



City of  
**LAUNCESTON**

# **COUNCIL AGENDA**

**COUNCIL MEETING  
THURSDAY 17 OCTOBER 2024  
1.00PM**

---

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: 17 October 2024

Time: 1:00 pm

---

### Certificate of Qualified Advice

#### Background

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

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

#### Certification

I certify that:

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



**Chelsea van Riet**  
**Acting Chief Executive Officer**

### **AUDIO of COUNCIL MEETINGS**

An audio recording of this Council Meeting, except for any part held in Closed Session, will be made in accordance with our Council Meetings - Audio Recording Policy - 14-Plx-008.

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

### **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 positions of General Manager Community and Place, General Manager Organisational Services, General Manager Infrastructure and Assets and General Manager Creative Arts and Cultural Services do not assume the functions and powers of the term *general manager* in a legislative sense: any legislative functions and powers to be delegated to these roles will be made by Council or the Chief Executive Officer. 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.

---

**ORDER OF BUSINESS**

<b>1. OPENING OF MEETING - ATTENDANCE AND APOLOGIES.....</b>	<b>8</b>
<b>2. MAYORAL ACKNOWLEDGEMENTS .....</b>	<b>8</b>
<b>3. DECLARATIONS OF INTEREST .....</b>	<b>8</b>
<b>4. CONFIRMATION OF MINUTES.....</b>	<b>8</b>
<b>4.1. Confirmation of Minutes .....</b>	<b>8</b>
<b>5. COUNCIL WORKSHOPS .....</b>	<b>9</b>
<b>5.1. Council Workshops Report - 3 October 2024 .....</b>	<b>9</b>
<b>6. COUNCILLORS' LEAVE OF ABSENCE APPLICATIONS .....</b>	<b>11</b>
<b>7. COMMUNITY REPORTS .....</b>	<b>12</b>
<b>8. PUBLIC QUESTION TIME .....</b>	<b>12</b>
<b>8.1. Public Questions on Notice.....</b>	<b>12</b>
<b>8.1.1. Public Question on Notice - Garry Cooper - Cycling Infrastructure -                 26 September 2024 .....</b>	<b>12</b>
<b>8.2. Public Questions Without Notice.....</b>	<b>15</b>
<b>9. PETITIONS.....</b>	<b>16</b>
<b>10. DEPUTATIONS .....</b>	<b>16</b>
<b>11. PLANNING AUTHORITY .....</b>	<b>17</b>
<b>11.1. PSA-LLP0014 - 30 Merino Street, Kings Meadows - Planning Scheme         Amendment - Change of Zone from Light Industrial to Low Density         Residential .....</b>	<b>17</b>
<b>11.2. PSA-LLP0024 - 64 Robin Street, Newstead - Planning Scheme Amendment -         Add 64 Robin Street, Newstead as a Local Heritage Place .....</b>	<b>22</b>
<b>11.3. DA0321/2024 - 16 Canning Street and 1-5 Frederick Street - Subdivision -         Boundary Adjustment Between Two Lots .....</b>	<b>25</b>
<b>12. ANNOUNCEMENTS BY THE MAYOR.....</b>	<b>36</b>
<b>12.1. Mayor's Announcements.....</b>	<b>36</b>
<b>13. COUNCILLORS' REPORTS .....</b>	<b>38</b>

---

<b>14. QUESTIONS BY COUNCILLORS .....</b>	<b>38</b>
<b>14.1. Councillors' Questions on Notice .....</b>	<b>38</b>
<b>14.1.1. Councillors' Questions on Notice - Councillor T G Walker - Paterson                 Barracks - 3 October 2024.....</b>	<b>38</b>
<b>14.1.2. Councillors' Questions Without Notice - Councillor L McMahon -                 Northern Hospice - 3 October 2024.....</b>	<b>40</b>
<b>14.2. Councillors' Questions Without Notice .....</b>	<b>41</b>
<b>15. NOTICES OF MOTION .....</b>	<b>41</b>
<b>16. COMMITTEE REPORTS .....</b>	<b>41</b>
<b>16.1. Cultural Advisory Committee Meeting Report - 7 August 2024 and 2 October                 2024 .....</b>	<b>41</b>
<b>16.2. Heritage Advisory Committee Meeting Report - 21 August 2024 .....</b>	<b>43</b>
<b>17. COMMUNITY AND PLACE NETWORK .....</b>	<b>45</b>
<b>17.1. Quarterly Report - Community and Place Network.....</b>	<b>45</b>
<b>18. CREATIVE ARTS AND CULTURAL SERVICES NETWORK.....</b>	<b>63</b>
<b>18.1. Quarterly Report - Creative Arts and Cultural Services Network .....</b>	<b>63</b>
<b>19. INFRASTRUCTURE AND ASSETS NETWORK.....</b>	<b>67</b>
<b>19.1. Quarterly Report - Infrastructure and Assets Network.....</b>	<b>67</b>
<b>20. ORGANISATIONAL SERVICES NETWORK .....</b>	<b>83</b>
<b>20.1. Proposed amendments to Sealed Plan 164783 - 62 Parklands Parade,                 Newnham .....</b>	<b>83</b>
<b>20.2. Recording and Streaming of Meetings Policy .....</b>	<b>90</b>
<b>20.3. Quarterly Report - Organisational Services Network .....</b>	<b>95</b>
<b>20.4. Chief Executive Officer's Contract and Performance Review Committee                 Terms of Reference.....</b>	<b>113</b>
<b>20.5. Budget Amendment - 17 October 2024 .....</b>	<b>120</b>
<b>20.6. Representation at the International Place Branding Conference 2024 - 6 to 7                 November 2024.....</b>	<b>128</b>

---

---

20.7. Visit to Parliament House - 17 to 19 November 2024 .....	130
20.8. Representation at National Local Roads Transport and Infrastructure Congress - 2 to 4 December 2024.....	132
20.9. Change of Date Request - Annual General Meeting .....	134
21. CHIEF EXECUTIVE OFFICER NETWORK .....	136
21.1. Quarterly Report - Chief Executive Officer .....	136
22. LATE ITEMS .....	144
23. CLOSED COUNCIL .....	144
23.1. Confirmation of the Minutes.....	144
23.2. Councillors' Leave of Absence .....	144
23.3. Councillors' Leave of Absence .....	144
23.4. End of Closed Session .....	144
24. MEETING CLOSURE.....	144
25. NEXT COUNCIL MEETING DATE.....	144

**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 the Minutes of the Ordinary Meeting of the City of Launceston Council held on 3 October 2024 be confirmed as a true and correct record.



**5. COUNCIL WORKSHOPS**

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

**5.1. Council Workshops Report - 3 October 2024**

**FILE NO:** SF4401

**AUTHOR:** Lorraine Wyatt (Council and Committees Officer)

**APPROVER:** Chelsea van Riet (Acting Chief Executive Officer)

---

**DECISION STATEMENT:**

To consider Council workshops conducted since the last Council Meeting.

**RELEVANT LEGISLATION:**

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

**RECOMMENDATION:**

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

1. Pre-Council Workshop conducted on 3 October 2024:

**UTAS: York Park Redevelopment**

*Councillors were provided with the opportunity to discuss the proposed development of York Park with representatives from Infrastructure Tasmania.*

**Carr Villa Master Plan**

*Councillors participated in a workshop presented by Michael Polifrone (Senior Associate Landscape Architect, McGregor Coxall), about the Carr Villa Memorial Park Master Plan concept including initial vision, direction and objectives, (stage 1).*

*In Attendance:* Mayor Councillor M K Garwood, 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 L M McMahon, Councillor S Cai and Councillor A J Britton

*Apologies:* Nil

*Leave of Absence:* Deputy Mayor Councillor D H McKenzie and Councillor D C Gibson

---

**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.
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:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

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

**Councillors' Leave of Absence Applications will be considered in Closed Council at Agenda Item 23.2 and 23.3 - Councillors' Leave of Absence.**

**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 Question on Notice - Garry Cooper - Cycling Infrastructure - 26 September 2024**

**FILE NO:** SF6381

**AUTHOR:** Lorraine Wyatt (Council and Committees Officer)

**APPROVER:** Chelsea van Riet (Acting Chief Executive Officer)

---

**QUESTIONS AND RESPONSES:**

The following question, submitted to Council on 26 September 2024 by Garry Cooper, has been answered by Sonia Smith (Acting Manager Infrastructure and Engineering).

**Questions:**

1. I recently went to the Northwest Coast to check out and ride the cycling infrastructure there. They have many wide smooth concrete paths along the coastline. Hobart has the inter-city cycleway and is implementing separated cycling lanes within the CBD. Northern Midlands have a cycle path from the airport to Longford. In comparison Launceston has the levee bank and some poorly maintained trails and painted cycling lanes. It appears that Launceston is being left behind by the rest of the state when it comes to cycling infrastructure.

What does the Launceston council have planned to catch up with the rest of the state?

**Response:**

*The City of Launceston is actively working to improve cycling infrastructure within the city, in line with our Transport Strategy.*

*While the majority of existing cycleway infrastructure in Tasmania, such as Hobart's inter-City cycleway and the Coastal Pathway in the north, utilises disused rail corridors or State road reserves, here in the City of Launceston we do not have the benefit of repurposing an extensive network disused rail corridors.*

*The City of Launceston has however developed 3km of disused rail corridor between Mowbray and Rocherlea and are supportive of the extension of the Northeast Rail Trail, including its extension from Scottsdale to the Lilydale Falls.*

*City of Launceston has also developed the levee corridors around the inner-city river edge, to provide active transport links and has recently upgraded the North Esk Trail. Currently there are 20km of off-road trails on the levees and riverbanks. These trails atop the levees, have over time, been asphalt sealed to improve the cycling and walking experience. Due to these levees being constructed in difficult ground conditions, settlement is a problem and City of Launceston has a regular maintenance and inspection regime that results in periodic 'topping up' of the levees in addition to more frequent minor maintenance. While this maintains the height of the levees, it provides challenges with the use of concrete as a surface for the trails constructed atop the levee. If you are aware of specific locations which require inspection or repair - please contact City of Launceston's Customer Service Centre or utilise the 'Snap Send Solve' app to lodge a request for investigation.*

*Due to the costs of land acquisition, cycle infrastructure is typically restricted to corridors that are already owned by Local or State Government. When considering the installation of on-road cycle infrastructure, such as dedicated cycleways within the road reserve, many existing road reserves do not have sufficient width, and it is necessary to create space by removing traffic lanes or kerbside parking. In some instances, it would be necessary to remove both.*

*This becomes complex where Council must balance the needs and aspirations of a very diverse group of stakeholders to find a solution that is acceptable to all parties. Education and awareness around benefits of cycling are a critical step in being able to secure acceptance of cyclists on our roads and road corridors. Without this, it will be difficult to achieve the outcomes listed in the Transport Strategy.*

*City of Launceston is currently working with developers and consultants in urban growth areas to incorporate cycling infrastructure into new subdivisions by requiring wider road reserves open space linkages, building on existing connections and enhancing opportunities for active transport links.*

*Strategic links are being actively investigated and projects are being designed and delivered. Works are commencing on the Invermay Cycleway along Forster St (Kings Wharf to Goderich Street), with a preferred contractor now engaged for the delivery of this project. The West Tamar Fitness Trail is also undergoing re-alignment and surfacing improvements to increase the service level for both commuters and recreational users.*

*Currently, Launceston has over 100 kilometres of on and off-road cycling routes, these include the majority of the kanamaluka/Tamar Estuary and North Esk River frontage on the levees. We would encourage cyclists to visit our website for further details on cycle routes and facilities available.*

---

**ATTACHMENTS:**

Nil

**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. PSA-LLP0014 - 30 Merino Street, Kings Meadows - Planning Scheme Amendment - Change of Zone from Light Industrial to Low Density Residential

**FILE NO:** PSA-LLP0014

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

**APPROVER:** Richard Jamieson (Acting General Manager Community and Place Network)

---

#### **DECISION STATEMENT:**

To make a recommendation to the Tasmanian Planning Commission subsequent to the public exhibition period for a draft amendment to the Launceston Local Provisions Schedule.

#### **RELEVANT LEGISLATION:**

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

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

Council - 8 August 2024 - Agenda Item Number 11.1 - Initiated Draft Amendment PSA-LLP0014, to:

- a. Rezone 3.9ha of land from Light Industrial to Low Density Residential at 30 Merino Street, Kings Meadows; and
- b. Insert the priority vegetation overlay map over the rezoned land area.

#### **RECOMMENDATION:**

That Council:

1. In accordance with sections 40K and 42 of the *Land Use Planning and Approvals Act 1993*, consider the merits of representations received during the public exhibition period for Draft Amendment PSA-LLP0014; and
  2. Recommends to the Tasmanian Planning Commission that draft Amendment PSA-LLP0014 be approved as certified and exhibited.
-

**REPORT:**

**1. THE PROPOSAL**

At its meeting on 8 August 2024 Council considered an application under section 40(D) of the *Land Use Planning and Approvals Act 1993*, to amend the Launceston Local Provisions Schedule to:

- a. Rezone 3.9ha of land from Light Industrial to Low Density Residential at 30 Merino Street, Kings Meadows; and
- b. Insert the priority vegetation overlay map over the rezoned land area.

Council resolved at its meeting to initiate the amendment and the application was publicly advertised.

**2. SUMMARY OF REPRESENTATIONS**

Council advertised the amendment for 28 days between 24 August 2024 and 20 September 2024. Five (5) representations were received, by seven (7) representors.

**2.1 - Representation #1:**

The representation was prepared on behalf of the owner of 30 Merino Street, and was supportive of the changes. No further comments are necessary.

**2.2 - Representation #2:**

The representation requested that any approvals be conditioned to require the applicant remedy the overgrown state of the rivulet.

Officer Response:

*The existing situation with the state of the rivulet is not a planning consideration under scheme amendments and no such conditions can be imposed.*

**2.3 - Representation #3:**

The representation raised concern that any development of the land would impact the amenity of the dwellings in Ridgewood Lane as well as the surrounding community. In particular, there are concerns that the flora and fauna of the site would be impacted, as well as emission nuisances to neighbouring residents.

Officer Response:

*The amendment does not propose any development, but instead seeks to change the zoning of a portion of the site and the expansion of the priority vegetation overlay. Consideration of amenity and biodiversity will be required within any future development application, subject to the provisions of the scheme in place at that time. Further, the expansion of the Low Density Residential zone will offer more protection to the site than what currently exists.*

#### **2.4 - Representation #4:**

The representor objected to the rezoning on the basis that they are an adjoining neighbour. The representation provided the following concerns in more detail:

- The change in zoning will be detrimental to the operations of surrounding businesses;
- The Planning Authority should consider why split zoning occurred, noting the change of zone could result in issues with buffer areas between residential and industrial land;
- There has been a lack of industry consultation;
- No consideration of what residential uses will do being in such close proximity to industrial land;
- The flora and fauna assessment is outdated;
- The change does not meet scenic protection provisions; and
- Access provisions do not meet planning requirements with access predominantly through industrial areas.

#### Officer Response:

*It is the officer's opinion that the rezoning will offer the same protections for surrounding businesses. The change in zoning to the eastern portion of the site to Low Density Residential will allow a larger portion of the site to be developed in the future should the landowner seek to develop the site. If an application were to be lodged there are provisions within the scheme that allow for buffer areas when considering industrial and sensitive uses. It is not believed that the existing western section of industrial land on the subject site is considered to be a buffer area. Industry consultation is achieved through the requirement for a scheme amendment to be advertised for a period of 28 days, which has occurred.*

*It is noted that the flora and fauna assessment was undertaken some time ago. However, the report has identified some areas of the site that contain areas that should be preserved. The rezoning will afford further biodiversity protections of the affected land noting the priority vegetation overlay is unable to be placed on industrial land. Should an application be lodged in the future it would be subject to an assessment against the flora and fauna protections of the scheme should an application be lodged in the future.*

*There are no proposed changes to the Southern Gateway Specific Area Plan (SAP), and the site will be afforded the same level of protection that exists today.*

*The site contains existing access via Merino Street, and potential access through the Connector Park estate to the west. Details of future access would need to be applied through a future subdivision application. There are various other developments within the municipality that rely on access through industrial estates. Whilst not necessarily ideal, noting the constraints of the site, it is anticipated that the surrounding road network will be able to deal with an increase in traffic. Detailed access and traffic considerations would be considered within a future development application should one be lodged.*

## **2.5 - Representation #5:**

The representor raised concerns around the scenic protection of the site. They raised concerns that only the SAP offers scenic protection, which is much less protection than what was under the former interim planning scheme. The representor raised further concerns that the rezoning will reduce the level of scenic protection and visual amenity, and negate the intent of the SAP.

The representation also raised concerns around the date of the flora and fauna report, dated 2005, and an updated report should be provided prior to any approval.

Concerns were also raised around access, and in particular no option to provide access through existing residential land, but instead would be provided through industrial land. Therefore the rezoning is not an expansion of the residential land to the north.

### Officer Response:

*The application does not propose to change the SAP, and it will be applicable to future development applications. The amendment does not consider expanding the SAP to cover the entirety of the site. Importantly, the site has not been identified as an area intended for green or open space. Only privately owned land that has been strategically identified for open space can meet the requirements for an amendment, which the subject site has not. The intent of the SAP is to protect the southern approach, and the change of zoning will not change this.*

*It is also important to note that the change will offer more protection for biodiversity and flora and fauna protections than what already exists. Left in its current state, the area identified to be re-zoned could almost all be cleared with limited protections. The inclusion of this area into the Low Density Residential Zone will expand protections on site.*

*The site does in fact expand the residential zoning patterns. It is not necessary for such zonings to connect through public roads, and the pattern of zoning is considered more holistically. In this instance it expands the already existing Low Density Residential land on the subject site, and adjoins Low Density Residential land to the north.*

*Further details on traffic will be considered during any future planning applications, which will allow a more detailed consideration based on lot layouts and types of development proposed.*

## **3. CONCLUSION**

The representations have been considered, and it has been determined that there are no reasons for the Council not to proceed with the Draft Amendment PSA-LLP0014.

### **RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The amendment to the Launceston Local Provisions Schedule has been assessed against the requirements of the Act. The Tasmanian Planning Scheme - Launceston, and the Launceston Local Provisions Schedule also contain provisions intended to implement the objectives of the Resource Management Planning System. The application has been assessed using these provisions and as such economic, environmental and social impacts have been considered.

**STRATEGIC DOCUMENT REFERENCE:**

*Land Use Planning and Approvals Act 1993* (the Act)

Tasmanian Planning Scheme – Launceston, and Launceston Local Provisions Schedule

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. CONFIDENTIAL REDACTED - PS A- LL P 0014 - 30 Merino Street Kings Meadows - Planning Scheme Amendment - Confidential Represen [11.1.1 - 16 pages]

---

**11.2. PSA-LLP0024 - 64 Robin Street, Newstead - Planning Scheme Amendment - Add 64 Robin Street, Newstead as a Local Heritage Place**

**FILE NO:** PSA-LLP0024

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

**APPROVER:** Richard Jamieson (Acting General Manager Community and Place Network)

---

**DECISION STATEMENT:**

To make a recommendation to the Tasmanian Planning Commission subsequent to the public exhibition period for a draft amendment to the Launceston Local Provisions Schedule.

**PLANNING APPLICATION INFORMATION:**

Applicant:	6ty°
Area of the Site:	64 Robin Street, Newstead
Existing Use:	Community Hall
Receipt Date:	15/07/2024

**RELEVANT LEGISLATION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

Council - 22 August 2024 - Agenda Item Number 11.2 - Initiated Draft Amendment PSA-LLP0024, to:

- a. Add 64 Robin Street, Newstead, local heritage listings within LAU-table C6.1 Local Heritage Places;
- b. Create one (1) new datasheet within Appendix A: Local Historic Heritage Code Datasheets; and
- c. Add 64 Robin Street, Newstead into the local heritage listing place overlay map

**RECOMMENDATION:**

That Council:

1. In accordance with sections 40K and 42 of the *Land Use Planning and Approvals Act 1993*, notifies the Tasmanian Planning Commission that no representations were received during the public exhibition period for Draft Amendment PSA-LLP0024; and that
  2. Draft Amendment PSA-LLP0024 be approved as certified and exhibited.
-

**REPORT:**

**1. THE PROPOSAL**

At its meeting on 22 August 2024, Council considered an application under section 37 of the *Land Use Planning and Approvals Act 1993*, to list 64 Robin Street, Newstead on the local heritage register. The amendment also sought to create a new datasheet for the property, as well as a new listing on the heritage overlay map.

Council resolved to initiate the rezoning.

As required by the Act, Council then advertised the rezoning for 28 days between 4 September 2024 and 1 October 2024. No representations were received, and no additional changes to the amendment are considered necessary.

**2. CONCLUSION**

There are no reasons for Council not to proceed with Amendment PSA-LLP0024 for 64 Robin Street, Newstead to be placed onto the local heritage register.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

The amendment to the Launceston Local Provisions Schedule has been assessed against the requirements of the Act. The Tasmanian Planning Scheme - Launceston, and the Launceston Local Provisions Schedule also contain provisions intended to implement the objectives of the Resource Management Planning System. The application has been assessed using these provisions and economic, environmental and social impacts have been considered.

**STRATEGIC DOCUMENT REFERENCE:**

*Land Use Planning and Approvals Act 1993* (the Act)  
Tasmanian Planning Scheme - Launceston & Launceston Local Provisions Schedule

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

---

**11.3. DA0321/2024 - 16 Canning Street and 1-5 Frederick Street - Subdivision - Boundary Adjustment Between Two Lots**

**FILE NO:** DA0321/2024

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

**APPROVER:** Richard Jamieson (Acting General Manager Community and Place Network)

---

**DECISION STATEMENT:**

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

**PLANNING APPLICATION INFORMATION:**

Applicant:	Urbis Pty Ltd
Property:	16 Canning Street and 1-5 Frederick Street, Launceston
Zoning:	Community Purpose
Receipt Date:	19/07/2024
Validity Date:	29/07/2024
Further Information Request:	16/08/2024
Further Information Received:	28/08/2024
Deemed Approval:	21/10/2024
Representations:	4

**RELEVANT LEGISLATION:**

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

**PREVIOUS COUNCIL CONSIDERATION:**

DA0335/2018 approved the change of use of the heritage listed building, previously used as a residence by the nuns for St Vincent's Hospital, to a medical centre. Relevantly the permit required the provision of four car parking spaces, two on the site and two on the adjoining hospital site.

**STANDARDS REQUIRING PLANNING DISCRETION:**

27.4.1 P1 - Lot design

**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 DA0321/2024 - Subdivision - adjustment of the boundary between two lots at 16 Canning Street and 1-5 Frederick 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. Proposal plan 1:500, prepared by Woolcott Surveys, job no. L240213, proposed boundary adjustment between 1-5 Frederick Street and 16 Canning Street, version V1.2, page 1, dated 05/03/2024 - Amended plan required
- b. Proposal plan 1:200, prepared by Woolcott Surveys, job no. L240213, proposed boundary adjustment between 1-5 Frederick Street and 16 Canning Street, version V1.2, page 2, dated 05/03/2024 - Amended plan required

## 2. AMENDED PLANS REQUIRED

Prior to the commencement of any work, amended plans must be submitted to the satisfaction of the Manager City Development to replace plans annotated as "Amended Plans Required" and attached to the Permit. Once approved, these amended plans will be endorsed and will then form part of the Permit. The amended plans must not include the proposed parking area for lot 2.

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. PARKING FOR LOT 2

DA0335/2018 required the provision of four car parking spaces, clearly labeled as "Reserved for 16 Canning Street". The final plan of survey must include burdening parking easements, in favour of Lot 2, on Lot 1 to provide those four car parking spaces and appropriate access. Such easement must not be removed without the further written approval of Council.

## 4. 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.

## 5. 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).

## 6. 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. 8476, dated 20/09/2024 and attached to the permit.

## 7. 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.

#### **8. 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 General Manager - Infrastructure & Assets Network 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.

#### **9. 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.

#### **10. 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 Infrastructure & Assets Network.
- 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.

## 11. 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 in line with the LCC document '*How close can I build to a Council Service?*' 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.

## 12. SEALING PLANS OF SUBDIVISION

No Plan of Survey shall be sealed until the following matters have been completed to the satisfaction of the General Manager, Infrastructure & Assets Network:

- 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 General Manager, Infrastructure & Assets Network 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.

## 13. CONSTRUCTION PLAN APPROVAL (NO PUBLIC WORKS)

Prior to the commencement of works, detailed plans and specifications shall be submitted to the Council's General Manager, Infrastructure & Assets Network for approval. Such plans and specifications are:

- a. To include all works required by the permit or shown in the endorsed plans and specifications.
- b. To be prepared by suitably qualified persons and certified as complying with current Council standards.
- c. Where required, include a Soil and Water Management Plan.

Such plans and specifications are to include the necessary pipe sizes for drains and the materials to be used in construction.

## 14. SEPARATION OF SERVICE CONNECTIONS

The applicant must locate and identify the existing service connections (water supply, sewer and stormwater) for the existing development on proposed Lot 2 and complete the following work:

- a. Ensure that Lot 2 has a single connection to a public stormwater main or kerb adaptor with all other connections being capped.
  - b. Where required, reroute internal stormwater or sewer pipes within each lot so as to provide an independent system for Lot 2.
  - c. Stormwater drains that do cross the new title boundary between lots must be upgraded to a public drain standard or where permitted must be subject to private easement.
-

- d. Ensure Lot 2 has a water connection and meter in accordance with the requirements of TasWater.

The applicant must provide detailed construction plans of all proposed public works prepared by suitably qualified persons and complying with current Council standards and approved by Council's General Manager, Infrastructure & Assets Network prior to any works commencing. A fee of 1.5% of the public works estimate (or a minimum of \$250) is payable for any public works. Such fee covers assessment of the plans and specifications, audit inspections and Practical Completion & Final inspections. Private drainage and sewerage works will be subject to plumbing applications.

#### **15. CONSTRUCTION OF SERVICE CONNECTIONS (PRIVATE WORKS)**

The applicant must construct the private works in accordance with plans and specifications approved by the Council's General Manager, Infrastructure & Assets Network. The works required for the development include:

a. Stormwater

Provision of a single DN 100 stormwater connection point for each lot located so as to drain the lowest part of the lot. Application for stormwater connection must be made on the approved form and accompanied by the requisite fee.

b. Constructed Driveways

All lots must be provided with a constructed concrete driveway from the edge of road pavement to the property boundary. Any existing unused or redundant vehicle crossing(s) shall be removed and the footpath, nature strip and/or kerb and channel be reinstated to match the adjacent existing construction. Application for all new driveways, alterations to, and removal of redundant driveways must be made on the approved form.

#### **16. COMPLETION OF WORKS**

All works must be carried out to Council standards and to the satisfaction of the General Manager, Infrastructure & Assets Network 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.

#### **17. 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 the Infrastructure & Assets Network.

#### **18. 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.

#### **19. 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 DA0321/2024. 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.*

---

**REPORT:**

**1. THE PROPOSAL**

The proposed boundary adjustment to separate the existing heritage listed building at 16 Canning Street from the broader hospital site to facilitate future hospital redevelopment results in:

Lot 1 increasing by 743m<sup>2</sup> to 8362m<sup>2</sup>; and  
Lot 2 decreasing by 743m<sup>2</sup> to 370m<sup>2</sup>.

The existing heritage dwelling will be retained on Lot 2, although the more modern extension to the rear of the dwelling will be demolished

The Tasmanian Heritage Council has approved the proposal, subject to conditions, including the reuse of the bluestone wall in the realigned rear boundary.

DA0335/2018 approved the change of use of the heritage listed building, previously used as a residence by the nuns for St Vincent's Hospital, to a medical centre. Relevantly the permit required the provision of four car parking spaces, two on the site and two on the adjoining hospital site.

**2. LOCATION AND NEIGHBOURHOOD CHARACTER**



16 Canning Street and 1-5 Frederick Street, South Launceston (not to scale)

The subject site is made up of two lots. The larger lot, 1-5 Frederick Street, has an area of 7621m<sup>2</sup> and contains the existing St Lukes Hospital. Whilst it has access via the laneway to Canning Street, its principal frontage and access is to Frederick Street. The smaller lot, 16 Canning Street, has an area of 1113m<sup>2</sup> and contains a dwelling, previously used as the nun's residence for the hospital and more recently used as consulting rooms.

The site is located immediately south of the city centre with frontage to both Frederick and Cimitiere Streets. Whilst generally surrounded by residential development, to the north and north-west is part of the Colonial Motor Inn, St Johns Church and Prince's Square.

The area surrounding the 16 Canning Street site presents a clear residential character.

**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	The site is included on the State heritage list and consideration under the Local Historic Heritage Code does not apply.
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 2018/00993-LCC
State Growth	N/A
TasFire	N/A
Tas Heritage Council	Notice of Heritage Decision, approving the proposal subject to conditions, reference number 8476, was granted on 20 September 2024.
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 31 August 2024 to 16 September 2024. Four (4) representations were received. The issues raised are summarised in the following table. All representations received for this application were circulated to Councillors on 26 September 2024.

<p><b>Issue 1</b> <b>Impact on the laneway. The laneway provides the only rear access (including to existing garages and parking) for the dwellings at 163 -173 St John Street. The realignment of boundaries in the laneway will result in increased traffic and parking difficulties in the laneway.</b></p>
<p><i>Response 1</i> <i>The proposed boundary adjustment will not, of itself, increase vehicle movements along the laneway. The existing use of the building at 16 Canning Street (lot 2) is not expected to change. The use for consulting rooms was approved under DA0335/2018 with a requirement for 4 car parking spaces and these will be maintained through the requirement for an easement over lot 1 in favour of lot 2.</i></p>
<p><b>Issue 2</b> <b>The dwellings at 163-173 St John St have no unpaid on street parking and do not qualify for resident parking permits.</b></p>
<p><i>Response 2</i> <i>Whilst a supportive comment for point 1, parking permits are not addressed by the scheme.</i></p>
<p><b>Issue 3</b> <b>Some vehicles do not exercise appropriate caution and speed along the laneway making exiting and entering parking dangerous.</b></p>
<p><i>Response 3</i> <i>This is not a council maintained road and as such, council cannot regulate speed limits. It is noted that the hospital has previously installed speed humps in the lane as a means of traffic calming.</i></p>
<p><b>Issue 4</b> <b>The laneway was originally owned by the residents and now performs multiple uses. Further impinging on the resident's use seems unfair and unjustified.</b></p>
<p><i>Response 4</i> <i>Around 1.5m width along the eastern side of the lane is part of the larger hospital title (lot 1). The balance of the land remains in unknown ownership. Relevantly a number of the properties fronting St John Street have a right of way over the full width of the lane. Perceived equity of use is not considered by the planning scheme.</i></p>
<p><b>Issue 5</b> <b>Heavy usage by commercial vehicles has resulted in potholes and runoff into private garages and parking spaces. Increased usage will increase the problem and possibly impact on the sewerage line shown on the map.</b></p>
<p><i>Response 5</i> <i>The proposed boundary adjustment will not, of itself, lead to increased usage beyond vehicles required during the demolition of the rear section of the building on lot 1. Maintenance of the lane is not addressed by the scheme and is a civil matter between the users.</i></p>
<p><b>Issue 6</b> <b>How will the demolition at 16 Canning be done without closing the laneway.</b></p>
<p><i>Response 6</i> <i>The demolition of the rear extension to the building at 16 Canning Street will be subject to building approval controlled by the building surveyor. Ultimately, the main user of the lane is the hospital and it will not be in their interest to have prolonged closure of the laneway. Inevitably, for a brief period during demolition, there will be delays to users of the lane.</i></p>



<b>Issue 7</b> <b>There is no provision for pedestrian usage of the laneway - existing and future.</b>
<i>Response 7</i> <i>The laneway is not the principal pedestrian access to the hospital or the adjacent dwellings. It is impractical to provide for pedestrians as to create a dedicated pedestrian way would result in insufficient width for vehicle use.</i>
<b>Issue 8</b> <b>A heritage assessor should be required to consider impact on the heritage listed dwellings adjacent to the laneway. Concerned that the historic curtilage and ambiance of the rear of these historic dwellings will be adversely impacted.</b>
<i>Response 8</i> <i>This concern is more related to concerns about further development of the hospital site. The level of works required for the demolition of the rear extension to the building on lot 1 are not sufficient to be considered likely to impact on adjacent dwellings. Concerned residents are advised to have their own dilapidation reports prepared by suitable qualified persons prior to the commencement of any works.</i>
<b>Issue 9</b> <b>An arborist should be engaged to assess the impact of increased traffic and changes to pervious area on the English Oak adjacent to the laneway.</b>
<i>Response 9</i> <i>Similarly, the level of works proposed by this application is unlikely to have any impact upon the English Oak tree located within the rear of 169 St John Street. Relevantly, the Tasmanian Heritage Council approval includes a note recommending appropriate protection measures in regard to further development on the hospital site.</i>
<b>Issue10</b> <b>An engineer should be engaged to assess the laneway, its fall and drainage.</b>
<i>Response 10</i> <i>This is not something regulated by the planning scheme, but may be something for consideration in the preparation of plans to further redevelop the hospital site.</i>

## 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 General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. DA0321-2024 16 Canning Street Launceston - Planning Scheme Launceston Assessment [**11.3.1** - 5 pages]
2. DA0321-2024 - 16 Canning Street Launceston - Plans to be Endorsed [**11.3.2** - 7 pages]
3. DA0321-2024 - 16 Canning Street Launceston - Tas Water SPAN [**11.3.3** - 2 pages]
4. DA0321-2024 - 16 Canning Street Launceston - Notice of Tasmanian Heritage Decision 8476 [**11.3.4** - 2 pages]

## 12. ANNOUNCEMENTS BY THE MAYOR

### 12.1. Mayor's Announcements

FILE NO: SF2375

---

#### Thursday 3 October 2024

- Attended Swampies Season Launch, Invermay Bowls and Community Club

#### Friday 4 October 2024

- Hosted a Civic Function to mark the 75<sup>th</sup> Anniversary of Soroptimist's International Launceston Branch, Town Hall

#### Saturday 5 October 2024

- Attended the 2024 Launceston Festival of Dance, Launceston Conference Centre

#### Monday 7 October 2024

- Attended Clubs Tasmania Industry Night, Invermay Bowls Club

#### Tuesday 8 October 2024

- Spoke for opening of *Big Day of Little Things*, Launceston Library
- Attending Opening of North Festival 2024, Reggie

#### Wednesday 9 October 2024

- Attended Wellways Annual Dog Walk and Launch, Royal Park
- Attended Government House Reception to recognize graduates of 2024 Pathways to Politics for Women, Hobart

#### Friday 11 October 2024

- Attended *Kinky Boots*, Princess Theatre

#### Sunday 13 October 2024

- Attended Season Opening 2024, East Launceston Croquet Club

#### Tuesday 15 October 2024

- Chaired Launceston Competitions Association Annual General Meeting, Kim Roe Studio

#### Wednesday 16 October 2024

- Welcomed conference delegates to Launceston for Speak Out Conference, Hotel Grand Chancellor
-

**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 T G Walker - Paterson Barracks  
- 3 October 2024**

**FILE NO:** SF6381

**AUTHOR:** Lorraine Wyatt (Council and Committees Officer)

**APPROVER:** Chelsea van Riet (Acting Chief Executive Officer)

---

**QUESTIONS AND RESPONSES:**

The following question, submitted to Council on 3 October 2024 by Councillor T G Walker, has been answered by Louise Foster (General Manager Organisational Services).

**Questions:**

1. What action is being taken about the March 2023 Notice of Motion regarding Paterson Barracks being retained by Council for community ownership, and the decision to, (within 12 months), make a final decision on whether to develop a business case and prepare a formal proposal for submission to the Department of Defense seeking a concessional sale to the City of Launceston?

**Response:**

*Due to the appointment of a new Chief Executive Officer, the 12 month timeline detailed in the original notice of motion was not achieved.*

*A draft Pre-Feasibility Study was developed by previous CEO Michael Stretton. This will be reviewed and come to a future workshop of Council for discussion.*

---

**ATTACHMENTS:**

Nil

---

**14.1.2. Councillors' Questions Without Notice - Councillor L McMahon - Northern Hospice - 3 October 2024**

**FILE NO:** SF6381, {custom-field-file-no}

**AUTHOR:** Lorraine Wyatt (Council and Committees Officer)

**APPROVER:** Chelsea van Riet (Acting Chief Executive Officer)

---

**QUESTIONS AND RESPONSES:**

The following question, submitted to Council on 3 October 2024 by Councillor L McMahon, has been answered by Chelsea van Riet (Acting Chief Executive Officer).

**Questions:**

1. Has Council had any discussions with the state government around the Northern Hospice and how it is progressing?

**Response:**

*We have searched our document management system for correspondence and have not located anything regarding the State Government's Northern Hospice facility.*

---

**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)*

**No Notices of Motion have been identified as part of this Agenda**



**16. COMMITTEE REPORTS**

**16.1. Cultural Advisory Committee Meeting Report - 7 August 2024 and 2 October 2024**

**FILE NO:** SF7357

**AUTHOR:** Marcus Grantham (Team Leader Place Making)

**APPROVER:** Richard Jamieson (Acting General Manager Community and Place Network)

---

**DECISION STATEMENT:**

To receive a report from the Cultural Advisory Committee Meetings held on 7 August 2024 and 2 October 2024.

**RECOMMENDATION:**

That Council receives the report from the Cultural Advisory Committee Meetings held on 7 August 2024 and 2 October 2024.

---

**REPORT:**

The Cultural Advisory Committee, at its meeting held on 7 August 2024, discussed:

- The “On the Swamp” Invermay-based project;
- The Northern Gateway project;
- Public art projects in the city, including murals in Criterion Place, a community-led mural at Lilydale, and the potential for a mural along the flood levee at the Seaport wall;
- The Launceston Arts and Creative Hub project;
- The development of a Public Art Audit, including a review of existing monuments and statues.

At its meeting held on 2 October 2024, the Committee discussed:

- Further updates to the Northern Gateway project;
- Public art projects in the city, including proposed murals at Howick Street, Criterion Place, and the Road Safety Centre, and potential street art laneways;
- An update to the Launceston Arts and Creative Hub project;
- An update to the development of an Arts Grant Policy;
- A call for new Committee members to be advertised.

**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.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

**16.2. Heritage Advisory Committee Meeting Report - 21 August 2024**

**FILE NO:** SF2965

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

**APPROVER:** Richard Jamieson (Acting General Manager Community and Place Network)

---

**DECISION STATEMENT:**

To receive a report from the Heritage Advisory Committee Meeting held on 21 August 2024.

**RECOMMENDATION:**

That Council receives the report from the Heritage Advisory Committee Meeting held on 21 August 2024.

---

**REPORT:**

The Heritage Advisory Committee discussed the following:

- An update on the Local Heritage Register Review project;
- The potential to sponsor placements at the Longford Academy;
- An update on a locally significant tree register.
- Heritage Sketch Competition 2024 – an art competition for school aged children.
- The vision for the Heritage Advisory Committee.

**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.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

## 17. COMMUNITY AND PLACE NETWORK

### 17.1. Quarterly Report - Community and Place Network

**FILE NO:** SF5784

**AUTHORS:** Justin Dale (Manager Business Enterprises), Richard Jamieson (Manager City Development), Michelle Ogulin (A/Manager Community Relations), Lynda Robins (Emergency Management Advisor), David Mullenger (Senior Leader Health and Compliance), Angie Hart (A/Manager Liveable Communities), Chelsea van Riet (General Manager Community and Place Network)

**APPROVER:** Chelsea van Riet (General Manager Community and Place Network)

---

#### **DECISION STATEMENT:**

To receive a report about activities of the Community and Place Network between 1 July and 30 September 2024.

#### **RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas).*

#### **RECOMMENDATION:**

That Council receives the Community and Place Network Quarterly Report for the period 1 July and 30 September 2024.

---

#### **REPORT:**

##### **UPDATE FROM GENERAL MANAGER**

The beginning of the new financial year was busy for the network and key highlights are presented in this report. An annual plan action is the scoping of a housing strategy and following on from the council workshop in June, work has commenced. We are also hosting a Developers Forum event on September 17 to provide an opportunity for industry engagement on housing delivery and current strategic projects being delivered by Council. Work to progress the Mayor's Notice of Motion for exploring the use of Council land for affordable housing, which received unanimous Council support, has started. The first step is to undertake a preliminary, desktop assessment of approximately 22 sites within the inner city that may be suitable. The Notice of Motion has generated interest from local stakeholders, which is a positive sign. Recruitment of the vacant Senior Leadership Team position in the network is underway with the support of an agency and HR advises it has received strong interest. Stakeholder engagement is an important function of executive leaders and I met with (or attended the events of) the following external organisations during the reporting period:

---

<ul style="list-style-type: none"><li>• Australian Local Government Association</li><li>• Bluebird Property Group</li><li>• Coordinator-General's office</li><li>• Department of Natural Resources</li><li>• Department of State Growth</li><li>• Enterprize</li><li>• Ethos Urban</li><li>• Homes Tasmania</li><li>• Housing Industry Association</li><li>• Irene Inc Planning and Urban Design</li><li>• JAC Group</li><li>• Lance Montana</li><li>• Lion Co.</li><li>• Local Government Association of Tasmania</li><li>• Longton</li></ul>	<ul style="list-style-type: none"><li>• Mesh Livable Communities</li><li>• McGregor Coxall</li><li>• Myer</li><li>• New Insights</li><li>• Rebekah Pentland MP</li><li>• Rob Fairs MP</li><li>• S Group</li><li>• Shaw Property Development</li><li>• Shelter Tasmania</li><li>• Tas City Building</li><li>• The Harvest Garden</li><li>• Unify SDA</li><li>• University of Tasmania</li><li>• Urbis</li><li>• Veris.</li></ul>
--	---

## **BUSINESS ENTERPRISES**

### **UTAS Stadium**

A successful quarter for the Stadium with:

- 2 AFL games
- 1 AFLW games
- TSL Preliminary & Grand Final
- NTFA Men & Womens Grand Final
- Junior Football Finals
- State Football – Tasmania v Sydney/Canberra.

The power outage significantly impacted catering and pre-match preparations for the AFL game on 24 August 2024. The Council engaged in discussions with the AFL, leading to a decision to bring the game forward in the day to reduce reliance on lighting. Preparations are underway for ground renovations for the upcoming cricket season at Invermay and York Parks. Practice wicket preparations are ongoing at Invermay Park.

### **Building Surveyors Services**

There continues to be steady demand for our building surveying services with 86 new applications received in the first quarter. Most of these applications are for new residential housing, with some units.

### **Launceston Leisure and Aquatic Centre (LAC)**

Learn to Swim enrolments remain steady with 2,370 students currently enrolled. LAFit memberships have grown significantly over the past two months, now stable at 1,413 members.

Aquatic memberships have slightly increased to 1,375 members.

All 15 summer lifeguards completed buddy shifts and are on regular shifts, with Basin guarding starting in November and Lilydale in December.

New gym equipment delivery is expected in November, with planning well underway.

The Ariarne Titmus scholarship interviews were conducted, and a successful candidate has been chosen.

A Centre report has been developed to assess current operations, challenges, and goals, forming the basis for a future plan.

### **Carr Villa**

In July, the team initiated the removal of tributes from our Lawn Plaque and Limited Monumental Cemeteries that posed immediate safety risks to the community, employees, and wildlife.

A Father's Day Memorial Service was held on 30 August 2024, with 25 attendees.

McGregor Coxall were engaged to develop a cemetery masterplan, with engagement sessions beginning in August.

The Cremator project, which started on 26 August 2024, was successfully completed, leading to improved operational efficiencies.

The Bushland Management Plan has been updated and will serve as a reference for the cemetery master planning process

## **CITY DEVELOPMENT**

### **PlanBuild Platform**

PlanBuild is live for City of Hobart, TasWater and Heritage Tasmania. Our teams will meet with Hobart to discuss their experiences and consider adopting the platform if we are confident, it meets our needs.

### **Development Applications (DA) Update**

134 DAs approved to the value of \$88,434,632. Total new dwelling approvals between is 88 (noting 49 in one DA). Total new lots approved between is 51.

### **St Leonards Structure Plan and Infrastructure Funding Framework**

We received confirmation Council was successful in its application for the Federal Government's Housing Support Program Stream 1 funding in July 2024. Council will receive a \$327,000 federal grant for the project.

### **South Prospect rezoning applications**

Council has received two significant applications for rezoning of land to enable future residential subdivision by the two landowners at 'South Prospect'. For objectivity and to manage internal workload capacity, both applications are being externally assessed by an experienced consultant planner. The two applications are statutory applications under Section 37 of the *Land Use Planning and Approvals Act 1993* (rezoning only).

### **Building Heights and Massing project**

Urbis was engaged and has been working with specialist experts to progress the project. Urbis is currently working on testing various built form controls to determine which are most suitable for the Launceston context to ensure they will achieve best practice outcomes for future investment and development opportunities in the Central Business District. The draft-built form guidelines will be brought to a Council workshop in the coming months.

Levee Protected Areas Project

This project seeks to reconcile the three different planning controls for levee protected areas in Inveresk/Invermay, Newstead and the City. Within the last quarter, officers have briefed the Council at a workshop and foreshadowed that the Levee Protected Areas Specific Area Plan (SAP) will be brought to Council for initiation in the coming months.

Planning team recruitment

Considering the significant number of strategic planning projects underway, officers are recruiting a Senior Strategic Planner to work alongside the Principal Town Planner and the Manager City Development to enable projects to progress.

Building and Plumbing Applications Update

- 159 Building Applications approved
- 104 Plumbing Applications approved
- 21 new Dwellings approved
- 24 Multi-unit Dwellings approved.

Strata Plans and Final Plans of Surveys

- Strata Plans received & under assessment - 14
- Final Plan of Survey received & under assessment - 18 (50 new lots to be created).

Building Plan Requests

- 98 Building Plan Requests have been received between 1/7/24 - 30/09/2024
- 92 Processed & Completed
- 2 awaiting payment.

Development Applications

<b>Application ID</b>	<b>Primary Property</b>	<b>Full Details</b>	<b>Estimated Cost \$</b>
DA0248/2024	Launceston General Hospital, 280 Charles Street, LAUNCESTON TAS 7250	Hospital Services - Construction of a multi-storey carpark	32,000,000.00
DA0219/2022	Coles, 116-134 Wellington Street, LAUNCESTON TAS 7250	General Retail and Hire - Demolish part of the existing building, Construction of alterations and additions to the existing supermarket	14,500,000.00
DA0137/2024	204 George Town Road, NEWNHAM TAS 7248	Residential - Construction of 49 dwellings	12,000,000.00
DA0166/2024	36 Watchorn Street, SOUTH LAUNCESTON TAS 7249	Business and Professional Services - Change of use to offices, partial demolition, and construction of alterations and additions to a building	3,000,000.00
DA0145/2024	69A Mayne Street, INVERMAY TAS 7248	Subdivision - Consolidation of seven (7) lots into two (2) lots; Residential - Construction of three (3) additional dwellings on proposed lot 2	2,200,000.00
DA0231/2024	4 Bethel Street, ROCHERLEA TAS 7248	Storage - Construction of a warehouse and wash down bay, Subdivision - Consolidation of two (2) lots into one (1) lot	2,000,000.00



DA0536/2023	Launceston Golf Club, 27-99 Opossum Road, KINGS MEADOWS TAS 7249	Residential - Construction of five dwellings at 17 Negara Street, Norwood	1,750,000.00
DA0600/2023	180 George Street, LAUNCESTON TAS 7250	Residential - Partial demolition and construction of alterations and additions to a dwelling	1,000,000.00
DA0282/2024	22 French Street, LAUNCESTON TAS 7250	Residential - Partial demolition of and construction of alterations and additions to an existing dwelling	1,000,000.00
DA0293/2024	15 Towers Drive, ST LEONARDS TAS 7250	Residential - Construction of a dwelling and an outbuilding	850,000.00
DA0319/2024	16 Tasma Street, EAST LAUNCESTON TAS 7250	Residential - Demolish existing dwelling and construction of a new dwelling with access over 16-28 Oxford Street	800,000.00
DA0206/2024	12 Magpie Crescent, ST LEONARDS TAS 7250	Residential - Construction of a dwelling, and two (2) associated outbuildings	750,000.00
DA0352/2024	69 Towers Drive, ST LEONARDS TAS 7250	Residential - Construction of a dwelling	683,000.00
DA0221/2024	69 Peel Street West, WEST LAUNCESTON TAS 7250	Residential - Construction of a dwelling	650,000.00
DA0285/2024	33 Waverley Road, WAVERLEY TAS 7250	Residential - Construction of two dwellings	600,000.00
DA0241/2024	152 Outram Street, SUMMERHILL TAS 7250	Residential - Construction of two (2) additional dwellings	600,000.00
DA0247/2024	8 Spencer Street, EAST LAUNCESTON TAS 7250	Residential - Demolition of a dwelling and construction of a dwelling	600,000.00
DA0251/2024	75 Parkfield Drive, YOUNGTOWN TAS 7249	Residential - Construction of a dwelling	600,000.00
DA0252/2024	106 Hunting Ground Road, NUNAMARA TAS 7259	Residential - Change of use of an existing dwelling to workshop/studio and construction of a new dwelling	600,000.00
DA0348/2024	49 Towers Drive, ST LEONARDS TAS 7250	Residential - Construction of a dwelling and an outbuilding	600,000.00
DA0253/2024	110 Brougham Street, WEST LAUNCESTON TAS 7250	Residential - Construction of a dwelling and an outbuilding	550,000.00
DA0287/2024	82 Parkfield Drive, YOUNGTOWN TAS 7249	Residential - Construction of a dwelling	550,000.00
DA0176/2024	11 Fortune Drive, YOUNGTOWN TAS 7249	Residential - Construction of two dwellings	550,000.00
DA0264/2024	51 Casuarina Drive, SUMMERHILL TAS 7250	Residential - Construction of a dwelling	550,000.00
DA0295/2024	17 Adelaide Street, EAST LAUNCESTON TAS 7250	Residential - Demolition of a visitor accommodation unit and construction of a dwelling (re-advertised)	540,000.00
DA0200/2024	7 Avenger Avenue, KINGS MEADOWS TAS 7249	Residential - Construction of a dwelling	525,000.00
DA0350/2024	380 Los Angeles Road, SWAN BAY TAS 7252	Residential - Construction of a dwelling	500,000.00

DA0310/2024	10 Neika Avenue, WEST LAUNCESTON TAS 7250	Residential - Construction of alterations and additions to a dwelling	500,000.00
DA0203/2024	3 Knight Street, SOUTH LAUNCESTON TAS 7249	Visitor Accommodation - Construction of three (3) self-contained units	500,000.00
DA0345/2024	84 Parkfield Drive, YOUNGTOWN TAS 7249	Residential - Construction of a dwelling	450,000.00
DA0218/2024	67 Hardwicke Street, SUMMERHILL TAS 7250	Residential - Construction of two (2) additional dwellings	450,000.00
DA0245/2024	22 Stone Street, WEST LAUNCESTON TAS 7250	Residential - Construction of an additional dwelling and an additional crossover	400,000.00
DA0304/2024	17 Guy Street, KINGS MEADOWS TAS 7249	Residential - Construction of two additional dwellings and additions to the existing dwelling	400,000.00
DA0375/2024	17 Tasma Street, EAST LAUNCESTON TAS 7250	Residential - Construction of an additional dwelling and alterations and additions to an existing dwelling	400,000.00
DA0273/2024	15 Granville Street, WEST LAUNCESTON TAS 7250	Residential - Construction of an additional dwelling	400,000.00
DA0313/2024	23 Pinot Parade, YOUNGTOWN TAS 7249	Residential - Construction of a dwelling	400,000.00
DA0337/2024	9 Encee Drive, ST LEONARDS TAS 7250	Residential - Demolition of an outbuilding & construction of an additional dwelling	390,000.00
DA0292/2024	12 Lytton Street, INVERMAY TAS 7248	Residential - Construction of an additional dwelling	350,000.00
DA0370/2024	227 St John Street, LAUNCESTON TAS 7250	Residential - Construction of alterations and addition to a dwelling	350,000.00
DA0192/2024	14 Pyenna Avenue, KINGS MEADOWS TAS 7249	Residential - Construction of a secondary (ancillary) residence	336,700.00
DA0237/2024	32 Cimitiere Street, LAUNCESTON TAS 7250	Residential - Construction of alterations and additions to a dwelling	300,000.00
DA0326/2024	10 Millhaven Way, SWAN BAY TAS 7252	Residential - Construction of a dwelling and second crossover	300,000.00
DA0298/2024	215 North Lilydale Road, NORTH LILYDALE TAS 7268	Residential - Construction of alterations and additions to a dwelling	300,000.00
DA0322/2024	Lot 3, Prossers Road, UNDERWOOD TAS 7268	Residential - Construction of a dwelling	300,000.00
DA0263/2024	23 Raymond Street, EAST LAUNCESTON TAS 7250	Residential - Construction of alterations and additions to a dwelling	250,000.00
DA0349/2024	124 Lambert Street, RAVENSWOOD TAS 7250	Residential - Construction of an outbuilding and a retaining wall	250,000.00
DA0288/2024	336 Brown Mountain Road, KAROOLA TAS 7267	Residential - Construction of an outbuilding (pool house)	250,000.00
DA0301/2024	17 Talbot Road, SOUTH LAUNCESTON TAS 7249	Residential - Construction of alterations and additions to a dwelling	220,000.00

DA0062/2024	27 Tasma Street, EAST LAUNCESTON TAS 7250	Residential - Construction of alterations and additions to a dwelling	200,000.00
DA0302/2024	Silt Settlement Ponds, 65-85 Murphy Street, INVERMAY TAS 7248	Utilities - Permanent placement of spoil into an existing silt settlement pond located at CT 132667/1	200,000.00
DA0331/2024	31 Lawrence Vale Road, SOUTH LAUNCESTON TAS 7249	Residential - Construction of alterations and additions to a dwelling	200,000.00
DA0212/2024	72 York Street, LAUNCESTON TAS 7250	Business and Professional Services - Construction of alterations and additions to an existing building	200,000.00
DA0266/2024	243-247 Wellington Street, SOUTH LAUNCESTON TAS 7249	Hospital Services - Change of use of level 3 and level 4 to Hospital Services, and construction of alterations to the façade	200,000.00
DA0336/2024	11 Doyle Street, INVERMAY TAS 7248	Residential - Demolition of an outbuilding and construction of an additional dwelling	200,000.00
DA0354/2024	84 Ravenswood Road, RAVENSWOOD TAS 7250	Residential - Construction of an additional dwelling	180,000.00
DA0314/2024	6 Riseley Street, KINGS MEADOWS TAS 7249	Bulky Goods Sales - Construction of vehicle parking and display area	180,000.00
DA0243/2024	59 Boland Street, LAUNCESTON TAS 7250	Bulky Goods Sales - Construction of an outbuilding	160,000.00
DA0205/2024	182 Brisbane Street, LAUNCESTON TAS 7250	Food Services - Construction of alterations and additions to a building - awning over the footpath, installation of illuminated signage	150,000.00
DA0291/2024	13 Bond Street, KINGS MEADOWS TAS 7249	Residential - Construction of alterations and additions to a dwelling	150,000.00
DA0135/2023	133 Balfour Street, LAUNCESTON TAS 7250	Residential - Construction of alterations and additions to a dwelling	145,000.00
DA0299/2024	9 Fraser Street, WEST LAUNCESTON TAS 7250	Residential - Construction of alterations and additions to a dwelling (partially retrospective)	140,000.00
DA0357/2024	45 Waverley Road, WAVERLEY TAS 7250	Manufacturing and Processing - Construction of alterations and additions to an approved building under DA0425/2023 to install a new wastewater pre-treatment system within a new enclosed shelter	120,000.00
DA0520/2020	37 Salisbury Crescent, WEST LAUNCESTON TAS 7250	Residential - Construction of alterations and additions to a dwelling	105,000.00
DA0265/2024	23 Blessington Road, WHITE HILLS TAS 7258	Residential - Installation of office and storage pods for use as a respite centre (retrospective)	100,000.00
DA0158/2024	74 Margaret Street, LAUNCESTON TAS 7250	Sports and Recreation - change of use to a Pilates Studio and an illuminated below awning sign	80,000.00
DA0294/2024	14 Albion Street, INVERMAY TAS 7248	Residential - Construction of an outbuilding	80,000.00

DA0281/2024	1218 Windermere Road, SWAN BAY TAS 7252	Residential - Construction of an outbuilding	70,000.00
DA0065/2024	Harvey Norman Complex, 45-59 Charles Street, LAUNCESTON TAS 7250	Vehicle Parking - Change of use to a car park	65,000.00
DA0356/2024	27 Vermont Road, MOWBRAY TAS 7248	Sports and Recreation - Construction of alterations and additions to an existing office and shed	60,000.00
DA0308/2024	2 Benwerrin Crescent, NORWOOD TAS 7250	Residential - Construction of two outbuildings	55,580.00
DA0274/2024	191 Cambridge Street, WEST LAUNCESTON TAS 7250	Residential - Construction of alterations and additions to a dwelling and construction of an studio (Retrospective)	50,000.00
DA0324/2024	3 Ormond Street, RAVENSWOOD TAS 7250	Residential - Construction of an outbuilding (retrospective) and change of use to a secondary residence	50,000.00
DA0390/2024	26 Hargrave Crescent, MAYFIELD TAS 7248	Demolition - Demolition of a dwelling and an outbuilding	50,000.00
DA0270/2024	32 Frankland Street, LAUNCESTON TAS 7250	Demolition - Demolition of a dwelling	50,000.00
DA0230/2024	19 Broadview Crescent, TREVALLYN TAS 7250	Residential - Construction of alterations and additions to a dwelling	40,000.00
DA0279/2024	37 Newstead Crescent, NEWSTEAD TAS 7250	Residential - Construction of alterations and additions to an existing multiple dwelling	40,000.00
DA0071/2024	97-101 Invermay Road, INVERMAY TAS 7248	Signs - Alterations and additions to existing signs including an illuminated pole sign	35,000.00
DA0219/2024	48 White Gum Rise, ST LEONARDS TAS 7250	Residential - Construction of an outbuilding	35,000.00
DA0332/2024	495 Golconda Road, LEBRINA TAS 7254	Residential - Construction of alterations and additions to an existing dwelling, Including partial demolition	35,000.00
DA0182/2024	Meadow Mews, 102-106 Hobart Road, KINGS MEADOWS TAS 7249	Signs - Installation of signs, including two illuminated building fascia signs and a transom sign	34,500.00
DA0280/2024	68 Lawrence Vale Road, SOUTH LAUNCESTON TAS 7249	Residential - Construction of an outbuilding (Retrospective)	32,883.00
DA0323/2024	91 George Street, LAUNCESTON TAS 7250	Hotel Industry - Change of use to a bar	30,000.00
DA0289/2024	48 White Gum Rise, ST LEONARDS TAS 7250	Residential - Construction of a carport	25,000.00
DA0344/2024	155 High Street, NEWSTEAD TAS 7250	Residential - Construction of alterations and additions to an outbuilding	25,000.00
DA0340/2024	238 York Street, LAUNCESTON TAS 7250	Demolition - Demolition of a dwelling	25,000.00
DA0254/2024	212 York Street, LAUNCESTON TAS 7250	Signs - Install a new third-party illuminated billboard sign	20,000.00

DA0246/2024	89-93 Cimitiere Street, LAUNCESTON TAS 7250	Signs - Installation of three illuminated signs	20,000.00
DA0275/2024	122 York Street, LAUNCESTON TAS 7250	Signs - Installation of signage including illuminated signage	20,000.00
DA0070/2024	239 York Street, WEST LAUNCESTON TAS 7250	Residential - Construction of a driveway	20,000.00
DA0116/2024	9 Kerran Crescent, SOUTH LAUNCESTON TAS 7249	Residential - Construction of an outbuilding	20,000.00
DA0172/2024	Ravenswood Memorial Hall, 341 Vermont Road, RAVENSWOOD TAS 7250	Community Meeting and Entertainment - Construction of an outbuilding	20,000.00
DA0334/2024	275 Charles Street, LAUNCESTON TAS 7250	Residential - Construction of a carport	19,000.00
DA0250/2024	971 Blessington Road, WHITE HILLS TAS 7258	Residential - Construction of alterations and additions to a dwelling	16,994.00
DA0214/2024	4 Amali Court, WEST LAUNCESTON TAS 7250	Residential - Replacing the existing outbuilding	15,009.00
DA0335/2024	14 College Street, NEWSTEAD TAS 7250	Residential - Removal of an existing crossover and construction of a new crossover and front fence	15,000.00
DA0260/2024	10 Anderson Road, TREVALLYN TAS 7250	Residential - Construction of alterations and additions to a dwelling	15,000.00
DA0378/2024	7 Hillside Crescent, WEST LAUNCESTON TAS 7250	Residential - Demolition of existing carport and construction of a carport	12,000.00
DA0296/2024	2/10 Nanette Court, PROSPECT TAS 7250	Residential - Construction of alterations and additions to an existing multiple dwelling (Retrospective)	10,851.00
DA0239/2024	21 Fairthorne Road, TREVALLYN TAS 7250	Residential - Construction of alterations and additions to a dwelling	10,000.00
DA0303/2024	1 Sherriff Street, NEWSTEAD TAS 7250	Residential - Construction of alterations and additions to a dwelling	10,000.00
DA0400/2024	173 White Hills Road, WHITE HILLS TAS 7258	Demolition - Demolish existing dwelling and all associated outbuildings	10,000.00
DA0360/2024	29 Tompsons Lane, NEWNHAM TAS 7248	Residential - Construction of a single carport	8,500.00
DA0328/2024	6 Flowers Court, NEWSTEAD TAS 7250	Residential - Construction of alterations and additions to a dwelling (Unit 6/9 Arundel Street)	5,984.00
DA0317/2024	7 Shamrock Street, SOUTH LAUNCESTON TAS 7249	Signs - Install three new signs including one illuminated sign	5,000.00
DA0249/2024	4/111-113 St John Street, LAUNCESTON TAS 7250	Signs - Installation of signs	5,000.00
DA0283/2024	298-300 Hobart Road, YOUNGTOWN TAS 7249	Food Services - Construction of a container cafe	4,800.00
DA0342/2024	432-434 Hobart Road, YOUNGTOWN TAS 7249	Signs - Installation of a roof sign	2,500.00

DA0161/2024	220-224 Westbury Road, PROSPECT TAS 7250	Signs - Install an awning fascia sign	2,330.00
DA0242/2024	34 George Street, LAUNCESTON TAS 7250	Signs - Installation of an illuminated sign	2,000.00
DA0033/2024	McDonalds, 155-159 Hobart Road, KINGS MEADOWS TAS 7249	Food Services - Alterations to accessible car park and footpath	2,000.00
DA0163/2024	293 George Town Road, ROCHERLEA TAS 7248	Subdivision - Subdivide one lot into two lots and construction of associated infrastructure services including works on 253 George Town Road	0.00
DA0311/2024	5 Innes Street, LAUNCESTON TAS 7250	Business and Professional Services - Increase in number of medical practitioners operating at an existing medical centre from two to four	0.00
DA0215/2024	1 Highland Rise, KINGS MEADOWS TAS 7249	Subdivision - Subdivide one 1 lot into two 2 lots	0.00
DA0165/2024	81 Station Road, LILYDALE TAS 7268	Subdivision - Subdivide one (1) lot into two (2) lots, with drainage easement over 77 Station Road	0.00
DA0244/2024	11 High Street, EAST LAUNCESTON TAS 7250	Business and Professional Services - Change of use of basement to offices	0.00
DA0117/2024	169 St Leonards Road, ST LEONARDS TAS 7250	Subdivision - Subdivide land into 53 residential lots and balance lots, construction of associated infrastructure including roads, public open space, services and works within the road reserves of Pinsley Drive and St Leonards Rd	0.00
DA0446/2023	21 Connector Park Drive, KINGS MEADOWS TAS 7249	Subdivision - Subdivide one lot into five lots and road widening	0.00
DA0226/2024	7/65 High Street, EAST LAUNCESTON TAS 7250	Visitor Accommodation - Change of use to short-term accommodation (Unit 7)	0.00
DA0278/2024	56A Mulgrave Street, SOUTH LAUNCESTON TAS 7249	Subdivision - Boundary realignment between six lots	0.00
DA0267/2024	Central Apartments, 202/16 Paterson Street, LAUNCESTON TAS 7250	Residential - Change of use to a multiple dwelling	0.00
DA0268/2024	6/2 Elphin Road, LAUNCESTON TAS 7250	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0269/2024	26 Redwood Crescent, YOUNGTOWN TAS 7249	Subdivision - Subdivide one lot into two lots	0.00
DA0315/2024	Central Apartments, 105/16 Paterson Street, LAUNCESTON TAS 7250	Residential - Change of use to a dwelling	0.00
DA0366/2024	15 Leonard Street, SOUTH LAUNCESTON TAS 7249	Visitor Accommodation - Change of use of a secondary residence to short-term accommodation	0.00

DA0258/2024	28 Redwood Crescent, YOUNGTOWN TAS 7249	Subdivision - Subdivide one lot into two lots	0.00
DA0256/2024	308-310 George Town Road, ROCHERLEA TAS 7248	Subdivision - Boundary adjustment between two lots	0.00
DA0277/2024	44 Hill Street, WEST LAUNCESTON TAS 7250	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0596/2022	28-30 Forster Street, INVERMAY TAS 7248	Subdivision - Consolidation of three (3) lots into one (1) lot	0.00
DA0261/2024	1-3 Killafaddy Road, ST LEONARDS TAS 7250	Subdivision - Subdivide one lot into two lots	0.00
DA0364/2024	16 Goderich Street, INVERMAY TAS 7248	Visitor Accommodation - Change of use to short term accommodation	0.00
DA0386/2024	25 Oxford Street, EAST LAUNCESTON TAS 7250	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0286/2024	7 Charbooday Drive, YOUNGTOWN TAS 7249	Subdivision - Boundary adjustment between two lots	0.00
DA0391/2024	63 Basin Road, WEST LAUNCESTON TAS 7250	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0255/2024	1 Pine Avenue, NEWSTEAD TAS 7250	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0262/2024	3B Denison Road, WEST LAUNCESTON TAS 7250	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0307/2024	54 Cambridge Street, WEST LAUNCESTON TAS 7250	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0309/2024	67 Galvin Street, SOUTH LAUNCESTON TAS 7249	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0376/2024	7/135-143 Paterson Street, LAUNCESTON TAS 7250	Visitor Accommodation - Change of use to short-term accommodation	0.00
DA0297/2024	11 Eardley Street, SOUTH LAUNCESTON TAS 7249	Visitor Accommodation - Change of use to short-term accommodation	0.00

## **COMMUNITY RELATIONS**

### Communications

The team has revised the Carr Villa webpage, created new signage and marketing collateral for the Civic Square Community Pantry trial and Heritage Sketch initiative, and is exploring the future management of advertising in our multi-storey car parks. In addition, the team is developing a new brand strategy and working with the People and Culture Team on a new recruitment marketing strategy. The team coordinated a range of successful media opportunities including the Albert Hall redevelopment, Road Safety Centre redevelopment, CBD street art murals, St Leonards Structure Plan, and Carr Villa tribute management. The team has refreshed the design of the e-newsletter, which has 9,000 subscribers, and collaborated with The Examiner on its new 'Coffee with a Councillor' feature. In the wake of significant storm damage, the team worked with other areas to highlight clean-up efforts utilising a range of communication channels.

### Launceston Visitor Information Centre (LVIC)

Despite the traditionally quieter winter months, the centre has remained a hub of visitor engagement. The team focused on enhancing the visitor experience through a series of themed seasonal displays, showcasing winter attractions and events. The team also undertook familiarisation tours to stay current with the offerings of local operators. In addition to regular operations, the team assisted displaced visitors during weather events and power outages, offering support throughout their stay.

### Customer Service

Amidst the recent outages and the resultant extra workload, the team operated at a fast pace. This quarter the team respond to 11,203 calls; 9,172 emails; and 6,595 requests (which included 729 parking withdrawal requests). The organisation closure due to the power outage on 20 August 2024 led to an exceptionally busy week. By 1pm on the day of closure, Council's voicemail capacity was maxed out with 100 messages, and another 123 phone calls were transferred to our after-hours team, and over 200 emails were awaiting replies. The weather during early September resulted in customers reporting issues. The team is progressing with the implementation of the Bookables project, which will allow customers to view facility calendars and make online bookings.

## **EMERGENCY MANAGEMENT**

### Capability & Capacity of Council Staff

The first quarter of the financial year focused on increasing internal emergency management capacity and capability. This included over 60 employees undertaking training in specific functions for both the response teams and the management of an evacuation centre. This training was delivered internally after the development of training packages.

### Recovery Planning

The Council, in conjunction with DPAC (Resilience and Recovery Tasmania), has been successful in recruiting a Recovery Planning Project Officer, who is specifically working on recovery planning. This project is the first of its kind for Tasmania.

### Live Incidents

On the 20 August 2024, Launceston experienced a large-scale power outage, this affected all Council owned buildings for a short period of time with Inveresk QVMAG and UTAS Stadium without power for 3 days. Hundreds of Invermay residents were also impacted by the prolonged outage for up to 4 days. A week later, on 26 August 2024, Council Officers stood-up an Incident Management Team to manage the possibility of flooding. The incident soon turned into a severe weather event with winds recorded over 100 km/h in some parts. The severe weather caused widespread damage and large-scale power outages across the north. Thousands of properties were without power. Within the municipality the last of the outages were reconnected on 14 September 2024. The Council supported the community by opening recharge stations, offering free entry to use showers at Launceston Aquatic Centre and by undertaking outreach to understand the impact on the community in rural areas. The extent of the incident is still being felt, community cleanup expected to last months.



Other activities:

- Resilience Canopy Training with 25 community members
- Participation at the Northern Region Emergency Management Committee
- Participation at the Northern Region Social Recovery Committee
- Formal submission at the Federal Inquiry into Flood Insurance from the October 2022 Floods
- Attendance at the Avian Influenza Statewide Briefing
- Participation in the Person-Centered Emergency Preparedness steering group.

**HEALTH AND COMPLIANCE**

Regulations

Reports from the public have been received about cattle being sighted on the road in Lebrina. The team has attended callouts with Police assistance before and after hours. The cattle have typically moved from roadways into privately forested land, which has made containment challenging. The team has liaised with the RSPCA, the Department of Natural Resources and Environment Tasmania, Forestry Tasmania, private forestry companies, Lebrina landowners, livestock stakeholders, other councils, and other stakeholders to find a resolution. The 1<sup>st</sup> of July was the due date for annual renewal of dog registrations for the 2024/25 financial year. The scale of renewals requires collaboration across multiple teams. The process includes bulk reminder text messages, follow up calls, and onsite visits to give owners sufficient notice before issuing infringements.

Compliance

Common themes for referrals being investigated included unpermitted extensions to dwellings, internal modifications/new bathrooms, commercial and industrial buildings and structures, retaining walls, outdoor structures, unpermitted use, and breach of occupancy conditions. The seasonal patterns have seen an increase in investigating soil and erosion management of developments and subdivisions. We have seen a large variance of breach permit conditions across all forms of development in the residential, commercial and industrial sectors.

Environmental Health

- 67 food safety inspections for existing businesses
- 36 food safety inspections for new businesses
- 294 customer service enquiries investigated
- 84 Development Applications processed.

Over the last quarter, additional workload has been generated by helping the Department of Health with their projects or investigations. As part of a statewide project, samples of soft serve were collected for microbial testing. All samples were compliant. There has been an increase in Salmonella infections, so the Department of Health requested samples of uncooked meat and eggs for microbial analysis. We also supported the EPA with inspections of vehicle wreckers and recycling facilities. There were two significant power outage events that involved the team during the reporting period. From 20-22 August 2024, localised power outage was experienced including the Council offices. The team ensured vaccines were removed so no breach in cold chain supply occurred; provided advice for businesses and residents on safe food storage; conducted temperature monitoring of fridges; and businesses that experienced a power loss for over

---

48 hours were contacted and provided advice on food safety and storage. The outage in September was extensive. The team again provided advice on safe food storage, use of heating equipment within the home and public health during flooding; contacted businesses with a power loss over 48 hours; and attended council's community recharge centre at Lilydale to conduct a Public and Environmental Health Assessment.

#### Health and Regulations Administration

A project is underway to review the community sharps bin service to understand the current need, use, cost and potential for expansion. The team has been issuing annual invoices for dogs, kennels, food and health risk, followed up by sending payment reminders. We assisted the Regulations Team in making phone calls to reduce the number of unpaid dog registrations from 958 to 393 to date.

#### Parking

Upgrades are underway for older parking assets to ensure continuity of service delivery after 3G coverage is discontinued on 28 October 2024. Parking handheld devices are being replaced with more robust and functional models that integrate better with other technologies to be implemented. We plan to develop a policy for permit issuance to the broader community and internally for staff parking. The key consideration is adopting a transparent, fair and equitable system for permit issuance whilst clearly delineating the roles responsible for each type of permit issued. Parking is working towards standardised access to reserved parking in our multi-storey car parks. This will involve the implementation of 20 reserve bays at each multistorey carpark with standardised fees and 24/7 access. Tasmanian Police approached Council to provide a safe space for their officers to conduct investigations. This operation is the first instance where the Police have sought to utilise a Council facility and it was successful.

### **LIVEABLE COMMUNITIES**

#### ABCDE Learning Site

The team completed a review of the current ABCDE Learning Site model. Recommendations have been endorsed by the General Manager and Council will be updated in October.

#### Aboriginal Partnerships Plan

Community Development coordinated August workshop presentations regarding a proposal for a licence to manage a parcel of land in Cataract Gorge. Aboriginal Cultural awareness training continues with the aim of Senior Leaders participating before the end of the year. Community Development has taken over leadership for the Aboriginal Partnership Plan. The annual report for the first year of operation is being finalised and when it is we will engage with Launceston focused Aboriginal organisations to discuss progress and establish priorities for the next 12 months. The team has started discussions with an Aboriginal historian and art curator, with regards to existing public art and commemorative elements in Launceston.

#### Anti-Poverty and Food security

Planning for anti-poverty week is underway with Vinnies, Salvation Army, Launceston Benevolent Society to hold a film night and services expo. With a focus on the effects of poverty, homelessness and food insecurity, Council is supporting lived experience video interviews and panelists across emergency relief and outreach sector. As a member of the FaRM project consortium, led by Northern Suburbs Community House and Starting Point

Community House, Council leased land for the food resilience gardens to flourish. The FaRM project is currently working through services and permits to implement their garden design infrastructure with support across several departments. The team is in discussions with collaborators on a local food security project and will provide details in due course. Council supports the City of Gastronomy with funding to support food security.

#### Child, Youth, Safe Organisations Framework

Community development have a co-leadership role in Council's [Child, Youth Safe Organisations Framework](#) compliance. Policy development and implementation stages one and two are planned, and a responsibility matrix has been developed to structure internal responsibilities. Training of key workers is currently underway to receive community reports.

#### Community advocacy and awareness

The community development team supports advocacy and awareness raising events with community organisations. This quarter included: NAIDOC week, Ribbons for Reflection event, 'Out of the Shadows' event, and in inter-council consultation sessions providing advice on community with the Carr Villa Memorial master planning, urban greening plan, road safety centre redevelopment, Gorge suspension bridge works, anti-social behaviour in Princes Square, public art commissions and climate risk and adaption sessions.

#### Homelessness

Council officers responded to 78 customer service requests and four staff reported incidents of related threats/abuse rising from rough sleepers. Workplace Health and Safety and Community Development introduced a procedure to capture staff reports of threats or abuse into the homelessness database. Officers would like to express their gratitude to community members, staff and Councillors sharing information to support those experiencing housing vulnerability and homelessness. Two trespass orders were issued after all efforts to actively engage with support services, and repeated requests to maintain respectful behaviour and amenity were not successful. In these instances, the immediate safety of the community could no longer be confidently supported. Councillor Walker chaired two Homelessness Advisory Committee meetings in July and September, and officers participated in three Northern Community Action Group (NCAG) meetings. The team supported and participated in events held by Vinnies and the Salvation Army during Homelessness Week. The Team Leader was a panelist at the national Homelessness Conference, hosted by AHURI in Adelaide. The national homelessness magazine, Parity, issued by the Council to Homeless Persons, featured the City of Launceston in their local government and homelessness edition.

#### My Place, My Future (MPMF)

Support for community-led action groups continues in the Northern Suburbs, with three groups meeting monthly. In July, the Rocherlea Action Project hosted a Silent Disco, attracting 60 parents and children. Community Together 7248 is currently planning "Let's Fly Together", a family kite-flying event for Seniors and Children's Week. Business Connect hosted a free small business workshop specifically for the Northern Suburbs. Additionally, MPMF supported two primary school classes in attending QVMAG for Science Week. July was the first meeting of the Digital Inclusion Working Group, facilitated by Council. This meeting provided a platform to discuss programs, and to identify opportunities for collaboration to make a significant impact in the digital space. In August, a "Let's Talk Road Safety" meeting brought together community members, service providers, and government agencies.

### Youth

The primary focus has been engagement with schools and community organisations. Previous surveying highlighted that there is a low level of awareness of the Youth Advisory Group and Youth Officer. Recent work included involvement with Beacon Careers Foundation within their Polish program, involvement with Headspace and planning for their mental health day event, further relationship building with stakeholders such as Vinnies, MRC Tasmania, The Mish program, and NOSS Disability Support Services. This involvement has allowed us to engage in these programs and build a rapport with youth in these areas. Through consultation with the Migrant Resource Centre Tasmania Youth, we discovered the community was facing issues with volleyball nets and supplies being vandalised. As a result, we purchased a durable, steel cable volleyball net that is awaiting installation. This initiative allowed us to create a stronger relationship with the youth from this program and support their community.

### Heritage

The first precinct (Babington Street) to undergo the listing process as part of the review was endorsed by Council and is in public consultation. Consultants have been engaged to provide precinct datasheets for future listings and to identify significant trees. The development of a Heritage Strategy and Heritage Interpretation Strategy is underway.

### Community Pantry

The Civic Square community pantry trial launched in August to support people experiencing food insecurity. A report is being developed, which will provide insights from the trial, and will be workshopped with Council.

### Northern Gateway

Council has received a grant deed from the State Government to deliver a prominent artwork on the Southern Outlet. The draft tender has been developed and is currently under review by the Cultural Advisory Committee. It is expected that the tender will be released before the end of October.

### Christmas in the City

Building upon last year's success, the Placemaking team is working with local organisations to build out the city's inventory of decorations to beautify key locations, including City Park, Riverbend Park, Civic Square, and the broader CBD.

### Seaport precinct upgrades

Council has engaged contractors to provide plans for:

- the installation of Seaport car park tree lighting
- the replacement of the Seaport sign with illuminated signage
- the installation of urban canopies on the Seaport boardwalk
- a mural to be placed on the levee wall facing the East Tamar Highway.

Officers will bring forward an agenda item to have "Seaport" formally recognised as a placename. If approved, Placenames Tasmania will assess Council's application to formally name the location so that road direction signage can be amended.

### Event Strategy

In August, the team presented an update to Council, highlighting the city's commitment to leveraging events as a key driver for economic growth, social cohesion, and brand enhancement. The strategy will be underpinned by three pillars to position Launceston as a premier destination for outstanding events, positively impacting the city's economy, community, and brand. The strategy will be organised into thematic funding categories. This approach is intended to enhance Launceston's profile as a vibrant and diverse city. The team will present a draft to Council before seeking community feedback.

### Visitor Strategy

Officers are developing this strategy using sector data, trends, and industry insights. Tourism injects over \$3.2 billion annually into the Tasmanian economy, with Launceston positioned as a key entry point for visitors exploring the state's north. This sector supports more than 37,000 jobs across Tasmania, with Launceston's thriving hospitality, accommodation, and retail industries benefiting directly from the influx of domestic and international travellers. The strategy aims to build a strong foundation for understanding, promoting, and supporting Launceston's unique visitor economy. Our vision for Launceston is to be globally valued as a connected city that warmly welcomes visitors to learn our story and engage in positive impact experiences related to our built and natural environment, gastronomy, and creativity.

### Launceston Place Brand

The Place Brand was developed to foster a strong sense of identity and pride for residents, visitors, potential employees, and investors. Recognising the need to move beyond perceptions of Launceston as a provincial town, the brand celebrates the city's unique qualities. The latest Launnie video, inspired by the Place Brand narrative, captures Launceston's essence through the eyes of its residents. The video exceeded expectations, generating significant engagement across multiple platforms, sparking widespread sharing, and increasing interaction on Launnie channels. To ensure continued brand development, responsibility is transitioning to the Communications Team.

### Event Sponsorship

The team facilitated the final round of event sponsorship for FY 2024/2025 for major and small categories for events held between 1 January - 31 July 2025. Decisions for the assessed applications were made by Council on 5 September 2024. This endorsement sees Council provide \$169,373 in sponsorship to 22 events. The team also facilitated the assessment of one application in the Special Event sponsorship program, which provides funding to irregular or one-off events that will attract local, state and interstate attendance. Council will provide \$15,000 to the Cold Climate Classic, a premier social, mixed-gender Touch Football tournament that will also host the Tasmanian Club Championships. Alongside the sporting action, this event will integrate a vibrant sports tourism experience, highlighting the finest produce and showcasing key local attractions.

### Mona Foma

The team presented a summary of the Mona Foma partnership to Council in August, following the announcement that the festival would not be continued. This festival had been sponsored by Council since 2018 and was incredibly successful, attracting over 77,000 attendees from local, state, interstate and overseas audiences, engaging over 340 businesses and creating at least 1,500 job opportunities, both temporary and permanent, in areas such as event management, logistics, hospitality and performers. The departure will leave a gap in the major cultural and arts festivals scheduled for 2025 that cater to a broad cross section of Launceston's community or that act as a drawcard event for

intrastate or interstate visitation. The team are actively collaborating with established event organisers and key stakeholders, including Events Tasmania, to attract and develop a diverse range of new events for Launceston.

#### Event Facilitation

This quarter, the team supported 15 events. Through close collaboration with event organisers and both internal and external stakeholders, we ensured the specific needs of each event were met effectively. One unique event facilitated was the Chariot Festival, hosted by the BAPS Swaminarayan Hindu Mandirs community. Originally planned for Punchbowl Reserve, concerns about the location's suitability prompted us to work closely with internal departments and the organisers to secure an alternative venue. A major event facilitated was the Launceston Running Festival 2024, which transitioned from a one-day to two-day format, involving multi-day road closures, record attendance, and international recognition. The team played a pivotal role by collaborating with organisers to provide support. Officers have revised the Event Hire Agreement to ensure it is relevant to all types of events, simplifying the process and clarifying requirements. We are also updating the Event Planning Guide, which will offer comprehensive information to assist organisers.

#### **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 General Manager have no interests to declare in this matter.

#### **ATTACHMENTS:**

Nil

**18. CREATIVE ARTS AND CULTURAL SERVICES NETWORK**

**18.1. Quarterly Report - Creative Arts and Cultural Services Network**

**FILE NO:** SF5784

**AUTHOR:** Dan McWilliams (Executive Assistant)

**APPROVER:** Shane Fitzgerald (General Manager Creative Arts and Cultural Services Network)

---

**DECISION STATEMENT:**

To receive a report about activities of the Creative Arts and Cultural Services Network between 1 July and 30 September 2024.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council receives the Queen Victoria Museum and Art Gallery (QVMAG) Quarterly Report for the period 1 July 2024 to 30 September 2024.

---

**REPORT:**

QVMAG starts the new fiscal year with significant commitment to community engagement through varied programs and events. The first Quarterly Report showcases QVMAG's role as a vital hub for engagement and creativity in northern 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 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.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. QVMAG QR July- Sept 2024 [18.1.1 - 19 pages]

---

## 19. INFRASTRUCTURE AND ASSETS NETWORK

### 19.1. Quarterly Report - Infrastructure and Assets Network

**FILE NO:** {custom-field-file-no}

**AUTHOR:** Erica Deegan (Acting General Manager Infrastructure and Assets), Sonia Smith (Acting Manager Infrastructure and Engineering), Michael Attard (Acting Manager Parks and Sustainability), Liam Seymour (Manager Building Assets and Investigations), Derek Lynch (Manager Project Design and Delivery), and Leigh Handley (Manager Operations)

**APPROVER:** Shane Eberhardt (General Manager Infrastructure and Assets Network)

---

#### **DECISION STATEMENT:**

To receive a report on activities for the Infrastructure and Assets Network between 1 July 2024 to 30 September 2024.

#### **RELEVANT LEGISLATION:**

Not applicable.

#### **RECOMMENDATION:**

That Council receives the Infrastructure and Assets Quarterly Report for the period 1 July 2024 to 30 September 2024.

---

#### **REPORT:**

The role of the Infrastructure and Assets Networks (IAN) is to maintain and develop our physical assets which is delivered across five teams, each with multiple smaller teams.

**Infrastructure and Engineering** comprises three teams:

- Infrastructure Development liaise with council's City Development Team, developers and consultants in relation to development opportunities, constraints and infrastructure requirements.
- Transport manage approximately 400 km of urban roads, 35 km of rural roads and 89 bridges.
- Water manage nearly 500 km of drainage system (including hydraulic and waterway health) and provision of drainage services within the combined drainage area, and management of flood mitigation infrastructure including levees and detention basins.

**Parks and Sustainability** comprises two teams:

- Recreation and Parks manages 258 parks, reserves and conservation areas covering 15,580 hectares, including 61 play spaces and our sporting facilities.
  - Sustainability manages the planning and compliance of our waste, recycling and organic services and organisational sustainability.
-

**Building Assets and Investigations** comprises two teams:

- Building Asset Management manage our 260 buildings.
- Investigations support our infrastructure teams with detailed investigations and compliance and condition assessments for some assets.

**Project Design and Delivery** comprises two teams:

- Design Development design our infrastructure projects.
- Project Delivery deliver our infrastructure projects.

**Operations** comprises three teams:

- City Services clean our streets and operate the Launceston Waste Centre.
- Road Services maintain our road network and manage our 67 light vehicles, 330 minor plant and 120 major plant.
- Parks Services undertake the inspection and maintenance of our 30,000 trees, maintenance of our bushland reserves, parks and recreational grounds.

**Network achievements, opportunities and challenges**

- Severe winds and river flooding occurred across the north of the State resulting in significant power losses. At the peak, City of Launceston had around 2,500 properties without power. This resulted in an organisational response led by IAN, through exercising Newstead flood levee, mitigating flash flooding as a result of power outages to drainage pumps and removal of fallen trees. Around 350 jobs were recorded during the event, resulting in around 4,500 person hours for the initial response. All jobs have been assessed and prioritised, however clean-up will likely continue until late November due to the quantity of the work and difficulty accessing parks and reserves due to the wet ground conditions. This response has pushed back routine maintenance for many crews (roads and parks predominately), and as we head into spring growth, it will become difficult to achieve the desired level of service.
  - Albert Hall construction is progressing on schedule with key activities being the commencement of the façade cladding, structural steel installation completed and extension of slab for level one meeting room to be poured. The Council endorsed (22 August 2024 meeting) hire fees and Theatre North will commence bookings for the Hall. Over the next quarter we will progress the development of the operational model for the Albert Hall, and in conjunction with Theatre North, establish the booking set up and commence taking bookings.
  - At the 5 September Council Meeting, Council confirmed their commitment to the refurbishment of the Princess Theatre and Earl Arts Centre project through adoption of the project in the Council's Long-Term Financial Plan. During the next quarter, it is expected that the development application will be submitted and an early works contractor engagement will occur.
  - NTCA master planning has progressed well this quarter, with a building massing and layout complete. The next steps in the project are to identify the appropriate procurement strategy to secure the design resource to progress this project. At the Council meeting on 19 September 2024, Council recognised Cricket North's positive contribution to the NTCA facility and approved the transition of management and maintenance of the NTCA facility to the City of Launceston. Development of the transition plan has commenced.
-

- 
- A draft capital budget was presented to the Executive Leadership Team for the 2025/26 financial year. It was also identified that the Strategic Asset Management Plan (used to inform the Long-Term Financial Plan) requires review. This review process will be undertaken in the second quarter.
  - Council officers continue to support TasWater in the delivery of the Tamar Estuary River Health Action Plan.
    - On the Ti-Tree Bend Covered Storage Project, the extensive Mass Soil Mixing works have been completed, and piling works are underway to form the foundation for the future new 10 megalitre-covered storage tank. Officers have been working with TasWater regarding the use of the Ti-Tree bend silt ponds for disposal of material from this project.
    - At the New Margaret Street Pump Station, the second sewage screen has been installed, the electrical switchboards are fully commissioned, ensuring the pump station is ready to support the new pipeline and future emergency storage tank.
    - Pressure testing has been completed for the last section of the new pipeline at Trevallyn, reinstated the ground, and laid new asphalt on the public pathways in the area so they can be fully reopened for public use soon.
    - Officers are working with TasWater around excavation in the New Margaret Street area to enable the connections to the new pipeline without impacts on the integrity of the flood levee system.
  - Council officers presented at two key Tasmanian events this quarter.
    - The Institute of Public Works Engineering Australasia's Technical Session was held in Launceston on 23 August. Officers delivered two presentations:
      - "The Wall" project – the removal of a retaining wall above the Cataract Walk.
      - Launceston's Levees and Floodplain Management.
    - The Manager of Infrastructure and Engineering was invited to participate in two events at the 2024 Planning Institute of Australia Tasmania Conference.
      - Thursday - they led a walking tour of the UTAS Inveresk Campus, focusing on flood-related considerations for the site.
      - Friday - they presented on floodplain management in Launceston and participated in a panel discussion on climate-resilient infrastructure.
  - The network remains focused on fostering collaboration among teams. Efforts are being made between Asset Owners, Project Delivery and Operations to ensure consistency and achieve optimal outcomes, with regular meetings taking place between the relevant teams to discuss challenges, optimise maintenance and prepare for projects.
  - Resourcing across the network remains a challenge. This quarter has focused on recruiting quality candidates, with five new employees starting between July and September, and another five confirmed but yet to commence. Recruitment efforts are ongoing for eight additional vacancies across the network.
-

## INFRASTRUCTURE AND ENGINEERING

### Infrastructure Development

#### Statutory Applications

Officers continued to provide advice and support to the City Development team with regard to the impact of developments on Council's existing built assets, and where necessary imposed conditions in relation to works affecting existing assets or creating new assets:

- 46 Assessment reports for DAs completed
- 41 Requests for further information made
- 3 landowners consent letters produced
- 29 road owners consent letters produced

Staff have undertaken assessment of two significant applications for rezoning of land in South Prospect as well as the rezoning and subdivision of land at Newnham. Staff are continuing to support the St Leonards Masterplan Project led by the Community and Place Network.

#### Secondary Applications

- 22 driveway crossing permits issued
- 1 stormwater connection permit issued

#### Engineering Plan Approval and Subdivision Construction

Engineering plan approval has been issued for 71 lots and preliminary earthworks for a further 53 lots being granted.

There are significant residential subdivisions under construction within the St Leonards area and industrial subdivision at Waverley. Residential subdivisions in Rocherlea, Kings Meadows and St Leonards and industrial subdivisions in Newnham and Youngtown have recently been completed.

### Transport

- Comprehensive tri-annual asset revaluation is currently underway for all roads assets including roads, bridges, furniture and streetlights. This revaluation assists in the successful budgetary modelling and forecasting.
- Westbury Road Landslip - This known landslip is being comprehensively reviewed to ensure the site is being managed effectively now and into the future in line with contemporary engineering processes.
- The team are working to achieve the best outcomes for the road network within the South Launceston Health Precinct, with consideration of the proposed Launceston General Hospital upgrades and other developments within the broader area.
- Officers are supporting the CEOs office with the delivery of the George Street Parklet (Dining Decks) project.

- Progress has continued for the delivery of two key policies during the quarter.
  - The Road, Parks and Public Reserves Occupation Policy and guidelines, including changes to the fee structure, was discussed at the Council workshop on the 15 August. Documentation was then finalised during the quarter for presentation to the Council meeting on the 3 October.
  - The Residential Parking Policy review project was discussed at Council workshop on 15 August. The project team have been considering options for implementation. As the aforementioned policy has now been finalised, efforts of the team will now shift to the revision of the Residential Parking Policy.

#### Capital Maintenance Program

This financial year represents the largest capital maintenance program in recent history. The focus for the Transport Team this quarter has been:

- Finalisation of scope and designs, including pavement design for the road reconstruction program. Projects this year is reconstruction of significant sites; notably Cavalry Road and Johnston Road, to ensure strategic links are maintained for the future.
- The annual bridge maintenance program has been released and includes structural refurbishments ensuring existing bridges can remain operational long into the future while ensuring asset costs are minimised. Key bridges are receiving scour protection improvements to increase the resilience of our road network to extreme weather events.
- Officers are working with the Department of State Growth (DSG) around the ongoing structural management of Kings Bridge and how best DSG can ensure the heritage structure is effectively managed into the future.
- Road Safety upgrades for Trevallyn Road are in final planning stage, including resurfacing with high friction asphalt.

#### Road Safety and Amenity Improvements

The team continues to progress road safety and amenity improvements, these projects are primarily funded, or co-funded, through grant programs:

- Lilydale and Golconda Road Safety Improvement Program - this project is funded through the Local Roads and Community Infrastructure Program (\$716,184) and the Safer Rural Roads Program (\$200,000). A safety audit has been completed and work is being prioritised and scoped in accordance with the audit. This will include significant new and upgraded guard rail.
  - Council officers are also working with Dorset Council to finalise a Memorandum of Understanding recognising the network importance of the Lilydale and Golconda Road corridor. This can then be considered for future funding opportunities to upgrade the corridor and improve the poor network safety rating.
  - Completion of Road Safety Upgrades in Mulgrave Street. The installation of kerb outstands and traffic islands at two intersections will improve traffic, cycling and pedestrian safety. This project is funded through the Black Spot program (\$124,000).
-

- Forster Street Cycleway - The tender for the Invermay Cycleway along Forster Street (Kings Wharf to Goderich Street) - was awarded during the quarter. This project is funded through the Better Active Transport in Tasmania grant program (\$260,000).
- Funding has been received from the Tasmanian Government to upgrade 40 bus stops within Launceston as part of the all-access, all-weather bus stop upgrade program. Minor works are underway at many locations, with designs currently being finalised for the sites requiring new shelters and other civil works.

## **Water**

- Resourcing - Water Team experienced significant change in the past six months, with three out of four staff onboarded during this period. Subsequently, the focus for the past quarter has been ensuring alignment between team members and upskilling to ensure timely and effective delivery of council initiatives and requirements.
- The environmental risk and sustainability module was released through the mylearning platform during in the first half of the year. A key aspect of this project, driven by the Environmental Scientist, included the development of a way to report environmental incidents through the customer service centre. A total of ten environmental incidents were received during the quarter, an increase in four from the previous quarter.
- Flood mitigation strategy - the scope for the flood mitigation strategy is being finalised and will be presented to Council meeting later in October.
- Annual dam inspections have been completed at the majority of stormwater detention basins during the quarter with any defects being documented and prioritised.
- Comprehensive levee inspections, conducted every five years, were completed in the final week of June. This quarter, the data is being finalised into the required report for the regulator and prioritised into a work program for the coming years.
- Construction to repair damage to the City Levee, caused by adjacent works, was completed by contractors on behalf of the University of Tasmania in July. Officers continue to monitor grass establishment in this section.
- Comprehensive tri-annual asset revaluation is currently underway for all stormwater assets within the public network and the flood protection system. This revaluation assists in the successful budgetary modelling and forecasting.
- Council officers have been collaborating with landowners affected by the Prospect Flood Alleviation Project, making adjustments to the concept design to address their concerns while maintaining the project's core requirements. The detailed design phase has now begun.

- The project to enhance dam safety at the Parklands Parade Detention Basin through spillway modifications has been progressing this quarter, with an options analysis underway. The project entails complex on-site considerations and the integration of approved developments in the area. Various options are being evaluated to improve safety while ensuring stormwater management requirements are met.

## **2. PARKS AND SUSTAINABILITY**

### **Recreation and Parks**

#### Urban Greening

The team is progressing the Urban Greening Strategy and for the quarter July to September 2024, has achieved the following:

- Newnham Reserve Bikeway Plantings (including collaboration with 5 school groups)
  - 15 advanced trees
  - 14025 native tube stock
- Tenzing Park Landscaping
  - 500 native tube stock
  - Planted as part of a team exercise
- Urban Greening Precinct Plan Engagement - Mayfield (27 May 2024)
  - Consisted of a week-long series of sessions at Mayfield Mulaytina Child and Family Centre. The team targeted three classes of school children from years 3 and 4 in one-hour sessions each (75 children total).
- Recreation
  - Pump Track project located near the North Esk Boathouse on the west side of the flood levee is progressing with tender awarded and preliminary development applications approved.
  - Royal Park Skate Park project is in progress - currently working through final design and engineering
  - Hoblers Bridge Netball Centre upgrades - finalising geotechnical consideration in readiness for tender to be issued.
- Parks
  - 'We Go Swing' was installed at Riverbend Park and officially launched 1 September 2024 in conjunction with 'Just like Jack' who funded the swing.
  - Home Point pontoon renewal project, along with the Sea Scout pontoon repair, is currently being delivered.
  - Replaced 10 public barbecues at end of life, as identified by condition temperature audit.
  - Replaced catenary lighting in Civic Square and introduced new lighting control for RGB lighting City-wide.



## **Sustainability**

- A new Veolia recycling facility has opened at Spreyton. This facility allows for the current City of Launceston contractor, Veolia, to accept kerbside recycling which is approximately 6,000 tonnes per year. This represents a significant saving of \$100/tonne for recycling compared to the older recycling facilities gate fee.
- An alternative daily cover machine is being implemented. This allows for the landfill face to be sprayed with a mixture of cellulose, fibre and water which sets hard in a 4mm thickness, reduces windblown litter and aids with containing potentially contaminated material. This approach, when compared to the old approach of covering the face with 300mm of material, will represent a significant saving of landfill space over time.
- The landfill wall slip was investigated and no damage to the liner was found. The cover on the wall has been incorporated and the cell is operational.
- The Launceston Repair Cafe is held monthly at the Pilgrim Church Hall. To date, 186 items have been repaired, representing 876kg diverted from landfill. The team support and co-ordinate 35 active volunteers. The September 2024 event had the best numbers to date, indicating awareness of the Launceston Repair Cafe is increasing.
- City of Launceston's carbon emissions profile for 2024 is nearing completion and indicating a significant reduction in carbon emissions compared to previous years. Early calculations showing an estimated 35% reduction due to increased efficiency in landfill gas capture that the team have been driving.
- Community carbon emissions work has commenced, and a science-based carbon target is being developed for the City of Launceston.
- Lithium-ion safe battery storage boxes have been sourced and delivered to transfer station; awaiting same for Town Hall.
- Annual reporting has been lodged to the EPA for the Launceston Waste Centre landfill, organics processing facility and National Pollutant Inventory (NPI).
- Household hazardous chemical collection took place at the Launceston Waste Centre in July 2024, and we have recently completed an audit of organics loads for contamination types and percentages so we can use this data to help with education and operations.
- Site visit at the Organics Processing Facility held for 20 UTAS soil science students.
- A City of Launceston response to the Tasmanian Government's Phasing Out Single Use Plastics Discussion Paper was submitted.

### 3. BUILDING ASSETS AND INVESTIGATIONS

#### Investigations

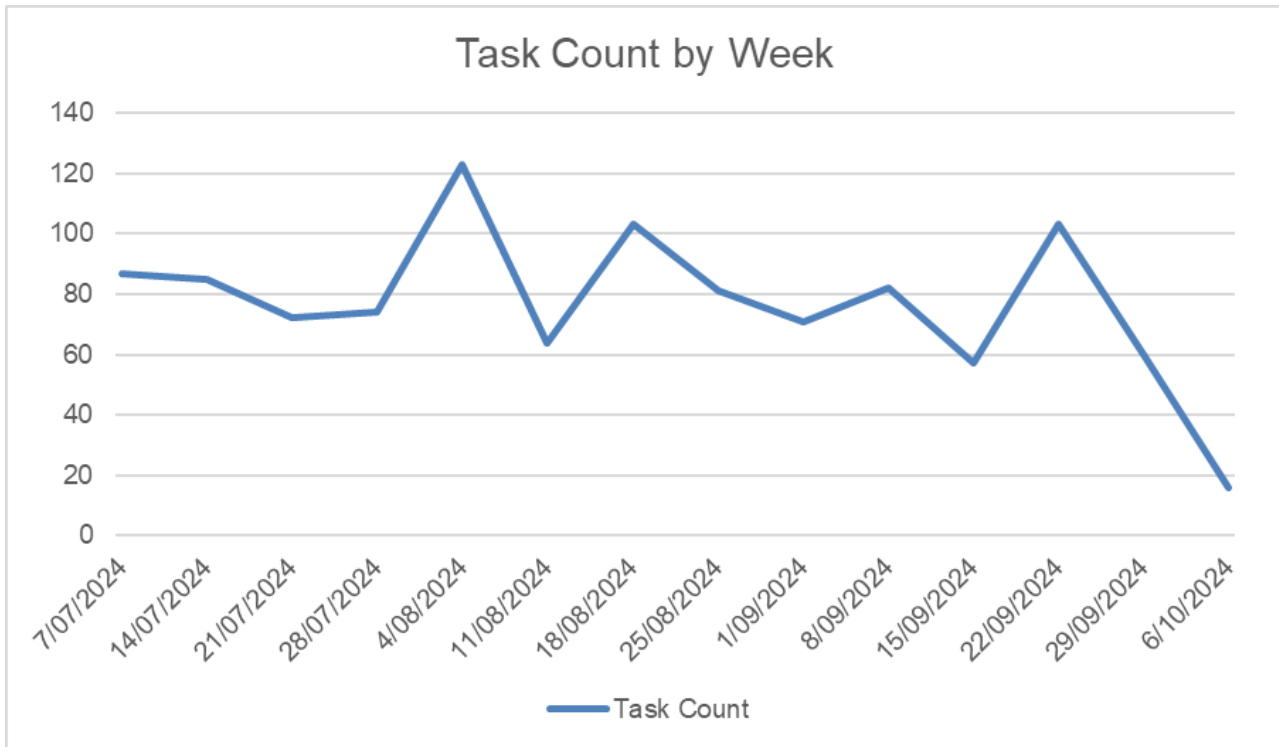
- With the upcoming closure of the 3G network, it was identified that our monitored sites will lose communication with the security monitoring provider. While upgrading the diallers to 4G, an opportunity was identified to switch monitoring providers, allowing us to streamline the process and reduce costs.

#### Building Asset Management

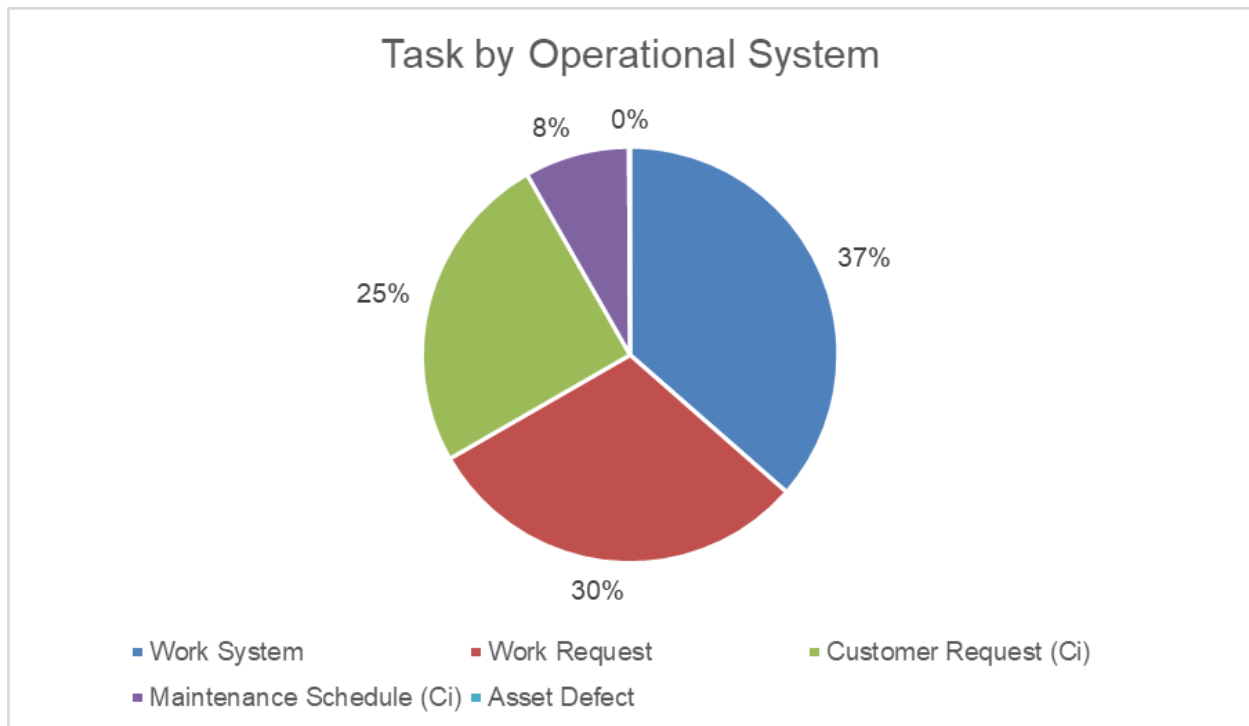
- 17 Building Condition Assessments have been completed this quarter.
- John Hart Conservatory Tender for significant restoration works has been finalised, to be advertised on the 12<sup>th</sup> of October.
- Officers are working closely with the Dogs Home of Tasmania to rectify challenges with site fencing and dog exercise areas. Solutions are complex and we are working in partnership to find a solution that is sustainable for both parties.
- Works are progressing with the construction of the Town Hall Main Switch Board with installation due to be undertaken over the Christmas and New Year period.
- The tender for the CBD Toilet cleaning is being finalised, to be released in the next quarter.
- Many operational projects have commenced or been completed, including:
  - Remediation of significant roof leaks at Remount Road Depot
  - Remedial works are currently underway for the heritage-listed City Park Rotunda after a condition assessment identified the flooring to be in poor condition.
  - A Temporary Occupancy Permit has been obtained to facilitate the efficient installation of the Christmas tree in early December.
  - Access hatches were installed at QVMAG Royal Park to enable low-voltage rescue during ongoing maintenance of the sliding doors and other electrical equipment at the Royal Park Art Gallery.
- Internal floor plans of the Town Hall-Annexe have been created to assist with onboarding new staff and to help existing staff easily locate relevant officers and meeting rooms.
- Officers are reviewing and updating systems/processes to ensure workflow is consistent across the financial year

#### Building Assets and Investigations Work Requests

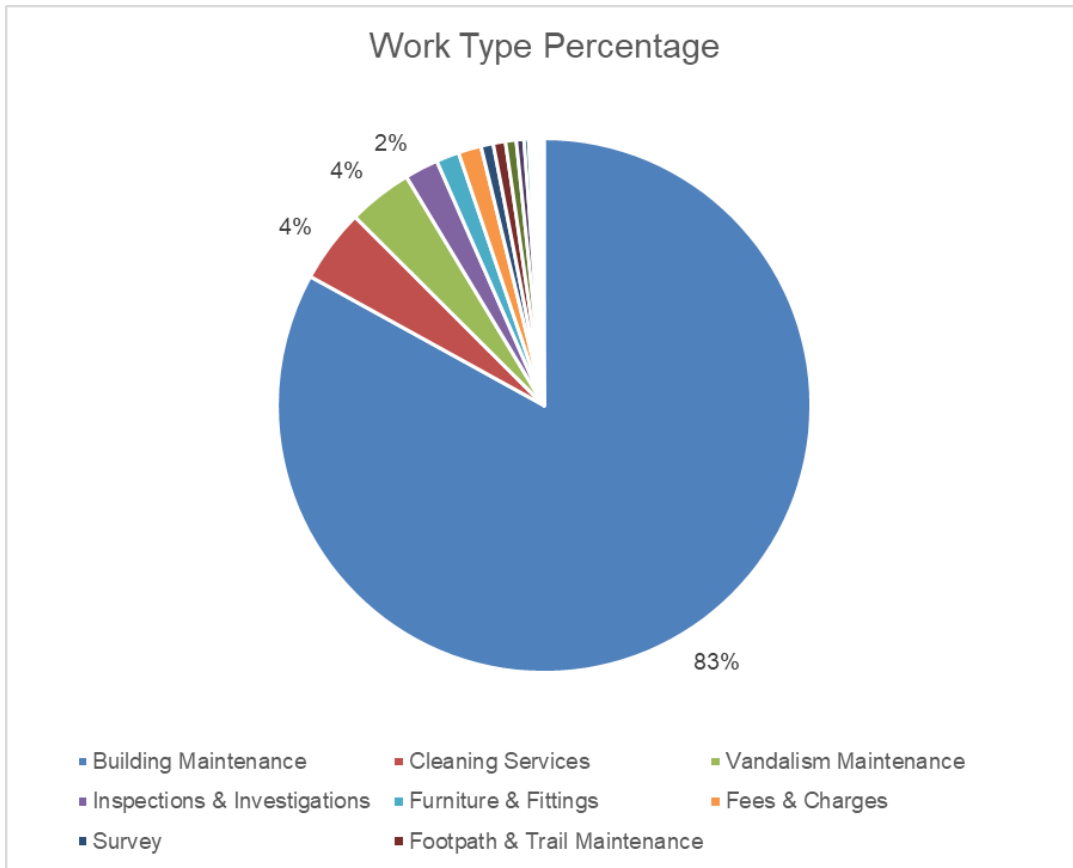
All data shown following has been sourced from Tech One for the third quarter 2024 for the Building Assets and Investigations team.



A total of 1,078 operational tasks have been actioned in Tech One by the Building Assets and Investigations team in the third quarter of 2024. The previous chart shows the number of tasks actioned over each week of the quarter.



Tasks are generated through a variety of operational systems: Work System (393), Maintenance Schedules (90) Asset Defect (1), Work Request (326) and Customer Requests (270).



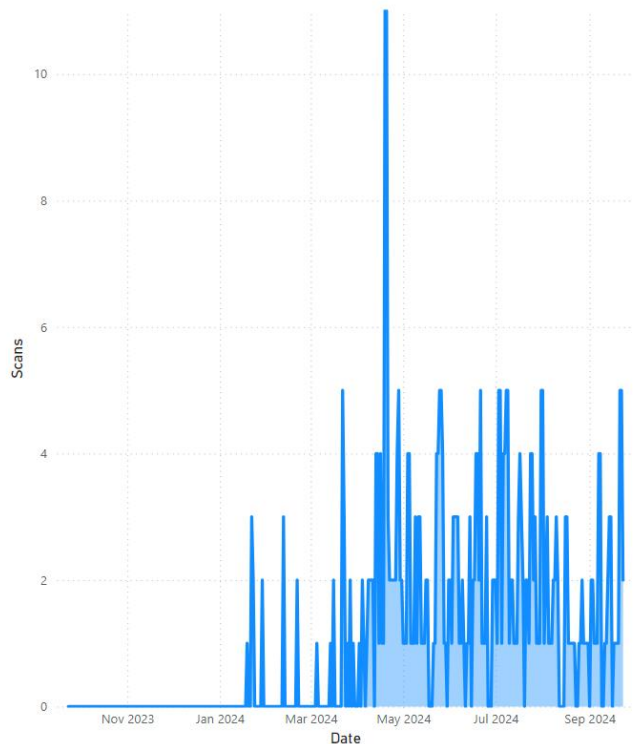
Building Maintenance makes up approximately 84% of BA&I Work Type, with Cleaning Services and Vandalism Maintenance making up another 4% each.

### Report an Issue - Number of Scans

The destination URL is: <https://www.launceston.tas.gov.au/Contact/Report-an-Issue>  
Last updated 23 September 2024

**378**

Total number of QR code scans



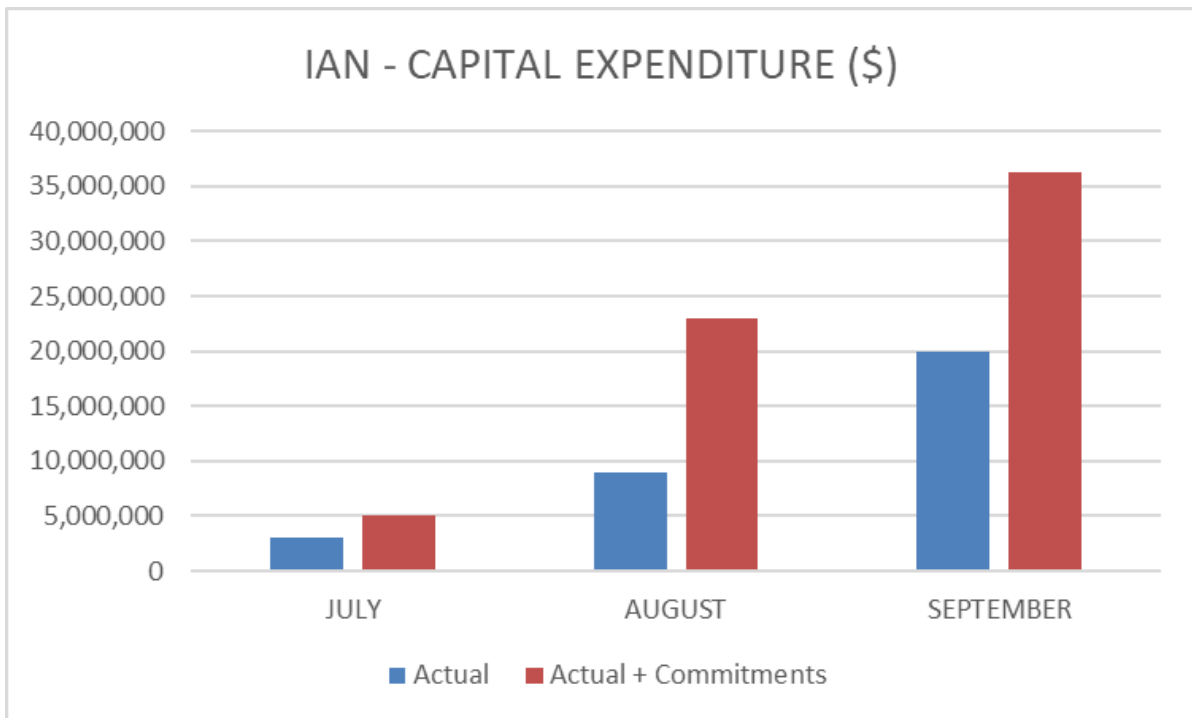
Report an Issue QR Code Scans over time since being introduced in February 2024.

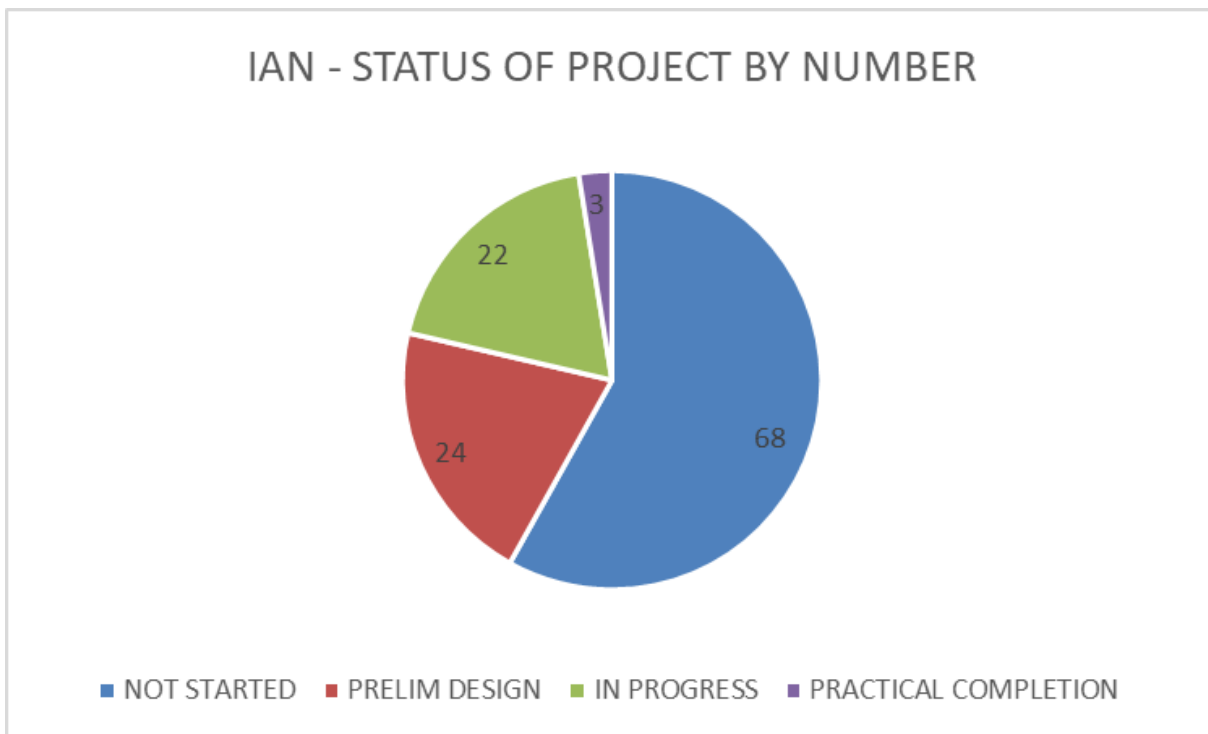
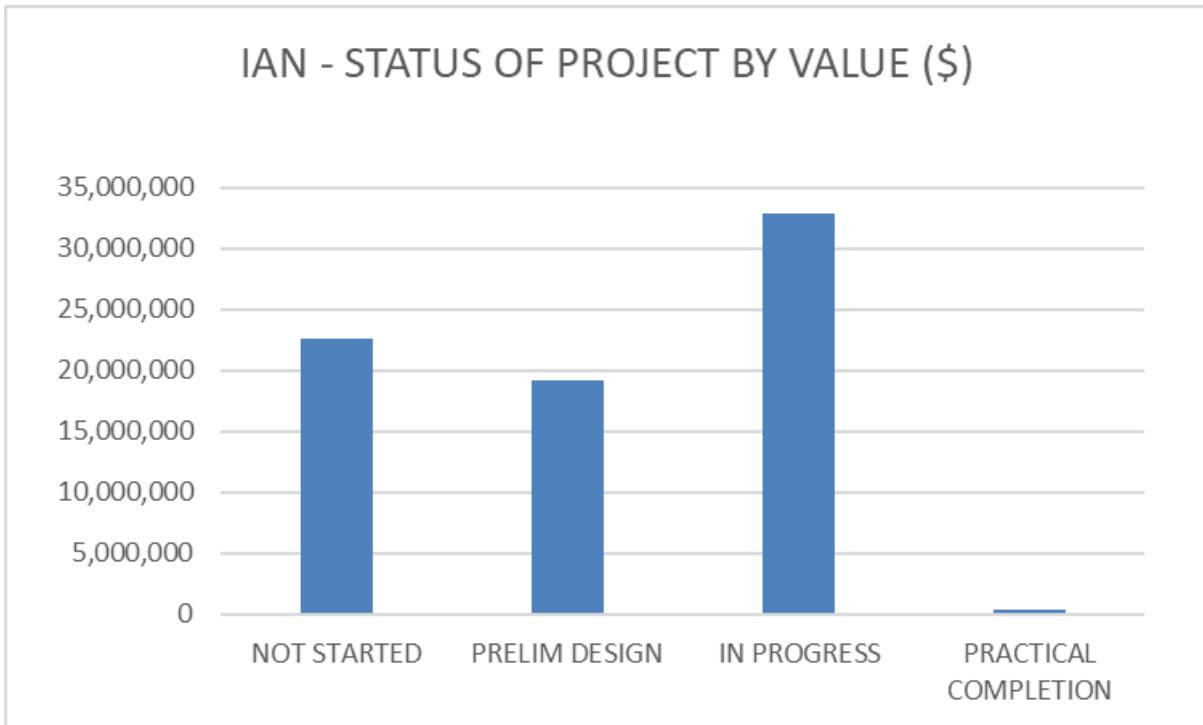
**5. PROJECT DESIGN AND DELIVERY**

The Infrastructure and Assets Network (IAN) Capital Expenditure Report detailed below includes project expenditure from the following teams:

- Infrastructure and Engineering
- Building Assets and Investigations
- Project Design and Delivery
- Parks and Sustainability
- Operations - Fleet replacement and sales

Attachment 1 provides a summary of the status of key projects as at 30 September 2024.



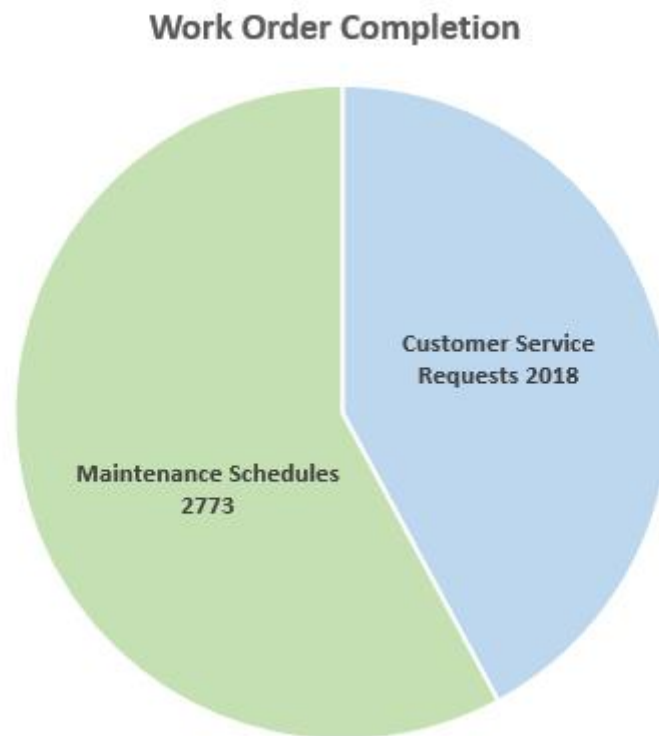


## 6. OPERATIONS

### Work Order Completion

The Operations team within the Infrastructure and Assets Network provides a level of service to the community in roads and drainage, parks and open space, waste management, both locally and a regional facility, as well as maintaining our building assets to preserve their life to their full extent. The department consists of 125 staff and 19 million dollars of plant and equipment to provide this service to industry best practice.

Throughout the first quarter of the fiscal year, the Operations team has been busy undertaking maintenance schedules in preparedness for the active Spring / Summer period. From the 1 July to 30 September 2024, the Operations team completed 4,791 work orders as shown following in programmed and customer reactive works.



During August/September, a severe weather event occurred causing mass destruction throughout our streetscapes, parks and reserves, resulting in a whole of operations incident response over a fortnight and ongoing unplanned works throughout the following months.

The Operations team responded to over 300 Customer Service Requests within the first 48-hour period, keeping the community safe and our carriageways functional.



### City Services

The City Services Team cleans and sanitises the city each day of the year consisting of street sweeping, removal of public waste as well as collection at our regional waste facility.

In addition to our business-as-usual activities, throughout the previous quarter, the Operations teams removed:

- 387 tonnes of illegal litter dumping throughout the urban area.
- The Waste Centre equally accounted for waste management with 23,224 visits and 26,600 tonnes of waste received within the last quarter.
- 22 graffiti sites requiring specialised cleaning. This is in addition to daily graffiti removal by hand.
- 27 abandoned sleeping rough sites recovered and returned for public use.

### Park Services

The Park Services team services a diverse range of open space from ornamental landscapes, signature parks and garden displays, sports fields and natural bushland for community usage. In addition to the general servicing routine, through the previous quarter, Park Services also delivered;

- 427 street trees planted in suburban nature strips
- 4500 native trees planted in CoL bushland reserves
- Renovation of garden beds throughout the Municipality and preparation for spring
- John Hart Conservatory display has been changed over and reopened
- Sporting ovals maintained to facilitate winter sports and preparation for renovations (including the newly adopted Northern Tasmania Cricket Association (NTCA) facility).
- Tree Pest and disease (Elm Leaf Beetle injections) maintenance completed.
- Tree inspection and preventative maintenance performed throughout the urban areas.



## Road Services

The Road Services team is responsible for the ongoing maintenance and operation of council roads and drainage infrastructure to relevant industry standards and guidelines to ensure its statutory and risk management obligations are met. In addition to this service requirement, throughout the previous quarter, Road Services have been delivering the winter programmed and project works which entails:

- Rural Roads inspections and maintenance conducted with 45 completed this quarter.
- Rural roads grading schedule on track. 34 roads completed this quarter, totalling 134 km re-sheeted and graded.
- Annual flood gate inspections and maintenance completed throughout July to August.
- Bus stop upgrades incorporating 31 tactile and sign upgrades commenced - Phase 1 completed this quarter, delivering 9 bus stops. Planning underway for Phase 2 commencing October to deliver 18 in total.
- Preparations are underway for the annual fuel reduction / fire prevention roadside slashing that will commence in October.

## Fleet Services

Fleet Services is responsible for the maintenance, renewal and replacement of the Council managed fleet. Throughout the July – September period, the fleet renewal / replacement program tendered;

- \$1.6 million in heavy plant and \$100k in light vehicles to reduce maintenance costs to ensure improved efficiency and enhanced safety and environmental benefits, as well as technical advancements creating operational flexibility. This also maintains brand image and operator satisfaction, associated with professionalism and reliability of our service.
- Programmed expenditure for the next quarter is forecasted at \$240k for major plant and \$155k for light vehicles.

## 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 General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. ATTACHMENT 1 - IAN Project Update - September 2024 [**19.1.1** - 3 pages]

**20. ORGANISATIONAL SERVICES NETWORK**

**20.1. Proposed amendments to Sealed Plan 164783 - 62 Parklands Parade, Newnham**

**FILE NO:** SF7610

**AUTHOR:** Duncan Campbell (Team Leader Legal Services)

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

**DECISION STATEMENT:**

To consider initiating the notification process to allow consideration of the amendment of Sealed Plan 164783.

**RELEVANT LEGISLATION:**

*Local Government (Building and Miscellaneous Provisions) Act 1993 (Tas)*  
*Local Government Act 1993 (Tas)*

**PREVIOUS COUNCIL CONSIDERATION:**

Workshop - 9 May 2024 – Proposed Removal of Restrictive Covenants at 62 Parklands Parade, Newnham

**RECOMMENDATION:**

That Council:

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 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:*

[remainder of paragraph to remain unchanged]

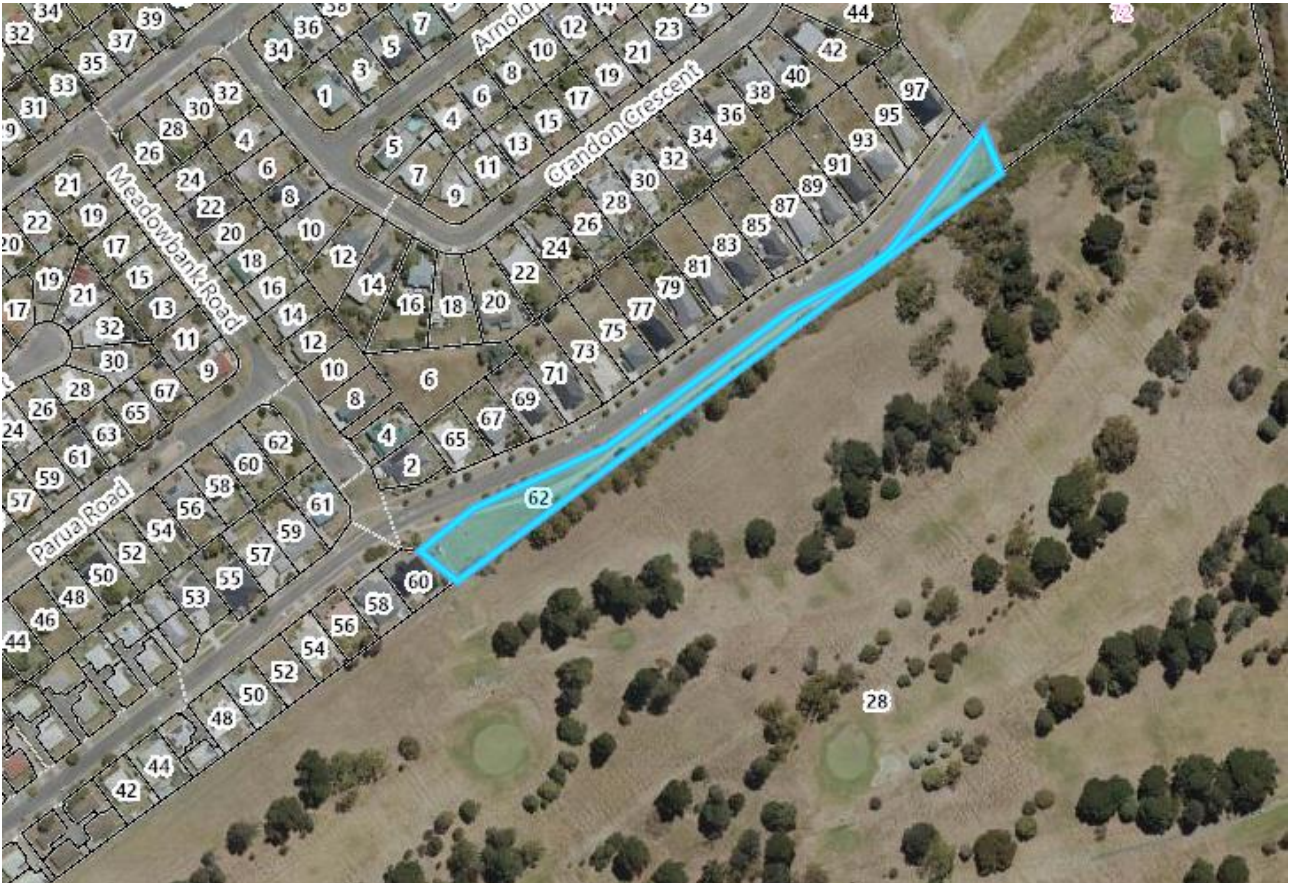
2. requests the Chief Executive Officer to give notice of the proposed amendment to all relevant people, as required by section 103(2) of the *Local Government (Building and Miscellaneous Provisions Act) 1993 (Tas)*.
-

- 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).

---

**REPORT:**

62 Parklands Parade, Newnham is a Council-owned public park to the south-east of Parklands Parade itself and is listed as Lot 903 on Sealed Plan 164783 (Sealed Plan).



The Council has been approached by developers associated with the Mowbray Golf Club, with a request that the Council removes a restrictive covenant from 62 Parklands Parade.

In the event that the covenant is removed, the developer would then be in a position to approach the Council to request the creation of a public road over part of the land, an indicative location of which is set out as Lot 2 below. The applicable processes of subdivision and public highway dedication each require separate decisions of Council.





Summary of the Recommendations under consideration

The item under consideration relates only to commencing the process of amending the Sealed Plan by Council on its own motion to remove the covenant. Any decision to remove the covenant will require a subsequent decision of Council. During that process, any persons entitled under section 103 of the *Local Government (Building & Miscellaneous Provisions) Act 1993* (the Act) to be heard in support of, or in opposition to, the proposed amendment will be given the opportunity to be heard at a hearing.

The nature of the restrictive covenants

Each of the Lots on the Sealed Plan, other than Lot 902, are subject to restrictive covenants set out in the applicable Schedule of Easements, including the restrictions described at paragraph 2.4. The covenants apply to all Lots, including Lot 901 which is the road lot known as Parklands Parade, and Lot 903 which is the public park in question. The Schedule of Easements are provided at Attachment 1.

Paragraph 2.4(b) prevents subdivision. Other restrictions set out at paragraph 2.4 relate to restrictions on the construction of buildings, fences and other structures, advertising and the creation of nuisance from businesses, and the storage and use of vehicles. Many of those uses and activities are otherwise regulated by legislation, and in any event have little, if any, proper application to a publicly owned park.

Compliance with restrictive covenants is a private legal matter for the owners of Lots on the Sealed Plan, distinct from any regulatory and planning powers vested in the Council.

### History of the covenants

The Sealed Plan was created as a result of DA0630/2009.

The Council has a limited ability to restrict the imposition of covenants through the subdivision process, and any such decision to do so must be considered on a case-by-case basis.

The imposition of restrictive covenants is therefore primarily a matter for the landowner. In this instance, the Council allowed the restrictive covenants in question.

At the time of the sealing of the plan, the Council was not the owner of Lot 903. It therefore lacked the ability as landowner to resist the imposition of restrictive covenants. In retrospect, the Council could have sought to insist that Lot 903 was provided to it unencumbered, given the nature of the covenants imposed were such that they were clearly designed to restrict use on residential developments rather than Public Open Space. However, that did not occur.

### Applicable legislation - commencement

The Act sets out the applicable law in relation to amending a sealed plan.

Section 103(1)(a)(i) of the Act provides that the Council can amend a sealed plan of its own motion. It may do so to bring a sealed plan into conformity with changes in the rights and duties of land owners made under a statutory power (e.g. where a public highway dedication is made over land), or for a broader purpose: section 103(1)(a)(i) and 103(3) of the Act.

In this instance, reliance is placed upon the broad power of the Council as an owner of a Lot on the Sealed Plan. The decision to seek to amend the plan is discretionary.

### Commencement of process and third-party information

The proposed amendment was previously intended to be considered by Council on 5 September 2024.

On 2 September 2024, a decision was made to withdraw the item from the Agenda to that Meeting, to allow further information to be gathered. That information was required to be able to properly consider concerns raised by third parties that they had not been given sufficient time to respond to the matters raised in the report accompanying the item.

That information has now been obtained. Council officers are of the view that, in the interests of maintaining procedural fairness, they should refrain from offering a merits-based assessment of the approaches made by third parties.

Any member of the public is entitled to speak to this item, in order to explain their concern with or support for the Recommendations. This will provide Councillors with the information necessary to decide to commence the process, or abandon it. This must be distinguished from the process of considering the merits of the amendment, in the event Council determine to initiate the amendment. At that point in time the category of persons entitled to be heard is clearly defined and limited by legislation and will not allow all persons a right to be heard. Further details are below.

Applicable legislation - notifications and objections

Notification of the proposed amendment will be provided to relevant parties as required by section 103(2) of the Act. Relevant parties have been identified as the owners of each Lot on the Plan (excepting Lot 902), together with applicable mortgagees.

Relevant parties will be provided with 28 days in which to contact the Council and ask to be heard either in support of, or in objection to, the proposal. Those persons requesting to be heard are entitled to make submissions as part of the hearing process.

Participation in the hearing process is only available to those relevant parties with an estate or interest at law affected by the proposed amendment: section 103(4) of the Act. The hearing process does not give nearby neighbours a right to be heard, even if they feel they may be affected by virtue of proximity, unless they own a Lot within the Sealed Plan. Contrasting with notification requirements under the *Land Use Planning and Approvals Act 1993* (Tas), there is not a general public right to make a representation or object.

Consultation with objectors

As part of the notification process, persons entitled to be heard will be able to obtain further information from the Council.

There is no legislative requirement for the Council to connect persons entitled to be heard with third parties, such as the developer associated with the Mowbray Golf Club, or others.

The future plans of that developer, and any information they may provide to a person entitled to be heard, do not and cannot require Council to approve the amendments after the relevant notification process. The developer is not an agent of, and does not otherwise represent or speak for, the Council.

Decision making

If no person asks to be heard in opposition to the proposal, Council is entitled to cause the amendments to be made. The matter would be put back before Council for a decision to proceed with the proposed amendment, or to abandon it.

If a person asks to be heard, a hearing is required: section 104(2) of the Act. If all persons entitled to be heard withdraw their submissions, the matter can proceed as if no responses were received.

Hearing

In the event that a hearing is required, the Council will give notice of that hearing to affected parties (being affected parties in the limited legal sense, who are entitled to be heard under the Act) and provide an opportunity for them to make written submissions. Written submissions will be distributed to the parties to the hearing.

At the hearing itself, persons entitled to be heard will be provided with an opportunity to provide verbal submissions. The Council will consider relevant privacy and confidentiality considerations, in determining whether the hearing will occur in Open or Closed Session.

At or following the conclusion of the hearing, Council will make a decision on whether the amendment will be made.

Limitations of any decision to proceed with notification

It is important to highlight that the initiation of notice of the proposed amendment does not influence Council's obligations in respect of future decision making.

This includes the actual decision whether to cause the amendments to be made. It also includes any further decisions that could be required to facilitate the construction of a road over the land at a future date. Each of those decisions must be considered on their merits.

Any decisions of Council as Planning Authority are similarly separate processes, to be considered following receipt of relevant applications under the *Land Use Planning and Approvals Act 1993* (Tas).

Other important considerations

Amendments to sealed plans are typically the result of a petition from a private owner of land in the municipality. The present case presents a unique set of circumstances, in that if the Recommendations are supported, Council will be both instigating the notice process and also determining whether the amendment itself will be made.

The Council must ensure that procedural fairness is maintained throughout the process. This includes the need to ensure that affected parties are aware of, and have the ability to respond to, all relevant evidence upon which Council is to rely in its decision-making process.

Given the potential for conflict between the role of community advocate, and the role of impartial decision maker, Councillors are urged to refer enquiries and concerns to the Council's staff for further explanation and assistance.

Costs

The developer is not being asked to cover the Council's costs in respect of the process of amending the Sealed Plan.

Given the novel nature of the request from the developer, the Council does not have an established fee for the work involved. Whilst section 205 of the *Local Government Act 1993* (Tas) does provide Council with the power to set fees in respect of such work, it could give rise to a perception of bias. Such a perception should be avoided.

In the event that the Council is subsequently approached to purchase or develop the land for the purpose of a road, it would be open to the Council to give further consideration to recovering costs it has incurred in removing the relevant covenants.

**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:**

The budget adjustment consideration of this item has been approved by the General Manager Organisational Services Network.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. Schedule Of Easements-164783-903 [20.1.1 - 6 pages]

## 20.2. Recording and Streaming of Meetings Policy

**FILE NO:** SF4135

**AUTHOR:** Matt Morgan (Acting Manager Governance)

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

### **DECISION STATEMENT:**

To consider the Video and Audio Streaming of Meetings Policy (14-Plx-017).

### **RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

*Local Government (Meeting Procedures) Regulations 2015*

### **RECOMMENDATION:**

That Council:

1. approves 14-Plx-017 Video and Audio Streaming of Meetings Policy (ECM Doc Set Id 51354200) as follows:

## ***Video and Audio Streaming of Meetings Policy***

### ***PURPOSE***

Pursuant to regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*, Council may determine to make an audio recording of a meeting.

Pursuant to regulation 37 of *Local Government (Meeting Procedures) Regulations 2015*, Council may determine any other procedures relating to meetings it considers appropriate.

This policy provides for the audio and video recording of Council Meetings, Annual General Meetings and Public Meetings, and for the live streaming of Council Meetings and Annual General Meetings, pursuant to regulations 33 and 37 respectively.

### ***SCOPE***

In respect to audio and video recordings of meetings, this policy applies to the open sessions of ordinary and special Council meetings, Annual General Meetings of the City of Launceston, and public meetings convened under sections 59 or 60F of the *Local Government Act 1993 (Tas)* (the Act). It does not apply to special committees or Council committees.

In respect of live streaming of meetings, this policy applies to the open sessions of ordinary and special Council meetings, Annual General Meetings of the City of Launceston, and public meetings convened under sections 59 or 60F of the Act when these meetings are held in the Council Chambers.

---

## **POLICY**

### **Recording and streaming of meetings**

Audio and video of the following meetings is recorded -

- open sessions of ordinary Council meetings
- open sessions of special Council meetings
- the Annual General Meeting of the City of Launceston
- public meetings convened under sections 59 or 60F of the Act

Any part of a meeting held in closed session is not recorded. Transcripts of audio recordings are not routinely prepared.

People may listen to, and view recordings stored on the Council's meeting stream channel on YouTube, accessed via [www.launceston.tas.gov.au](http://www.launceston.tas.gov.au). Council can provide a copy of recordings on receipt of a request in writing and payment of a fee.

Audio Recordings are retained for a minimum of six (6) months, as required by section 33(2)(a) of the Act.

### **Live streaming of 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.

A decision around the live streaming of meetings not held in the Council Chambers will be made by the Chief Executive Officer (CEO) on a case-by-case basis.

### **Technical Difficulties**

There may be situations where, due to technical difficulties a live stream may not be available. Whilst every effort will be made to ensure the live streaming and website are up and running smoothly, Council takes no responsibility for and cannot be held liable for, the live streaming or Council website being temporarily unavailable due to technical issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.

### **Production**

Images of attendees, including any minors, may be captured incidentally in meeting footage. By attending the meeting, consent is taken to be given by those individuals (or their legal guardians if applicable), to such an incidental image capture.

### **Identified Risks and Mitigation Action**

Public Council meetings are an open forum of statements, questions and answers. Occasionally, comments could be made which may be regarded as offensive, defamatory, or contrary to law.

Local Government decision making, unlike State and Federal Government, does not afford Councillors the benefit of parliamentary privilege and hence, all associated laws apply. Councillors and Officers Liability Insurance will be maintained by Council to provide protection for Councillors and Officers against litigation arising from unintentional defamation, liable and slander.

It should be noted that no protection is afforded to the public for comments made during meetings, which are subsequently challenged in a court of law and determined to be defamatory or slanderous. Whilst Council may not be liable for any defamatory comments made by an individual at a meeting, it may, however, be liable if it publishes that material; albeit inadvertently.

Accordingly, following any public council meeting the CEO has discretion to direct the removal of all or part of any video and/or audio recording which is considered inappropriate to be published. Material considered as inappropriate may include, but is not limited to:

- Defamation
- Infringement of Copyright
- Breach of Privacy / Disclosure of Personal Information
- Offensive Behaviour including Discrimination
- Vilification or Inciting Hatred
- Confidential or Privileged Council Information

In making this determination, the CEO may seek independent legal advice.

### **Privacy and Defamation**

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

The opinions or statements made during the course of the meeting are those of the particular individuals, and not necessarily the opinions or statements of Council. Council does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming and video recording of the Council meetings.

Council does not accept any responsibility for the comments made or information provided during Council meetings and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate or free from error.

## **PRINCIPLES**

Council's Organisational Values apply to all activities.



**Our people  
matter**



**We care about  
our community**



**We bring an  
open mind**



**We go home  
safe and well**

## **RELATED POLICIES & PROCEDURES**

14-Fmx-009 Request for Council Meeting Audio Recording

## **RELATED LEGISLATION**

*Local Government Act 1993 (Tas)*

*Local Government (Meeting Procedures) Regulations 2015*

## **REFERENCES**

Not applicable

## **DEFINITIONS**

Streaming - the transmission of data (e.g. video or audio) over the internet in a steady, continuous flow

## **REVIEW**

This policy will be reviewed every four (4) years, after each Council election or more frequently, if dictated by operational demands and with Council's approval.

2. should Recommendation 1 be adopted, approves that 14-Plx-008 Audio Recording and Streaming of Meetings Policy (ECM Doc Set Id 299074) be made redundant.

---

## **REPORT:**

Pursuant to regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015*, Council may determine to make an audio recording of a meeting.

Pursuant to regulation 37 of the *Local Government (Meeting Procedures) Regulations 2015*, Council may determine any other procedures relating to meetings it considers appropriate.

This policy provides for the audio and video recording of Council Meetings, Annual General Meetings and Public Meetings, and for the live audio streaming of Council Meetings and Annual General Meetings, pursuant to regulations 33 and 37 respectively.

Due to the previous policy having not been updated for a significant period, it was deemed necessary to write a new policy. 14-Plx-008 Audio Recording and Streaming of Meetings Policy (ECM Doc Set Id 299074) has been included as Attachment 1.

**RISK IMPLICATIONS:**

Considerations have been taken into account to disclose to those attending the meetings that their image may be live streamed or published. A Written Venue Disclaimer, Oral Disclaimer and Website Disclaimer will be made available prior to the commencement of the meeting.

**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 General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. Proposed Redundancy 14- Plx-008 Audio Recording and Streaming of Meetings Policy [20.2.1 - 3 pages]

---

### 20.3. Quarterly Report - Organisational Services Network

**FILE NO:** SF0927

**AUTHOR:** Louise Foster (General Manager Organisational Services Network), Nathan Willaims (Chief Financial Officer), Samuel Kelty (Manager Finance), Matt Gray (Manager Information and Technology Services), Matt Morgan (Acting Manager Governance), Roxanne Chugg (Manager People and Culture) and Sarah McRobbie (Manager Innovation and Performance)

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

#### **DECISION STATEMENT:**

To receive a report about activities of the Organisational Services Network between 1 July and 30 September 2024.

#### **RELEVANT LEGISLATION:**

Not Applicable.

#### **RECOMMENDATION:**

That Council receives the below report.

---

#### **REPORT:**

##### **Update from General Manager**

The GM Organisational Services leads a diverse team. Time is spent on coaching and mentoring, day to day leadership support for the management team and other activities over the quarter include:

- Chair Working Group - Safety Circle
- ELT representative on Council's Work Health and Safety Committee - monthly meetings
- Support negotiations for the UTAS Stadium transfer
- Rolling Review of Committees
- Audit Panel
- Enterprise Agreement negotiations - planning which involves weekly meetings

##### *Project Sponsor*

- Corporate Application Replacement Project - weekly project meetings and ongoing liaison with project team
  - Development of new Strategic Plan - weekly project meetings and ongoing liaison with project team
-

### *Emergency Management*

- Incident Controller - August Power Outage, over a 5 day period
- Deputy Incident Controller - September Severe Weather Event, over a 4 day period
- Planning and preparedness meetings - DPAC, NREMC, MEMC, LGAT Emergency Management Audit Wise Lord and Ferguson, Tas Police

### **Chief Financial Officer**

#### **Levels of Service**

Our Level of Service Officer has made some great strides including developing the Draft Framework and overall project schedule, commencement of a pilot Level of Service program with the Carr Villa team, discussions with other Councils to understand best practice within the local government industry intra and inter-state and, reviewing training opportunities specific to service reviews.

#### **Investment Governance Review**

Council engaged Barrington Asset Consulting (BAC) in 2023 to conduct a review of the investment of Council's cash holdings, termed the Investment Governance Review. BAC invited all Councillors and members of the Executive Leadership Team to participate in the process to gather information around the current (perceived and actual) state of Council's investments, risk appetite, future cash needs. Council's existing Investment Strategy, Investment Policy, Capital Works Program and current/future cash needs also provided a basis for review. Feedback was also provided by the Audit Panel.

A revised Investment Policy will be presented to Council for approval this calendar year and, an Investment Strategy will then be approved by the Chief Executive Officer.

#### **Budget**

The Executive Leadership Team have begun to discuss the parameters for the 2025/2026 Budget and Fees and Charges. These proposed parameters will be discussed with Councillors at Workshop in November. Council's Finance Team will work with the Senior Leadership Team and Team Leaders on team budgets in the coming months. The draft budget will be reviewed post development of the new Strategic Plan to ensure priority projects are resourced appropriately.

#### **Long Term Financial Plan**

Work has begun on the revised Long Term Financial Plan. The Long Term Financial Plan will be workshopped with Councillors prior to Christmas with the intention to seek formal endorsement in 2025 following the delivery of the new Strategic Plan and once funding for some major projects is clearer.

#### **Internal Audit**

Council appointed Tasmanian firm, Wise Lord & Ferguson, as our new internal auditor for a four year term. The multi-year Internal Audit Plan has been approved, with a mix of compliance and strategic audits to be conducted. Findings are presented to the Audit Panel on a quarterly basis.



### **End of Financial Year**

The Tasmanian Audit Office provided their Audit Opinion and findings for both the Council and Launceston Flood Authority financial statements for 30 June 2024. No significant findings were noted. The relevant reports will be brought to Audit Panel and then Council as part of our normal annual process.

### **Finance**

The first quarter of the financial year is perhaps the busiest time for the Finance team, this period includes closing out the prior financial year and setting up the new, with many administrative tasks involved in both.

### **Receivables**

The new financial year saw the Levy Run completed on 11 July 2024, this involved checking valuation data received from the Office of The Valuer General for all 33,542 property records within the municipality. Once confirmed the system generates the charge for each eligible property, effectively raising \$87,702,150 in rates and charges revenue. This enabled 31,721 rates notices to be distributed ahead of the first instalment due on 31 August 2024. A claim for pensioner rebates for 5307 properties was reimbursed to the value of \$2,305,739 from the State government. In addition 1,340 invoices for sundry debtors were issued for a total value of \$9,025,143 and payments were receipted for these Sundry Debtors for \$6,358,108 up to 24 September 2024.

### **Payables**

During July our payroll system was updated for new pay rates based on the changes under the Enterprise Agreement and the payroll tax return was completed to reconcile and report \$2.687 million of payroll tax paid throughout last financial year. For the quarter 7 payroll payments have been made with a total of \$8,826,268 paid into employee's bank accounts and a further \$1,872,498 paid to 55 superannuation funds.

13 Creditors payments totalling \$28,651,295 were paid to 2216 suppliers and customers for 4680 invoices. \$14,886 was claimed in wage subsidies and \$5,800 in payroll tax rebates. 35 Payroll inductions for new employees were conducted and a new payables support officer was recruited.

### **Accounting**

The annual financial report and the annual financial audit were completed with no major findings. The first round of State Government Consolidated Data Collection reporting and a quarterly report for Engineering Construction Survey for the Australian Bureau of Statistics were completed.

258 assets valued at \$14,953,754 were capitalised and a further 233 assets were recognised, contributing \$7,097,836 million to Councils asset portfolio, 103 assets were disposed of with a combined written down value of \$1,190,642 and 124 projects from the prior financial year were closed off. 13 budget amendments were processed and reported to Council in 3 agenda items and reported to the audit panel once. The process of developing the budget for next financial year commenced, starting with preparing the system and preparing some preliminary calculations. 2 new team members were recruited - an asset accountant and a management accountant.

## **Governance**

### **Legal Services**

The expressions of interest (EOI) process for the café at the Launceston Leisure and Aquatic Centre is currently underway, and will close on 31 October 2024. The Lease Officer is working with the real estate agent to prepare the marketing material for advertisement of the EOI process for the Albert Hall Café, the Gorge Restaurant and Gorge Café. Work is continuing to facilitate the transfer of York Park to Stadiums Tasmania.

### **Civic Affairs**

- Citizenship - 80 new Australians - Tramsheds
- Facilitated visits by
  - Ikeda Teacher - Itinerary for 5 days in Launceston
  - Ikeda teacher/student 3 day Itinerary in Launceston
- Vietnam Veterans Day - Cenotaph
- Flags replaced and issued after storms
- Civic Reception Town Hall - Legal Aid 50<sup>th</sup> Anniversary
- Sister Cities
  - Committee Meeting - 24 August 2024
  - Meeting with Councillors Palmer, Pentridge and Britton
- Liaison with Japanese Mayor of Ikeda Tomoko Takizawa regarding visit to Launceston in February 2025
- Correspondence regarding Scholarship with Josef Chromy

### **Risk**

Priorities for this quarter included:

- Updating the risk management framework, including policy and procedures, to align it with ISO 3100:2018 Risk Management Guidelines.
- The current fraud control framework is being aligned with the updated Commonwealth fraud and corruption control framework that came into effect on the 1<sup>st</sup> July 2024.
- The business continuity framework is being redesigned and aligned to the ISO 22301:2020 Business Continuity Management.
- Collaboration continues on work health and safety, environmental risk and sustainability and emergency management.

### **Insurance**

In June, City of Launceston received the 2024-2025 Insurance Report from JLT Public Sector which summarised insurance cover and premiums negotiated by JLT for all CoL insurances other than Public and Products Liability and Professional Indemnity.

JLT worked with the existing panel of insurers across Australia to provide the best long-term strategic results for our risk transfer program. This resulted in a 6.54% increase in premiums for 2024-2025. This result was better than the forecast, especially in comparison to the premium increase of 19.35% last financial year.

The insurance and risk transfer markets have been challenged by inflationary pressures and the impacts of natural catastrophes including flooding, a tropical cyclone and most recently severe storms impacting Victoria, New South Wales and Queensland between 23 December 2023 and 3 January 2024. These natural catastrophes continue to influence the property insurance market and we have seen a 10% increase for JMAPP (Municipal Asset Protection Plan), for our property and art cover.

The cost of the MAV (Municipal Association of Victoria) insurance cover for 2024-25 (which includes Public and Products Liability and Professional Indemnity), saw an increase of 9.53%, another pleasing result given the initial forecast.

Reporting and claims statistics:

	Customer Service Requests Received		Customers Contacted Following Reports		Claims Received	Claims Finalised	Claims flagged with Insurer
	Property Damage	Personal	Property Damage	Personal			
Jul-24	19	13	14	3	9	10	2
Aug-24	11	9	5	1	2	2	0
Sep-24	29*	7*	8	2	6	8	3
<b>Total*</b>	<b>59</b>	<b>29</b>	<b>27</b>	<b>6</b>	<b>17</b>	<b>20</b>	<b>5</b>

*\*due to the volume of calls in September as a result of the weather events, not all service requests were captured in Technology One by the Customer Service Team and the September figures pulled from the system are lower than the number of incidents that actually occurred.*

Small Claims Court:

In January 2024, the City of Launceston denied a claim for property damage which was then lodged in the Magistrates Court by the Claimant. A Conciliation Conference took place on 1 August 2024 with the Claimant, Council staff and the Conciliator present. The case was settled via Consent Judgement by both parties for approximately 41% of the original claim, including costs.

General insurance business:

In addition to paying invoices for insurance renewals and providing updated Certificates of Currency as requested, the quarter saw us continue to provide general insurance guidance and advice to various parties within the organisation. The advice requested has been varied, including:

- Ride on Mowers/Tractors being driven on public roads
- Contract advice where a contractor wanted to depart from City of Launceston's standard contract terms
- Insurance requirements for third party motor vehicles entering City of Launceston's hireable spaces.
- Insurance cover for City of Launceston equipment if loaned to another Council

**Procurement**

In collaboration with various departments within the Council there have been 9 Requests for Tender ("RFT's") prepared and executed and 5 Requests for Quotation ("RFQ's"). Tables below provide specific details of the projects.

All RFT's and the majority of RFQ's were issued via the Tenderlink Website and monitored for procedural compliance including numerous Tender Addendum's responding to Tenderers questions on various projects.

The largest RFT from Procurements perspective was that of the Periodic Standing Contract which generated 44 submissions from across the country in areas of Civil/Structural Engineering, Architecture and Architectural Landscaping Design and Project Management.

<b>RFT's</b>		<b>RFQ's</b>	
Contract Name	Number of Respondents	Contract Name	Number of Respondents
Forster Street Cycle Path CD013/2024	3	Parklands Parade Spillway	2
St Leonards Master Plan CD027/2024	1	Waste Audit CD024/2024	2
City of Launceston 10 year Strategic Plan CD031/2024	3	Type 1 Parklets CD032/2024	1
Workers Commemorative (Memorial) Park upgrade CD006/2024	3	Internal Audit Services CD011/2024	6
Greenwaste Mulching CD012/2024	3	Recycling Cardboard & Comingled CD028/2024	1
Consultancy Services Panel CD019/2024	44		
Periodic Standing Contract CD010/2024	18		
Provision of Supplementary Labour Hire CD048/2023	10		
Alexandra Bridge Re-furbishment CD007/2024	4		

### Electricity Contracts

In June 2024, after substantial negotiations, Procurement were able to reach agreement with Aurora Energy on satisfactory tariffs for electricity rates (including Solar Tariffs) for a 3 year period commencing 1 January 2025 for large scale Council assets including Town Hall, Queen Victoria Museum and Art Gallery (QVMAG), Princess Theatre and UTAS Stadium.

Procurement are currently in negotiations with Aurora Energy for approximately 86 "small" site market connections around the greater Council area. A substantial portion of these sites will require installation of updated interval metering facilities prior to Tariffs being locked in. Procurement are working with the Building and Maintenance Asset Team to consider conversion to the updated metering facilities and the suitability of the individual sites.

### Cleaning Contracts

In conjunction with the Building Asset Maintenance Team and QVMAG staff, preparation of RFT's for cleaning services for the following facilities:

- CBD Public Amenities;
- Outer Public Amenities;
- QVMAG (Royal Park and Inveresk sites).

It is envisaged that Tenders for these Contracts will be issued in late 2024 early 2025.

### New and Ongoing Council Suppliers

Approximately 55 new suppliers have been added to the Council's database during this quarter. Updated Insurances for all current suppliers are reviewed and updated on a daily basis to ensure contractor compliance.

### Stores - Remount Road

The stores team have been kept busy over the winter months ensuring that all teams are kept supplied with not only appropriate winter attire but equipment and tools to carry out their duties effectively and efficiently.

With the recent storm events it has been important to ensure that the store is kept well stocked and winter clothing, wet weather gear and footwear is available for our employees.

### Legislative Updates

In line with Australian Standards updates on 1 July 2024 pro-forma Contract documentation and precedents were updated to comply with current Standards.

Local Government Industry Award Pay Rates were updated for Temporary Labour Hire Workers and provided to various Council Departments.

### **Innovation and Performance (IAP)**

The Innovation and Performance Team was recognised at the National Awards for Local Government in Canberra on 4 July 2024 for City of Launceston's free public Wi-Fi network, winning the award in the Regional Growth category which was presented to City of Launceston by Prime Minister Anthony Albanese.

The team supported the preparatory stage of the project to develop the 10 Year Strategic Plan. The teams involvement included data gathering and analysis including engagement findings, to inform the consultants Situational Analysis of Launceston.

## **Performance & Planning**

### Corporate Planning

The Corporate Planning team coordinates and administers the organisations internal corporate planning process, under the direction of the Executive Leadership Team. Key activities included:

- Finalised the designed Annual Plan for 2024/25 comprising of 51 actions agreed by Councillors, publishing and sharing both internally and externally.
- Circulation of the 2024/25 financial year Corporate Planning & Budget calendar (internal planning tool).
- Commenced preparations for the review of the Four Year Delivery Plan. Four Year Delivery Plan paused.
- Commenced preparations for coordination of the first quarter progress report on the City of Launceston Annual Plan 2024/25.
- Commenced planning and preparations for the compilation of the City of Launceston Annual Plan 2025/26.
- Commenced a review of the internal planning process for quarterly reporting including research and internal engagement to develop a suite of business as usual/service metrics
- Compilation of the final Quarterly Progress Report for the 2023/24 Annual Plan fourth quarter and presented to Councillors at 5 September Council Meeting.

### Business Improvement

The business improvement team supports the organisation on its journey of continuous improvement.

- Supported five internal business improvement processes across various teams in the organisation.
- Commenced review and development of Continuous Improvement tools and training materials.

## **Community Engagement**

The Engagement Team prioritised initiatives to improve the organisation's approach to community engagement and provide community insights into future planning initiatives. The team currently supports 23 engagement champions across all Networks as well as Project Leads requiring engagement on projects. Focus areas for the quarter included:

- Developing an engagement schedule to ensure projects are well-coordinated and avoid overlapping, reducing the risk of engagement fatigue. The team is currently working with Senior Leaders to ensure the schedule reflects all projects requiring community engagement.
  - Collaboration with teams to identify all stakeholder groups and determine the most suitable internal contact for each, ensuring that stakeholders are easily recognised and engaged, while maintaining strong relationships with key internal teams.
  - Creation and review of content for the Aboriginal Partnership Plan - year one report, working alongside the Communications Team to engage a local Aboriginal Graphic Designer to present the content in a visually engaging manner.
-

- Conducted a thorough review and analysis of community feedback to capture sentiment across various categories. The insights will be available for Councillors to use and reference in the development of the new Strategic Plan.
- Continued support and assistance to teams, such as the Sustainability Team, in planning and facilitating engagement on various initiatives outlined in the Sustainability Action Plan, as well as to the Community Development Team in their engagement with the Youth Advisory Group (YAG).

## **Strategy, Economic Development & Analytics**

### GIS and Analytics

The GIS and Analytics section regularly reviews and updates internal and external web maps, and associated data and spatial data used by staff and the public. Business as usual includes:

- Support to teams and projects, evaluating newer software releases and supporting infrastructure.
- Analysis of data such as activity at events, advice on methodologies to consider for data processing, re-presenting survey information to emphasize insights, ad-hoc analysis based on a variety of requests is an important and growing service.
- Providing GIS user support, training and receiving feedback is important to continuous improvement and building capacity of councils GIS and Analytics services.

### Project work in Quarter 1 included:

*Business Activity Survey Web Map* - Working in collaboration with the economic development team, Launceston Central, the GIS and Analytics team created a field collection application to survey all the businesses within the Launceston business district. The team then created a web map to consolidate and visualise the collected data.

*Open Data Updates* - As part of our commitment to provide free public access to our non-sensitive spatial data, the GIS and Analytics team has reviewed and updated the spatial data provided on the Open Data portal. This data is freely available to the public and is also uploaded to both the State and Federal government, for inclusion in the larger Open Data portals hosted by these entities.

*St Leonards Subdivision Data* - As part of the St Leonards subdivision, the GIS section has ensured that all data related to the cadastral parcels and address point was correctly and accurately updated in our GIS systems, and available to relevant users both at Council and external consultants. Additionally, this data was uploaded to both the State and Federal governments, for inclusion in services such as land valuation and postal services.

*Field Mobilisation Applications and Maps* -. The GIS section worked with several Council teams to provide field maps and applications to support works relating to the Cataract Gorge signage and lighting audits and upgrade works, and Fuel Modified Buffer Zone Condition assessment for the Parks team. These maps and applications provided real-time access to spatial data to facilitate accurate data collection, and informed decision making while working in the field.

*State of the City 2024 Report* -The analytics team leads the development of the 2024 report, working closely with economic development, and across the organisation to gather data, perform analysis and prepare visualisations.

### City Innovation

*UTAS Air Quality Sensor Project Collaboration* - The IaP team have worked closely with UTAS to install 5 air quality sensors across the city. The sensors have been provided by UTAS and installation coordinated by Council. The primary purpose is to assist UTAS with ongoing research, yet the data is available in real time for anyone to access via Open Data. 5 sensors have been installed as of Sept 2024.

*Digital Literacy Working Group* - A key component of the city's innovation strategy is to improve the digital ability of the region. In conjunction with the Livable Communities Team, Innovation and Performance has established a working group to collaborate with other organisations that share the goal of enhancing digital inclusion and literacy. The group's purpose is to exchange knowledge, promote initiatives and explore partnership opportunities. Group members include State Government, NBN Co, Libraries Tasmania, 26Ten, City Mission, Community Housing & City of Launceston.

*Public Wi-Fi* - Utilisation has been high across the city from July-Sept with a daily average of 1630 unique devices connecting and an average session time of 14 minutes. Through August, users of the 11 Northern Suburbs hot spots were surveyed with a total of 667 responses. Key findings were that people are most frequently using the service for general web browsing, looking for work, connecting with family and for educational purposes. User responses indicated 27.5% don't have access to the internet at home and in some suburbs, almost 50% of users don't have access to the internet at home.

*Electric Vehicle Charger Usage* - Usage for the July-September quarter remained steady compared to the same period last year, with 681 charging sessions recorded. This contrasts with previous years, where usage typically doubled year-on-year. Meanwhile, new EV sales in Tasmania continue to grow at a rate of over 300 per month. The Paterson Street East location shows signs of queuing, indicating it is nearing capacity and struggling to accommodate the rising demand.

*AI Policy Development* - as part of the 2024/25 Annual Plan action regarding exploring the responsible use of Artificial Intelligence, a Policy is being drafted which will outline how AI can be used within council operations. The policy will address key themes such as accountability, transparency, privacy, compliance with laws and regulations, and the ethical use of AI. IaP are exploring how AI could be used to assist with Council processes with some examples being searching through and summarizing past council meeting minutes, analyzing outputs from previous community engagement programs, and reviewing Council's strategic documents to identify common themes and potential gaps.

### Strategy, Advocacy and Grants

An internal Strategy Library was compiled together with a light audit of strategies, plans and masterplans registered in the organisations records management system. This work is intended to support the development and implementation of the organisations new Strategic Plan and aid staff with quick access to the Library of Strategies.

*Launceston City Deal* - An Executive Board meeting was held in September in Launceston, attended in person by Australian Government partners from Canberra. Site tours were arranged for several commitments including the Albert Hall redevelopment, Health of the Tamar and UTAS relocation to the Inveresk. A status update of the commitments is underway and intended to be released in the next quarter. The



commitment to relocate UTAS to the City is progressing and on track for the official opening of The Shed in the next quarter.

*Advocacy Strategy* - Councillors agreed to seek funding and support for five key projects; Princess Theatre & Earl Arts Centre redevelopment, Launceston City Heart, Northern Tasmania Cricket Association Complex redevelopment, QVMAG Collections Discovery Centre (CDC) Master Planning and a new Indoor Sport & Recreation Complex with Entertainment Facility (UTAS Stadium Stage 3). An advocacy prospectus is nearing completion.

The team participated in council workshops and prepared submissions to support Northern Tasmania Development Corporations regional priority projects program.

*Funding* - The team are working with project manager, stakeholders and grant writer to coordinate a grant application for the Australian Government's Growing Regions Program to secure funds for the Princess Theatre and Earl Arts Centre redevelopment. The grant program closing date is 9 October 2024.

*Revised Greater Launceston Plan* - internal engagement undertaken.

### **Economic Development**

The team organised a Business Connect Workshop titled Building a Thriving Business on 17 September, featuring keynote speaker Dr Louise Grimmer. The event, presented in collaboration with Launceston Central, the City of Launceston, and Business Tasmania, continued our commitment to being a 'Business Friendly Council' by equipping local business owners with valuable insights and practical strategies.

The workshop attracted around 80 participants, representing a wide range of industries, including retail, hospitality, and financial services. Feedback from attendees and stakeholders was overwhelmingly positive, with many praising the value of the event and the networking opportunities it provided.

The team delivered additional initiatives to support local business growth and regional development:

- *Launceston Central Operational Agreement* - processed a CPI-related increase. Engaged with Councillors regarding the approach to review the ongoing commitment to Launceston Central.
- *Spendmapp Service Subscription*. - subscribed to the Australian Spendmapp service, which provides broad insights into local economic activity in Launceston. The tool enables weekly and monthly updates on the economic wellbeing and trends in the municipality. It is currently being used to monitor the spending patterns and economic fluctuations in CBD and other areas of municipality.
- *Bell Bay Advanced Manufacturing Zone*. Renewed annual membership to support ongoing engagement and sector growth in advanced manufacturing.
- *Mainstreet Australia Conference* attendance with the Placemaking and Strategic Projects teams, focusing on best practices for local economic and community development.
- Participation in Digital Ready for Businesses Workshops organised by Business Tasmania to support local businesses in enhancing their digital capabilities and competitiveness.

- Maintained monthly meetings with Business Tasmania to align on strategic support and initiatives for local business development and economic resilience.
- Continued engagement with the Launceston Employment Partnership Group, coordinated by employment facilitator of Northern Tasmania, to contribute to employment strategies and initiatives.
- Collaborated with Placemaking regarding the review of the Mobile Vendor Policy to ensure alignment with the Economic Development Strategy to promote business opportunities and regulatory clarity for mobile vendors.

### **People and Culture**

In addition to business as usual, the Manager People and Culture has been guiding and supporting the People and Culture Team to progress agreed priorities as per their A3 Team Plans 24-25' working on progressing the development of the Future Workforce Plan and Cultural Roadmap as well as progressing plans for the upcoming Enterprise Agreement Negotiations

### **Human Resources Team (HR)**

The HR Team have undertaken the following Business as Usual (BAU) work during the last quarter:

- 54 Recruitment:
  - External appointments - 37
  - Internal promotion - 2
  - Internal transfers - 14
  - Secondment appointments - 1
- Received 24 completed induction checklists
- 11 Position Descriptions have been evaluated
- 13 employees have left the City of Launceston
- 10 exit interviews have taken place
- The team have participated in 2 Careers Days at:
  - Launceston College
  - NEBHub Youth Careers Expo
- 1 Careers Day is planned:
  - Kings Meadows High School (November 2024)
- The team have undertaken 3 investigations
- The team have been developing approaches that will be implemented shortly to ensure we meet requirements of relevant Acts, Legislation and Regulation including:
  - Child and Youth Safe Act
  - Right to Disconnect
  - Casual conversion
  - Sexual and Gender Harassment Code of Practice
- Provided data and information for the Annual McArthur Benchmarking Survey

### **Workplace Health and Safety Team (WHS)**

The WHS Team have undertaken the following BAU work during the last quarter:

- 8 of Safety Circle Essentials Sessions have taken place with 77 participants
- 4 Safety Bulletins
- 3 editions of Safety News
- 10 Risk Assessments with 8 teams across the organisation
- 1 Audit across the organisation
- 10 Hazard Inspections across the organisation
- 9 investigations
- Development of a revised Drug and Alcohol Policy and new Drug and Alcohol procedure
- Commenced the bi-ennial review of the Safety Management System
- Continued development of the Critical Risk Register in consultation with other internal stakeholders
- Enhancement of the Risk Assessment template to now include environmental risks in collaboration with key stakeholders
- Facilitation of 3 monthly WHS Committee meetings
- Facilitation of 1 PCBU meeting
- Recruitment of 4 new Health and Safety Representatives
- Re-branding of Safety Circle posters and merchandise
- Promotion of Local Government Blood Drive

### **Organisational Development Team (OD)**

The OD Team have undertaken the following BAU work during the last quarter:

- The City of Launceston's Values are central to our planning and operations. Our Values Champions play a vital role in engaging employees and fostering a deeper understanding of these Values through annual planning initiatives and activities as listed below:
- Posters with images of our people distributed across the organisation
- Refreshed screen savers
- Getting to know your work mate activity
- Team sharing through storytelling and pictures

City of Launceston employees have the opportunity to nominate their colleagues for Values Recognition cards when they notice that they are living Our Values. This quarter, we have distributed 120 Values recognitions in total over the following Values:

- Our People Matter - 58
- We Bring an open Mind - 10
- We Care About our Community - 43
- We Go Home Safe and Well - 9

### ***Employee Development and Training Program***

OD has designed, planned, and implemented training and development initiatives that are focused on enhancing corporate knowledge and capability while aligning with the Employment Development Framework (EDF) and meeting compliance requirements.

The OD Team has organised the following training this quarter and completed by the following Networks.

- Community and Place Network
  - Child & Youth Safety - 14
  - CPR - 7
  - Difficult Conversations - 20
  - Introduction to Everything DiSC - 8
  - Manual Handling - 2
  - Mental Health First Aid - 10
  - Provide First Aid - 14
  
- Creative Arts and Cultural Services
  - Child & Youth Safety - 5
  - Difficult Conversations - 6
  - Yellow Card - Elevated Work Platform Licence - 5
  - Provide First Aid - 1
  - Work Safely at Heights - 6
  
- Infrastructure and Assets
  - Cert III Civil Construction - 2
  - Difficult Conversations - 28
  - Manual Handling - 133
  - Mental Health First Aid - 12
  
- Organisational Services
  - Child & Youth Safety - 3
  - Difficult Conversations - 21
  - Environmental Risk & Sustainability Workshop - 13
  - Mental Health First Aid - 5
  
- Diploma of Local Government
  - All members of the Senior Leadership Team have been registered in the Diploma in Local Government which commences on the 18th of October 2024
  - SLT - 13
  - Others - 2

### *Learning Management System*

OD Team conducted market research on a new Learning Management System that has been recently approved by the Executive Leadership Team (ELT). This system is intended to provide a wider range of learning activities via e-learning content across the organisation. It will enable OD to deliver training and development more effectively and efficiently, including a tailored induction program for new leaders.

### *Induction Tour*

The OD Team has facilitated **2** Induction Tours for **30** new starters. The Induction Tour provides visual context and breadth of the services the City of Launceston provides to our community

The OD Team has sought feedback both formally and anecdotally, providing insights on participants' experiences, which has enabled OD to apply continuous improvements to our activities. Our recent improvements were driven by consistent feedback from participants wanting to view "more behind the scenes" and boosting participants corporate awareness through presentations from a Values Champion and welcome packs.

#### *DiSC Profile*

DiSC is a framework that helps Our People understand different personality styles and how they influence our behaviour and interactions. Understanding DiSC and styles of others can improve communication, enhance teamwork, and foster more effective interactions in a professional setting.

This quarter the OD Team has issued 22 DiSC assessment reports of which 15 DiSC profiles have been completed.

OD has been working with key stakeholders to review and improve the Apprentice Development Program

### **Technology and Information Services**

#### **Technology Services**

##### *Service desk*

The Service desk team welcomed our new trainee, Jon to the team.

IT Servicedesk Stats for the quarter are as follows and contains work completed from the Technology Services Team and the Corporate Applications Team.

<b>Data</b>	<b>Calculation</b>	<b>Result</b>
Total number of IT tickets closed	Incidents + Service Requests completed last quarter.	3116
Total number of end-user generated IT tickets closed	Incidents + Service Requests (exl. Internal tasks, recurring tasks, events etc.) Requests completed last quarter.	1983
Total number of end-user generated tickets that were received via a phone call.	Incidents + Service Requests which have a request mode of "Phone Call" completed last quarter.	254
Knowledge base articles created and reviewed	Number of KB articles reviewed + Number of KB articles created last quarter.	23
Number of Device Deployed	Devices deployed for the quarter including phone, tablets and pc's	40

#### **Infrastructure Services**

The Infrastructure Team is working on the following projects and preventative maintenance this quarter.

- Knowbe4 PhishER Malicious Email Software - The Cyber team have been working on rolling out the new PhishER product which heavily reduces the number of malicious emails council receives. Observations are that 5-10 emails that would normally make it to staff inboxes now being blocked.

- Core Switch Upgrade – Council's core switches are due for replacement. The switches are the backbone of the council network ensuring we have a reliable network for the organisation. The new switches have been purchased and are being prepared ready for go-live to be completed in quarter 4.
- Devices for all Operations Staff - At the CEO's recommendation, the team has begun work on rolling out new mobility devices to all council staff that don't already have access to a dedicated work device. A pilot will begin this month.
- iArchive Technology One Archive - Team has commissioned the new iArchive server that will act as a sealed archive for Technology One Enterprise Suite Financial and Asset records not migrated to the new Oracle system.
- Council Email Signature Software - A project has begun to assess the market, recommend, procure and rollout some software that ensures email signatures are consistent across the organisation.
- Windows 11 Standard Operating Environment - Work is ongoing on building the next Council PC Operating Environment with the focus on security and simplicity.
- Carr Villa Network Link Upgrade - The network link between Town Hall and Carr Villa has been replaced increasing the speed and reliability of the connection.

### **Corporate Applications Team (CAT)**

#### *General Property Revaluations*

Every 5 - 6 years Council is required to perform a 'General Property Revaluation' process. It is the Corporate Applications Teams role to validate the Valuer General's(VG) data by applying a number of rigorous checks and balances before the data is loaded and updates the resulting data to the Property database. This work is done in collaboration with the Receivables Team.

#### *Rates Capping and Direct Payment Plan Schedules*

Worked with the Receivables Team to implement Rate Capping against properties that should not be subject to the 20% capping process.

#### *Annual Food Safety Statistics Reporting*

Council is legislatively required to annually provide particular statistical food safety information to the state Department of Health. This information is also used in respect of Councils Annual report. Corporate Applications has been working with Environmental Health to cleanse and refine the criteria and data set required.

#### *Corporate Applications Replacement Project*

Focus has been on progressing with the Enterprise Content Management migration and workflows with our partner, ELO Digital. The same can be said for Bookable, our new resource booking system. Earlier in the quarter we made significant progress in our core CARP data extraction, integration and migration which centred on Works and Assets, Supply Chain, Financials and Human Resources & Payroll.

Other tasks in which the Team have engaged include:

- Pensioner Smart Cards Annual Rollover Including Pensioner Verification and Ageing
- Annual Invoicing and Reminder Notices for Varying Teams in Council
- Cleansing and adjusting of datasets along with assistance to proof the information and produce such notices, invoices and reminders. Examples include City Business

District Waste (CBDW) annual invoicing and reminders, Food licences invoices, Dog Notices, Parking Infringement notices, etc.

- Data Mining and Reporting Visualisations Aiding Evidentiary Decision Making
- Reporting via Power BI, with a variety of visualisations and statistics to identify trend information to aid in decision making processes. As an example, Customer Service has a particular reports which identifies phone caller trends like length of call.
- Regulatory Business Processes - working with regulatory areas of Council on building and adjusting a number of business processes such as NPAR (No Planning Assessment Required), Sleeping Rough and No Spray Register. These are designed and 'mapped' using our Technology One solution's Application and Event based systems which allows our regulatory areas to accurately record, process and report on such information, particularly where legislative compliance is required.
- Keeping Our Legacy Corporate System Operational - the Technology One Corporate Applications platform is technically a legacy platform and therefore requires ongoing management to keep it operating as required.

### **Information Services**

The Information Services team has been through a significant change with two new staff, including a new Team Leader.

For this period, Information Services has processed the following:

<b>Data</b>	<b>Calculation</b>	<b>Result</b>
Number of Emails through <a href="mailto:contacus@launceston.tas.gov.au">contacus@launceston.tas.gov.au</a>	Logged as each email arrives	1756
Documents registered into ECM	Reported by each staff member	647
Mail Opened	Reported by each staff member	598
Mail Posted	Reported by each staff member	4435
Files Culled (Moved from hardcopy to digital)	Reported by each staff member	303

### *ELO Document Management System*

The team has been working on migrating documents from the current system ECM system to the new ELO system. The team is participating as part of the CARP project delivery team.

### *Process Improvements*

Information Services this quarter have been reviewing processes to look for operational efficiencies. This includes reviewing why some processes occur and removing processes that require a paper-based file. This has seen the cessation of printing job applications and physical contract and position files which has had a positive impact on the team.

### **Corporate Applications Replacement Project (CARP)**

- Oracle Implementation Phase 1 (Finance, Procurement, HR, Payroll, Assets and Mobility) - Currently this project is on hold while we work through some vendor delivery issues. Phase 1 of the project is sitting at approximately 80% delivered however some core dependencies to go live for the phase have not been met. Council is currently working through these non-delivered milestones with the vendor.
- ELO Document Management System Replacement - Project has progressed this quarter as the team works through the complexities of migrating all the data from Technology One's ECM to the ELO project. Initial plan of go live in Q4 2024 has been pushed to Q1 2025 to ensure the organisation has sufficient time to be trained and understand the changes in product and process when managing our corporate records.
- Bookable Resource Booking Project - Project kicked off this quarter with the planning, build and testing workshops occurring. Training will be delivered for the staff using the software before a go live in the middle of November. The remainder of the resources will be built and will go live in 2025.
- The CARP team has supported the planning team in the assessment of the statewide planning application, PlanBuild. Work has begun on bringing this option to ELT for final signoff.

### **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:

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:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

Nil

**20.4. Chief Executive Officer's Contract and Performance Review Committee  
Terms of Reference**

**FILE NO:** SF5695

**AUTHOR:** Matt Morgan (Acting Manager Governance)

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

**DECISION STATEMENT:**

To consider the Chief Executive Officer's Contract and Performance Review Committee Terms of Reference (14-ToR-004).

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

*Local Government (Meeting Procedures) Regulations 2015*

*Local Government (Appointment and Performance Management of General Managers) order 2024*

**PREVIOUS COUNCIL CONSIDERATION:**

Workshop - 26 September 2024 - Agenda Item 1.2 CEO Performance Management

**RECOMMENDATION:**

That Council:

1. approves the Chief Executive Officer's Contract and Performance Review Committee Terms of Reference (14-ToR-004) (ECM Doc Set Id 5138238) as follows:

**Chief Executive Officer's Contract and Performance Review  
Committee Terms of Reference**

The Chief Executive Officer's Contract and Performance Review Committee is a council committee established pursuant to section 23(1) of the *Local Government Act 1993 (Tas)*.

**PURPOSE**

The lead purpose of the Chief Executive Officer's Contract and Performance Review Committee is, in consultation with the Chief Executive Officer, to establish performance objectives for the Chief Executive Officer and undertake formal reviews of performance against those objectives at intervals specified within the Chief Executive Officer's employment agreement.

The Committee will also undertake an annual review of the Chief Executive Officer's remuneration in accordance with the employment agreement.

---

The Committee will obtain and consider the advice of an appropriately qualified person to support the establishment of performance objectives and the conduct of the remuneration review described above.

### ***ROLE AND RESPONSIBILITIES***

The Committee will advise the Council on matters relating to the Chief Executive Officer's performance and development:

- Reviewing the Chief Executive Officer's performance over the performance periods specified in the employment agreement
- Monitoring progress towards agreed targets
- Determining targets for future performance periods
- Identifying professional development opportunities for the Chief Executive Officer
- Reviewing remuneration and any other conditions of employment of the Chief Executive Officer
- Making recommendations to Council in respect of any of the above

### ***DELEGATED AUTHORITY***

The Council authorises the Committee to engage an appropriately qualified person to support the establishment of performance objectives and conduct remuneration reviews. In all other matters, the Committee acts in an advisory capacity and has no delegated authority to make decisions on Council's behalf.

From time to time, the Council may determine to delegate additional decision making authority to the Committee.

### ***MEMBERSHIP***

The Committee is comprised of up to five Councillors, which includes the Mayor, Deputy Mayor and up to three other Councillors who will be appointed to the Committee by the Council.

### ***TERMS OF APPOINTMENT***

- Excluding the membership of the Mayor and Deputy Mayor, the Committee's membership will be reviewed every two years.
- Any member may resign at any time by advising their resignation to the Committee in writing.
- If a Committee member is absent without notification for two consecutive meetings, the Committee may declare the position vacant. When a vacancy occurs, the Mayor will determine the process for filling the vacancy.

### ***CHAIR OF THE COMMITTEE***

The Mayor is the Chair of the Committee.

If the Mayor is absent from a meeting, the Deputy Mayor will act as Chair during the absence of the Mayor.

The role of the Chair is to facilitate the conduct of meetings in accordance with the *Local Government (Meeting Procedures) Regulations 2015*.

### **MEETING ARRANGEMENTS**

The Committee will meet at least quarterly, on days and times to be determined by the Committee at its first meeting.

The days and times of meetings will be published in keeping with the requirements for a council committee, as detailed in the *Local Government (Meeting Procedures) Regulations 2015*.

### **MEETING QUORUM**

A quorum is three Councillors, at least one of whom must be the Mayor or Deputy Mayor. If a quorum cannot be achieved, the Meeting is to be postponed and reconvened at a later date.

### **MEETING NOTICES**

Notice of meetings will be issued as required by the *Local Government (Meeting Procedures) Regulations 2015*.

Meeting Agendas, Minutes and meeting papers will be distributed to all Committee members via email at least four clear days of the scheduled Meeting.

A Committee Member may request an item to be included on the Agenda by advising the Chair at least eight working days prior to a Meeting.

Minutes of Committee meetings will be kept in accordance with the *Local Government (Meeting Procedures) Regulations 2015* and circulated to Committee Members following the Meeting.

### **MEETING PROCEDURES**

The meeting procedures for the Committee are set out in the *Local Government (Meeting Procedures) Regulations 2015*.

### **PUBLIC ACCESS TO MEETINGS AND DOCUMENTS**

Subject to a decision of the Committee by simple majority at each of its meetings, meetings of the Chief Executive Officer's Contract and Performance Review Committee will be held in closed session pursuant to regulation 15(2)(a) of the *Local Government (Meeting Procedures) Regulations 2015*. As is required by the *Local Government (Meeting Procedures) Regulations 2015*, the Committee will consider while in closed session whether any discussions, decisions reports or documents are to remain confidential or released to the public, taking into account privacy and confidentiality issues.

***FEEDBACK OF CHIEF EXECUTIVE OFFICER PERFORMANCE***

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

Councillors are encouraged to provide feedback regarding the Chief Executive Officer's performance. They may do so by detailing their feedback in writing to the Mayor for consideration at the next Committee meeting.

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

***RECOMMENDATIONS FROM THE COMMITTEE***

The Committee may make recommendations to the Council on any matter discussed in these terms of reference.

The Committee may recommend to Council the appointment of a qualified independent person (or persons) who:

- i. has appropriate qualifications or experience in human resource management (and employment law if the review relates to the Chief Executive Officer's Employment Agreement)
- ii. must not be a member or employee of the City of Launceston to provide advice during the conduct of the Chief Executive Officer's annual performance, remuneration and performance criteria reviews or any other review of the Chief Executive Officer's Employment Agreement.

***AMENDMENT TO THE TERMS OF REFERENCE***

The Committee and the Chief Executive Officer will be invited to comment on any amendment to these terms of reference that may be proposed by the Council.

***INTERPRETATION***

Any disputes in relation to the interpretation or application of these terms of reference that are not able to be resolved by the Committee will be determined by the Council.

***CODE OF CONDUCT***

All Committee members must adhere to the Code of Conduct for Councillors.

### **ORGANISATIONAL VALUES**

The Committee will conduct itself in a manner that supports the City of Launceston's organisational values.



**Our people  
matter**



**We care about  
our community**



**We bring an  
open mind**



**We go home  
safe and well**

### **CONFLICT OF INTEREST**

If a Committee Member has an interest in any matter to be discussed in the Meeting, they must declare a conflict of interest in it at the commencement of the Meeting. A declared interest will result in the inability for that member to be involved in the discussion of that matter. The committee member must withdraw from the meeting during the discussion of the matter and can return to the meeting at the conclusion of the item.

Declarations of interest will be minuted and the times that committee members are absent from the meeting due to a declaration of interest will also be recorded at the appropriate item in the minutes.

### **OTHER MATTERS**

The Committee will have reasonable access to resources to meet its purpose, with due regard to the budgetary and other resourcing constraints of Council.

The Committee will consider relevant laws, regulations and guidelines in its approach to monitoring the performance of the Chief Executive Officer.

The Committee and the Chief Executive Officer will approach negotiations on matters within the Committee's remit in good faith.

The Office of the Mayor will provide administrative support to the Committee, including coordination of agendas and minutes, and will act as a point of contact to all Committee members and the qualified independent person.

### **CONTACT WITH THE COMMITTEE**

Members of the public who wish to make contact with the Committee may address correspondence to:

Chief Executive Officer's Contract and Performance Review Committee

In person: Town Hall, St John Street, Launceston

Email: [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

Via Post: PO Box 396, Launceston TAS 7250.

---

**RELATED POLICIES AND PROCEDURES**

**[Code of Conduct Framework for Tasmanian Councillors](#)**

**REVIEW**

These Terms of Reference will be reviewed each time there is a change in membership of the Committee, or earlier if determined by Council.

2. should recommendation 1 be adopted, approves that 22-PI-008 General Manager's Contract and Performance Sub-Committee Policy (ECM Doc Set Id 294448) be made redundant.
3. should Recommendation 1 be adopted, nominate up to 3 Councillors to form the Chief Executive Officers Contract and Performance Review Committee.

---

**REPORT:**

The lead purpose of the Chief Executive Officer's Contract and Performance Review Committee is, in consultation with the Chief Executive Officer, to establish performance objectives for the Chief Executive Officer and undertake formal reviews of performance against those objectives at intervals specified within the Chief Executive Officer's employment agreement.

The Committee will also undertake an annual review of the Chief Executive Officer's remuneration in accordance with the employment agreement.

The Committee will obtain and consider the advice of an appropriately qualified person to support the establishment of performance objectives and the conduct of the remuneration review described above.

The General Manager's Contract and Performance Sub-Committee Policy (22-PI-008) (Attachment 1) was written in 2015 prior to the introduction of Terms of References for Committees being introduced. The information has been updated onto the current Terms of Reference template and registered as a Terms of Reference instead of a Policy document.

**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 General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. Proposed for Redundancy ECM 294448 v 32 22- PI-008 General Manager s Contract and Performance Sub- Committee Polic [20.4.1 - 4 pages]



**20.5. Budget Amendment - 17 October 2024**

**FILE NO:** SF6817/SF7334

**AUTHOR:** Samuel Kelty (Manager Finance)

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

**DECISION STATEMENT:**

For Council to:

1. consider changes to the Council's 2024/2025 Statutory Estimates.

*A decision for Recommendation 1. requires an absolute majority of Council in accordance with section 82(4) of the Local Government Act 1993 (Tas).*

2. consider adjustments made during 1 September to 30 September 2024 by the Chief Executive Officer to the 2024/2025 Budget.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council:

1. pursuant to section 82(4) of the *Local Government Act 1993 (Tas)* and by an absolute majority, approves the following changes to the 2024/2025 Statutory Estimates:
    - (a) Revenue
      - i. the net increase in revenue from external grants and contributions of \$949,014.
    - (b) Expenses
      - i. the net increase in operations expenditure of \$90,000.
    - (c) Capital Works Expenditure
      - i. the net increase in expenditure from external funds of \$949,014.
      - ii. the decrease in the Council's funded expenditure of \$90,000.
  2. notes that amendments from Recommendation 1. result in:
    - (a) the operating deficit being amended to \$5,648,351 (including capital grants of \$19,178,656) for 2024/2025.
    - (b) the capital budget being increased to \$43,531,656 for 2024/2025.
  3. pursuant to section 82(7) of the *Local Government Act 1993 (Tas)*, receives the Chief Executive Officer's report on adjustments to the 2024/2025 budget for the period 1 September to 30 September 2024.
-

**REPORT:**

**1. Budget Amendments**

The budget amendments are changes to the Statutory Estimates which require a Council decision. The changes relate to external grant revenue and transfers between Operations and Capital projects.

	<b>Operations \$'000</b>	<b>Capital \$'000</b>
<b>Statutory Budget as 01/07/2024</b>	(3,065)	26,911
Adjustments Approved by Council to 31/08/2024	15,736	15,762
Balance Previously Advised as at 31/08/2024	<u>12,671</u>	<u>42,673</u>

Amendments

Additional Council Funds	0	0
Capital to Operations	(90)	(90)
Operations to Capital	0	0
External Funds	949	949
External Funds Not Received	0	0
<b>Statutory Budget as at 30/09/2024</b>	<u><b>13,530</b></u>	<u><b>43,532</b></u>

Deduct Capital Grants and Contributions	<u>(19,178)</u>
<b>Underlying Operating Budget Surplus/(Deficit)</b>	<u><b>(5,648)</b></u>

Underlying Results Adjustment

Tamar Estuary River Health Action Plan Contribution	<u>5,000</u>
<b>Underlying Operating Budget Surplus/(Deficit)</b>	<u><b>(648)</b></u>

The table summarizes all other Budget Agenda Items and includes reconciliations of the budgeted operating result and capital expenditure.

Details of the amendments are as follows:

**1(a) The following items need to be reallocated from Capital to Operations:**

Project Number	Project Description	Current Approved Amount	Transfer From	Transfer To	New Budget
CP24615	Roads Reconstruction Program 24/25	\$1,450,000	\$90,000	\$0	\$1,360,000
OPM25408	OPM 2025 Underwood Rd Bridge Bearing	\$0	\$0	\$90,000	\$90,000
	<b>TOTALS</b>	<b>\$1,450,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$1,450,000</b>

**The project scope of works:**

Major Operational Project 24508 Underwood Road Bridge Bearing has been identified as fully funded Roads to Recovery project and requires the Roads to Recovery funding component to be transferred from Capital Project 24615.

Capital to Operations	Operations	Capital
OPM 2025 Underwood Road Bridge Bearing	\$90,000	(\$90,000)
<b>TOTAL</b>	<b>\$90,000</b>	<b>(\$90,000)</b>

1(b) The following items have been affected by external funding changes and affect both the Capital and Operations budgets:

Project Number	Project Description	Current Approved Amount	Transfer From	Transfer To	New Budget
GL.10.0.107 5.1000.1274 1	Roads Capital Grant –Federal	(\$1,896,184)	\$369,014	\$0	(\$2,265,198)
CP24701	Johnston Road Reconstruction	\$0	\$0	\$369,014	\$369,014
	<b>TOTALS</b>	<b>(\$1,896,184)</b>	<b>\$369,014</b>	<b>\$369,014</b>	<b>(\$1,896,184)</b>

**The project scope of works:**

The City of Launceston have been successful in receiving additional grant funds from the Federal Government under the Roads to Recovery Program. This budget amendment recognises the grant revenue funding budget to be received and allocates it to the relevant capital project where work will be done.

Project Number	Project Description	Current Approved Amount	Transfer From	Transfer To	New Budget
GL.10.0.106 6.1000.1273 2	Capital Grants – Sporting Grounds – State	\$0	\$580,000	\$0	(\$580,000)
CP24669	Hoblers Bridge Netball Court Renewal 24/25	\$450,000	\$0	\$580,000	\$1,030,000
	<b>TOTALS</b>	<b>(\$450,000)</b>	<b>\$580,000</b>	<b>\$580,000</b>	<b>(\$450,000)</b>

**The project scope of works:**

During the October 2022 Severe Weather Event, damage occurred to the Hoblers Bridge Netball Centre from flood waters with significant movement and cracking to the court surfaces as a result of the event.

Discussions have been had with the Department of Premier and Cabinet, which has resulted in funding being allocated of \$580,000 in the Community and Recreational Assets Clean-Up and Reconstruction Package.

This budget amendment recognises the external funds which are expected to be received from the grantor against the capital project.

External Funding	Operations	Capital
Johnston Road Reconstruction	(\$369,014)	\$369,014
Hoblers Bridge Netball Court Renewal 24/25	(\$580,000)	\$580,000
<b>TOTAL</b>	<b>(\$949,014)</b>	<b>\$949,014</b>

1(c) The following items need to be reallocated between Capital projects but do not alter the operating surplus:

Project Number	Project Description	Current Approved Amount	Transfer From	Transfer To	New Budget
CP24615	Roads Reconstruction Program 24/25	\$1,360,000	\$1,180,986	\$0	\$179,014
CP24701	Johnston Road Reconstruction	\$369,014	\$0	\$380,986	\$750,000
CP24702	Cavalry Road Reconstruction	\$0	\$0	\$500,000	\$500,000
CP24703	Upper York Street Reconstruction	\$0	\$0	\$100,000	\$100,000
CP24531	Invermay Road/Lindsay Street Traffic Signals	\$2,050,000	\$0	\$200,000	\$2,250,000
	<b>TOTALS</b>	<b>\$3,779,014</b>	<b>\$1,180,986</b>	<b>\$1,180,986</b>	<b>\$3,779,014</b>

**The project scope of works:**

Capital Projects 24701 Johnston Road Reconstruction, 24702 Cavalry Road Reconstruction and 24703 Upper York Street Reconstruction have all been identified as fully funded Roads to Recovery projects and require the Roads to Recovery funding component to be transferred from Capital Project 24615 Roads Reconstruction Program 24/25.

It has been identified that a section of Invermay Road requires reconstruction, and this will be undertaken as part of the Capital Project 24531 Invermay Rd/Lindsay St Traffic Signals, City of Launceston will fund this from Capital Project 24615 Roads Reconstruction Program 24/25.

**2. Chief Executive Officer's Report on Adjustments**

Pursuant to section 82(6) of the *Local Government Act 1993* (Tas), Council has authorised the General Manager (Chief Executive Officer) to adjust budgets up to \$500,000 so long as the adjustments do not alter revenue, expenditure, borrowings or capital works estimates in total. The Budget Management Policy (12-PI-001), adopted by Council on 13 October 2014, refers to section 82(7) of the *Local Government Act 1993* (Tas) which requires the Chief Executive Officer to report any adjustment and an explanation of the adjustment at the first Ordinary Meeting of the Council following the adjustment.

Project Number	Project Description	Budget Before This Adjustment	Adjustment	Revised Budget	Type of Change
CP24659	CV Drainage Renewal 24/25	\$25,000	(\$25,000)	\$0	Decrease
CP24650	CV Drainage Works 24/25	\$15,000	(\$15,000)	\$0	Decrease
CP24651	CV Road Works 24/25	\$20,000	(\$20,000)	\$0	Decrease
CP24660	CV Road Surface Renewal 24/25	\$30,000	(\$18,362)	\$11,638	Decrease
CP24491	CV Cremator Chamber Refurbishment	\$126,801	\$78,362	\$205,163	Increase
CP24555	South Prospect Growth Area New Roads	\$500,000	(\$175,000)	\$325,000	Decrease
CP24704	Hoblers Bridge Road to Henry Street Link Road	\$0	\$175,000	\$175,000	Increase
CP24638	Park Road and Carpark Reseal 24/25	\$144,814	(\$25,000)	\$119,814	Decrease
CP24570	Workers Memorial Garden Upgrade	\$506,850	\$25,000	\$531,850	Increase
CP24638	Parks Road & Car Park Reseal 24/25	\$119,814	(\$119,814)	\$0	Decrease
CP24317	CBD Road Upgrade Design Works	\$250,000	(\$60,000)	\$190,000	Decrease
CP24635	Parks Furniture Program 24/25	\$86,726	\$179,814	\$266,540	Increase
	<b>TOTALS</b>	<b>\$1,825,005</b>	<b>\$0</b>	<b>\$1,825,005</b>	

The following capital project adjustments have occurred in the period 1 September 2024 to 30 September 2024:

Project Number	Project Description	Current Approved Amount	Transfer From	Transfer To	New Budget
CP24659	CV Drainage Renewal 24/25	\$25,000	\$25,000	\$0	\$0
CP24650	CV Drainage Works 24/25	\$15,000	\$15,000	\$0	\$0
CP24651	CV Road Works 24/25	\$20,000	\$20,000	\$0	\$0
CP24660	CV Road Surface Renewal 24/25	\$30,000	\$18,362	\$0	\$11,638
CP24491	CV Cremator Chamber Refurbishment	\$126,801	\$0	\$78,362	\$205,163
	<b>TOTALS</b>	<b>\$216,801</b>	<b>\$78,362</b>	<b>\$78,362</b>	<b>\$216,801</b>

**The project scope of works:**

A detailed engineering report into the maintenance requirement was conducted within the Crematorium Chamber Refurbishment project. The report outlined maintenance requirements and recommendations to ensure uninterrupted and continued use of the cremator once refurbished. The report recommends renewing the sub floor chamber below hearth, side chamber walls and dwarf walls, insulation brickwork including cutting in support for ports and hot face. Also including the top chamber side walls insulation brickwork, cutting-in arches for support brickwork, center wall brickwork, casting around burner and flue exit.

As such, the Cremator Chamber Refurbishment has become a priority project within the Carr Villa capital program. To accommodate this, it is proposed that the current capital program at Carr Villa be reprioritised to allow the timely completion of the Crematorium Project. It is therefore proposed the total additional budget required to undertake these works is sourced across CV Drainage Renewal 24/25, CV Drainage Works 24/25, CV Road Surface Renewal 24/25 and CV Road Works 24/25.

There have been some additional challenges that were not expected, which included welding work, to remake all the steel pipes that circulate the air through the chambers. These were significantly damaged through wear and tear, and insufficient maintenance. This situation could not be foreseen until the structure was pulled apart. Additionally, a small number of additional tiles for a section of the rebuild were also required, as these were not included in the original plan.

<b>Project Number</b>	<b>Project Description</b>	<b>Current Approved Amount</b>	<b>Transfer From</b>	<b>Transfer To</b>	<b>New Budget</b>
CP24555	South Prospect Growth Area New Roads	\$500,000	\$175,000	\$0	\$325,000
CP24704	Hoblers Bridge Road to Henry Street Link Road Design	\$0	\$0	\$175,000	\$175,000
	<b>TOTALS</b>	<b>\$500,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$500,000</b>

**The project scope of works:**

A significant restriction exists in our road network at the intersection of Hoblers Bridge Road and Penquite Road. In current network configuration, significant queuing is experienced at this intersection during peak periods.

Given general background traffic increases and the expected vehicular traffic growth associated with development intensification in St Leonards, the levels of service associated with this intersection will decrease further.

A link road between Henry Street and Hoblers Bridge Road is required to better distribute city and north bound traffic. This budget reallocation is to facilitate the required survey and conceptual design work.

With respect to the South Prospect Growth Area New Roads project, there is not an identified capital requirement within this current financial year.

Given the increased activity in growth area planning, ongoing budget requirements will need to be considered by the Council annually moving forward.

<b>Project Number</b>	<b>Project Description</b>	<b>Current Approved Amount</b>	<b>Transfer From</b>	<b>Transfer To</b>	<b>New Budget</b>
CP24638	Parks Road and Carpark Reseal 24/25	\$144,814	\$25,000	\$0	\$119,814
CP24570	Workers Memorial Garden Upgrade	\$506,850	\$0	\$25,000	\$531,850
	<b>TOTALS</b>	<b>\$651,664</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$651,664</b>

**The project scope of works:**

An additional \$25,000 budget is required for the Workers Memorial Garden Upgrade project as per the grant deed. The Parks Road & Car Park Reseal 24/25 has sufficient funds to be redirected in this financial year to cover this shortfall.

<b>Project Number</b>	<b>Project Description</b>	<b>Current Approved Amount</b>	<b>Transfer From</b>	<b>Transfer To</b>	<b>New Budget</b>
CP24638	Parks Road & Car Park Reseal 24/25	\$119,814	\$119,814	\$0	\$0
CP24317	CBD Road Upgrade Design Works	\$250,000	\$60,000	\$0	\$190,000
CP24635	Parks furniture Program 24/25	\$86,726	\$0	\$179,814	\$266,540
	<b>TOTALS</b>	<b>\$456,540</b>	<b>\$179,814</b>	<b>\$179,814</b>	<b>\$456,540</b>

**The project scope of works:**

The Queen Victoria Jubilee Drinking Fountain refurbishment works require additional Council funds to continue this restoration process. An early update on this project was provided to Councillors in the Councillor's Bulletin on 30 August 2024, and it is expected that costs will exceed estimates provided at that time. A report is being prepared for Council's consideration.

24638 Parks Road & Car Park Reseal can be postponed for this financial year to enable redirection of funds to the Fountain project.

24317 Central Business District Road Upgrade Design Works was utilized to undertake the necessary strategic work to develop the Launceston City Heart Place Plan and the Urban Design Guide. Further works (design and implementation) will be funded through separate streams and will therefore allow funds to be utilised to cover the shortfall on the Queen Victoria Jubilee Drinking Fountain project.

**RISK IMPLICATIONS:**

Section 82 of the *Local Government Act 1993 (Tas)* requires statutory estimates can be altered by an absolute majority, and any amendment made by the CEO which don't alter the total estimates must be reported to Council. Failure to do either of these would be a breach of legislation.

**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.
5. To maintain a financially sustainable organisation.

**BUDGET AND FINANCIAL ASPECTS:**

As per the report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

Nil



**20.6. Representation at the International Place Branding Conference 2024 - 6 to 7 November 2024.**

**FILE NO:** SF7206

**AUTHOR:** Alison Flood (Executive Assistant Mayor)

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

**DECISION STATEMENT:**

To consider Councillor Matthew Garwood and Councillor Andrew Palmer representing City of Launceston at the International Place Branding Conference in London on 6-7 November 2024.

**RELEVANT LEGISLATION:**

*Local Government (Meeting Procedures) Regulations 2015*

**RECOMMENDATION(S):**

That Council approves the visit of Mayor Garwood and Councillor Andrew Palmer to the International Place Branding Conference in London from 6 to 7 November 2024.

---

**REPORT:**

It is considered appropriate that the Council endorses the opportunity for Mayor Garwood and Councillor Andrew Palmer to represent City of Launceston at this International Place Branding Conference, especially being our investment in Launceston Central is showing great results with them being a Finalist in the global City Nation Place Awards for Placemaking Initiatives.

The Chief Executive Officer will be accompanying the Mayor and Councillor Palmer.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Attendance at this Conference, together with an amazing marketing opportunity through the finalist nomination of Launceston Central is considered important to showcasing what our City can do and how we punch well above our weight.

---

**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:

4. To support the central business district (CBD) and commercial areas as activity places during day and night.

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:

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.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Attendance at the Conference can be funded from the Councillor's Development Budget. The costs associated with these meetings are:

- \$1,345 conference fee each
- \$1,800 accommodation each
- \$2,159 airfares each

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. City Nation Place Global 2024 Agenda [**20.6.1** - 6 pages]

**20.7. Visit to Parliament House - 17 to 19 November 2024**

**FILE NO:** SF5210

**AUTHOR:** Alison Flood (Executive Assistant Mayor)

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

**DECISION STATEMENT:**

To consider an advocacy visit to Canberra for meetings with Ministers by Mayor Garwood from 17-19 November 2024

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council approves the visit of Mayor Garwood to Canberra for Parliament House meetings with Ministers from 17 to 19 November 2024.

---

**REPORT:**

It is considered appropriate that the Council endorses the opportunity for the Mayor to visit a good number of Ministers as a follow-up to them having been provided with an Advocacy Prospectus for the City of Launceston. The Chief Executive Officer will be accompanying the Mayor.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Participation in face to face meetings with individual ministers is considered to be a powerful endorsement of the work which Councillors are working towards ongoing and new projects and a tangible way that we can actively support our local community.

**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:

1. To actively market the City and region and pursue investment.

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 costs associated with this advocacy trip can be funded from the Councillor's Development Budget and are expected to be:

- \$525 accommodation each
- \$835 airfares each

### **DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

### **ATTACHMENTS:**

Nil

---

**20.8. Representation at National Local Roads Transport and Infrastructure Congress - 2 to 4 December 2024**

**FILE NO:** SF0121, SF0619

**AUTHOR:** Alison Flood (Executive Assistant Mayor)

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

**DECISION STATEMENT:**

To consider the attendance of Councillor Matthew Garwood and Councillor Alex Britton at the National Local Roads, Transport and Infrastructure Congress in Margaret River, 2 - 4 December 2024.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council approves the attendance of Councillor Matthew Garwood and Councillor Alex Britton at the National Local Roads, Transport and Infrastructure Congress in Margaret River on 2 - 4 December, 2024.

---

**REPORT:**

It is considered appropriate that the Council is represented at the National Local Roads, Transport and Infrastructure Congress as the learnings will have direct benefit for several current key Council priorities.

The key themes for the Congress are:

- Local Government and Housing
- Asset Management: a national approach
- Circular economy solutions
- Road safety: Pathways to Vision Zero
- Renewable energy: communities in transition

The Chief Executive Officer will be accompanying the Mayor and Councillor Britton.

**RISK IMPLICATIONS:**

Not considered relevant to this report.

**ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:**

Participation in the Congress will provide important learnings about what other LGA's are doing in the infrastructure space; what the bigger picture is going forward and how ensure resilience in the built environment.

---

**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.

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.

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.

**BUDGET AND FINANCIAL IMPLICATIONS:**

Attendance at the Conference can be funded from the Councillor's Development Budget. The costs associated with attendance at this conference are:

- \$925 registration fees each
- \$1,500 accommodation each
- \$886 airfares each

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. National Local Roads Transport and Infrastructure Congress from 2 to 4 December 2024 [20.8.1 - 14 pages]

**20.9. Change of Date Request - Annual General Meeting**

**FILE NO:** SF0098

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

**APPROVER:** Louise Foster (General Manager Organisational Services Network)

---

**DECISION STATEMENT:**

To consider postponing the City of Launceston's Annual General Meeting from 5 December 2024 until 12 December 2024 to enable the Mayor, Councillor Matthew Garwood to attend.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas) s.72B Annual General Meeting*  
*Local Government (Meeting Procedures) Regulations 2015 s.7. Notice of meetings*

**PREVIOUS COUNCIL CONSIDERATION:**

Council Meeting - 16 November 2023 - Agenda Item 15.2 - 2024 Councillors' Meeting Schedule

**RECOMMENDATION:**

That Council:

1. notes that the 2024 Councillors' Meeting Schedule was approved by Council on 16 November 2023 and listed the City of Launceston's Annual General Meeting as 5.30pm, Thursday 5 December 2024, in line with 14-Plx-001 Council Meetings Policy (Frequency and Commencement Time);
  2. notes, that the Mayor, Councillor Matthew Garwood, if successful in his application to represent the City of Launceston at the 2024 National Local Roads, Transport and Infrastructure Congress, on 3 and 4 December 2024, in Margaret River, Western Australia, will not be available to attend or chair the Annual General Meeting on 5 December 2024;
  3. approves the postponement of the Annual General Meeting from 5 December 2024 to 12 December 2024 to allow the Mayor to attend the Annual General Meeting.
- 

**REPORT:**

The Mayor, Councillor Matthew Garwood, has requested that the Council consider postponing the Annual General Meeting (AGM) by one week to enable his attendance at the AGM should his application to represent the City of Launceston at the 2024 National Local Roads, Transport and Infrastructure Congress, 3 and 4 December 2024, Margaret River, Western Australia, be approved.

---

The Council Meetings Policy (Frequency and Commencement Time) (14-Plx-001) was approved by Council on 17 November 2022 and directs how the meeting schedule is set each year. It notes that the Annual General Meeting (AGM) will be held on the first Thursday of December commencing at 5.30pm.

The Meeting Schedule for 2024 was tabled and approved at the Council Meeting on 16 November 2023 for noting after being Workshopped on 9 November 2023. The Meeting Schedule was uploaded to our website on 15 December 2023 and advertised in the Examiner on 13 January 2024.

Section 72B of the *Local Government Act 1993* (Tas) (the Act) requires that council's hold an AGM before 15 December each year.

**RISK IMPLICATIONS:**

By postponing the date of the AGM until 12 December 2024 the Council runs the risk of not having a quorum of an absolute majority of Council. The Act requires that the AGM is held by 15 December, which only allows one business day in order for the AGM to be held within the legislated timeframe should the quorum not be met.

**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:**

Changing the date of the Annual General Meeting will require an additional advertisement is be placed in the Examiner to notify the public of the change. The estimated cost is approximately \$200 and can be covered with an existing budget line for advertising.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

Nil



**21. CHIEF EXECUTIVE OFFICER NETWORK**

**21.1. Quarterly Report - Chief Executive Officer**

**FILE NO:** SF0008

**AUTHOR:** Lorraine Wyatt (Council and Committees Officer)

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

---

**DECISION STATEMENT:**

This report provides a general update on activities and responsibilities within the Chief Executive Officer's (CEO) remit.

**RELEVANT LEGISLATION:**

*Local Government Act 1993 (Tas)*

**RECOMMENDATION:**

That Council receives and notes the report for the period 1 July 2024 to 30 September 2024.

---

**REPORT:**

Council receives quarterly updates on matters that are for information noting and not requiring specific decisions. Any matters falling within this portfolio requiring decision on policy, financial or strategic direction will be presented as recommendation reports on a Council agenda.

This report provides Council with updates on general matters within the Chief Executive Officer's (CEO) remit. If further information or clarification is required on any matters within the report, Councillors are encouraged to contact the report author prior to the Council meeting.

**External Stakeholder Engagements:**

**Monday 8 July 2024**

Attended NAIDOC Week Flag raising event, Tasmanian Aboriginal Centre

**Saturday 13 July 2024**

Attended President Function - Hawthorn V's Fremantle AFL match, UTAS Stadium

**Tuesday 16 July 2024**

Presented at the Quarterly Forum for Council staff

**Tuesday 23 July 2024**

Spoke at Chamber of Commerce and S. Group Inner City Living evening, Launceston

---

**Thursday 25 July 2024**

Attended Opening for St Lukes Health, Cimitiere Street

**Friday 26 July 2024**

Attended the LGAT General Meeting, Devonport

**Friday 2 August 2024**

Met with Senator Wendy Askew

**Monday 5 August 2024**

Attended Liberal Party event as guest of Senator Wendy Askew.

**Tuesday 6, August 2024**

Met with CEO Christine Finnegan, Jack Jumpers

**Wednesday 7, August 2024**

Met with RACT CEO Mark Mugnaioni

**Tuesday 13 August 2024**

Visited Central Adelaide Waste Recycling Authority, Kilburn

Toured Her Majesty's Theatre, Adelaide

Visited Central Market, Adelaide

Attended Port Adelaide Council meeting.

**Wednesday 14 August 2024**

Met with Mayor and CEO, City of Salisbury

Met with Lord Mayor, City of Adelaide

Met with CEO, Marion Council SA

**Thursday 15 August 2024**

Met with Mount Barker Council, South Australia

Attended the National Local Government Housing Summit Civic Reception

**Friday 16 August 2024**

Attended Local Government Housing Summit, Adelaide

**Saturday 17 August 2024**

Attended Port Adelaide v Adelaide Crows AFL game, Adelaide Oval

**Monday 19 August 2024**

Attended Civic function hosted by Mayor Garwood to mark the 50th anniversary of Legal Aid in Tasmania

**Tuesday 20, August 2024**

Attended LGAT Emergency Management Capability Review

**Friday 23, August 2024**

Attended Local Government Round Table event

**Monday 26, August 2024**

Met with Northern District Acting Commander, Nathan Johnston

**Friday 30 August 2024**

Attended meeting with Northern District Inspector, Craig Fox

**Monday 2 September 2024**

Attended meeting with Australian Maritime College Principal, Mal Wise

**Tuesday 3 September 2024**

Attended Launceston City Deal Executive Board Meeting

**Wednesday 4, September 2024**

Attended the LGAT Conference, Hobart

**Thursday 5 September 2024**

Attended Festivale launch, Launceston

**Tuesday 10 September 2024**

Attended the Stadium TAS Infrastructure Breakfast - Round Table event

Attended Sally's Ride Launch, Launceston

**Thursday 12 September 2024**

Attended the Planning Institute Australia conference opening event, Launceston

**Friday 13 September 2024**

Attended 2024 State Budget lunch, Country Club

Presented at the Planning Institute Australia Conference, Inveresk

**Tuesday 17 September 2024**

Spoke at City of Launceston Developer Forum

**Thursday 19 September 2024**

Attended Farewell for Stephen Brown (CEO City Mission), Boathouse

**Friday 20 September 2024**

Met with Natalie Castle from Chilli FM

**Monday 23 September 2024**

Spoke at Rotary Club of Central Launceston meeting on Social and affordable housing, Launceston

**Enterprise Agreement**

The Enterprise Agreement (EA) is a process that will at some point in the coming 12 months need to be commenced. An approach to managing this process is currently being developed by our People and Culture Team.

EA negotiations are an integral part of the remit of the CEO, and present as a positive opportunity to engage with our people. Once a formal process has been adopted and formal negotiations commence, further updates will be provided.

**UTAS Stadium**

Councillors have been provided verbal updates regarding the proposed transfer of UTAS Stadium (York Park) in recent times. These negotiations continue, with a number of key stakeholders.

It is proposed that Council will have a presentation via workshop regarding the development application for the proposed \$130m upgrades, and the deed of transfer. At the conclusion of these presentations, and subject to any further questions or clarification sought by Council, a formal report will be presented to Council for consideration and determination of the future of UTAS Stadium.

### **10-Year Strategic Plan**

The *Local Government Act 1993* (Section 66) requires a council to have a strategic plan, to reflect no less than ten (10) years.

The current strategic plan has reached the end of its adopted life and requires revision and or renewal.

Council has engaged Ethos Urban to assist Council in a formal process to develop a new strategic plan. This presents an opportunity for Councillors to further understand strategy, and importantly, work collaboratively to develop a new strategic vision and plan for the City of Launceston.

It is projected that a draft strategic plan will be developed by quarter one (1) of 2025.

### **City Heart**

Councillors have recently been presented with a revised City Heart Plan, which is based on a five (5) year period. This is supported by a five (5) year implementation plan and an Urban Design Guide.

Work has already begun on factoring the proposed works within the plan in to the 2025/2026 capital program of Council, and importantly, upcoming budget deliberations for the 2025/2026 budget.

A formal report outlining the City Heart Plan will be presented to a council meeting soon, seeking a formal decision of Council to give a direction on City Heart.

### **Local Government Professionals**

Councillors will recall their decision to support the Chief Executive Office in nominating for a position on the Local Government (LG) Professionals (Tas) Board. A nomination was completed, and advice has been received that the Chief Executive Officer has been successful in being appointed to the LG Professionals (Tas) Board, representing the broader Tasmanian local government professional sector.

### **Federal Election Strategy**

In September 2024, Council adopted the Federal Election Strategy. This strategy will form part of the CEO's remit over the coming months as we work towards the next Federal Election.

Work has commenced on appropriate communication and marketing to support and promote the strategy as adopted by Council.

It is planned that the Mayor and CEO, in partnership with Regional Development Australia (RDA) Tasmania CEO James McKee, will meet with a number of Federal MPs and Senators in Canberra during the November sitting to present the strategy.

### **Key Performance Indicators (KPIs)**

Currently, Council are still to endorse KPIs relevant to the CEO. Work has begun on developing, including work in establishing a CEO Performance Review Committee.

Once KPIs have been adopted by Council, they will where appropriate, form part of the CEO's Quarterly report as a high-level summary update.

### **City Deal**

Attached to this report is a recent presentation prepared by the Coordinator General's office outlining the results of the City Deal.

### **Cameron Street Greening**

Cameron Street is a priority street for greening under the Urban Greening Strategy.

Staff are coordinating a multi-disciplined working group to undertake concept planning and preliminary design for Phase 1 works to green the corridor between City Park and QVMAG at Royal Park. The working group has prepared a concept design showing potential locations for future street trees along Cameron Street. Preliminary construction details have been developed to support costings, community engagement, and enable detailed design of Phase 1 planting.

### **George Street Parklets (Dining Decks)**

To encourage a more pedestrian focused and vibrant central business district businesses in George Street will participate in a trial of temporary dining decks and greening.

Activities so far include preparation of preliminary layout plans, design development, procurement of long-lead time assets, engagement with key stakeholders, and planning for procurement of line marking, landscape and art contractors. The aim is to implement the trial during the summer of 2024/2025.

### **Support for the Tamar Estuary Management Taskforce**

Council is providing support to the Tamar Estuary Management Taskforce (TEMT) to implement the 10-Year Vision for the kanamaluka/Tamar estuary. The Vision focuses on two priorities to develop the estuary as a focal point for community events and recreation, while supporting the natural ecology to better manage sediment and water quality.

Priority 1 focuses on creating a cultural and recreational precinct, and Priority 2 focuses on the long-term sustainable management of sediment.

The Taskforce has identified interrelated projects to progress as a priority:

1. delivery of a *Water-edge Revegetation and Weed Removal Trial Project* in the section of North Esk River between Tamar Street Bridge and the Charles Street Bridge;
2. planning of a *Trial Wetland Restoration Project - North Esk*, on Crown Land located between Henry Street Bridge and Hoblers Bridge Road;
3. landscape designs forming part of the *Master Plan* for the upper estuary and lower North Esk River, with connections between proposed revegetation sites around the upper estuary and to a wetlands trial site between the Henry Street Bridge and Hoblers Bridge Road; and

4. development of a *Master Plan* that aims to revitalise the waterfront and activate the space by bringing people to the water's edge, creating new and enhancing existing cultural and recreational precincts, connecting key areas of the city, educating users and visitors about the environmental importance of the estuary, and enhancing visual amenity by restoring natural values to the foreshore.

The Tamar Estuary Management Taskforce has established two (2) Steering Committees, one (1) to oversee the trial wetlands restoration and revegetation projects, and one (1) to oversee the infrastructure and amenities master plan and implementation of work in the upper estuary. The City of Launceston CEO is Chair of the latter and is a member of the former.

A summary of recent implementation progress includes:

### **Trail Wetlands Restoration and Trial Water-edge Revegetation Projects**

TEMT recently finalised procurement:

- to gain new data on levees and ground elevation using LiDAR technology and aerial imagery. This information will be used by the Taskforce in the detailed design of the trial wetland project;
- of an Ecosystem Baseline Inventory (EBI) to identify changes in the ecosystem with the implementation of the project; and
- on the project design for the trial river-edge revegetation project between the Tamar Street and Charles Street bridges. The trial work will help to identify planting methods and plant species that will thrive in the intertidal zone of the North Esk River and the kanamaluka/Tamar estuary. The results of this trial will be used to revegetate the wetlands in the North Esk and the mudflats along the estuary.

### **Infrastructure and Amenities Masterplan**

TEMT has recently completed an RFQ for a consultant to prepare a master plan for the upper estuary to revitalise the waterfront and activate the space by bringing people to the water's edge through the provision of infrastructure and amenities. Target completion of the master plan is February 2025.

Council staff are providing technical support for the implementation of the projects and assisting with tender processes.

### **St. Leonards Master Plan**

Staff in the CEO's Network are providing project management support to the multi-disciplinary team preparing the St. Leonard's Master Plan. Support services include grant funding management, reporting, coordination of project reference group meetings, and monitoring project timelines.

### **Northern Regional Gateway**

Staff in the CEO's Network are assisting the Place Making Team in the procurement of a lead consultant to deliver a public art installation to welcome travellers to the northern region. The art installation will be located at the southern entrance to the city along the Southern Outlet.

Tender documents have been drafted. The aim is to have a lead consultant procured by the end of the calendar year. Following an extensive process to select an artist and seek community consultation on potential design ideas, the lead consultant will aim to have art installation completed by the first quarter of 2026.

### **Multi-sport Precinct Redevelopment Plan**

Staff in the CEO's Network are assisting, as needed, a working group of key stakeholders and council staff to prepare a redevelopment plan, facilities management plan, and governance strategy for a multi-sport precinct owned and managed by Council.

### **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 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.

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

**BUDGET AND FINANCIAL IMPLICATIONS:**

Not considered relevant to this report.

**DISCLOSURE OF INTERESTS:**

The Author and General Manager have no interests to declare in this matter.

**ATTACHMENTS:**

1. Launceston City Deal - Tasmanian Government Update [21.1.1 - 17 pages]
2. 2956 City of Launceston Prospectus 12 pp 3 LR [21.1.2 - 12 pages]



**22. LATE ITEMS**

**No Closed Items have been identified as part of this Agenda**

**23. CLOSED COUNCIL**

*This decision requires an absolute majority of Council*

**RECOMMENDATION:**

That Council moves into Closed Session to consider the following matters:

**23.1. 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.

**23.2. Councillors' Leave of Absence**

**REASON FOR CLOSED COUNCIL:**

This item is **CONFIDENTIAL** in accordance with regulation 15(2)(h) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

(h) applications by councillors for a leave of absence.

**23.3. Councillors' Leave of Absence**

**REASON FOR CLOSED COUNCIL:**

This item is **CONFIDENTIAL** in accordance with regulation 15(2) (h) of the *Local Government (Meeting Procedures) Regulations 2015*, which permits the meeting to be closed to the public for business relating to the following:

(h) applications by councillors for a leave of absence.

**24. MEETING CLOSURE**

**25. NEXT COUNCIL MEETING DATE**

**The next Ordinary Meeting of Council will be held at 1.00pm on 31 October 2024 at the Council Chambers, Town Hall, 18-28 St John Street, Launceston.**