 | Occupancy: 197)
- **New Year's Day** (Revenue: \$781 | Occupancy: 396)
- **Good Friday** (Revenue: \$309.50 | Occupancy: 92)
- **ANZAC Day** (Revenue: \$153.20 | Occupancy: 49)

These figures suggest that opening all multi-storey car parks on low-demand holidays may not be the most cost-effective approach, as fewer people travel to the CBD. Instead, limiting access to key parking facilities may be a more efficient strategy.

### **Operational Capabilities and Cost Considerations**

The City of Launceston has implemented outsourced remote customer assistance, ensuring that community support is available on public holidays at no additional operational cost compared to regular days. The only scenario where operational costs might increase is in the event of a technical issue or equipment malfunction, requiring an on-call Parking Technician to resolve issues at a public holiday rate.

Additionally, utilities and running costs remain largely consistent regardless of whether the car parks operate on a standard or public holiday. The primary exception is the Electric Vehicle chargers, which consume more energy when in use but otherwise do not significantly impact operational expenses.

A business case is in development for proposed upgrades to Council's multi-storey car parks, which will look to include license plate recognition technology and other technological improvements such as payment via phone apps to be trialled.

A current capital budget exists of \$600,000 is approved under the Multi-Storey Car Park Access Management System project to fund these works.

The desired technological improvements will reduce Council's reliance on internal staff on public holidays and outsourced customer assistance, allowing for a more automated and integrated parking network to be implemented across the multi-storey car parks.

### **Conclusion**

Certain public holidays, particularly those associated with retail events and hospitality, generate high parking demand in the CBD, justifying full parking operations. Other holidays see significantly lower demand due to business closures, making extensive parking operations unnecessary. A strategic approach to public holiday parking should prioritize opening multi-storey car parks on high-demand days while considering cost-effective solutions for lower-demand holidays.

### **RISK IMPLICATIONS:**

Not considered relevant to this report.

### **ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Consideration contained in the Report.

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**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 2: We facilitate prosperity by seeking out and responding to opportunities for growth and renewal of our regional economy.

10-Year Goal: To have realised opportunities that grow and sustain our economy and foster creative and innovative people and industries.

Focus Areas:

3. To provide an environment that is supportive to business and development within the municipality.

Strategic Priority 4: We value our City's unique identity by celebrating our special heritage and culture and building on our competitive advantages to be a place where people choose to live, work and visit.

10-Year Goal: To sustain and promote Launceston as a unique place to live, work, learn and play.

Focus Areas:

4. To support the central business district (CBD) and commercial areas as activity places during day and night.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Consideration contained in the Report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

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**20.4. Feedback on the Draft Local Government (Meeting Procedures) Regulations and Local Government (General) Regulations**

**FILE NO:** SF0081

**AUTHOR:** Emily Causley (Personal Assistant Delivery and Performance)

**APPROVER:** Nathan Williams (Executive Leader Delivery and Performance)

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**DECISION STATEMENT:**

To consider feedback received by Councillors regarding the Draft Local Government (Meeting Procedures) Regulations 2025 and the Draft Local Government (General) Regulations 2025.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*  
*Local Government (Meeting Procedures) Regulations 2015 (Tas)*  
*Local Government (General) Regulations 2015 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

Workshop - 13 March 2025 - Draft Local Government (Meeting Procedures) Regulations and Local Government (General) Regulations

**RECOMMENDATION:**

That Council:

1. provides the following feedback to the Department of Premier and Cabinet in respect to the proposed amendments to the *Local Government (Meeting Procedures) Regulations 2015 (Tas)* and the *Local Government (General) Regulations 2015 (Tas)*

<u>Proposed changes to the regulations</u>	<u>Comment</u>
How can any possible operational or logistical matters be managed in relation to the recording of council meetings?	Audio and Audio-Visual recording already occurs at the City of Launceston for Council meetings in open session.
How long do you think councils should keep recordings of meetings and how long should they be published on council websites?	Streams on our website date back to 2018. All audio and audio-visual recordings are stored on Council servers indefinitely. All recordings are also available on our website and YouTube channel.
Do you have any concerns about the proposed changes to minutes?	Councillors do not support attending meetings remotely.

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	<p>The nature of a declaration of interest are currently not recorded. What level of detail is required to be minuted?</p> <p>Councillors would like to see declarations tabled in a register.</p>
<p>Do you agree with the limited circumstances in which a councillor can attend a meeting remotely?</p>	<p>Councillors do not agree to attending remotely.</p>
<p>Do you believe the circumstances in which remote attendance may be refused are sufficient?</p>	<p>Yes</p>
<p>Do you think there needs to be a restriction or cap on the number of meetings a councillor can attend remotely each year and, if so, what should this be?</p>	<p>Councillors do not agree to attending remotely.</p>
<p>Do you agree with the circumstances in which a councillor can have parental leave? Is there anything that should be removed or added?</p>	<p>Agree. Parental leave amendment appears to be consistent with other organisations.</p>
<p>Do you think the suggested changes will provide clarity for people attending council meetings and asking questions?</p>	<p>Yes. Chairperson should also reiterate the requirements prior to public question time.</p>
<p>Do you think the changes will help the chairperson manage questions and motions in meetings?</p>	<p>Yes. The proposed changes will allow the Chairperson to control excessive pre-amble and refuse questions which do not directly relate to the functions of the Council.</p>
<p>Are there other learning and development activities that should also be recorded publicly?</p>	<p>Any learning activities approved by council - conferences, professional development, seminars etc. be recorded publicly.</p>

2. Council provides feedback about provisions in the regulations which are not set out in the discussion paper and the draft regulations

<u>Current Regulations</u>	<u>Council Proposed Changes</u>
<p>Part 3 Tendering and Contracting <i>Division 1 - Tenders for goods and services</i> 24. Public Tenders (1) For the purpose of section 333A(1) of the Act, the prescribed amount is \$250,000 (excluding GST)</p>	<p>The cost of materials and labour has naturally increased over time, the \$250,000 threshold has remained. Council propose that the threshold be lifted to \$500,000 (excluding GST),</p>
<p>25 Open Tenders (1) The General Manager is to invite tenders by publishing at least once a notice, in a daily newspaper circulating in the municipal area...</p>	<p>There are inconsistencies in the language in this statement and the multi-use register statement which states: "A council is to invite applications from suppliers for inclusion on a multi-use register by causing to be published at least once in a daily newspaper circulating in the municipal area..." Council proposes consistent language is used throughout.</p>
<p>27 Multi-Stage tender (1) A council may invite tenders for a contract for the supply of goods or services using a multiple-stage tender process</p>	<p>"A council..." this language is inconsistent with open tenders. Council proposes consistent language is used and suggest "A General Manager may invite tenders for a contract for the supply of goods or services using a multiple-stage tender process</p>

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**REPORT:**

The *Local Government (Meeting Procedures) Regulations 2015* (Tas) and the *Local Government (General) Regulations 2015* (Tas) are important parts of the local government legislative framework in Tasmania. The General and Meeting Regulations are made under the *Local Government Act 1993* (Tas) (the Act).

Regulations last for 10 years and are then required to be 'rewritten' (or remade). This requirement is set out under section 11(2) of the *Subordinate Legislation Act 1992*. The current Meeting Regulations and General Regulations are due to expire in June 2025 and so need to be remade.

The process of remaking the regulations provides an opportunity for the Tasmanian Government to review them and seek feedback and input from councils, the community and other stakeholders to ensure regulations remain up to date and relevant.

The consultation period runs from 25 February 2025 to 1 April 2025.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. Discussion Paper Local Government (General) Regulations and Local Government (Meeting Procedures) Regulations [**20.4.1** - 11 pages]
2. Draft Local Government ( Meeting Procedures) Regulations 2025 - Consultation [**20.4.2** - 67 pages]
3. Draft Local Government ( General) Regulations 2025 - Consultation [**20.4.3** - 102 pages]
4. Tables showing changes to provisions in consultation versions of Local Government [**20.4.4** - 8 pages]

**20.5. Credit Card Policy (12-PI-005)**

**FILE NO:** SF0475

**AUTHOR:** Samuel Kelty (Senior Leader Finance)

**APPROVER:** Nathan Williams (Executive Leader Delivery and Performance)

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**DECISION STATEMENT:**

That Council approves the revised draft Credit Card Policy 12-PI-005.

**RELEVANT LEGISLATION:**

Nil

**PREVIOUS COUNCIL CONSIDERATION:**

Audit Panel- 24 February 2025 - Agenda Item Number 11.1

**RECOMMENDATION:**

That Council:

1. approves the revised City of Launceston's Credit Card Policy 12-PI-005, as follows:

## **Credit Card Policy**

### ***PURPOSE***

The purpose of this policy is to provide guidance on how Council corporate credit cards are to be allocated, used and administered to ensure that they assist in efficient delivery of local government services while minimising the potential for misuse and fraud.

### ***SCOPE***

Corporate credit cards are recognised as an efficient and flexible method of paying for goods and services in the public sector. They offer a convenient and highly traceable payment option, particularly for low value, day-to-day transactions, and can substantially improve purchasing efficiency by reducing administrative costs.

However, any transaction method holds the potential for misuse and the convenience and flexibility of credit cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.

This policy is intended to apply to credit cards, NOT any other similar type of corporate or organisational purchasing card.



## **POLICY**

### **1 PREFERRED PURCHASING METHODS**

In using a Council credit card, Cardholders must consider the alternative purchasing methods available, such as purchase orders and purchase contracts.

Credit cards are appropriate for purchasing in the following typical situations:

- 1) Smaller purchase amounts, typically below **\$2,000**;
- 2) Invoices for approved goods or services requiring immediate or out-of-cycle payment, when payment has been authorised;
- 3) Where purchase orders:
  - a) are impossible or unworkable (such as internet purchases of approved goods or services); or
  - b) would take too long, unreasonably impact operational efficiency or result in missed opportunity, for example, if a PO would incur significant and unreasonable additional costs (either to Council or the supplier) relative to the cost of the goods or services being procured;
- 4) Where payment by credit card has been formally authorised, such as emergency situations; or
- 5) For purchases that cannot be made in the office, such as work-related travel expenses generated while traveling, or field work expenses requiring payment in the field.

Purchase orders or purchase contracts are preferred in the following typical situations:

- 1) For invoices not requiring urgent or immediate payment, such as invoices with a future due date;
- 2) Larger purchase amounts, typically of **\$2,000** or more; or
- 3) Purchases requiring agreement between parties on terms (of service, engagement or sale).

Cardholders operate with some discretion, but must justify their purchasing decisions, including the purchasing method chosen. Seek guidance or written instruction from your Leader or Executive Leader Delivery & Performance if you are in doubt.

### **2 CONTROL OF CREDIT CARDS – FOR AUTHORISERS**

#### **2.1 RISK MANAGEMENT STRATEGY**

Each active credit card represents a risk of accidental or intentional misuse of public funds and each credit limit amount is the extent of that risk. To minimise risks associated with credit cards, Council must:

- 1) Allocate credit cards according to an organisation-wide strategy, and avoid allocating on an ad hoc or individual basis; and
- 2) Only issue cards to organisational roles where the operational benefits of efficient purchasing outweigh the increase in risk; and
- 3) Maintain control on the total number of credit cards issued and their combined purchasing potential (or credit limit) at any one time; and
- 4) Control the credit available on each card to an appropriate amount required to facilitate efficient purchasing for each role, considering the alternative payment options available; and

- 5) Ensure Cardholders and Authorisers adhere to the procedures and responsibilities set out by the policy by placing the onus of evidence for each purchase upon the Cardholder.

## 2.2 AUTHORISERS

Authorisers have a key role in the control of credit cards, managing purchasing risk and maintaining compliance with this policy. Authorisers:

- 1) May authorise or decline the issuing of credit cards to a Cardholder;
- 2) May authorise or decline applications for the top-up of funds to monthly credit limits;
- 3) May authorise or decline discretionary transactions, such as entertainment or gifts in accordance with this policy;
- 4) May direct a Cardholder to reimburse Council for transactions deemed not to be in accordance with this policy;
- 5) May or may not be allocated a credit card; and
- 6) If they are allocated a credit card, **may not** authorise their own purchases, temporary credit limit increases, or issuing their own credit card.

The following roles are Authorisers for the purpose of this policy:

- Chief Executive Officer
- Executive Leader Delivery & Performance
- Senior Leader Finance (For the purpose of temporary monthly credit limit increases **only**)

## 2.3 ALLOCATION AND ISSUE OF CREDIT CARDS AND CREDIT LIMITS

Credit cards are allocated and issued according to the rules in the following sections.

### 2.3.1 *Allocating Credit Cards*

- 1) **Schedule 1 – Allocation of Credit Cards and Credit Limits** lists the roles that, at the absolute discretion of the Authorisers, may potentially be issued with a credit card and the maximum credit limit for each role.
- 2) The Chief Executive Officer and Executive Leader Delivery & Performance must authorise the allocation table.
- 3) Council credit cards are allocated to people in roles that require them.
- 4) A credit card will not be allocated to Councillors, other than possibly to the Mayor as noted below.
- 5) A credit card may be issued to the Mayor if the operational benefits to Council of efficient purchasing sufficiently outweigh the administrative cost of managing an additional card such as for as costs incurred whilst travelling on Council business and in the course of Mayoral duties.

### 2.3.2 *Issuing Credit Cards*

- 1) The issue of each credit card must be authorised by an Authoriser and recorded in Council's information management system.
- 2) An Authoriser cannot authorise the issue of their own credit card.
- 3) A person in a role that is allocated a credit card is not obliged to hold one.

### 2.3.3 *The Chief Executives Officer's Credit Card*

- 1) The Chief Executive Officer is allocated a card, if they choose to hold one.

- 2) By approving this Policy, the Council authorises the issue of a credit card to the Chief Executive Officer in line with Schedule 1.
- 3) The credit limit for the Chief Executive Officer is determined by Council approval, including subsequent adjustments.
- 4) All statement reconciliations and credit limit top-ups for the Chief Executive Officer's credit card are reviewed by the Mayor (who is not an Authoriser) and authorised by the Executive Leader Delivery & Performance who is an Authoriser.

#### 2.3.4 **Setting Limits and Controls on Credit Cards**

- 1) The maximum number of cards that Council will allow to be active at any one time is ten (10).
- 2) The maximum total credit limit of all cards is to be no more than \$90,000
- 3) Monthly credit limits will be set to the lowest amount required by the Cardholder to conveniently execute their role, considering budget constraints, the role of top-ups, and the alternative payment methods available.
- 4) Limits on individual transactions may be set.

### 2.4 **REVIEW OF CREDIT CARD ALLOCATION AND CREDIT LIMITS**

The allocation of each credit card and their credit limits detailed in **Schedule 1 – Allocation of Credit Cards and Credit Limits** is to be set according to operational requirements and authorised by the Chief Executive Officer and Executive Leader Delivery & Performance. Only the Chief Executive Officer's credit limit requires Council approval; all other roles and limits are set according to Council operational requirements, as determined by the Chief Executive Officer and Executive Leader Delivery & Performance.

**Schedule 1 – Allocation of Credit Cards and Credit Limits** will be periodically reviewed every two years, as a minimum, in conjunction with the policy update cycle. The aim of each review is to ensure that credit card allocation and limits are facilitating efficient purchasing and delivery of Council's services while effectively managing purchasing risk. Unnecessary or insufficiently justified cards should be withdrawn and destroyed. Credit limits should be adjusted to the lowest monthly amount needed to facilitate efficient purchasing, as evidenced by purchasing history and adherence to this policy.

In addition to the periodic review, **Schedule 1 – Allocation of Credit Cards and Credit Limits** is to be reviewed if:

- 1) Requests are received to add or remove roles from the Credit Card Allocation Table, or alter individual credit limits;
- 2) Proposed changes to the Credit Card Allocation Table require changes to the maximum number of credit cards or the maximum total credit limit;
- 3) A Cardholder terminates employment or returns their card;
- 4) A significant breach of the policy (under section 2.6) occurs; or
- 5) Significant reorganisation of Council roles is undertaken.

Where the operational benefits to Council of a role holding a credit card no longer outweigh the increase in risk of the extra card, the credit card should be returned and cancelled.

- The last review of credit cards and limits was: 12/03/2025
- The next review of credit cards and limit is: 12/03/2027

## 2.5 TEMPORARY MONTHLY CREDIT LIMIT INCREASES – DECIDING APPLICATIONS

A Cardholder may apply for a temporary increase to the monthly credit limit. Temporary monthly credit limit increase applications are decided according to the following procedure:

- 1) A temporary monthly credit limit increase requires the following approval:
  - a) An Authoriser, or any person, cannot authorise temporary monthly credit limit increases for their own credit card.
  - b) Temporary monthly credit limit increase of the Chief Executive Officer's credit card account are always reviewed by the Mayor (who is not an Authoriser) and authorised by the Executive Leader Delivery & Performance who is an Authoriser.
  - c) Temporary monthly credit limit increase of the Executive Leader Delivery & Performance credit card are authorised by the Chief Executive Officer and the Senior Leader Finance.
  - d) Temporary monthly credit limit increase of all other Cardholders are authorised by the Executive Leader Delivery & Performance and one other Authoriser
- 2) Authorisers review the Cardholder's purchasing and temporary monthly credit limit increase history for adherence to this policy and justification of purchases.

## 2.6 BREACH OF POLICY OR MISUSE

Any breaches of this policy by any Cardholder, Authoriser, staff or elected member, depending on the nature and extent of the breach, may result in:

- 1) Counselling and retraining in the policy and requirements;
- 2) Reimbursement of costs;
- 3) Cancellation of card;
- 4) Disciplinary action in accordance with Councils' **Disciplinary Policy**; or
- 5) Referral to police or civil proceedings.

If you become aware of policy breaches or misuse, report them immediately to an Authoriser. Policy breaches or misuse should also be reported to Council and credit card allocation should be reviewed.

## 3 STATEMENT RECONCILIATION AND ACQUITTAL PROCESS – CARDHOLDERS AND AUTHORISERS

The purpose of the Statement Reconciliation and Acquittal Process is to ensure that:

- Cardholders justify and prove every purchasing decision to Council; and
- Council is able to justify and validate its endorsement and validation of Cardholders' purchasing decisions to auditors, investigators and the public.
- Appropriate records are obtained and retained for tax purposes.

On receipt of the account transaction statement each month, the statement will be reconciled according to the following process:

- 1) The Cardholder must collate all purchase evidence (including tax invoices with purchase purpose or signed purchase statement) with all written approvals for discretionary purchases and provide them to the Council officer charged with entering them in the expense tracking system, this is usually an Executive Assistant or Administration Officer, dependent on the card holder.

- 2) The Council officer charged with entering the transactions will enter them into the relevant software Council uses. **This can be done at any time, it is recommended it is done weekly and MUST be done before the third working day of the following month**
- 3) Once entered the card holder must approve the entry in the relevant software system, this approval is to confirm the purchase and the coding of the transaction. **It is recommended it is done weekly and MUST be done before the third working day of the following month**
- 4) A member of Council's Finance Team:
  - a) Reconcile transactions individually against the supporting documentation and the requirements of this policy; and
  - b) Question with the Cardholder any transactions:
    - (iii) without supporting documentation;
    - (iii) that may be in conflict with this policy;
    - (iii) that appear suspicious, unauthorised, excessive or of unknown purpose.
  - c) If there are any outstanding transactions that cannot be adequately explained or reconciled with this policy, the officer must report these to the Executive Leader Delivery & Performance for further investigation and appropriate action.
- 5) Any breaches of this policy will be dealt with according to risk and severity of the breach in accordance with section **2.6 Breach of Policy or Misuse**.
- 6) If all transactions are supported by adequate documentation and purchases appear to be in accordance with this policy with no suspicious activity:
  - a) For the Chief Executive Officer's credit card, the Mayor will review the statement along with a listing of transaction details and sign to confirm purchases are in accordance with this policy; and
  - b) For all other credit cards, the Chief Executive Officer will review the statement along with a listing of transaction details and sign to confirm purchases are in accordance with this policy; and
  - c) Once reviewed, the Executive Leader Delivery & Performance signs the listing of transactions to approve the transactions are in accordance with this policy.
  - d) Once all transaction listings have been reviewed and signed by two parties named above, they will be provided to the Audit Panel at the next scheduled meeting.

## 4 USE OF CREDIT CARDS – FOR CARDHOLDERS

### 4.1 GENERAL USE

#### 4.1.1 *Cardholder Responsibility and Liability*

As a Cardholder, you are responsible for the safe custody and security of the card and account and liable for any misuse and associated costs. You are responsible for resolving use and transaction disputes and ensuring that use of the card is ethical and strictly in accordance with this policy.

Credit cards are provided strictly for business-related purchasing only. Cardholders must be able to justify and prove their purchasing decisions to Council in a manner that allows Council to be able to justify and validate their endorsement of purchasing decisions to auditors, investigators, and the public. Always follow this policy and seek guidance from an Authoriser if in doubt.

Cardholders must comply with any terms and conditions of use provided by the card issuer and should follow the guidelines and recommendations of the issuing institution.

#### **4.1.2 Non-Cardholder Use**

Only the designated Cardholder may use the credit card. You must not let any other person use your credit card or account or record or share your credit card number, including other Council staff or elected members.

Where for an approved purchase in compliance with this policy, you may use your credit card, including through the Cardholder's Executive Assistant, to purchase work-related items on behalf of another Council staff member or elected member, provided you are satisfied the expense is appropriate and approved in accordance with this policy. If you choose to do so, the purchase must always be made, documented and justified by the Cardholder in accordance with this policy.

#### **4.1.3 Receipts and Documentation for Every Purchase**

You must obtain a valid tax invoice for all credit card purchases and note the purpose of the purchase.

A valid tax invoice must provide sufficient information to demonstrate that the document is intended to be a tax invoice and include the following:

- 1) The seller's identity;
- 2) The seller's Australian Business Number (ABN);
- 3) The date the invoice was issued;
- 4) A brief description of the items sold, including the quantity (if applicable) and the price;
- 5) The GST (goods and services tax) amount payable (if any) – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement such as 'Total price includes GST'; and
- 6) Purchases over \$1,000 must also show the buyer's identity or ABN (in addition to the seller's details).

You should make every attempt to obtain valid original documents in support of transactions. Council cannot claim the GST credit for purchases without a valid tax invoice, so it is always important your purchases have original documentation. Contact vendors for original tax invoices if necessary.

In the absence of a valid tax invoice or original receipt, then you must provide sufficient information regarding the transaction to satisfy an Authoriser that the purchase is a valid work-related purchase that complies with this policy. The supporting information should include details of the transaction purpose, date, time, amount, vendor name and ABN, and your signature.

If you make a transaction of over \$10 and fail to retain a valid tax invoice for it, you must complete and sign a statutory declaration that includes all the required supporting information to justify the purchase, including the transaction purpose, date, time, amount, vendor name and ABN.

Cardholders are liable for the cost of transactions that cannot be verified to be in compliance with this policy. Repeated purchases without original supporting documentation (valid tax invoice), requiring the Cardholder's explanation, or a statutory

declaration are a purchasing risk to Council and may result in a credit card being revoked or disciplinary action in accordance with **2.6 Breach of Policy or Misuse**.

#### **4.1.4 Applying for a Temporary Monthly Credit Limit Increase (Cardholders)**

A Cardholder may apply for a temporary increase to the monthly credit limit. An application can be made as a written request to an Authoriser, detailing the following:

- 1) The increase amount requested;
- 2) The account balance and monthly credit limit;
- 3) Reasons for exceeding the monthly limit; and
- 4) Forthcoming purchases expected and amounts to justify the need for a top-up.

#### **4.1.5 Lost, Stolen or Damaged Cards**

If your Council credit card is lost or stolen, you must immediately contact the issuing institution to report the lost or stolen card (NAB 1800 033 103). Follow the advice of the institution and then advise an Authoriser at the earliest opportunity.

Damaged cards can be reported to Council's finance team for a replacement card to be arranged.

#### **4.1.6 Return of Cards**

Return your Council credit card immediately to your leader if you:

- 1) Are ceasing or terminating employment;
- 2) Moving to a role that is not assigned a credit card;
- 3) Taking extended leave from your role for 3 or more months, or otherwise where you feel retaining your card is an unnecessary risk; or
- 4) No longer require, or do not wish to hold, a credit card.

Credit cards should generally be cancelled and destroyed in these circumstances. If employees are returning from leave of 6 months or less, cards may be held securely by Council, at Council's discretion.

## **4.2 PERMITTED TRANSACTIONS**

The following types of transactions are permitted and purchases may generally be made with a Council credit card without written approval from Authorisers.

Transactions for expenses that are demonstrably approved and budgeted for, such as approved projects, approved entertainment or approved travel, may be made without additional approval from Authorisers. You must be able to demonstrate purchases you make are approved and in accordance with this policy, if queried.

### **4.2.1 Travel Expenses**

Travel expenses are expenses incurred in the course of authorised work-related travel. They include accommodation, transport, meals, and expenses incidental to travel. Credit cards are ideally suited to cater for expenses incurred while travelling.

Travel expenses should be purchased in accordance with Council's **Travel Expenses Policy**.

#### 4.3 **DISCRETIONARY TRANSACTIONS REQUIRING AUTHORISATION**

The following types of transactions and purchases generally require written approval from one Authoriser and are **discretionary transactions**. Written approvals for discretionary purchases must be provided with all purchase invoices as part of the Statement Reconciliation and Acquittal Process (see Section 3 above)

##### 4.3.1 **Entertainment Expenses**

Entertainment means the provision of food, drink or recreation – even if business discussions or transactions occur. Entertainment is typically considered a private expense and must not be purchased using a council credit card or funds unless within the parameters listed within this policy.

There are a range of circumstances where entertainment expenses may be considered to be work-related and may be purchased with your Council credit card. These include travel expenses (in accordance with section 4.2.1 Travel Expenses above), to support approved overtime work, for approved Council events or social functions or within an approved entertainment expenses budget for your role.

Certain roles are delegated the discretion to incur work-related entertainment expenses as part of their roles. These roles and their **discretionary expense limits** are allocated in **Schedule 1 – Allocation of Credit Cards and Credit Limits**.

##### 4.3.2 **Gifts**

Gifts are typically considered to be private expenses and must not be purchased with a Council credit card without prior approval. However, there may be limited instances where a gift using Council funds is appropriate, such as in recognition of exceptional service of a community volunteer, recognising visiting dignitaries, or as prizes for Council-sponsored community awards, and so are discretionary transactions and will require prior written approval from on Authoriser.

##### 4.3.3 **Fuel**

Wherever available, use a fuel card to purchase fuel for work-related fuel expenses. In the event a fuel card is not available or not accepted by vendors in a location, you may use your Council credit card to purchase fuel for work-related travel, however you must provide sufficient supporting evidence that documents the trip, its length, and purpose.

#### 4.4 **PROHIBITED USE AND TRANSACTIONS**

The following types of transactions and purchases are generally prohibited and must not be made on a Council credit card.

##### 4.4.1 **Cash Advances / Withdrawals**

Council credit cards must not be used for cash advances or withdrawing cash.

##### 4.4.2 **Refunds**

Any refunds for purchases made on a Council credit card must be refunded back to the credit card account. Refunds must not be accepted in cash.



**4.4.3 Purchases of a private or personal nature**

Council credit cards must not be used for purchases of a private or personal nature, even if you intend to reimburse Council. Only approved, work-related expenses in accordance with this policy may be incurred.

**4.4.4 Fines**

Council credit cards must not be used to pay fines of any nature. You must pay any fines that you incur.

**4.4.5 Alternative Online Payment Methods and Storing Credit Card Details**

Use of Council credit cards on, or linking to, alternative online payment methods and e-commerce payment systems or accounts, such as PayPal, Google Pay, Apple Pay, iTunes, or any system that records and stores credit card details, are prohibited.

Where a payment for necessary goods or services can only be made through such a payment/e-commerce system, and that system requires the storage of credit card details or linking to a credit card account (such as Uber), then the Chief Executive Officer may delegate certain Cardholders to set up and manage an online account. This policy applies for the online account, as for the credit card itself:

- 1) The online account is restricted for use by the Cardholder;
- 2) The online account is for work-related purchases only, in accordance with this policy;
- 3) The online account is to be set up with the Cardholder's work email address and details and to be managed separately from any personal online payment/e-commerce accounts.

Permissions for online accounts should be centrally controlled and recorded by Council. Council credit cards must never be linked to personal online payment systems or accounts.

## 5 CARDHOLDER DECLARATION

I have read and understood Council's Credit Card Policy. I understand the requirements of me as a Cardholder and agree with comply with them.

In particular, I agree:

- That I understand and will follow the rules and procedures of credit card use outlined in this policy;
- That I will adhere to all related Council policies, including Council's Procurement Policy (10-Plx-001) and Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).
- That my credit card is to be used for Council business only;
- That I must retain receipts and documentation to support all transactions made with my card;
- That I am responsible for the safekeeping and security of my card and account and liable for any misuse;
- That I will not allow any other person to use my Council credit card; and
- That disciplinary action will be taken for any breaches of the policy.

Name:

Position:

Signed:

Date:

## 6 AUTHORISATION

A Council credit card is approved to be issued to the Cardholder named above, who is authorised to hold and use a Council credit card in compliance with this policy.

Authorised by:

Name:

Name:

Position:

Position:

Signed:

Signed:

Date:

Date:

## SCHEDULE 1 – ALLOCATION OF CREDIT CARDS AND CREDIT LIMITS

This Policy permits the issue of credit cards only to the Council roles and with the limits stated in **Table 1** below.

**Table 1. Credit Card Allocation Table**

Role/Position	Issue	Credit Limit <sup>[1]</sup>	Transaction Limit <sup>[2]</sup>	Discretionary Expense Limit <sup>[3]</sup>
Chief Executive Officer	1	\$10,000	\$2,000	\$1,000
Executive Leader Delivery & Performance	2	\$10,000	\$2,000	\$500
Executive Leader Community Assets & Design	3	\$10,000	\$2,000	\$500
Executive Leader Connections & Liveability	4	\$10,000	\$2,000	\$500
Executive Leader Strategy & Innovation	5	\$10,000	\$2,000	\$500
Director QVMAG	6	\$10,000	\$2,000	\$500
Mayor	7	\$2,500	\$1,000	\$500
<b>TOTAL</b>	<b>7</b>	<b>\$62,500</b>		

**Table 1. Credit Card Allocation Table** is authorised by:

Name: Sam Johnson \_\_\_\_\_

Name: Nathan Williams

Position: **Chief Executive Officer**

Position: **E/L Delivery & Performance**

Signed:

Signed:

Date:

Date:

<sup>[1]</sup> **Credit Limit** means the monthly credit limit and total value of purchases that may be made in a month.

<sup>[2]</sup> **Transaction Limit** means the maximum value for any single transaction.

<sup>[3]</sup> **Discretionary Expense Limit** means the maximum value per occasion of work-related entertainment expenses that a role is permitted to purchase before seeking approval from an Authoriser. Refer 4.3.1 Entertainment Expenses

### **PRINCIPLES**

Cardholders must conform to sound principles of purchasing when using a Council credit card. These principles are detailed in Council's Procurement Policy (10-Plx-001) and Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).

### **RELATED POLICIES & PROCEDURES**

- Procurement Policy (10-Plx-001) and;
- Purchasing Procedure for Good and Services to \$250,000 (11-HLPr-001).

### **REVIEW**

This policy is to be reviewed every two years. Credit card allocation and credit limits are to be reviewed at the same time as the policy review, as well as those time specified in section 2.4.

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### **REPORT:**

The existing Corporate Credit Card Policy (12-PL-005) was overdue for review. The existing policy did not meet many of the requirements of City of Launceston. As such, a model policy formulated by the Department of Premier and Cabinet has been customised to suite the needs of Council. This model policy was developed based on a recommendation from a report released by the Tasmanian Audit Office in 2018 "Use of credit cards by councils' general managers and elected members". The draft policy has been reviewed by the Audit Panel and feedback provided has been incorporated into the version presented for adoption. As the new draft policy replaces the old policy, a copy of the old policy has been included as Attachment 1.

The revised policy contains more guidance for permitted and prohibited expenses, provides cardholders with more guidance on the principles for use of cards, and documents more of the control activities around the issuing and allocating of cards. It also includes the review of transactions by at least two independent parties to each credit card, including the Audit Panel.

### **RISK IMPLICATIONS:**

As detailed in the new policy, the convenience of credit card purchases is accompanied by an increased potential for misuse. Sound controls around the use of these cards will limit the potential and impact for misappropriation of public funds. This policy is one of those controls and aims to provide users with clear guidelines around their use.

### **ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

3. To ensure decisions are made on the basis of accurate and relevant information.
5. To maintain a financially sustainable organisation.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author has no interest to declare in this matter. The Executive Leader is a cardholder under this proposed policy.

**ATTACHMENTS:**

1. ECM 849232 v 38 12- PI-005 Corporate Credit Card Policy (3) [20.5.1 - 8 pages]

**20.6. Appointment of Chief Executive Officer as Director of the Launceston Flood Authority**

**FILE NO:** SF4493

**AUTHOR:** Duncan Campbell (Team Leader Legal Services)

**APPROVER:** Nathan Williams (Executive Leader Delivery and Performance)

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**DECISION STATEMENT:**

To consider the appointment of the Chief Executive Officer as a Director of the Launceston Flood Authority.

**RELEVANT LEGISLATION:**

*Local Government Act 1993*

Launceston Flood Authority Rules

**RECOMMENDATION:**

That Council:

1. pursuant to clause 12.1 of the *Launceston Flood Authority Rules* (Attachment 1, ECM Doc Set Id 4273563), appoints Sam Johnson, Chief Executive Officer of the City of Launceston, to the position of Director of the Launceston Flood Authority until 26 March 2029.
  2. notes that the appointment at Recommendation 1 is in addition to, and does not revoke or otherwise vary, the appointment of any other Director of the Launceston Flood Authority.
- 

**REPORT:**

The Launceston Flood Authority (LFA) is a single authority established under the *Local Government Act 1993*. Its purpose is to perform independent high-level monitoring of the strategies employed to minimise flood impacts in Launceston's Flood Prone Area, including the ongoing dredging of the upper reaches of the Tamar and North Esk Rivers.

The LFA Rules (Rules) envisage it being directed by at least three Directors, comprised of two Directors independent of government with high level knowledge and competence in relevant fields, together with a representative of the Council.

The LFA's current Directors comprise of Ed Henty, Robin McKendrick, and Greg Preece, who is also the Chair.

A recent review of the LFA appointment documentation has identified that Sam Johnson has not been formally appointed as a Director of the LFA. Such appointment should have

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occurred prior to or at the time of Mr Johnson commencing in the role of Chief Executive Officer of the City of Launceston on 1 July 2024.

In order for the LFA to function as intended, it is recommended that Council formally appoint the Chief Executive Officer as a Director of the LFA in accordance with clause 13.1 of the Rules.

**RISK IMPLICATIONS:**

A review of the approved and draft minutes of the LFA's meetings on 10 September 2024, 19 November 2024 and 4 March 2024, reveal that no decisions were made where the Chief Executive Officer was the deciding vote.

The appointment of the Chief Executive Officer as a Director of the LFA should occur to ensure that it can function as intended.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. Launceston Flood Authority Rules - April 2020 [20.6.1 - 20 pages]

**20.7. Memorandum of Understanding - Provision of Bikes to Tasmania Police**

**FILE NO:** SF5547

**AUTHOR:** Duncan Campbell (Team Leader Legal Services)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

To consider the continuation of negotiations for a memorandum of understanding

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

Council - 12 December 2024 - Agenda Item Number 15.5 - Notice of Motion - Mayor  
Councillor M K Garwood - Bicycle Donation to Tasmania Police - 12 December 2024

**RECOMMENDATION:**

That Council:

1. notes its 12 December 2024 decision to purchase two fit-for-purpose bicycles, to be provided to Tasmania Police for the purpose of reintroducing bike patrols within the Launceston Central Business District, supported by a Memorandum of Understanding (MOU).
  2. authorises the Chief Executive Officer to continue negotiations with Tasmania Police, so that a finalised draft the MOU can be presented to Council for formal approval.
- 

**REPORT:**

On 12 December 2024, Council approved the purchase of two fit-for-purse bicycles, to be provided to Tasmania Police for the purpose of reintroducing bike patrols in Launceston's Central Business District (CBD). The decision required that the provision of the bikes was to be supported by a MOU.

As reported to Council on 23 January 2025, it was envisaged that the MOU would be finalised and presented to Council for approval by 27 March 2025.

Council officers have been in contact with Tasmania Police and commenced the negotiation process, including the provision of a draft MOU for consideration and feedback. However, at the time of writing this report, those negotiations have not been finalised.

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So that both parties can be satisfied with the form and content of the MOU, the Recommendations under considerations will, if carried, authorise the Chief Executive Officer to continue negotiations in respect of the MOU. Once both parties are satisfied that the terms of the draft MOU are acceptable, it will be presented to Council for formal approval. It is expected that this will occur later this year.

The purchase of the bicycles will occur following the formal approval process.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

1. To provide for the health, safety and welfare of the community.
2. To fairly and equitably discharge our statutory and governance obligations.

Strategic Priority 4: We value our City's unique identity by celebrating our special heritage and culture and building on our competitive advantages to be a place where people choose to live, work and visit.

10-Year Goal: To sustain and promote Launceston as a unique place to live, work, learn and play.

Focus Areas:

2. To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.
4. To support the central business district (CBD) and commercial areas as activity places during day and night.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

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**20.8. The Australian Local Government Association (ALGA) motions for the 2025 National General Assembly of Local Government (NGA)**

**FILE NO:** SF0325

**AUTHOR:** Matt Morgan (Senior Leader Governance)

**APPROVER:** Nathan Williams (Executive Leader Delivery and Performance)

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**DECISION STATEMENT:**

To note correspondence from The Australian Local Government Association (ALGA)

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council notes:

1. correspondence received from The Australian Local Government Association (ALGA), calling for motions for the 2025 National General Assembly of Local Government (NGA) (ECM Doc Set Id 5173237).
- 

**REPORT:**

The Australian Local Government Association (ALGA) provided correspondence to Councils, calling for them to submit motions for the 2025 National General Assembly of Local Government (NGA) to be held in Canberra from 24-27 June 2025.

The theme for the 2025 NGA will be “National Priorities Need Local Solutions”. ALGA is seeking motions that align with this theme and identify opportunities for councils to deliver local, place-based solutions that will help address national priorities.

Motions can be submitted until Monday 31 March 2025.

At the time of writing this report, no motions had been received.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

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**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. NGA Discussion Paper [**20.8.1** - 11 pages]

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**20.9. Proposed Amendment to Sealed Plan 164783, 62 Parklands Parade**

**FILE NO:** SF7610

**AUTHOR:** Duncan Campbell (Team Leader Legal Services)

**APPROVER:** Nathan Williams (Executive Leader Delivery and Performance)

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**DECISION STATEMENT:**

To consider abandoning the proposed amendment to Sealed Plan 164783 - 62 Parklands Parade, Newnham.

*This decision requires an absolute majority of Council.*

**RELEVANT LEGISLATION:**

*Local Government (Building and Miscellaneous Provisions) Act 1993  
Local Government (Meeting Procedures) Regulations 2015 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

Council - 17 October 2024 - Item 20.1 - Proposed amendments to Sealed Plan 164783 0  
62 Parklands Parade, Newnham  
Workshop - 27 February 2025 – 62 Parklands Parade

**RECOMMENDATION:**

That Council, by absolute majority:

1. rescinds its 17 October 2024 decision made in respect of Item 20.1 of the Agenda to the Council Meeting on 17 October 2024; and,
  2. requires that the statutory notices provided in accordance with that 17 October 2024 decision be withdrawn.
- 

**REPORT:**

On 17 October 2024, Council determined to commence the process to amend Sealed Plan 164783, by excepting Lot 902 from the restrictions contained within paragraph 2.4 of the relevant Schedule of Easements, so that the paragraph 2.4 would then read (without italics):

*2.4 The owner of each Lot on the Plan (except for Lots 902 and 903) covenants with the subdivider, The Grange (Launceston) Limited ACN 117 923 565 and the owner for the time being of every other Lot shown on the Plan (with the exception of Lots 902 and 903) to the intent that the burden of this covenant may run with and bind the covenantor's Lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every other Lot shown on the Plan to observe the following stipulations:*

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[remainder of paragraph to remain unchanged]

Council officers have now undertaken a rigorous assessment of the Council's processes in this matter, and formed the opinion that Council should not proceed with its 17 October 2024 decision.

Whilst it may have been possible for the Council to petition itself - as opposed to commencing the proposed amendments of its own motion - this is not the process that occurred.

Accordingly, it is recommended that Council should overturn its 17 October 2024 decision. If that recommendation is adopted, statutory notices will also be withdrawn.

### Regulation 18

Regulation 18(3) of the *Local Government (Meeting Procedures) Regulations 2015* (Tas) provides that, where a proposed motion will overturn a previous decision of Council, the associated report is to include the following:

- (a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and
- (b) the details of that previous decision, or the part of that previous decision, that would be overturned; and
- (c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and
- (d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

In respect of sub-regulations (a) and (b), the proposed motion, if resolved in the affirmative, will overturn all of the 17 October 2024 decision to commence the process to amend Sealed Plan 164783 and to provide relevant statutory notices to persons affected at law by the proposal.

In respect of sub-regulation (c) and (d), the 17 October 2024 decision did not *direct* that certain action be taken. However, Council did *request* that statutory notice of the proposed amendment be given to all relevant people. That request has been fulfilled at the time of publication of this report.

### **RISK IMPLICATIONS:**

Risks relevant to this item are discussed in the report above.

### **ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

**21. STRATEGY AND INNOVATION**

**21.1. City of Launceston Annual Plan 2024/2025 - Progress Against Annual Plan Actions for Period Ending 31 December 2024**

**FILE NO:** SF6937

**AUTHOR:** Emily Lewis ({{position}})

**APPROVER:** Rosanna Coombes (Executive Leader Strategy and Innovation)

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**DECISION STATEMENT:**

To consider the progress against Council's 2024/2025 Annual Plan Actions for the quarter two period ending 31 December 2024.

**RELEVANT LEGISLATION:**

The Local Government Act 1993 (Tas): Part 7 – Administration, Division 2 – Plans and reports.

**PREVIOUS COUNCIL CONSIDERATION:**

Council – 12 December 2024 – Agenda Item 20.1 - City of Launceston Annual Plan 2024/2025 - Progress Against Annual Plan Actions for Period Ending 30 September 2024.  
Council – 27 June 2024 – Agenda Item 15.5 - City of Launceston Annual Plan 2024/2025.  
Workshop – 23 May 2024 - Annual Plan and Budget 2024/2025 - Public Consultation Feedback.  
Council - 4 April 2024 – Agenda Item 15.4 - Proposed 2024/2025 Annual Plan and Statutory Estimates.  
Workshop – 29 February 2024 - Draft Budget and Annual Plan 2024/25.

**RECOMMENDATION:**

That Council receives and notes:

1. progress against the 2024/2025 Annual Plan Actions for the period 1 October 2024 to 31 December 2024 (Quarter 2).
- 

**REPORT:**

Progress against the 2024/2025 Annual Plan Actions for the period ending 31 December 2024 is provided in the attached report.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

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**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. Co L Annual Plan 24-25 Q 2 Progress Report [**21.1.1** - 38 pages]



**22. CHIEF EXECUTIVE OFFICER NETWORK**

**22.1. Status Report on Council Decisions**

**FILE NO:** SF2346

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

To receive the Status Report on Council Decisions made up to, and as at, 6 March 2025.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

*Local Government (Meeting Procedures) Regulations 2015*

**RECOMMENDATION:**

That Council:

1. receives the Status Report on Council Decisions made as at 6 March 2025.
- 

**REPORT:**

It is important that Councillors and community members are informed on an ongoing basis of progress in relation to the implementation of Council decisions and addresses outstanding items.

The Status Report is a document that is used to track the progress of Council decisions, providing a history which can be used for evaluation and reviewing purposes.

The Report will continue to be refined, and items marked as completed within this report will be removed from future reports.

Meeting Date/Item	Council Decision	Owner/Network	Status
6 March 2025			
17.1. Approval of Grant to City Mission for Community Champions Project	<p>That Council:</p> <ol style="list-style-type: none"> <li>receives the report; and</li> <li>approves a \$30,000 grant to City Mission to support the implementation of the <i>Community Champions Project</i>. This amount fulfills the required 10% cash contribution towards the project as stipulated by the Tasmanian Community Fund (TCF) in their grant deed with City Mission and is to be paid in three instalments of \$10,000 per year for three years.</li> </ol>	Executive Leader Connections and Liveability	In progress
19.1. Draft Launceston Housing Plan 2025-2040	<p>That Council:</p> <ol style="list-style-type: none"> <li>endorse the draft Launceston Housing Plan 2025-2040 (ECM Document Set ID 5196825) for a public exhibition period of 28 calendar days.</li> </ol>	Executive Leader Community Assets and Design	Completed
19.2. Northern Tasmania Cricket Association Sports Complex - Redevelopment Project	<p>That Council:</p> <ol style="list-style-type: none"> <li>endorses the Northern Tasmania Cricket Association (NTCA) Sports Complex - Master Planning Massing Concept (ECM Document Set ID 5196948); and</li> <li>notes project progress.</li> </ol>	Executive Leader Community Assets and Design	Completed
19.3. Response to Notice of Motion - Councillor J J Pentridge - Emergency Management Response - 19 September 2024	<p>That Council:</p> <ol style="list-style-type: none"> <li>notes the progress and intended next steps to improve organisational preparedness for power supply interruptions and outages; and</li> <li>notes a funding request will be submitted through appropriate mechanisms to implement actions.</li> </ol>	Executive Leader Community Assets and Design	Completed

<p>19.5. Vehicular Crossing (Driveway) Policy (27-Plx-013)</p>	<p>That Council:</p> <p>1. endorses the Vehicular Crossing (Driveway) Policy as follows:</p> <p>Vehicular Crossing (Driveway) Policy</p> <p><i>PURPOSE</i></p> <p>To define the responsibilities and design requirements for the construction, maintenance and renewal of vehicular crossings (driveways and property access). This Policy establishes a consistent approach for people wishing to carry out works in the road reserve. The aim is to ensure all vehicular crossings onto City of Launceston (Council) roads are constructed in accordance with Council's Standards and Specifications.</p> <p><i>SCOPE</i></p> <p>This policy applies to all individuals, builders, contractors, businesses and organisations seeking to undertake works within a road reserve under the ownership, care and/or control of the Council to provide, modify or remove a vehicular crossing to a property boundary from the road.</p> <p>Council is the authority for local roads throughout the Municipality as governed by the <i>Local Government (Highways) Act 1982</i>. Roads maintained by Council are shown on publicly available maps maintained by Council pursuant to Section 208 of the <i>Local Government Act 1993</i>.</p> <p>Approval is required from Council prior to carrying out works on or occupying a Council road reserve, including for construction works associated with driveways. A Vehicular Crossing Permit is the usual permit/authorisation given, however the works may also be incorporated into a detailed engineering drawing approval. The requirement for a permit or authorisation under the Road, Parks and Public Reserves Occupation Policy (27-Plx-012) does not apply to Private Driveway Permit Vehicular Crossing Works where there is no additional occupation of the roads occurs during the works.</p> <p>Council requires compliance with specific design and construction criteria to obtain approval. This ensures that the following aspects are addressed:</p> <ul style="list-style-type: none"> <li>● Safety: Minimise and ensure vehicular crossings over footpaths are safe to reduce pedestrian conflicts, ensure predictable movements for vehicles, pedestrians, and cyclists and provide access to off-street parking areas.</li> <li>● Open Spaces / Public Infrastructure: Minimise the number and width of vehicular crossings to maximise nature strips for streetscape planting and public infrastructure.</li> <li>● Street Trees: Maintain existing street trees without impacting their health, size, stability, or future growth, and avoid locating crossings where they could be affected by the growth of street trees.</li> <li>● Character of the Area: Maintain and enhance the street character.</li> </ul>	<p>Executive Leader Community Assets and Design</p>	<p>Completed</p>
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	<ul style="list-style-type: none"> <li>● On-Street Parking: Optimising on-street parking spaces.</li> <li>● Drainage: Maintain existing stormwater drainage functions and minimise runoff from impervious surfaces.</li> </ul> <p>This policy does not apply to roads managed by the Department of State Growth.</p> <p><i>POLICY</i></p> <p>1. Responsibility for a Vehicular Crossing (Driveway) Landowners are responsible for vehicular crossings servicing their land pursuant to <i>Section 35 of the Local Government (Highways) Act 1982</i>, which empowers Council to require a landowner to undertake works to construct or repair a vehicular crossing from the road carriageway to the property boundary. Further, landowners are responsible for culverts under vehicular crossings pursuant to <i>Section 44 Roads and Jetties Act 1935</i>.</p> <p>Council requires all property owners to meet the full cost of providing any identified works relating to vehicular crossings from the road carriageway to the property boundary. If required works are not completed then the City of Launceston may complete the works and recover the cost from the owner of the land.</p> <p>2. New or Modified Vehicular Crossings An owner can apply to install a new crossing or modify an existing crossing. The application must demonstrate that the crossing achieves the following requirements:</p> <ol style="list-style-type: none"> <li>a) The minimum width is to be 3.6 m and the maximum width for a double crossing is 6 m. Any driveway width over 3.6 m will be classed as a double driveway.</li> <li>b) The driveway apron must be a uniform width between the kerb and the property boundary.</li> <li>c) The driveway apron must be located a minimum of 1.25 m from the side property boundary.</li> <li>d) The driveway apron must be located at least 1 m from any street light, power pole or other above ground infrastructure.</li> <li>e) The levels for an internal driveway must match any existing footpath. Footpath levels will not be changed to facilitate an internal driveway.</li> <li>f) The vehicular crossing provides access a suitably constructed driveway and/or parking pad with a minimum area of 6 m in length and 3 m wide.</li> </ol> <p>Additional information (e.g. swept paths and design vehicle dimensions in accordance with Australian standards) may be required when considering commercial/industrial vehicular crossings.</p> <p>Applications for double vehicular crossings for properties with frontages less than 15 m will be required to demonstrate that there is a minimum distance of 8 m between the vehicular crossing and the side boundary of the property when measured across the frontage.</p>		
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	<p>Shared driveways will only be permitted where properties are accessed via a right of carriageway, or the terrain or geometry prevents alternatives.</p> <p>3. Secondary Crossings A second crossing will be considered on a case-by-case basis. A minimum distance of 8 m is required between crossovers on the same property frontage to facilitate the provision of an on-street parking space.</p> <p>For corner lots a minimum distance of 6 m is required from the tangent point of the kerb to the start of the transition wing, to provide a minimum setback of 10 m from the intersecting road.</p> <p>Requests for a secondary crossing on a property with dual frontage will be evaluated as if the secondary frontage were the sole frontage.</p> <p>4. Redundant Crossing A redundant crossing is a crossing that is no longer required as it no longer connects (or will not connect) with an internal driveway. Redundant crossings reduce availability of on street parking and can impact stormwater network function. Where a redundant crossing is present, it must be removed as part of proposed crossing works. The cost of removing the existing crossover and the reinstatement of street assets (i.e. footpath, nature strip, kerb and channel and road pavement) is borne by the property owner.</p> <p>5. Construction Material Urban vehicular crossings are to be constructed from broom finished concrete or asphalt over a suitably constructed pavement. It is Council's preference is that the crossing material matches the adjacent footpath, where such exists. In rural areas, the driveway will be constructed from the same material as the intersecting road pavement.</p> <p>The use of exposed aggregate concrete, pavers, coloured concrete, stencilled or stamped concrete or all other material are not permitted within the road reserve.</p> <p>6. Street Trees The installation of vehicular crossings can have a negative impact on street trees. New vehicle crossings will not be permitted within:</p> <ul style="list-style-type: none"> <li>● 2 m from the centre of a new tree (planted within the last 18 months), or</li> <li>● 3 m from the centre of a mature tree.</li> </ul> <p>In addition to this a street tree will not be removed or re-planted to facilitate a new crossover or widening of an existing crossover.</p>		
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	<p>7. Heritage Crossover Launceston retains many of its historical bluestone gutters. Where bluestone kerb and channel exist, all new or altered crossovers are required to be constructed in matching materials. In areas of high preservation value, Council may seek the advice of Heritage Tasmania to the full extent of construction required.</p> <p>8. Grades, Crossfall and Sightlines Topography must be carefully considered in driveway design to ensure pedestrian safety and functional access while minimising impact on the public assets. When situated on hills or bends, driveways need to provide adequate sightlines for drivers to enter and exit safely.</p> <p>To ensure safe and functional access, the following is required:</p> <ul style="list-style-type: none"> <li>a) Where a footpath longitudinal grade is equal or less than 5% the driveway must match to the existing footpath level.</li> <li>b) Where the footpath longitudinal grade is greater than 5%, the accepted grade change to the footpath is within a 2% tolerance of the existing grade.</li> <li>c) Where a footpath grade is above 5%, a cross section or existing footpath level must be provided as part of the driveway crossover application.</li> <li>d) The crossfall of the footpath must be no more than 2% or must match to the existing footpath levels.</li> <li>e) In rural areas, a cross section of the driveway, from the edge of the road pavement to the property boundary, may be required to ensure a functional access.</li> <li>f) Sightlines must adhere to Australian Standard AS2890; Parking facilities.</li> </ul> <p>9. Vehicular Crossing Permit Vehicular Crossing Permit must be obtained prior to construction, alteration or removal of a crossover. An application can be made through the City of Launceston's website or by contacting the Customer Service Centre.</p> <p>10. Traffic and pedestrian safety management Any works within the road reserve must be undertaken to ensure the proper management of pedestrian and vehicular traffic to maintain safety. This includes ensuring appropriate and compliant worksite and traffic management is in place during the works.</p> <p><i>PRINCIPLES</i> Council's Organisational Value; <i>We care about our community</i> applies to this policy:</p>		
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**We care about  
our community**

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions

*RELATED POLICIES & PROCEDURES*

- 26-Plx-005 Tree Management Policy
- 26-Plx-019 Nature Strip Policy
- 26-HLPr-005 Guidelines for Nature Strips
- City of Launceston Accessibility Framework 2020-2024

*RELATED LEGISLATION*

- Local Government Act 1993
- Local Government (Highways) Act 1982
- Roads and Jetties Act 1935
- Facilities and Highways By-Law Number 1 of 2021
- Vehicle and Traffic Act 2001
- Road Rules 2019

*REFERENCES*

- IPWEA-LGAT Tasmanian Standard Drawings
- Austroads Guide to Temporary Traffic Management
- AS 1742.3:2019 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads
- AS 4970-2009 Protection of trees on development sites
- Traffic Control for Works on Roads – Tasmania Guide (Department of State Growth)


*DEFINITIONS*

Dual Frontage Lot:

A lot where two boundaries abut a road.

	<p>Tangent Point: The point at which a straight section of road touches, but does not intersect, a curved section of road.</p> <p>Vehicular Crossing (also known as a driveway): The constructed access from the carriageway of the street, including the kerb and channel where such exists, to the property boundary. Where the vehicular crossing incorporates (or passes over) a footpath, the footpath forms part of the vehicular crossing.</p> <p><i>REVIEW</i> This policy will be reviewed no more than 5 years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.</p>		
20.2. Delegation of Mayoral Duties 12 to 19 March 2025	<p>That Council:</p> <p>notes in the absence of the Mayor and Deputy Mayor;</p> <p>pursuant to section 27 (2A) of the Local Government Act 1993 (Tas) the Mayor delegates the functions described at section 27(1)(e) and (f) of the Act to Councillor Alan Harris, for the period 12 March 2025 to 19 March 2025.</p>	Executive Leader Delivery and Performance	Completed
20.3. Intention to Lease Basement Level of Macquarie House 92 to 94 Cameron Street, Launceston	<p>That Council:</p> <ol style="list-style-type: none"> <li>pursuant to section 178 of the <i>Local Government Act 1993</i> and by absolute majority, forms the intention to lease the basement level in the property known as Macquarie House, located within Civic Square at 92-94 Cameron Street, Launceston, part of Certificate Title 118059/1, for a period of up to ten years as identified on the plan below:</li> </ol>	Executive Leader Delivery and Performance	Completed



	 <p>2. requires that formal notice is given of the intention to lease the property, as required by section 178(4) of the <i>Local Government Act 1993</i> (Tas);</p> <p>3. notes that, following the statutory objection period and completion of expression of interest processes, the selection of the lessee for the property listed above will be made at a future Council meeting, along with the terms upon which the lease will be offered.</p>		
<p>22.3. Attendance of Councillor Tim Walker at the Local Government Tech Leadership Summit in Sydney 12 March 2025</p>	<p>That Council:</p> <p>1. approve the attendance of Councillor Tim Walker at the Local Government Tech Leadership Summit in Sydney, 12 March 2025</p>	<p>Chief Executive Officer</p>	<p>Completed</p>
<p>22.6. Northern Tasmania Regional Land Use Strategy Review Steering Committee</p>	<p>That Council</p> <p>1. endorses the nomination of the Executive Leader Community Assets and Design, Chelsea van Riet, as the City of Launceston's representative on the Northern Tasmania Regional Land Use Strategy Review Steering Committee as its first preference.</p>	<p>Chief Executive Officer</p>	<p>Completed</p>

	2. endorses the nomination of Councillor Walker as the second preference as its representative on the Northern Tasmania Regional Land Use Strategy Review Steering Committee as its first preference.		
13 February 2025			
11.1. DA0536/2024 228 Golconda Road, Lilydale - Food Services - Change of Use to Operate One Food Van at Lilydale Falls Reserve	That the item lay on the table.	Executive Leader Community Assets and Design	Ongoing
12.2. Mayoral Report - Western Australia Visit - December 2024	That Council: 1. Consider Mandurah's youth engagement model for potential implementation. 2. Explore differential rating systems for holiday accommodation. 3. Review parking technology solutions implemented by City of Perth. 4. Note successful regional collaboration approaches for advocacy. 5. Undertake a review of the previous work undertaken to consider Mandurah and Launceston as working relationships. 6. Engage with the project team working on the Perth Concert Hall redevelopment, to further support the Princess Theatre and Earls Arts Centre redevelopment.	Executive Leader Connections and Liveability  Executive Leader Delivery and Performance  Executive Leader Community Assets and Design	Item 6 has been tasked to an officer to action.
20.5. Business Excellence Awards 2025 - Sponsorship	That Council:  1. approves the sponsorship request of \$4,700 (plus GST) for the Launceston Chamber of Commerce Business Excellence Awards 2025 – in the category of the Exceptional Event Award.	Executive Leader Delivery and Performance	Completed
23 January 2025			
20.4. Delegation under the Local Government (Highways) Act 1982	That Council: 1. pursuant to section 124 of the <i>Local Government (Highways) Act 1982</i> (Tas): (a) revokes any previous delegation made by Council in respect of the <i>Local Government (Highways) Act 1982</i> (Tas).  (b) delegates to the holder(s) of the position(s) in Column One of the schedule listed at Recommendation 3, the powers and functions under the sections of the <i>Local Government (Highways) Act 1982</i> (Tas) specified in Column Two of that schedule, subject to restrictions (if any) referred to in Column Three of that schedule.	Executive Leader Delivery and Performance	Not progressed

	<p>2. pursuant to section 23AA(2)(b) of the <i>Acts Interpretation Act 1931</i> (Tas), authorises the Mayor to evidence the delegations made by this decision, by signing an instrument of delegation referring to this decision and replicating, either exactly or in substance, the terms of the delegations effected by these Recommendations.</p> <p>3. notes that the following table is the schedule referred to at Recommendation 1.</p>		
<p>20.6. Lease - Kings Meadows Community Men's Shed</p>	<p>That Council:</p> <p>1. by absolute majority pursuant to section 179 of the Local Government Act 1993 (Tas), decides to lease part of the land situated at 1-33 Nunamina Avenue, Kings Meadows (CT 15638/1), as identified on the plan below:</p> <p>2. requires the lease to be on the following basis:</p> <ol style="list-style-type: none"> <li>a. the lease will commence on 1st February 2025 for a period of 5 years;</li> <li>b. the commencing rent will be \$340.34 per annum;</li> <li>c. The Lessee to be responsible for: <ol style="list-style-type: none"> <li>i. energy costs;</li> <li>ii. volumetric and connection charges for water;</li> <li>iii. contents insurance; and</li> <li>iv. other service charges if any.</li> </ol> </li> <li>d. The Lessee will continuously maintain: <ol style="list-style-type: none"> <li>i. building in good and reasonable order;</li> <li>ii. and keep clear all noxious growth from premises;</li> <li>iii. public liability insurance of at least \$20 million.</li> </ol> </li> </ol> <p>3. requests the Chief Executive Officer to:</p> <ol style="list-style-type: none"> <li>a. determine the exact dimensions of the land to be leased and all remaining terms and conditions;</li> <li>b. exercise any of Council's rights, options, or discretions necessary for the proper administration of the lease;</li> </ol> <p>4. notes, for the avoidance of doubt, Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the Local Government Act 1993 (Tas).</p>	<p>Executive Leader Delivery and Performance</p>	<p>In progress</p>
<p>20.8. Lease - Aquatic Centre Cafe</p>	<p>That Council:</p> <p>1. by absolute majority, pursuant to section 178 of the Local Government Act 1993 (Tas), decides to lease part of the land situated at 18 High Street, Launceston, Certificate of Title 50902/1 known as the Launceston Leisure and Aquatic Centre Cafe, as identified on the plan below:</p> <p>2. requires the lease to be on the following basis:</p> <ol style="list-style-type: none"> <li>a. The Lessee is to be to Dolle Hospitality Services Pty Ltd.</li> </ol>	<p>Executive Leader Delivery and Performance</p>	<p>In progress</p>

	<ul style="list-style-type: none"> <li>b. the commercial lease will commence on or soon as possible after on 23 January for a period of 5 years + 5-year option.</li> <li>c. the commencing rent is to be the amount advised to Councilors by an email dated 20 January 2025.</li> <li>d. The Lessee to be responsible for: <ul style="list-style-type: none"> <li>i. contents insurance; and</li> <li>ii. building insurance where applicable; and</li> <li>iii. other service charges if any.</li> </ul> </li> <li>e. The Lessee will continuously maintain: <ul style="list-style-type: none"> <li>i. the leased area in good and reasonable order;</li> <li>ii. and keep clear all noxious growth from premises;</li> <li>iii. public liability insurance of at least \$20 million.</li> </ul> </li> <li>f. Council is to be responsible for structural maintenance of the building.</li> </ul> <p>3. requests the Chief Executive Officer to:</p> <ul style="list-style-type: none"> <li>a. determine the exact dimensions of the land to be leased and all remaining terms and conditions;</li> <li>b. exercise any of Council's rights, options, or discretions necessary for the proper administration of the lease;</li> </ul> <p>notes, for the avoidance of doubt, Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the <i>Local Government Act 1993</i> (Tas).</p>		
21.3. Notice of Motion - Annual General Meeting - Robin Smith - Signage for Personal Mobility Devices - 3 December 2024	<p>That City of Launceston Council:</p> <ul style="list-style-type: none"> <li>1. review the rules and signage as they relate to the operation of PMDs (e-scooters) in the Launceston Central Business District.</li> </ul>	Executive Leader Delivery and Performance	Ongoing
21.5. Notice of Motion - Annual General Meeting - Robin Smith - Free Parking Promotion Advertised Available Seven Days Per Week - 3 December 2024	<p>That City of Launceston:</p> <ul style="list-style-type: none"> <li>1. establish a consistent approach to it's promotion of offering free parking 3.30pm-5.30pm</li> </ul>	Executive Leader Delivery and Performance	Ongoing
12 December 2024			
17.1. In-Kind Support Proposal for Able Australia	<p>That Council:</p> <ul style="list-style-type: none"> <li>1. notes the request as outlined within this report is a result of the Community Grants Committee;</li> <li>2. notes that Able Australia submitted a grant application in Round One of the 2024/2025 Community Grant (Organisations) program. While the application was deemed eligible, it was not funded as the available budget was fully allocated to higher-scoring applications; and</li> <li>3. agrees to provide in-kind support to Able Australia by providing twenty (20) adult concession aquatic ten (10)-visit passes, valued at \$1,206.</li> </ul>	Executive Leader Connections and Liveability	Complete. The passes have been issued and are being used.

<p>19.1. Lilydale Golconda Memorandum of Understanding (MoU)</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. authorises the Chief Executive Officer to enter into a formal Memorandum of Understanding (MoU) under the following terms: <ol style="list-style-type: none"> <li>a. duration shall be from the date of signing until the collaboration outlined within the MOU is complete, or until such time as either council determines the MoU is no longer applicable</li> <li>b. nothing in the MoU creates or implies any obligations on the part of either council to enter into any contract, agreement, commitment or other arrangement, nor are the provisions intended to give rise to legal rights, obligations or liabilities on the part of either council;</li> <li>c. areas of collaboration shall include: <ol style="list-style-type: none"> <li>I. shared understanding</li> <li>II. advocacy and lobbying</li> <li>III. road and pavement improvements</li> <li>IV. data sharing and analysis</li> <li>V. community engagement</li> </ol> </li> <li>d. periodic reporting to Council on progress; and</li> </ol> </li> <li>2. authorises the Chief Executive Officer to exercise any right, option or discretion exercisable by Council under the Memorandum of Understanding.</li> </ol>	<p>Executive Leader Community Assets and Design</p>	<p>In progress: A final copy of the MOU was agreed by officers 14 March 2025 and is with the Dorset Council General Manager for signature before return to the City of Launceston.</p>
<p>19.2. Action in Respect of a Grant from the Tasmanian Government for Projects in Lilydale</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. determines to: <ol style="list-style-type: none"> <li>I. decline the component of the grant related to Clause 1.1 (a): the design and construction of a pedestrian and cycle pathway between Lilydale Falls and Lilydale;</li> <li>II. accept the component of the grant related to Clause 1.1 (b): council-led improvements to better integrate the Lilydale pool, playground, toilet and BBQ areas.</li> <li>III. (iii) write to the State Government seeking to purpose the remaining funds for the purpose of the Lilydale community.</li> </ol> </li> </ol>	<p>Executive Leader Connections and Liveability</p>	<p>In progress: awaiting a response from the Office of the Premier in relation to point iii.</p>
<p>19.3. City Park Macaques</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. receives and notes the report;</li> <li>2. determines that in respect of the reproductive, genetic and social management of the City Park Japanese macaques, action is to be taken to prevent all breeding within the troop;</li> <li>3. if recommendation 2 above is resolved in the affirmative: <ol style="list-style-type: none"> <li>a) notes that a consequence of that resolution will be that attrition will occur over an estimated 20-25 years, until no Japanese macaques remain in City Park; and</li> <li>b) requests the Mayor communicates the Council decision to the Mayor of Ikeda, Japan.</li> </ol> </li> </ol>	<p>Executive Leader Connections and Liveability</p>	<p>Ongoing</p>
<p>20.9. Intention to Lease Four Hospitality Venues at the Launceston Leisure and Aquatic Centre, Gorge Reserve, and Albert Hall</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. pursuant to section 178 of the Local Government Act 1993: <ol style="list-style-type: none"> <li>(a) forms the intention to lease the property currently known as the Aquatic Cafe, located within the Launceston Leisure and Aquatic Centre, Certificate Title 246404/1, as identified in blue on the plan below, for a period of up to ten years;</li> <li>(b) forms the intention to lease approximately 108m2 of space within the extension to the Albert Hall, which is currently under construction, Certificate of Tittle 50902/1, as identified on the plan below, for a period of up to ten years;</li> </ol> </li> </ol>	<p>Executive Leader Connections and Liveability</p>	<p>Ongoing</p>

	<p>(c) forms the intention to lease the property currently known as the Gorge Restaurant, located within the Cataract Gorge Reserve, Certificate Title 235401/1, as identified in blue on the plan below, for a period of up to ten years;</p> <p>(d) forms the intention to lease the property currently known as the First Basin Cafe, located within the Cataract Gorge Reserve, Certificate Title 243968/1, as identified on the plan below, for a period of up to ten years;</p> <p>2. requires that formal notice is given of the intention to lease each of the four properties, as required by section 178(4) of the Local Government Act 1993 (Tas);</p> <p>3. notes that, following the statutory objection period and completion of expression of interest processes, the selection of the lessee for each of the properties listed above will be made at a future Council meeting, along with the terms upon which each lease will be offered.</p>												
21.1. Proposal to Establish a Public Register of Interests	<p>That Council:</p> <p>1. Indicates its support for the development of a policy, which may be similar to the proposed policy outline document which is attachment 1 (ECM Doc Set ID 5162592) to this report, requiring:</p> <p>1.1 the Chief Executive Officer to maintain a publicly available register containing details of certain interests of Councillors; and</p> <p>1.2 Councillors to proactively disclose outside interests to the Chief Executive Officer for the purpose of inclusion in that register;</p> <p>2. Instructs the Chief Executive Officer to:</p> <p>2.1 convene a workshop or workshops at which the Councillors may engage in discussion and provide comments and guidance regarding the development of the policy described above;</p> <p>2.2 bring to a future meeting of the Council, after those workshop/s, a proposed policy which the Council may adopt.</p>	Chief Executive Officer	Ongoing and forms part of the overall policy review currently being developed for the organisation										
21.2. Tasmanian Government Response to the Future of Local Government Review Final Report Recommendations	<p>That Council:</p> <p>1. notes the Tasmanian Government Response to the Future of Local Government Review Final Report Recommendations; and</p> <p>2. upon release of the discussion paper, prepares a submission.</p>	Chief Executive Officer	Ongoing: Submission to be prepared										
14 November 2024													
31 October 2024													
17.1. Community Grants Round 1 2024-2025	<p>That Council:</p> <p>1. Approves the following Community Grant Program applications to receive the recommended grant amounts:</p> <table border="1" data-bbox="539 1235 1413 1374"> <thead> <tr> <th>Organisation</th> <th>Project/Activity</th> <th>Score</th> <th>\$Request</th> <th>\$Recommend</th> </tr> </thead> <tbody> <tr> <td>Cancer Council Tasmania</td> <td>Improving Access and Awareness of Cancer Wellbeing Services*</td> <td>87%</td> <td>\$5,000</td> <td>\$5,000</td> </tr> </tbody> </table>	Organisation	Project/Activity	Score	\$Request	\$Recommend	Cancer Council Tasmania	Improving Access and Awareness of Cancer Wellbeing Services*	87%	\$5,000	\$5,000	Executive Leader Connections and Liveability	In progress
Organisation	Project/Activity	Score	\$Request	\$Recommend									
Cancer Council Tasmania	Improving Access and Awareness of Cancer Wellbeing Services*	87%	\$5,000	\$5,000									

	Rotary Club of Tamar Sunrise	Books for Kinder	84%	\$1,400	\$1,400			
	Starting Point Neighbourhood House	Ravenswood Connect Program**	81%	\$4,970	\$4,970			
	Mainly Music	Launceston Salvation Army Mainly Music	81%	\$5,000	\$5,000			
	Cancer Patients Foundation	Look Good Feel Better	80%	\$5,000	\$3,750			
	Care Flight Limited	Increasing the Trauma Care Skills of Launceston's First Responders	76%	\$5,000	\$3,750			
	LGH Historical, Visual and Performing Arts Committee	LGH Music Program	75%	\$5,000	\$3,750			
	STOMPIN	Primary STOMPIN Courageous Creatures	74%	\$5,000	\$3,750			
	COTA Tasmania	Live Well Live Long Launceston	73%	\$3,200	\$2,400			
	DadLAN Ltd.	DadLAN	72%	\$2,000	\$1,500			
	Karinya Young Women's Service	Fresh Start Food Program***	70%	\$5,000	\$1,357			
	<b>Total</b>			<b>\$46,570</b>	<b>\$36,627</b>			
	<b>2024-2025 Community Grant (Organisations) Budget - Round 1</b>				<b>\$35,000</b>			
	<b>Balance</b>				<b>-\$1,627</b>			
	<i>Note: Some Scores have been rounded</i>							
	<b>Organisation</b>	<b>Project/Activity</b>	<b>Score</b>	<b>\$Request</b>	<b>\$Recom</b>			
	Able Launceston	Able Launceston Festivale & Fitness for all!	69%	\$4946	0			
	Town Team Movement	Loveable Launnie	58%	\$4200	0			
	<b>Total</b>			<b>\$9,146</b>	<b>\$0</b>			
	<i>Note: Some Scores have been rounded</i>							

<p>19.2. Flood Mitigation Strategy - Scoping Study</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. endorses the Flood Mitigation Strategy - Scoping Strategy (ECM Doc Set ID 5145101); and</li> <li>2. Includes the required additional resourcing in the draft 2025/26 financial year budget.</li> </ol>	<p>Executive Leader Community Assets and Design</p>	<p>Recruitment process has commenced . Will be included in the 2025/2026 draft budget.</p>
<p>19.3. Queen Victoria Jubilee Drinking Fountain Restoration Project - Non Application of Public Tender Process</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. notes the Conservation Report for the Children’s Jubilee Drinking Fountain (ECM Doc Set ID 5138081), included as attachment 1 to this report;</li> <li>2. pursuant to regulation 27(i)(iii) of the Local Government (General) Regulations 2015, resolves by absolute majority that: <ol style="list-style-type: none"> <li>a. it is highly desirable that restoration of the Queen Victoria Jubilee Drinking Fountain takes place within Tasmania to avoid the expense and risk associated with custom crating and shipping of component parts to a location outside Tasmania</li> <li>b. City of Launceston has an interest in ensuring local contractors are supported to develop and use the specialised skills required for cast iron repair</li> <li>c. Glasgow Engineering has incurred costs of \$99,193.64 to date, to progress restoration of the Queen Victoria Jubilee Drinking Fountain to a point where the balance of work required to complete the restoration can be communicated to the Council</li> <li>d. The nature of the work still to be done on the Queen Victoria Jubilee Drinking Fountain is such that a final cost cannot be estimated, and it seems possible that the total cost of the project will approximate our tender threshold of \$250,000</li> <li>e. with reference to the reasons listed at 2a-d above, a satisfactory result will not be achieved by inviting tenders for the restoration of the Queen Victoria Jubilee Drinking Fountain because of extenuating circumstances and the unavailability of competitive or reliable tenderers</li> </ol> </li> <li>3. authorises the Chief Executive Officer to engage Glasgow Engineering to complete the restoration of the Queen Victoria Jubilee Drinking Fountain, with a final report on outcomes including cost to be prepared for the Council on completion of the works.</li> </ol>	<p>Executive Leader Connections and Liveability</p>	<p>Restoration work is continuing</p>
<p>17 October 2024</p>			
<p>20.1. Proposed amendments to Sealed Plan 164783 - 62 Parklands Parade, Newnham</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. pursuant to section 103(1)(a) of the Local Government (Building and Miscellaneous Provisions) Act 1993 (Tas), proposes to amend Sealed Plan 164783 by excepting Lot 902 from the</li> </ol>	<p>Executive Leader Community</p>	<p>Ongoing</p>



	<p>restrictions contained within paragraph 2.4 of the relevant Schedule of Easements, so that the paragraph 2.4 would then read (without italics):</p> <p>2.4 The owner of each Lot on the Plan (except for Lots 902 and 903) covenants with the subdivider, The Grange (Launceston) Limited ACN 117 923 565 and the owner for the time being of every other Lot shown on the Plan (with the exception of Lots 902 and 903) to the intent that the burden of this covenant may run with and bind the covenantor's Lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every other Lot shown on the Plan to observe the following stipulations:</p> <p>[remainder of paragraph to remain unchanged]</p> <p>2. requests the Chief Executive Officer to give notice of the proposed amendment to all relevant people, as required by section 103(2) of the Local Government (Building and Miscellaneous Provisions Act) 1993 (Tas).</p> <p>3. notes, for the avoidance of doubt, Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the Local Government Act 1993 (Tas).</p>	<p>Assets and Design</p> <p>Executive Leader Delivery and Performance</p>													
5 September 2024															
<p>17.2. Special Event Sponsorship 2024/2025</p>	<p>That Council approves the following Special Event to receive the recommended sponsorship amount from the 2024/2025 Special Event Sponsorship Budget.</p> <table border="1" data-bbox="521 871 1413 1002"> <thead> <tr> <th>Organisation</th> <th>Event</th> <th>Score</th> <th>\$Request</th> <th>\$Assess</th> <th>\$Recom</th> </tr> </thead> <tbody> <tr> <td>Touch Football Australia</td> <td>Cold Climate Classic</td> <td>78%</td> <td>\$20,000</td> <td>\$20,000</td> <td>\$15,000</td> </tr> </tbody> </table> <p><i>* Mayor Garwood abstained from the assessment of this event.</i></p>	Organisation	Event	Score	\$Request	\$Assess	\$Recom	Touch Football Australia	Cold Climate Classic	78%	\$20,000	\$20,000	\$15,000	<p>Executive Leader Connections and Liveability</p>	<p>In progress</p>
Organisation	Event	Score	\$Request	\$Assess	\$Recom										
Touch Football Australia	Cold Climate Classic	78%	\$20,000	\$20,000	\$15,000										
<p>17.3. Major Event Sponsorship Round 2 2024/2025</p>	<p>That Council:</p> <p>1. Approves the following major event sponsorship applications to receive the recommended sponsorship amount, from the 2024/2025 major event sponsorship budget.</p> <table border="1" data-bbox="521 1225 1420 1423"> <thead> <tr> <th>Organisation</th> <th>Event</th> <th>Score *</th> <th>\$Request</th> <th>\$Assess</th> <th>\$Recom</th> </tr> </thead> <tbody> <tr> <td>Tennis Australia (Tennis Tasmania)</td> <td>Launceston International</td> <td>78%</td> <td>\$20,000</td> <td>\$20,000</td> <td>\$15,000</td> </tr> </tbody> </table>	Organisation	Event	Score *	\$Request	\$Assess	\$Recom	Tennis Australia (Tennis Tasmania)	Launceston International	78%	\$20,000	\$20,000	\$15,000	<p>Executive Leader Connections and Liveability</p>	<p>In progress</p>
Organisation	Event	Score *	\$Request	\$Assess	\$Recom										
Tennis Australia (Tennis Tasmania)	Launceston International	78%	\$20,000	\$20,000	\$15,000										

	Tennis - (Level 2)							
Jacqueline Anifandis	Launceston Ukulele Jamboree (Level 1)	78%	\$12,500	\$12,500	\$9,375			
Tennis Australia (Tennis Tasmania)	Launceston Junior ITF - Tennis (Level 2)**	78%	\$20,000	\$20,000	\$15,000			
Tasmanian Turf Club Inc.	Ladbrokes Launceston Cup (Level 2)	76%	\$20,000	\$20,000	\$15,000			
Launceston Competitions Association	Launceston Competitions (Level 1)**	75%	\$10,000	\$10,000	\$7,500			
Golf Australia	2025 Men's & Women's Tasmanian Open & Inclusive Championships (Level 2)	73%	\$20,000	\$20,000	\$15,000			
IO Performance	Launceston Summer Series (Level 1)	72%	\$10,000	\$10,000	\$7,500			
Fungi the Festival	Fungi the Festival (Level 2)	71%	\$17,000	\$17,000	\$12,750			
Social Social Pty Ltd	Alleyways - (Level 2)**	70%	\$20,000	\$20,000	\$15,000			

	<table border="1"> <tr> <td>Multicultural Council of Tasmania</td> <td>Celebrating Harmony (Level 1)</td> <td>68%</td> <td>\$7,830</td> <td>\$7,830</td> <td>\$5,873</td> </tr> <tr> <td>Assembly 197</td> <td>BEACON (Level 1)</td> <td>66%</td> <td>\$12,500</td> <td>\$12,500</td> <td>\$9,375</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>\$169,830</td> <td></td> <td>\$127,373</td> </tr> </table> <p><i>Note - there are two levels in this category. Level 1 events receive funding between \$5,001 - \$12,500. Level 2 events receive funding between \$12,500 - \$20,000. *Some scores have been rounded ** Mayor Garwood abstained from the assessment of the Launceston Junior ITF, the Launceston Competitions and Alleyways.</i></p>	Multicultural Council of Tasmania	Celebrating Harmony (Level 1)	68%	\$7,830	\$7,830	\$5,873	Assembly 197	BEACON (Level 1)	66%	\$12,500	\$12,500	\$9,375	TOTAL			\$169,830		\$127,373																																
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TOTAL			\$169,830		\$127,373																																														
<p>17.4. Small Event Sponsorship Round 2 2024/2025</p>	<p>That Council</p> <p>1. Approves the following small event sponsorship applications to receive the recommended sponsorship amount from the 2024/2025 small event sponsorship budget.</p> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Event</th> <th>Score*</th> <th>\$Request</th> <th>\$Asses s</th> <th>\$Recom</th> </tr> </thead> <tbody> <tr> <td>Lilydale District Progress Association</td> <td>Lilydale Winter Solstice Lantern Walk</td> <td>89%</td> <td>\$2,000</td> <td>\$2,000</td> <td>\$2,000</td> </tr> <tr> <td>**Social Social Pty Ltd</td> <td>World Street Eats</td> <td>88%</td> <td>\$5,000</td> <td>\$5,000</td> <td>\$5,000</td> </tr> <tr> <td>Tasmanian Brick Enthusiasts Inc.</td> <td>Brixhibition Launceston 2025</td> <td>86%</td> <td>\$5,000</td> <td>\$5,000</td> <td>\$5,000</td> </tr> <tr> <td>Social Social Pty Ltd</td> <td>Friday Night Eats</td> <td>85%</td> <td>\$5,000</td> <td>\$5,000</td> <td>\$5,000</td> </tr> <tr> <td>Launceston Lions Sport Club Incorporated.</td> <td>Sri Lankan New Year Festival 2025</td> <td>83%</td> <td>\$5,000</td> <td>\$5,000</td> <td>\$5,000</td> </tr> <tr> <td>**Cancer Council Tasmania</td> <td>Relay for Life Launceston</td> <td>81%</td> <td>\$5,000</td> <td>\$5,000</td> <td>\$5,000</td> </tr> <tr> <td>Northern Tasmanian</td> <td>Northern Tasmanian</td> <td>77%</td> <td>\$1,000</td> <td>\$1,000</td> <td>\$750</td> </tr> </tbody> </table>	Organisation	Event	Score*	\$Request	\$Asses s	\$Recom	Lilydale District Progress Association	Lilydale Winter Solstice Lantern Walk	89%	\$2,000	\$2,000	\$2,000	**Social Social Pty Ltd	World Street Eats	88%	\$5,000	\$5,000	\$5,000	Tasmanian Brick Enthusiasts Inc.	Brixhibition Launceston 2025	86%	\$5,000	\$5,000	\$5,000	Social Social Pty Ltd	Friday Night Eats	85%	\$5,000	\$5,000	\$5,000	Launceston Lions Sport Club Incorporated.	Sri Lankan New Year Festival 2025	83%	\$5,000	\$5,000	\$5,000	**Cancer Council Tasmania	Relay for Life Launceston	81%	\$5,000	\$5,000	\$5,000	Northern Tasmanian	Northern Tasmanian	77%	\$1,000	\$1,000	\$750	<p>Executive Leader Connections and Liveability</p>	<p>In progress</p>
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19.1. Princess Theatre and Earl Arts Centre	<p>That Council:</p> <ol style="list-style-type: none"> <li>Approves the refurbishment of the Princess Theatre and Earl Art Centre for an estimated present value construction cost of up to \$30m to be undertaken from January 2026 for a period of approximately 18-24 months.</li> <li>Advocate for Federal and State Government funding to support Councils contribution.</li> <li>Include the projected value of the works in the Long-term Financial Plan.</li> <li>Request the Chief Executive Officer to prepare a detailed project management plan for presentation to Council by December 2024. The plan is to include as a minimum: <ol style="list-style-type: none"> <li>Detailed scope of works</li> <li>Program scheduling</li> <li>Financing and procurement strategy</li> <li>Stakeholder management plan</li> <li>Risk management plan</li> </ol> </li> <li>Work with Theatre North and community users of the facility to determine what support is required to ensure sustainability of the cultural sector during extended closure periods.</li> </ol>	Executive Leader Community Assets and Design  Executive Leader Delivery and Performance	Ongoing  Items 1 and 2 complete.  Item 4 submitted to Council Meeting of 27 March 2025.																																				
11 July 2024																																							
16.2 Disposal of Interest in Land - 16-30 Waverley Road, Waverley	<p>That Council:</p> <ol style="list-style-type: none"> <li>(a) decides, by absolute majority pursuant to section 177 of the Local Government Act 1993 (Tas) to dispose of an interest in land by agreeing to cancel the existing easements over Certificate of Title Volume 179043 Folio 2 as shown in the plan below; and</li> </ol>	Executive Leader Delivery and Performance	Completed																																				

	<p>(b) decides, pursuant to sections 175 of the Local Government Act 1993 (Tas) to acquire easements to contain stormwater and drainage infrastructure as shown in the plan below.</p> <p>2. makes Recommendation 1 subject to the owner of 16-30 Waverley Road, Waverley paying the following costs:</p> <p>a. \$3,152 (plus GST) for Council's fee for a disposal of an interest in Council land;</p> <p>b. \$800 (plus GST) for the cost of obtaining the valuation;</p> <p>c. \$1 for the easement if demanded; and</p> <p>d. all associated costs with Land Titles Office registration.</p> <p>3. notes the valuation advice at Attachment 1 (ECM Doc Set ID No. 5088282)</p> <p>4. permits the Chief Executive Officer to do all things and exercise all functions and/or powers necessary to cause the easements to be amended in accordance with these Recommendations.</p> <p>5. notes, for the avoidance of doubt, Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the Local Government Act 1993 (Tas).</p>												
27 June 2024													
13.1 New Year's Eve Event Sponsorship 2024 - 2026	<p>That Council:</p> <p>1. pursuant to the Events Sponsorship Policy 05-PI-012 -</p> <p>a. notes that the Launceston BeerFest New Year's Eve event has been identified as a Major Signature Event; and</p> <p>b. approves the application by BeerFest No 1 Pty Ltd to receive sponsorship recommended below for the Launceston BeerFest New Year's Eve event:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Financial year</th> <th>Recommended sponsorship</th> </tr> </thead> <tbody> <tr> <td>2024/2025</td> <td>\$46,000</td> </tr> <tr> <td>2025/2026</td> <td>\$46,000</td> </tr> <tr> <td>2026/2027</td> <td>\$46,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$138,000</b></td> </tr> </tbody> </table> <p>2. notes that the amounts listed at Recommendation 1 will be included in budget estimates for 2024/2025, 2025/2026 and 2026/2027 which are yet to be adopted by the Council.</p>	Financial year	Recommended sponsorship	2024/2025	\$46,000	2025/2026	\$46,000	2026/2027	\$46,000	<b>Total</b>	<b>\$138,000</b>	Executive Leader Connections and Liveability	In progress
Financial year	Recommended sponsorship												
2024/2025	\$46,000												
2025/2026	\$46,000												
2026/2027	\$46,000												
<b>Total</b>	<b>\$138,000</b>												
2 May 2024													
14.1. Cataract Gorge Chairlift Renewal Request	<p>That Council:</p> <p>1. Provides in principle support for the renewal of the Gorge Chairlift and welcomes the proponents to work with the Council to obtain:</p> <p>a. Disposal of an interest in land under section 178 of the <i>Local Government Act 1993</i>.</p> <p>b. A new licence or easement for operation of the site.</p> <p>c. Provision of consent under section 52(1B)(b) of the <i>Land Use Planning and Approval Act 1993</i> to lodge a development application on Council managed land.</p>	Executive Leader Delivery and Performance	In progress										

	2. Notes the land owner consent, disposal of an interest in land and licence all require separate decisions of Council.		
4 April 2024			
15.2. Next steps in expression of interest process - 56 Frederick Street, Launceston	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Endorses the proposal submitted by the Launceston History Centre Inc. as its preferred proposal for the future use of 56 Frederick Street, Launceston;</li> <li>2. Authorises the Chief Executive Officer to work with the Launceston History Centre Inc. to progress a lease in alignment with the Council's Lease and Licence Policy 19-Plx-002 for managing the ongoing use of 56 Frederick Street, Launceston; and</li> <li>3. Notes that the Council will be asked to formally consider granting the lease with appropriate terms at a future meeting of the Council.</li> </ol>	Executive Leader Delivery and Performance	Items 1 and 2 completed
21 March 2024			
15.1. Transfer of York Park to Stadiums Tasmania	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. notes the intention that it formed on 15 December 2022 to transfer York Park and associated land and assets at 2 Invermay Road, Invermay to Stadiums Tasmania for nominal consideration.</li> <li>2. considers each of the three objections appearing at Attachments 1, 2 and 3, received as part of the public advertising process commencing on 18 November 2023, noting the officer response to each of the three objections as documented as part of the report to this agenda item.</li> <li>3. by absolute majority, pursuant to section 178 of the Local Government Act 1993, approves the transfer of York Park and associated land and assets at 2 Invermay Road, Invermay to Stadiums Tasmania for nominal consideration, with the dimensions of that land being set out at Attachment 4 and the following plan. (Image removed)</li> <li>4. notes that the transfer of the land pursuant to these Recommendations, will not occur until each of the following events has occurred: a) where an appeal is made by an objector to the Tasmanian Civil and Administrative Appeals Tribunal, the determination of such appeal; and, b) a planning permit has been issued by the Council in its capacity as Planning Authority to subdivide the relevant land; and, c) the exact dimensions of the land have been confirmed by way of final survey.</li> <li>5. requests the Chief Executive Officer to determine the exact dimensions and parameters of the land and assets to be transferred and to exercise Council's powers in respect of the Local Government Act 1993 and the Stadiums Tasmania Act 2022 in order to facilitate the transfer to Stadiums Tasmania.</li> <li>6. Requests the Chief Executive Officer to negotiate a term sheet with Stadiums Tasmania which is consistent with the letter of intent received on 2 February 2024 and attached to this report (ECM Doc Set ID 5020948), which will require a further specific decision of the Council.</li> <li>7. notes that the term Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the Local Government Act 1993.</li> </ol>	Chief Executive Officer	Ongoing with the formal process underway. After the sub-division process is completed, this will allow for the formal transfer of property and assets.

16.2. Memorandum of Understanding - AFL and AFLW in Launceston	That Council endorses the Memorandum of Understanding with the State Government for AFL and AFLW in Launceston (ECM Doc Set ID 4979719) with the addition of the words at least before four of its matches (Clause 2.3 - page 2 of Draft Deed).	Chief Executive Officer  Executive Leader Delivery and Performance	
5 October 2023			
18.1. 126-128 Russells Plains Road, Rocherlea	<p>MOTION 1 That Council:</p> <ol style="list-style-type: none"> <li>1. determines that the dwelling at 126-128 Russells Plains Road, Rocherlea not be made available for leasing due to safety concerns that exist for tenants from persons regularly trespassing on the site; and</li> <li>2. given the extensive theft and damage that has occurred to the dwelling on the site, that it be demolished.</li> </ol> <p>MOTION 2 That Council:</p> <ol style="list-style-type: none"> <li>1. prioritises making a decision on whether the site at 126-128 Russells Plains Road, Rocherlea will be required to house a new landfill site once the current landfill at the Remount Road site is closed; and</li> <li>2. in the event that it is determined that the site is not required for a future landfill, undertake a land use study to investigate options for its potential development.</li> </ol>	Executive Leader Delivery and Performance  Chief Executive Officer	Ongoing

**RISK IMPLICATIONS:**

Tracking Council decisions will also identify potential risks ensuring strategies can be put in place to manage them.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

This has already been considered when the individual items were presented to Council.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

1. To provide for the health, safety and welfare of the community.
2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.
5. To maintain a financially sustainable organisation.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Chief Executive Officer have no interests to declare in this matter.

**ATTACHMENTS:**

Nil



**0022.2. Status Report on Notices of Motions**

**FILE NO:** SF5547

**AUTHOR:** Kelsey Hartland (Team Leader Governance)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

To receive the updated Status Report – Notices of Motion.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

*Local Government (Meeting Procedures) Regulations 2015*

**RECOMMENDATION:**

That Council:

1. receives the Status Report of Notices of Motions.
- 

**REPORT:**

In accordance with s16 (5) of the *Local Government (Meeting Procedures) Regulations 2015*, a Councillor may give to the Chief Executive Officer a written notice of motion, (at least 7 days before a meeting), together with supporting information and reasons, to be included on the agenda of that meeting.

To ensure decisions are made in a transparent and accountable way, updates regarding the Status Report - Notice of Motions will be reported to each Council meeting.

Items marked as 'completed' will be removed from the list following the meeting at which this is reported.

Notices of Motions Status Report

Date	Project/Initiative Notice of Motion	Owner	Progress
<p><b>11 February 2021</b> Councillor A E Dawkins</p>	<p><b>Traffic Calming on Gorge and Trevallyn Roads</b> <i>That Council investigates and implements traffic calming measures, including speed reduction, physical barriers to speeding like speed humps and roundabouts, as well as safe pedestrian crossings on Trevallyn and Gorge Roads.</i></p>	<p>Chief Executive Officer</p>	<p>An investigation report was presented at Council Workshops on 13 May 2021 and 2 December 2021. At the Council Meeting on 10 February 2022 the matter was formally considered, and fifteen recommendations endorsed.</p> <p>Of these recommendations, eight are complete. Three recommendations have been actioned but will not be able to progress due to technical constraints or other considerations as previously reported.</p> <p>Resourcing for the remaining six recommendations will be considered during 2025:</p> <ul style="list-style-type: none"> <li>• Develop an education campaign referencing driving on narrow and hilly city streets as part of the broader education campaign in the Launceston Transport Strategy Work Plan.</li> <li>• Undertake improvements to existing safety barriers to ensure safe operation in line with current standards.</li> <li>• Monitor vehicle speeds following completion of short term improvements.</li> <li>• Develop initial design concepts and test feasibility of a raised junction at South Esk Road, Trevallyn.</li> <li>• Dependent on initial feasibility findings, undertake further design work for the construction of a raised intersection platform at the Trevallyn Road/South Esk Road junction.</li> <li>• improve lighting on the flat section of Trevallyn Road, Trevallyn.</li> </ul>
<p><b>10 March 2022</b> Councillor D C Gibson</p>	<p><b>Windermere/Swan Bay Roads</b> <i>That Council acknowledges the concerns of the residents and requests the Chief Executive Officer to investigate the issues raised and provide a detailed report to Council for consideration in April 2022.</i></p>	<p>Chief Executive Officer  Executive Leader Community Assets and Design</p>	<p>An investigation report was presented at Council Workshop on 14 April 2022 and the Council Meeting on 5 May 2022, where thirteen (13) recommendations were endorsed. Nine (9) of these are complete.</p> <p>Outstanding actions remain as follows, with updates included below.</p> <ul style="list-style-type: none"> <li>• Provide Entry/Gateway signage to give warning advice to drivers upon entry to the Windermere area.</li> <li>• Provide select, targeted geometric and pedestrian warning signage on Windermere Road.</li> </ul>

			<p><i>A comprehensive review of all signage along Windermere Road is scheduled for completion in 2025, with any necessary changes to be implemented. While concept options for entry signage have been explored, further consideration of broader implications for other "settlements" is required.</i></p> <ul style="list-style-type: none"> <li>• Produce rural residential road design standards for new developments. <i>This will be considered as part of the statewide "Tasmanian Development Manual" project currently underway to ensure statewide consistency. The working group includes City of Launceston staff.</i></li> <li>• Collaborate with bus service operators to determine high-use formal bus stops for provision of bus stop infrastructure, including signage and hard stands. <i>City of Launceston are currently improving bus stops across the LGA through the State funded all-access all-weather bus stop upgrade program. Round 2 is currently underway. This has been prioritised based on need and usage, however the bus stops in the Windemere area have not featured within these rounds due to low patronage.</i></li> </ul>
<p><b>15 December 2022</b> Councillors D H McKenzie and A E Dawkins</p>	<p><b>Clean Air Strategy</b> <i>That Council agrees that Launceston City Council develop a Clean Air Strategy, which should not be limited to but will include:</i></p> <ol style="list-style-type: none"> <li><i>1. review of current State and Federal Government legislation to determine its effectiveness in supporting a clean air strategy and where there are improvements required develop a plan to lobby for change;</i></li> <li><i>2. review of the effectiveness of past Council programs to improve air quality outcomes, such as the Wood Heater buy-back program;</i></li> <li><i>3. compilation of baseline data to provide a base to measure improvements;</i></li> <li><i>4. engagement of Northern Councils to achieve shared actions where possible;</i></li> </ol>	<p>Executive Leader Delivery and Performance</p>	<p>The Clean Air Strategy was presented to Councillors for their guidance and direction in November 2024.</p> <p>The Strategy is likely to be delivered in-house, so we need to ensure the additional FTE is approved before we can recruit.</p> <p>Pending successful recruitment happening before July 2025 we anticipate the following as a reasonable timeline (and we anticipate tasks can be undertaken concurrently):</p> <ul style="list-style-type: none"> <li>• Recruitment of Environmental Health Officer: End June 2025</li> <li>• Review and finalisation of project plan and stakeholder engagement plan: August 2025</li> <li>• Review of data and precedent studies: December 2025</li> <li>• - Gap analysis: March 2025</li> <li>• Stakeholder engagement: June 2026</li> <li>• Data collation: December 2026</li> <li>• Draft strategy and action plan: February 2027</li> </ul>

	<p>5. <i>education of industry and the broader community on better environmental practices;</i></p> <p>6. <i>investigation of more effective enforcement processes; and</i></p> <p>7. <i>recommendations to Council regarding means to improve outcomes. Report back to Council should occur in reasonable time outlining next steps and to enable progress to be achieved ahead of next winter.</i></p>		<ul style="list-style-type: none"> <li>Stakeholder review draft strategy and action plan (incl. Councillor workshops prior to going out to broader stakeholder group): June 2027</li> </ul> <p>Finalise strategy and action plan (incl. Councillor meeting to endorse): December 2027.</p>
<p><b>29 June 2023</b> Councillor L M McMahon</p>	<p><b>Reinstatement of the State Government's Financial Contribution to the Active Launceston Program</b> <i>That Council requests the Chief Executive Officer write to the Premier and request the reinstatement of the State Government's financial contribution to the Active Launceston program.</i></p>	<p>Executive Leader Connections and Liveability</p>	<p>Correspondence was sent to the Premier on 6 July 2023. A response was received by way of a \$20,000 one off grant that Council had been allocated by the State Government, in recognition of the Active Launceston Program.</p> <p>The recurring funding that Council previously received has not been reinstated. The Liveable Communities Team is assessing next steps.</p>
<p><b>21 September 2023</b> Councillor A E Dawkins</p>	<p><b>Establishing a Leadership Role for the City of Launceston in the Prevention of Child Sexual Abuse</b> <i>To show local community leadership and responsiveness to the revelations of widespread historic and contemporary child sexual abuse in Launceston, as evidenced in the recent Commission of Inquiry* hearings, it is moved that Council:</i></p> <ol style="list-style-type: none"> <li><i>investigates opportunities to acknowledge victim/survivors of child sexual abuse through the inclusion of an appropriate public art installation in the next stage of the City Heart development.</i></li> <li><i>engages with the organisers of the National Child Sexual Abuse Survivors Day to support community events planned for the Launceston municipality.</i></li> </ol>	<p>Executive Leader Connections and Liveability</p>	<p>Progress against delivery of this motion and progress towards compliance with the Child and Youth Safe Organisations Framework is reported separately in this agenda.</p>

	<p>3. <i>includes an assessment criterion for grant applications to the Council requiring respondent entities (clubs, associations, etc.) to demonstrate how they comply with the Child and Youth Safe Standards.</i></p> <p>4. <i>requests the Council's Officers report to a future Council Meeting on:</i></p> <p>a) <i>the feasibility of conducting site visits to two peer communities** where the councils have assumed a Child Sexual Abuse Prevention role and make recommendations as to how the City of Launceston can show further leadership***.</i></p> <p>b) <i>progress against compliance with the National Principles for Child Safe Organisations, including Child Sexual Abuse prevention awareness for Councillors.</i></p> <p>* Commission of Inquiry (COI) into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings. ** Possible peer communities include Ballarat, Victoria and Maitland, New South Wales. *** Examples of further leadership roles for local government might include: - Co-delivery of Child Sexual Abuse Prevention Community Awareness Campaigns in conjunction with the Child Safe Regulator. - Co-convening standards compliance workshops for local clubs, associations and businesses with the Regulator. - Auspicing and participating as part of a Launceston consortium of community organisations committed to Child Sexual Abuse prevention in non-institutional settings</p>		
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<p><b>7 March 2024</b> Councillor A J Britton</p>	<p><i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>Acknowledges the urgent need for a comprehensive flood mitigation strategy that recognises the existential risks associated with major floods and addresses current and future vulnerabilities and risks associated with flooding in our City.</i></li> <li>2. <i>Directs the Chief Executive Officer to develop a scope and detailed project plan to deliver a comprehensive Flood Mitigation Report using all available research, flood modelling, economic analysis, and historic data, to provide an assessment of potential flood risk mitigation options and their relative costs and benefits within our jurisdiction.</i></li> <li>3. <i>The Report is to identify and evaluate these flood mitigation measures, including large scale infrastructure projects (e.g., levees, barrages, drainage improvements), natural solutions (e.g., wetland restoration, riparian buffers), and policy measures (e.g., zoning changes, building codes).</i></li> <li>4. <i>The project is to be considered as part of annual plan and budget discussions.</i></li> <li>5. a. <i>The Chief Executive Officer is to pursue external funding opportunities, including state and federal grants, to support the implementation of the flood mitigation strategy.</i> b. <i>Prepare a briefing statement on flood risk – Immediately a briefing paper prepared is sent to all major parties prior to the coming state election asking for their support in the creation of this strategy</i></li> <li>6. <i>The council will engage with community stakeholders, including residents, business owners, environmental groups, and</i></li> </ol>	<p>Executive Leader Community Assets and Design</p>	<p>A Flood Mitigation Strategy - Scoping Study was presented and endorsed at Council 31 October 2024.</p> <p>Recruitment processes are currently underway, specifically the development of a position description for a resource to deliver the project.</p>
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	<i>indigenous communities, to gather input and ensure a collaborative approach.</i>		
<b>16 May 2024</b> Councillor A J Palmer	<p><b>Family Violence</b> <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>acknowledges that family and domestic violence has never, and will never be tolerated in our community; and</i></li> <li>2. <i>recognises the strategies and programs Council has in place to support victims of domestic and family violence; and</i></li> <li>3. <i>implement a respectful relationships program, for all Staff and Councillors (presently employed), to commence within the 2024/2025 financial year and that it is included as part of the on boarding and induction for new staff and future Councillors, starting July 1 2024.</i></li> </ol>	Executive Leader Delivery and Performance	<p>1. The City of Launceston acknowledges that family and domestic violence have no place in our community or workplace.</p> <p>2. Community Development works in this space by supporting 16 Days of Activism and other initiatives as they arise. Council's Enterprise Agreement specifically references victims of family violence (section 6.17) and seeks to support impacted employees by way of leave provisions, financial support, access to the Employee Assistance Program, changes to working patterns and contact details.</p> <p>3. Further work is required as to the appropriateness of the respectful relationships program, specifically whether it is trauma informed, and whether there might be more appropriate ways to raise awareness with staff and Councillors. There are survivors of family and domestic violence at council and care needs to be taken not to trigger or retraumatize those who are victim survivors of family and domestic violence.</p> <p>The Human Resources Team has reviewed the Family Violence Loan procedure and is finalising an updated document. The Organisational Development Team are researching training options.</p> <p>This Notice of Motion in in the Organisational Development and People and Culture Team Plans as a priority.</p>
<b>13 June 2024</b> Councillor A E Dawkins	<p><b>Establishing an Inclusion Action Plan and Community Consultation</b> <i>That Launceston City convene a round table of LGBTIQ+ residents and their allies to discuss and recommend further action by the City to foster LGBTIQ+ equity and inclusion with the goal of developing an Inclusion Action Plan</i></p>	Executive Leader Connections and Liveability	As a first step, a meeting has been sought with representatives of Equality Tasmania.
<b>22 August 2024</b> Mayor Councillor M K Garwood	<p><b>Increase Housing Diversity in the Municipality</b> <i>That Council explores an opportunity to increase housing diversity in the municipality by:</i></p>	Executive Leader Community Assets and Design	This project and its resourcing are being reviewed by the Executive Leaders of Community Assets and Design and Strategy and Innovation.

	<ul style="list-style-type: none"> <li>Investigating the use of a CBD or inner-city landholding for the development of community housing as well as retaining public car parking facilities;</li> <li>Engage a Registered Community Housing Provider (CHP) or a private developer with demonstrable experience partnering with the community housing sector, following due process, to devise plans for the identified site that result in affordable housing at a high-density in line with desirable heights for the CBD; and</li> <li>Support the proponent to apply for funding in a future round of the Federal Government's Housing Australia Future Fund to develop the site for affordable housing</li> </ul>		
<p><b>19 September 2024</b> Mayor Councillor M K Garwood</p>	<p><b>CCTV (Closed Circuit Television) System Within Launceston Central Business District</b> <i>That Council:</i></p> <ol style="list-style-type: none"> <li>Undertakes a review of the current CCTV (Closed Circuit Television) system within the Launceston Central Business District, to provide options for system improvement, and a focus on community safety; and</li> <li>A report be presented to Council summarising the review, including any future options for system improvement and investment.</li> </ol>	<p>Executive Leader Community Assets and Design</p>	<p>Council will engage with an external consultant, via a Request for Quotation (RFQ) process, to perform the review of the current CCTV system.</p> <p>The RFQ is in the final stages of approval and will be distributed to potential consultants soon.</p> <p>A report will be provided to Council in due course upon completion of the review.</p>
<p><b>12 December 2024</b> Councillor A G Harris</p>	<p><b>City of Launceston to Establish a Memorandum of Understanding with Dorset Council to Facilitate the Development of Stage 3 of the North East Rail Trail</b> <i>That Council:</i></p>	<p>Executive Leader Connections and Liveability</p>	<p>This work is under way. Council officers have met with representatives of Dorset Council to progress item 3.</p>



	<ol style="list-style-type: none"> <li>1. <i>Provides in-principle support of the North East Rail Trail Stage 3 – Lilydale Falls to Scottsdale in concept only;</i></li> <li>2. <i>approves providing Dorset Council a letter of support outlining Council's in-principle support for the project; and</i></li> <li>3. <i>be provided with a project report to better understand implications to Council, such as costs, ownership and technical challenges.</i></li> </ol>		
<p><b>12 December 2024</b> Mayor Councillor M K Garwood</p>	<p><b>Bicycle Donation to Tasmania Police</b> <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>purchase two (2) fit-for-purpose bicycles, to a combined maximum value of \$15,000 (excluding GST), to be donated to Tasmania Police for the sole purpose of reintroducing the bike patrols within the Launceston Central Business District.</i></li> </ol>	<p>Executive Leader Connections and Liveability</p>	<p>Officers will develop an MOU with Tasmania Police which will set out the expectations for:</p> <ul style="list-style-type: none"> <li>• how often the bicycles will be used</li> <li>• where the bicycles will be used</li> <li>• maintenance responsibilities</li> <li>• ownership of the bikes</li> <li>• transfer of bikes back to CoL in the event the bike patrols are not deemed feasible by TasPol.</li> </ul> <p>Work on the MOU is continuing.</p>
<p><b>12 December 2024</b> Mayor Councillor M K Garwood</p>	<p><b>Mobile LED Screen</b> <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>investigates the procurement of a large mobile LED screen to support City activation, and events; and</i></li> <li>2. <i>the project is to be considered as part of annual plan and budget discussions.</i></li> </ol>	<p>Executive Leader Connections and Liveability</p>	<p>Officers will commence more detailed investigations into fixed and mobile screens and also projection options, with a report to be tabled to council in the first half of 2025.</p>
<p><b>12 December 2024</b> Mayor Councillor M K Garwood</p>	<p><b>Street Art Festival and Street Art Laneways</b> <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>pursuant to the City of Launceston Public Art Strategy 2023-2031, prioritises the Opportunity - City Centre Laneways recommendation for a Street Art Laneway Gallery to be developed for delivery in FY2024/2025, and a second</i></li> </ol>	<p>Executive Leader Connections and Liveability</p>	<p>Work has commenced on the laneway festival and laneway gallery. A Councillor briefing will be provided in early 2025 once a site has been identified.</p>

	<p>gallery for delivery in FY2025/2026; and pursuant to the City of Launceston Public Art Strategy 2023-2031, prioritises the Opportunity - City Centre Laneways recommendation for a Laneway Festival to be developed in conjunction with each gallery described in the above recommendation.</p>		
<p><b>12 December 2024</b> Councillor S Cai</p>	<p><b>Graffiti Removal from Private Dwellings Within the Launceston Municipality</b> <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>considers expanding graffiti removal to include private dwellings and infrastructure by:</i> <ul style="list-style-type: none"> <li>• <i>reviewing and amending the City of Launceston's graffiti policy framework to expand to removal of graffiti in all locations throughout the municipality.</i></li> </ul> </li> </ol>	<p>Executive Leader Community Assets and Design</p>	<p>Report is being drafted and we are seeking advice on council employees entering and working on private property for the purposes of graffiti removal.</p>
<p><b>23 January 2025</b> Councillor T J Walker</p>	<p><b>Provision of Multi-storey Parking in the CBD on Boxing Day</b> <i>That Council:</i></p> <ol style="list-style-type: none"> <li>1. <i>notes the demand for parking on Boxing Day in the Central Business District;</i></li> <li>2. <i>investigate options for providing parking in the Central Business District on Boxing Day at the following locations:</i> <ol style="list-style-type: none"> <li>a) <i>Paterson Street East Car Park, located at 1-15 Paterson Street, Launceston</i></li> <li>b) <i>Paterson Street West Car Park, located at 79-83 Paterson Street, Launceston</i></li> <li>c) <i>Elizabeth Street Car Park, located at 32 Elizabeth Street, Launceston;</i></li> </ol> </li> </ol>	<p>Executive Leader Delivery and Performance</p>	<p>Work is scheduled to commence in February 2025, with the intention of providing the report back to Council within the three-month timeframe noted with the Notice of Motion.</p>

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	<p>3. <i>investigate the feasibility of providing parking on other public holidays; and</i></p> <p>4. <i>report findings back to a Council meeting within three months of this motion.</i></p>		
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**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

1. To provide for the health, safety and welfare of the community.
2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.
5. To maintain a financially sustainable organisation.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Chief Executive Officer have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

**22.3. Correspondence - Provided by The Hon Rosemary Armitage from The Hon Nick Duigan MLC Minister for Parks**

**FILE NO:** 60170

**AUTHOR:** Lorraine Wyatt (Team Leader Executive Support)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

To note the correspondence from the Hon Nick Duigan MLC dated 28 February 2025 provided by the Hon Rosemary Armitage MLC regarding land at 165 Westbury Road, Prospect.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council:

1. note the correspondence from the Hon Nick Duigan MLC dated 28 February 2025 provided by the Hon Rosemary Armitage MLC regarding land at 165 Westbury Road, Prospect (ECM Doc Set ID 5204447).
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**REPORT:**

Correspondence from the Hon Nick Duigan MLC dated 28 February 2025 was provided by the Hon Rosemary Armitage MLC regarding land at 165 Westbury Road, Prospect.

The correspondence confirms the ownership, current and future use of the land.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

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**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. Letter - The Hon Rosemary Armitage MLC [22.3.1 - 2 pages]

**22.4. Letter from the Premier, Jeremy Rockliff MP to Councillor Matthew Garwood - State of the State Address in Parliament.**

**FILE NO:** SF6729

**AUTHOR:** Lorraine Wyatt (Team Leader Executive Support)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

To note correspondence from the Premier Jeremy Rockliff dated 4 March 2025 outlining the State Governments focus for the year ahead.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council

1. notes the correspondence from the Premier Jeremy Rockliff outlining the State Governments focus for the year ahead dated 4 March 2025.
- 

**REPORT:**

The Premier Jeremy Rockliff wrote to the Mayor Councillor M K Garwood providing a copy of his State of the State Address in Parliament which outlines the State Governments focus for the year ahead.

A copy of the correspondence, State of the State Address in Parliament and media release are provided for noting.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

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**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Executive Leader have no interests to declare in this matter.

**ATTACHMENTS:**

1. PREMIER OUTGOING - Launceston City Council - State of the State [22.4.1 - 1 page]
2. Premier Jeremy Rockliff - State of the State Address 4 March 2025 [22.4.2 - 15 pages]
3. Premier Jeremy Rockliff - State of the State Media Release - 4 March 2025 [22.4.3 - 2 pages]



**22.5. Letter of Thanks - Tennis Australia**

**FILE NO:** SF6729

**AUTHOR:** Lorraine Wyatt (Team Leader Executive Support)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

To note the correspondence from Tennis Australia about the Launceston Tennis Centre and International Tournament dated 5 March 2025.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council:

1. note the correspondence from Tennis Australia about the Launceston Tennis Centre and International Tournament dated 5 March 2025.
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**REPORT:**

Correspondence was received from Lawrence Robertson (Director of Pathways, Tennis Australia) about Council's support for the recent clubhouse development and supporting the hosting of the Launceston International after an absence of 3 years and is presented for noting.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
  3. To ensure decisions are made on the basis of accurate and relevant information.
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**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and Chief Executive Officer have no interests to declare in this matter.

**ATTACHMENTS:**

1. LCC Mayor Thank You Feb 25 [22.5.1 - 1 page]

**22.6. Representation at the Australian Local Government Association's 2025 National General Assembly**

**FILE NO:** SF0121 / SF0325

**AUTHOR:** Liz Lynch (Personal Assistant - Councillor Rooms)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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**DECISION STATEMENT:**

To consider the attendance of Mayor Matthew Garwood, Councillor Tim Walker, Councillor Alan Harris, and Councillor Alex Britton at the Australian Local Government Association 2025 National General Assembly and Regional Forum in Canberra 24 – 27 June 2025.

**RECOMMENDATION:**

That Council:

1. approve the attendance of Mayor Matthew Garwood, Councillor Tim Walker, Councillor Alan Harris, and Councillor Alex Britton at the Australian Local Government Association 2025 National General Assembly and Regional Forum in Canberra 24 – 27 June 2025.
- 

**REPORT:**

On 21 November 2024 an expression of interest for attendance at the Australian Local Government Association 2025 National General Assembly in Canberra, 24 – 27 June 2025 was circulated to Councillors. Expressions of interest were received from Mayor Matthew Garwood, Councillor Tim Walker, Councillor Alan Harris, and Councillor Alex Britton with verbal confirmation sought in February 2025.

It is considered appropriate that the Council is represented at this Assembly as the learnings will have direct benefit for a number of current key Council priorities.

This year's NGA theme is "*National Priorities Need Local Solutions*". The 31st National General Assembly of Local Government will focus on opportunities for councils to work with the next Federal Government to deliver local solutions that will help them deliver on their vision for the nation. As the closest government to communities, councils understand local challenges and opportunities. They are a willing partner in government, and sustainably funded can provide place-based solutions to a range of national priorities including affordable housing, energy transition.

The key conference themes for this event are:

- From big picture to local action
  - Resilient and Ready: The value of place-based solutions
-

- Emergency Management: Capability and Capacity
- Safer Roads
- Housing and Community Infrastructure
- Local Government Jobs and Skills

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Not considered relevant to this report.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.

**BUDGET AND FINANCIAL IMPLICATIONS:**

The costs associated with attendance at this conference per person are:

\$1,437 registration fees

\$1,200 accommodation

\$1,000 airfares

These costs can be accommodated within existing travel and conference budgets.

**DISCLOSURE OF INTERESTS:**

The Author and Chief Executive Officer have no interests to declare in this matter.

**ATTACHMENTS:**

1. ALGA NGA Program 2025 [22.6.1 - 3 pages]

## 22.7. Hudson Club Membership

**FILE NO:** SF0880

**AUTHOR:** Lorraine Wyatt (Team Leader Executive Support)

**APPROVER:** Sam Johnson OAM (Chief Executive Officer)

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### **DECISION STATEMENT:**

To consider the Hudson Club Membership

### **RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

*Local Government (Meeting Procedures) Regulations 2015*

### **PREVIOUS COUNCIL CONSIDERATION:**

Workshop – 27 February 2025 – Item 1.4 Hawthorn Football Club

### **RECOMMENDATION:**

That Council:

1. does not continue to fund Hudson Club Memberships for Councillors or their family members.
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### **REPORT:**

In the past years, the City of Launceston has purchased 24 Hudson Club Memberships from Hawthorn Football Club for Councillors (being two memberships per Councillor). These memberships entitle Councillors entry to the four home games each season. It has been found that not all memberships are utilised fully, with memberships being extended to additional family members and friends according to availability.

Further, a Closed Council item has been included in this Agenda whereby Council will be required to consider the future of a formal Agreement between the Hawthorn Football Club Inc. and the City of Launceston.

### **RISK IMPLICATIONS:**

Good decision-making is central to good governance and sound decision-making improves transparency and accountability ensuring that Council decisions are in the best interests of the entire community. Council has a legal and ethical responsibility to ensure that decision-making processes withstand scrutiny by regulators, courts, the media and those affected by the decision.

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**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The social impact of these memberships is limited to the Councillor's and their associated family members and friends.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 3: We are a progressive leader that is accountable to our governance obligations and responsive to our community.

10-Year Goal: To ensure decisions are made in a transparent and accountable way, that effectively meet our statutory obligations, support quality services and underpin the long-term sustainability of our organisation.

Focus Areas:

2. To fairly and equitably discharge our statutory and governance obligations.
3. To ensure decisions are made on the basis of accurate and relevant information.

**BUDGET AND FINANCIAL IMPLICATIONS:**

The Hudson Club memberships cost \$225.00 each.

24 memberships at \$225 each represents a cost to Council of \$5,400 per year.

**DISCLOSURE OF INTERESTS:**

The author and Chief Executive Officer have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

**22.8. Sister City Relationship - Representation at Ikeda, Japan 12 May 2025 to 17 May 2025**

**FILE NO:** SF0177

**AUTHOR:** Executive Support Officer

**APPROVER:** Chief Executive Officer

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**DECISION STATEMENT:**

This report outlines the proposed participation of the Launceston City Council delegation in the upcoming Sister City meeting with our long-term partner city, Ikeda, Japan. The purpose of this delegation visit is to strengthen the relationship between our cities, explore new opportunities for cultural, economic, and educational exchanges, and ensure that we continue to uphold the values of our sister city partnership.

The proposed visit is because of the formal invitation received by Mayor Tomoko Takizawa, for a period between 11 May 2025 and 17 May 2025.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

Council - 19 September 2024 - Agenda Item Number 16.1. Launceston Sister City Committee

**RECOMMENDATION:**

That Council:

1. notes the invitation from Mayor Tomoko Takizawa (ECM Doc Set ID 5199618 attached); and
  2. nominates the following Councillors for representation to visit Ikeda, Osaka a sister city, as a formal delegation on representing the City of Launceston
    - 1.
    - 2.
    - 3.
-

**REPORT:**

Sister city relationships serve as a vital diplomatic and cultural bridge between communities in different parts of the world.

Launceston and Ikeda have shared a Sister City relationship for decades, fostering goodwill and mutual respect between our communities. Over the years, this partnership has resulted in various cultural exchanges, educational programs, and collaborative projects. The relationship has not only enhanced international friendship but has also opened avenues for tourism, business, and broader community engagement.

In the context of a world that is increasingly interconnected, it is vital to continue to build upon this relationship, ensuring that the cultural, social, and economic ties between Launceston and Ikeda remain strong and productive.

It is being proposed a 60<sup>th</sup> anniversary reciprocal visit to Ikeda after hosting the Ikeda Mayor, Chairperson and Councillors here in Launceston during February 2025.

Objectives of the delegation:

The key objectives for this Sister City Delegation are:

1. Cultural Exchange:
  - a. Participate in cultural programs and activities hosted by Ikeda.
  - b. Share Launceston's unique cultural and historical identity through exhibitions, performances, or other formats, seeking to explore further opportunities.
2. Educational and Youth Exchange:
  - a. Discuss the expansion of student exchange programs, internships, and educational collaboration.
  - b. Explore opportunities for mutual learning in educational systems, especially around areas of sustainability, technology, and innovation.
  - c. Understand opportunities for partnerships with key educational providers both in Ikeda and Launceston (for example UTAS).
3. Economic Collaboration:
  - a. Explore potential for tourism, investment, and trade opportunities between Launceston and Ikeda.
  - b. Facilitate discussions regarding business opportunities in sectors such as agriculture, renewable energy, and technology.
  - c. Explore and understand how the City of Launceston can maximise its UNESCO City of Gastronomy through strengthened ties with Ikeda.
4. Community Engagement:
  - a. Foster closer ties between local organisations in both cities, including community groups, social clubs, and volunteer organisations.
  - b. Share experiences in common and emerging strategic importance, as well as broader city governance.

The proposed visit dates have also been strategically aligned with an ability to attend an Ikeda Council meeting, for further learnings.



The City of Launceston's last visit to Ikeda took place from 30 May to 4 June 2012. Mayor van Zetten described the visit as a huge success, strengthening the already-strong relationship between the two cities. During the visit, an agreement was signed to continue the sister city arrangement for the next 50 years and beyond. Full report attached as Attachment 2).

Flight and accommodation quotes have been sourced for a proposed reciprocal visit, subject to change on confirming booking.

**RISK IMPLICATIONS:**

Japan is one of the safest countries for foreign travelers, but like any destination, there are inherent risks. Travelers will be registered with Smart-traveller website and travel insurance will be in place.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

A broad audience of the community benefits from the various cultural programs that have occurred between our sister city and Launceston.

Participation in this visit will provide an opportunity to show respect for 60 years of friendship whilst gathering important learnings on where this relationship can be guided for the best benefit of our community.

Networking opportunities will be sought and shared on return.

**STRATEGIC DOCUMENT REFERENCE:**

*City of Launceston Corporate Strategic Plan 2014 - 2024*

Strategic Priority 1: We connect with our community and our region through meaningful engagement, cooperation and representation.

10-Year Goal: To seek out and champion positive engagement and collaboration to capitalise on the major opportunities and address the future challenges facing our community and region.

Focus Areas:

3. To advocate and collaborate to enhance regionally significant services and infrastructure for the benefit of our communities.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Travel expenses for the delegation are estimated at (per person);

\$3800 airfares

\$2670 Accommodation

Activities will be funded under the Civic Affairs Sister Cities budget.

**DISCLOSURE OF INTERESTS:**

The author and Chief Executive Officer declare that should the delegation be approved, both are proposed to form part of the delegation. Council may wish to additionally consider what administrative support and assistance will be required to support the delegation.

**ATTACHMENTS:**

1. Letter from Mayor and Chairman Ikeda City Hall [**22.8.1** - 2 pages]
2. ECM 4175596 v 1 Ikeda information about Launceston visit to Ikeda - 50 th anniversary (2) [**22.8.2** - 2 pages]

**23. LATE ITEMS**

**No Closed Items have been identified as part of this Agenda**

## 24. CLOSED COUNCIL

*This decision requires an absolute majority of Council*

### RECOMMENDATION:

That Council moves into Closed Session to consider the following matters:

#### 24.1. Confirmation of the Minutes

##### REASON FOR CLOSED COUNCIL:

Regulation 35(6) of the Local Government (Meeting Procedures) Regulations 2015 states that at the next closed meeting, the minutes of a closed meeting, after any necessary correction, are to be confirmed as the true record by the council or council committee and signed by the chairperson of the closed meeting.

#### 24.2. Launceston Airport Dividend Update

##### REASON FOR CLOSED COUNCIL:

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (b) and (c) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- (b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.
- (c) commercial information of a confidential nature that, if disclosed, is likely to:
  - (i) prejudice the commercial position of the person who supplied it; or
  - (ii) confer a commercial advantage on a competitor of the council; or
  - (iii) reveal a trade secret;

#### 24.3. NTCA Sports Complex - Redevelopment Project - Architectural Services

##### REASON FOR CLOSED COUNCIL:

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (d) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- (g) information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.

**24.4. CD003/2025 QVMAG Steam Gallery Redevelopment Bugs Gallery Tender**

**REASON FOR CLOSED COUNCIL:**

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (d) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- (d) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

**24.5. City of Launceston and Hawthorn Football Club Inc. Draft Partnership Heads of Agreement**

**REASON FOR CLOSED COUNCIL:**

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (b) (g) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

- (b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business.
- (g) information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.

**24.6. End of Closed Session**

**25. MEETING CLOSURE**

**26. NEXT COUNCIL MEETING DATE**

**The next Ordinary Meeting of Council will be held at 1.00pm on 17 April 2025 at the Council Chambers, Town Hall, 18-28 St John Street, Launceston.**