



City of
LAUNCESTON

COUNCIL AGENDA

**COUNCIL MEETING
THURSDAY 31 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: 31 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.



Sam Johnson OAM
Chief Executive Officer

VIDEO and AUDIO STREAMING of COUNCIL MEETINGS

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

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

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

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

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

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

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, 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.

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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 17 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 Workshop Report - 17 October 2024

FILE NO: SF4401

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider Council Workshops conducted since the last Council Meeting.

RELEVANT LEGISLATION:

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

RECOMMENDATION:

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

1. pre-Council Workshop conducted on 17 October 2024:

UTAS Stadium Transfer - Presentation, Questions and Answers

Councillors received a presentation from James Avery (Chief Executive Officer, Stadiums Tasmania) including the opportunity to ask questions of Stadiums Tasmania about the proposed UTAS Stadium Transfer.

UTAS Stadium Transfer

Following a presentation by James Avery (Chief Executive Officer, Stadiums Tasmania), Councillors participated in further discussion with Officers around the UTAS Stadium Transfer.

Frederick Street, Launceston - Lease to Launceston History Centre

Councillors received a presentation about the proposed arrangements for the lease of 56 Frederick Street.

In Attendance: Mayor Councillor M K Garwood, Deputy Mayor Councillor D H McKenzie, 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 With Leave of Absence: 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:

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

6. COUNCILLORS' LEAVE OF ABSENCE APPLICATIONS

Councillors' Leave of Absence Applications will be considered in Closed Council at Agenda Item 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).

7.1. Community Report - Society of Women's Writers Tasmania - Presented by Judi Corcoran

FILE NO: SF6368

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

SUMMARY OF PRESENTATION

Society of Women's Writers Tasmania is part of a "not for profit" National organisation, with members meeting monthly to discuss books, both as published authors and enthusiastic wordsmiths - learning how to progress as writers, from basics to publishing their first novel, experienced, published authors mentoring and encourage fledgling authors about the ups and downs of publishing their first novel or memoir.

Informal meetings are held on the first Monday of the month in the Launceston Library, in a friendly environment with exercises in various forms of writing. The aim of the Society is to encourage interest in writing and to assist those who wish to further their skills in the written word.

8. PUBLIC QUESTION TIME

Local Government (Meeting Procedures) Regulations 2015 - Regulation 31

8.1. Public Questions on Notice

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

8.1.1. Public Questions on Notice - Robin Smith - Birchalls Graffiti, E-Scooters, and Sources for Council Reports - 17 October 2024

FILE NO: SF6381

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 17 October 2024 by Robin Smith, have been answered by Shane Eberhardt (General Manager Assets and Infrastructure), Louise Foster (General Manager Organisational Services) and Duncan Campbell (Team Leader Legal Services).

Questions:

1. Above the centre of Birchalls building is an exceedingly large graffiti tag and I assume they gained access through Birchalls building. Are they gaining access through that building? Is there something Council could do to secure access to that building?

Response:

There has been no triggering of the alarm and no observable damage to windows or doors. It is believed that individuals are gaining access to the roof externally which is supported by observations Council officers have received.

2. Previously, I have asked questions about the control of e-scooters and where they are permitted to go, including questions on 27 January 2022, 22 August 2024 and 3 Oct 2024. Your officer responded, rejecting my assertion that they are permitted by Road Rules, that via the by-laws the Traffic Act controls the e-scooters. From what I understand that the Road Rules are more specific than the Traffic Act in controlling the e-scooters, therefore it appears they are permitted to go these places. There is a Latin maxim that apparently covers that one strength of a law versus the other, where there a conflict, is *generalia specialibus non derogant*, which essentially means the stronger law wins. Could officers go back and have a look at that conflict?

Response:

The fact that two laws may apply to a particular activity does not mean there is a conflict. The Road Rules 2019 (Rules) place restrictions on the use of Personal Mobility Devices (PMDs) on roads and associated infrastructure. The Facilities and Highways By-Law No. 1 of 2021 (By-law) places restrictions on the use of vehicles - which includes PMDs - in Malls and other facilities.

The use of PMDs require compliance with all applicable laws, which may include the Rules, the By-law, and other legislation, depending on the relevant location and the manner in which they are used.

3. I refer to an in-house document 'E-scooter Trial Evaluation' prepared by Council officers. In the future, I am considering bringing to Council that if an officer were to write a report, that they declare where the information or contents comes from, whether it be artificial intelligence or whether they are lobbied or provided by the individuals. You don't have anything parallel running to that at the moment?

Response:

The E-Scooter Trial Evaluation report notes the sources throughout the document. Artificial Intelligence was not used in preparation of the report.

In Council's Annual Plan 2024/2025 there is an action for Council to explore and consider the need for responsible use of Artificial Intelligence and new technologies in line with City Innovation Strategy Principles, with the aim of guidelines being developed to support the use of the technologies for the City of Launceston. In the interim, the Executive Leadership Team have endorsed a position statement that requires officers to identify in reports if AI technology has been used to assist with generating content.

ATTACHMENTS:

Nil

8.1.2. Public Questions on Notice - Rocelyn Ives - Gorge Materials - 17 October 2024

FILE NO: SF6381

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following question, submitted to Council on 17 October 2024 by Rocelyn Ives, has been answered by Debbie Pickett (Personal Assistant – General Manager Infrastructure and Assets Network).

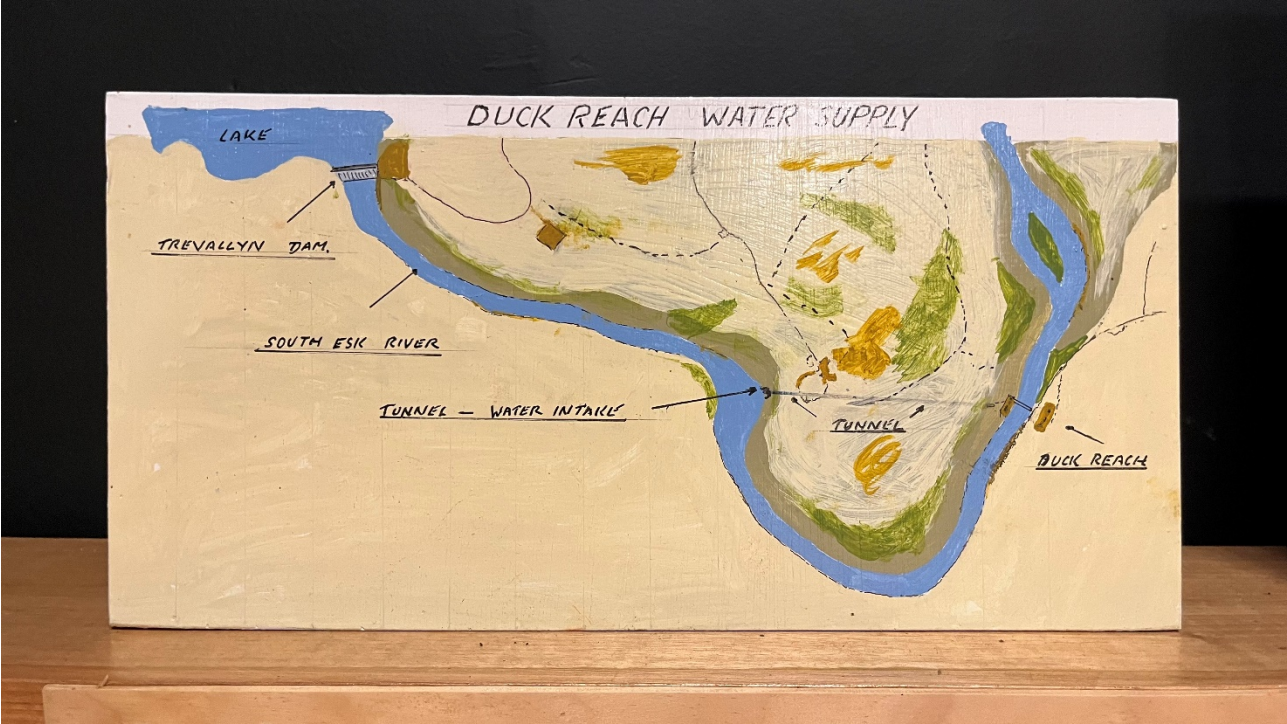
Questions:

1. [Regarding Basin Cottage Resources]
Where is the unique Duck Reach Power Station model which, on my departure, was stored in a high cupboard at the cottage? The extensive collection of reference books, for which I have an inventory, were taken by a Council officer to the Town Hall. Where are they now?

Response:

The Model of Duck Reach is located inside the Basin Cottage in the last room, and the books were transferred to the QVMAG collection in April 2023.





ATTACHMENTS:

Nil

8.1.3. Public Question on Notice - Jim Dickenson - Albert Hall Renewal - 21 October 2024

FILE NO: SF6381

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following question, submitted to Council on 21 October 2024 by Jim Dickenson, has been answered by Richard Jamieson (Manager City Development).

Questions:

1. The Examiner 6 September 2024 reported the Mayor Matthew Garwood as saying we expect to advertise a minor planning amendment for changes to the northern foyer facade. What are these changes and when will the application to Council and advertisement be made for these amendments?

Response:

A minor amendment request was made by the project applicants regarding DA0108/2022 (the Albert Hall upgrade) on 28th August 2024. The proposed amendment was a slight modification to the external element of the two proposed layers of cladding, i.e. slightly different 'perforated' look over the base sheeting.

The impact of the change is minimal, and the application was made with the support of the project Heritage Consultants and the Tasmanian Heritage Council.

Key reasons for the change are:

- *Structural strength and durability of the sheet*
- *Reduction in messy looking structural steel behind the perforated sheet*
- *Better overall architectural outcome (as advised by Architect and Heritage Advisor)*

Minor amendments are dealt with under delegated authority. The assessment process does not require a public notification process other than to advise any person who made representations to the original application (who have a right to appeal). This notification was provided on 30 September 2024.

ATTACHMENTS:

1. Public Question on Notice - Jim Dickenson - Albert Hall Renewal - 21 October 2024
Redacted [8.1.3.1 - 1 page]

8.1.4. Public Question on Notice - Daisy Barnett - Construction of Toddler Pool at Lilydale Swimming Pool - 22 October 2024

FILE NO: SF6381

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 22 October 2024 by Daisy Barnett, have been answered by Justin Dale (Manager Business Enterprises).

Questions:

1. What is happening in regards to the Lilydale toddler pool? When are works due to commence? What local organisations and residents will CoL be engaging with to ensure the best suited service be provided?

Response:

The City of Launceston commissioned an engineering review on the main and toddler pools at Lilydale in July. The review provided the following recommendations:

- **Main Pool Expansion Joint Repair:** *It was identified that the main expansion joint required repairs and sealing to prevent potential leaks. These repairs were successfully completed by a local pool specialist, and subsequent testing confirmed their effectiveness. The pool is now in the process of being cleaned and repainted in preparation for the upcoming season.*
- **Toddler Pool Filtration System Upgrade:** *The review also highlighted the need for the installation of an isolated treatment system for the toddler pool. Work on replacing the piping has commenced, and these upgrades are expected to be completed by mid-November by a local pool specialist.*

With these works progressing as scheduled, we anticipate that the facility will open for the season as planned.

ATTACHMENTS:

1. Public Question on Notice - Daisy Barnett - Construction of Toddler Pool - Lilydale Swimming Pool - [8.1.4.1 - 1 page]

8.1.5. Public Questions on Notice - Ray Norman - Housing, Planning and Waste Management - 23 October 2024

FILE NO: SF6381

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

QUESTIONS AND RESPONSES:

The following questions, submitted to Council on 23 October 2024 by Ray Norman, have been answered by Shane Eberhardt (General Manager Infrastructure and Assets Network), Richard Jamieson (Manager City Development) and Leigh Handley (Manager Operations Infrastructure and Assets).

Questions:

1. Given all that is at stake will the City of Launceston's Councillors now take a leadership role in its 'planning authority role' by initiating a transparent housing strategy that is:
 - Facilitated, by a CITIZENS jury, COMMUNITY forum or like committee; and
 - Open to contributors from anywhere in Australia; and
 - Initiated collaboratively with adjoining Councils and say the Institute of Architects, a university Faculty of Architecture and/or any other interested parties; and
 - Is directed towards engaging with Council's constituency towards achieving more sustainable and more amenable urban landscapes and housing strategies?

Response:

Council is currently developing a housing strategy, which we anticipate being adopted in the first quarter of 2025. The preparation of this strategy will involve consultation with a range of stakeholders, including a wider public engagement process.

The aim of the strategy is to ensure the Council provides opportunities for a diverse range of housing to accommodate the needs of all sectors of our community and to ensure new housing is provided in a way that enriches our City and respects those things that the community values.

2. Will Council seriously now reconsider its role in its 'planning authority role' by appointing a certified practicing City Architect who can:
 - Operate at arm's length from Council's management structure; and
 - Is open to receiving from and providing advice to the city's developers – private and corporate; and
 - Is one who works collaboratively with Council's management; and
 - Is directed towards engaging with Council's constituency towards achieving more sustainable and more amenable urban landscapes and cultural landscapes?

Response:

This question is a resubmission of a question answered at the Council meeting of the 7 September 2023. The answer provided at that time is restated below:

In the same way municipalities were required to appoint a City Engineer, a building surveyor and a building inspector, the 1962 Local Government Act required each municipality in Tasmania to appoint a City Architect to perform a range of statutory functions. Since 1962 the legislative requirements of Local Government have grown considerably, and a far greater skill set is required to undertake the Council's statutory duties. Currently, the City of Launceston employs Architects, Town Planners, Building Surveyors, Environmental Health Officers, Traffic Engineers, Hydraulic Engineers, Environmental Scientists, a Place Making team and many other specialists. These Officers work within the scope of the legislation and collaboratively with the development community, to achieve the best possible community outcomes. For this reason, the role of a City Architect, as proposed, is considered redundant in a modern Local Government structure and it is not proposed to be reinstated at this time.

3. Will Council please explain how and why ratepayers' fund have been, and are being, expended on a landfill facility that does not meet Tasmanian EPA standards at the ever-present risk of environmental degradation and moreover why the folly of landfill is being used to deal with apparently something in excess 50% of the regions "waste steam" AKA recoverable resources consigned to the city's WASTE MANAGEMENT CENTRE ... The place where resources and opportunities are ultimate 'wasted'?

Response:

City of Launceston (CoL) Regional Waste Centre is regulated by the Tasmanian Environment Protection Authority under the Environment Protection Notice (EPN) 7175/3. Each year CoL complies with the terms and conditions within the EPN. The EPN requires annual reporting and site audits. The conditions with the EPN are extensive and the following are examples of some of the conditions and reporting required.

Reporting on ground and surface water monitoring to ensure there is no impact on surrounding surface and ground water. Greenhouse gas emissions are also reported along with greenhouse gas abatement via the landfill gas capture system. Leachate generation and treatment via water treatment plant.

To date CoL has invested in landfill alternatives like FOGO which has diverted organics away from landfill. Last year 15,000t was diverted away from landfill. CoL continues to service kerbside recycling which diverts a further 6,000t/yr along with offering free recycling and resale recovery for many materials at the Launceston Recycling Centre.

CoL is currently undertaking a feasibility study to support the development of a diversion facility which could potentially divert and recover 60% of construction and demolition waste that is currently going to landfill.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Housing, Planning and Waste Management - 23 October 2024 R [8.1.5.1 - 3 pages]

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. DA0312/2024 - 55 Sandown Road, Norwood - Sports and Recreation - Construction of an Outdoor Recreation Facility including Sauna, Spa and Ice Bath

FILE NO: DA0312/2024

AUTHOR: Fintan Langan-Clarke (Senior Town Planner)

APPROVER: Chelsea van Riet (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:	BVZ Designs
Property:	55 Sandown Road, Norwood
Zoning:	Rural
Receipt Date:	17/07/2024
Validity Date:	3/09/2024
Further Information Request:	06/09/2024
Further Information Received:	20/09/2024
Deemed Approval:	1/11/2024
Representations:	8

RELEVANT LEGISLATION:

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

PREVIOUS COUNCIL CONSIDERATION:

DA0159/2019 - Subdivision - Subdivide one lot into two lots - approved under delegation 7 June 2019

DA0304/2018 - Food services - Construction of an extension to the bar and new food services container - approved under delegation 29 June 2018

DA0319/2014 - Food services - Construction of an extension to a restaurant - approved under delegation 25 September 2014 with an amendment on 19 May 2017

DA0424/2013 - Visitor accommodation - Intensification of existing visitor accommodation use - approved under delegation on 29 November 2013, with an amendment on 18 December 2013.

STANDARDS REQUIRING PLANNING DISCRETION:

20.3.1 P2 - Rural Zone - Discretionary use

20.3.1 P4 - Rural Zone - Discretionary use

C7.6.1 P1.1 - Natural Assets Code - Buildings and works within a waterway and coastal protection area or a future coastal refugia area

C8.6.1 P1.2 - Scenic Protection Code - Development within a scenic protection area

RECOMMENDATION:

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0312/2024 Sports and Recreation - Construction of an outdoor recreation facility including sauna, spa and ice bath at 55 Sandown Road, Norwood, 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 Manager City Development unless modified by a condition of the Permit:

- a. Cover Page, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 1/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**
- b. Title Plan with Boundary Dimensions, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 2/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**
- c. Site Plan, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 3/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**
- d. Site Plan Enlargement, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 4/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**
- e. Site Plan Enlargement 2, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 5/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**
- f. Soil and Water Management, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 6/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**
- g. Floor Plan, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 7/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**
- h. Floor Plan with Dimensions, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250,

Revision No. 6, Page No. 8/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**

- i. Elevations, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 9/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**
- j. Roof Plan, prepared by BVZ Design, Drawing No. BATHE0524, Proposed Spa Area for Bathe Tasmania at 55 Sandown Road Norwood 7250, Revision No. 6, Page No. 10/10, dated 19/09/2024, **Plan to be amended in accordance with amended plans condition.**

2. AMENDED PLANS REQUIRED

Prior to the commencement of any work and use, 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 show:

- a. A minimum width of 1.5 metres for the access footpath between the overflow car park and entry to the development.

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. LEGAL TITLE

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

4. USE LIMITATION

This permit allows the use for an outdoor recreation facility (including sauna, space and ice bath with enclosed unisex bathroom), defined as an *outdoor recreation facility* in the Tasmanian Planning Scheme (2024). The use is limited to:

- a. A maximum of 10 hourly sessions per day; and,
- b. A maximum of 4 patrons per hourly session are permitted to visit and use the outdoor recreation facility.

5. NON-REFLECTIVE EXTERIOR FINISH

All external cladding and roofing of the development must be of a non-reflective nature and must be finished in muted, neutral colours to the satisfaction to the Council.

6. BUSINESS HOURS

The operation of the outdoor recreation facility must be confined to:

- a. 6:00am and 9:00pm Monday to Sunday (with the last session of the day to commence no later than 8pm on each day)

7. HOURS OF CONSTRUCTION

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

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

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

8. DRIVEWAY AND PARKING AREA CONSTRUCTION

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

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

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

9. 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.

10. SOIL AND WATER MANAGEMENT PLAN

Prior to the commencement of the development works the applicant must install all necessary silt fences and cut-off drains to prevent the soil, gravel and other debris from escaping the site. Additional works may be required on complex sites. No material or debris is to be transported onto the road reserve (including the nature strip, footpath and road pavement). Any material that is deposited on the road reserve as a result of the development activity is to be removed by the applicant. The silt fencing, cut off drains and other works to minimise erosion are to be maintained on the site until such time as the site has revegetated sufficiently to mitigate erosion and sediment transport.

11. BUILDINGS AND WORKS WITHIN WATERWAY PROTECTION AREAS

To satisfy the provisions of Natural Assets Code, any buildings and works located within the waterway protection area must have regard for the environmental best practice guidelines in the *Wetland and Waterways Works Manual*.

12. 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.

13. IMPACT OF SHEDS, GARAGES AND OTHER OUTBUILDINGS OR STRUCTURES ON ON-SITE WASTEWATER SYSTEMS

Sheds, garages, decks, driveways or any additional structures must not be located on or over an existing on-site wastewater system, including on the reserve land application

areas, or in a location which may affect the operation of the existing on-site wastewater system or land application area.

14. 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 DA0312/2024. You should contact Council with any other use or developments, as they may require the separate approval of Council. Council's planning staff can be contacted on 03 6323 3000.

This permit takes effect after:

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

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

B. Restrictive Covenants

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

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

C. Appeal Provisions

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

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

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

D. Permit Commencement.

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

E. Storage of Dangerous Goods

Dangerous goods/materials must be stored in accordance with the Work Health & Safety Regulations 2012 or any subsequent versions of the document.

F. Fixed Equipment Use

Use of fixed equipment (e.g. heat pumps, water pumps, swimming pool pumps) is subject to the Environmental Management and Pollution Control (Noise) Regulations 2016 or any subsequent versions of this regulation.

G. Recreational Water

Public swimming pools and spas must comply with the requirements of the Public Health Act 1997 and the Recreational Water Quality Guidelines 2007 or any subsequent versions of the document.

REPORT:

1. THE PROPOSAL

The application proposes the construction of a 49m² outdoor recreation facility including a barrel sauna, hot spa, ice bath, and enclosed unisex accessible bathroom surrounded by a 1.8m high solid fence. The proposed outdoor recreation facility has a setback of no less than 55 metres from any boundary.

The application also proposes to use two existing car parking spaces (one standard car space and one accessible car space) with a shared area between within an overflow parking area currently serving the site. The dedicated car parking spaces are located approximately 97m west of the outdoor recreation facility, with access between the two areas to be facilitated through the construction of a new compacted gravel footpath.

The outdoor recreational facility would be leased (from the property owners) and operated by Bathe Tasmania with bookings available via an online booking system with one hour booking slots for a 4 maximum people using the facility at any one time. Hours of operation are proposed to be Monday to Sunday, 6am to 9pm (with the last booking to occur no later than 8pm each day).

2. LOCATION AND NEIGHBOURHOOD CHARACTER



55 Sandown Road, Norwood (not to scale)

The Rural zoned site is an irregular shaped 19.17 hectare lot dominated by two large waterway areas in the south-eastern portion of the site. The site contains several dwellings and outbuildings with varying existing uses including a residential dwelling, restaurant (Apricus) and a farm animal petting area.

The site is adjoined by Residential zoned land to the north, Rural zoned land to the east and south, and Community Purpose zoned land to the west. It should be noted that the closest residential dwelling is approximately 157 metres to the north of the proposed development location.

Access to the site is shared with the adjoining rural zoned site directly to the east at 53A Sandown Road which contains Old Mac's Caravan and Motorhome Farm Stay operating September to May.

The site has a fall of varying slope between 41-48m from the north/north-western boundary to the waterway area within the south-eastern portion of the site.

The site has several overlays that are applicable including Bushfire-Prone Areas, Waterway and Coastal Protection Area, Scenic Protection Area, Airports Obstacle Limitation Area and Priority Vegetation Area.

3. PLANNING SCHEME REQUIREMENTS

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

4. REFERRALS

REFERRAL	COMMENTS
INTERNAL	
Infrastructure and Assets Network	Conditions recommended.
Environmental Health	Conditions recommended.
Heritage/Urban Design	N/A
Building and Plumbing	Standard notes recommended for the permit.
EXTERNAL	
TasWater	N/A
State Growth	N/A
TasFire	N/A
Tas Heritage Council	N/A
Crown Land	N/A
TasRail	N/A
EPA	N/A
TasNetworks	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 25 September 2024 to 9 October 2024. Eight (8) representations were received. The issues raised are summarised in the following table. All representations received for this application were circulated to Councillors confidentially.

<p>Issue 1 - Traffic generation and use on Queechy Road Representations identified existing traffic use concerns on Queechy Road relating to existing uses at 53A Sandown Road, 55 Sandown Road and other higher density developments on Queechy Road.</p>
<p><i>Response 1</i> <i>The proposed development has been assessed against the applicable provisions of the Road and Railway Code and it has been determined that the size and intensity of the proposed development would not result in more than 40 vehicles (up to 5.5m long) movements or 5 vehicle (more than 5.5m long) movements, which complies with the acceptable solution for the Code. A use limitation condition has been imposed to allow a maximum of ten (10) sessions per day with a maximum of four (4) users per session to assist with limiting vehicle movements to and from the site. It is also further noted that limitations on the type of passenger vehicle visiting the site is not appropriate in relation to this development application as the proposed development would not noticeably exacerbate existing traffic concerns on Queechy Road.</i></p>

<p>Issue 2 - Operation of the facility A representation raised concerns with how the development will be operated including hours of operation.</p>
<p><i>Response 2</i> <i>The proposed development will operate between 6am and 9pm, Monday to Saturday, with hourly slots booked via an online booking system. A maximum of four (4) people can use the development per hour. Use limitation and hours of operation conditions have been imposed to ensure compliance with the proposed development and use.</i></p>
<p>Issue 3 - Parking on Queechy Road Representations identified concerns with the lack of safe parking for residents on Queechy Road due to use of the road by caravans and other large vehicles.</p>
<p><i>Response 3</i> <i>It is acknowledged that there are existing concerns with the lack of on-street parking provisions within Queechy Road due to caravan and other large vehicles using the road to access the camping ground at 53A Sandown Road, however consideration of these provisions is unrelated to the proposed development and use at 55 Sandown Road outlined in this application. Further, the assessment of the proposed development against the applicable provisions under the Parking and Sustainable Transport Code has determined that the parking requirements can be satisfactorily met on site.</i></p>
<p>Issue 4 - Roadkill on Queechy Road Representations identified concerns with the existing level of native animal injury and death due to road users along Queechy Road.</p>
<p><i>Response 4</i> <i>The consideration of native animal injury and/or death does not form part of the planning provisions of the Tasmanian Planning Scheme against which this application has been assessed.</i></p>
<p>Issue 5 - Noise generation by the proposed development A representation raised concerns with noise generation from existing uses at the site and furthering of noise impacts related to the proposed development and use.</p>
<p><i>Response 5</i> <i>It is acknowledged that there are concerns with noise generation from existing uses at the site, however the proposed development has been determined to have relatively low levels of noise generation within the context of hours of operation, limitations on the number of users per hour and scale of development. Further, the proposed development would be located over 150m away from, and below the elevation of the nearest residential dwelling. Notwithstanding, use limitation and hours of operation conditions have been imposed for compliance with the intended use.</i></p>

Issue 6 - Ownership of the proposed development
A representation raised concerns with who is progressing the proposed development, as there are already existing uses at the site.

Response 6

In accordance with the Land Use and Planning Assessment Act 1993, a development application is only considered valid when title documentation and written consent by the property owner is provided. In accordance with the requirements of LUPA 1993, title documents and written consent by the current property owners have been provided with the development application.

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. DA0312/2024 - 55 Sandown Road - Planning Scheme Assessment [**11.1.1** - 14 pages]
2. CONFIDENTIAL - NOT FOR PUBLIC DISTRIBUTION - DA0312/2024 - 55 Sandown Road - Representations [**11.1.2** - 13 pages]
3. DA0312/2024 - 55 Sandown Road - Plans to be Endorsed [**11.1.3** - 10 pages]

12. ANNOUNCEMENTS BY THE MAYOR

12.1. Mayor's Announcements

FILE NO: SF2375

Thursday 17 October 2024

- Attended the Anti-Poverty Week BBQ hosted by St Vincent de Paul, Royal Park

Friday 18 October 2024

- Officiated at The Shed opening as part of Launceston City Deal, Willis Street
- Interviewed by year 9/10 students, Queechy High School
- Attended SIRCLE Skin Launch, 107 Cameron Street
- Attended Cape Hope Charity Cocktail Park, JMC Showroom

Sunday 20 October 2024

- Attended the St Giles Burn, Elizabeth Street

Wednesday 23 October 2024

- Provided welcome to Launceston for 2024 Regions Rising Tasmania Event, Tramsheds
- Attended Inaugural Tasmanian Regional Development Champions 2024, Curtain Hall in "The Workshop", UTAS

Friday 25 October 2024

- Attended 2024 Tas Petroleum Motorama Launch, Tonic Bar

Saturday 26 October 2024

- Opened the 'Exhibition - Makers in the Courthouse', Courthouse, Lilydale
- Attended Tour de Cure's Having a Craic for Cancer, Plough Inn

Sunday 27 October 2024

- Spoke at the Walk 4 Hope - Huntington's Disease awareness event, Riverbend Park
- Attended National Trust of Australia (Tasmania) Annual General Meeting, Clarendon Estate

Monday 28 October 2024

- Attended the Mini Arts Pop Up, Launceston Church Grammar School Junior Campus Hall
- Attended Bank of Us - Community Show Case, Verge Hotel

Wednesday 30 October 2024

- Hosted International students from Work Ready Program for morning tea, Town Hall Reception Room

Thursday 31 October 2024

- Spoke at E3 Conference, River Edge Building, Inveresk
-

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).

13.1. Conference Report - Councillor A G Harris - 2024 Rail Trails Conference - 18 to 19 October 2024

FILE NO: SF0121

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To receive a Report from Councillor A G Harris following attendance at the 2024 Rail Trails Conference in Melbourne on 18 and 19 October 2024.

RECOMMENDATION:

That Council:

1. receive the Report provided by Councillor A G Harris about the 2024 Rail Trails Conference in Melbourne following attendance on 18 and 19 October 2024.

REPORT:

Councillor A G Harris represented City of Launceston at the 2024 Rail Trails Conference in Melbourne on 18 and 19 October 2024 and the following report is provided for information.



Key items presented and outcomes from each speaker:

1. Speaker: Christina Harris – Marketing Manager of the Ride High Country Tourism in North East Victoria

Tourism North East promotes Ride High Country which has 3 rail trails located in its region. They identified 5 product strengths of their region including Great Outdoors, Snow, Eat and Drink, Arts and Culture, and all things Rail Trails. They also identified that rail trails are much more than just a piece of infrastructure, they need to have a Master Plan developed to optimise the existing infrastructure and plan for future investment opportunities to drive significant economic growth. Long distances between towns can be daunting for novice or inexperienced riders, although e-bikes have rapidly changed the definition of what a “long distance” might be. Many novice or family rail trail users consider an hour of riding before stopping, “about right”. Since establishing Ride High Country Tourism, they have doubled visitation and tripled visitor spending. In the future, they see public art installations, landscaping, and improved infrastructure, as where money needs to be spent to encourage revisitation.

Outcomes relevant for City of Launceston:

We need to involve tourism marketing resources early in the rail trail project development process to ensure that we develop a comprehensive strategic marketing plan. This could involve Council’s own internal resources, Visit Northern Tasmania (VNT), Northern Tasmania Development Commission (NTDC) and Tourism Tasmania. Packaging of the whole experience needs to be really thought through, from transport to the trails and return, potentially from a different location, what to do and see along the way, where to eat and drink, and where to stay overnight as well as highlighting the rail heritage such as stations, bridges and tunnels along the trail. This will take time, resources and money to enable the rail to meet short, medium, and long-term goals. Research shows that the majority of visitors use cycling as a fun way to explore the regions tourism’s offerings, however e-bikes have been a game changer in expanding how far and fast that they can travel. Build it, promote it, and they will come, if we can answer the million-dollar question, “what do our rail trail visitors want?”

2. Speaker: Tiffany Stodart - Northern Rivers Rail Trail (NRRT)

This project has been 12 years in the making, with the usual train enthusiasts wanting to keep the rail for a train that will never come. The whole trail would be 132 km, but they opened 24km stage 1 at Tweed from Murwillumbah to Crabbes Creek after spending \$20.8M in Federal and State Govt funding in March 2023, expecting 25,000 visitors in year 1 and over 197,000 users came in the first year!

They opened the second 13.2km trail stage from Bentley to South Lismore in the Richmond Valley with \$7.5M in federal funding, and with 3 further stages to go. The NRRT established a clear vision, mission and ambition statements, with clearly identified partners, roles and responsibilities. During the first year they found that 51% of users were cyclists +34% were riding e-bikes, 14% were walkers and runners, and 198 horse permits were issued with Sunday the most popular day.

They established the NRRT Collective that represents the business that manages, maintains and markets the NRRT as a commercial regional tourism product to provide one brand, one voice, one experience for all trail users. They implemented a 3-tier governance model, with clearly defined roles that generated sufficient income to match the expected expenditure with the goal of cost neutrality.

Income sources identified: Grants, leases and licenses, Business Connect (Rail trail pass and Marketing and signage program), commission and fees for booking packages and tours, supporter program, sponsorship, donations, fundraising and events, retail and merchandise and Council general funding.

Expenditure includes: Trail operations, insurance and safety, asset management and maintenance of vegetation, buildings and infrastructure, trail surface, bridges, tunnels, culverts and drainage. Guest experiences infrastructure including amenities, signage and wayfinding, marketing and promotion to increase visitation.

Develop a Business Plan including a 1 page plan with 4 strategic pillars of trail development and infrastructure, commercial and business activities (B2B), operations, asset management and management and experiences, marketing and events (B2C). Product development has 5 pillars, Move, Taste, Stay, Enjoy and Explore.

Outcomes relevant for City of Launceston:

Start with the end in mind. Build a brand and a community. Build an experience not a trail, tell everyone about it and measure outcomes with intent.

Establishing the governance and ongoing management of the rail trail is important to be done before it's opened as it's much more difficult to do later. Consider making this a charitable legal entity to gain tax deductibility. Ongoing management of the trail asset is likely to be the biggest cost in the long term and identifying and implementing a sustainable funding model is paramount. Get real on usage estimates and apply for industry awards to spread the news.

3. Four Speakers who Established and Operate New Small Businesses on Victorian Rail Trails

Rachel, from Alpine Hotel at Warburton completely changed the hotel's business model to embrace rail trail users during Covid and hasn't looked back. Provides cycling facilities such as bike lockers, bike charging facilities and a lockable 24 access garage.

Melanie from the Carriage Café at Seville (16km from Lilydale), opened in 2010, walker, bike and horse riding friendly. Utilises local suppliers wherever possible and supports other small business owners on the trail.

Danielle from Cog Bike hire and sales. Developed pick up and drop off services, opened café at Warburton, encouraged other businesses close to the trail to engage with rail trail users such as an archery with Bike and Bow packages. Collaborate and cooperate with your competitors.

Amanda – Great Southern Bike Hire. E-bikes are a game changer for rail trail users. Started hiring e-bikes but now makes most money from the sale of e-bikes. Working with cafes and shuttle transport providers.

4. Alison McCormack CEO of Bicycle Network

E-bikes are a transport game changer, and we need to seize the moment as it reduces the effect on the environment and has a positive impact on climate change. E is for easy and everyone, more women are now riding e-bikes and more than of 50% of tourists wanted to do increased physical activity during their holiday.

5. Four Speakers on Increasing Rail Trail Usage

Build it and they will come is not enough!

Package guided tours where everything is taken care of, is the key area of growth particularly if the tourists generally don't cycle regularly.

Encourage singles, particularly women to join scheduled group tours.

Maintain operator standards when packaging tours. Digital marketing is the proven way to market the product. Creating an identity for the rail trail and for it have its own web site to enable bookings and information.

Own the marketing and channels to market rather than just relying on others. Start advertising 6 months before launch.

Plan for locals as well tourists to use the trail. For example, the Lilydale to Warburton Rail Trail attracts 450,000 to 500,000 visitors per year, 1/3 of users walk or ride to the trail from their home, 1/3 come from greater Melbourne and the balance come from intrastate, interstate and overseas tourists. 50% of users are riding bikes, the other 50% are walking, running, exercising pets, etc.

Ongoing track maintenance utilising local service clubs, Friends of the Rail Trail, Landcare Groups all have ongoing challenges with ageing and declining membership. Converting gates to stock grates is preferable and fencing stock off the trail helps reduce trail maintenance but is very expensive. Keeping motor vehicles and motorbikes off the trails is also an ongoing issue but improves over time as the trail becomes accepted as a community asset.

Funding:

\$400M of Federal Government funding through the Regional Precincts and Partnership Funding is seen as a way of getting external funding other than relying on local government funding.





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

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:

The costs associated with attendance at this conference were accommodated within existing budgets.

DISCLOSURE OF INTERESTS:

The Chief Executive Officer has no interests to declare in this matter.

ATTACHMENTS:

Nil

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).

No Councillors' Questions on Notice have been identified as part of this Agenda

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

No Committee Reports have been identified as part of this Agenda

17. COMMUNITY AND PLACE NETWORK

17.1. Community Grants Round 1 2024-2025

FILE NO: SF7646

AUTHOR: Kate Schindler (Grants and Sponsorship Officer)

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

DECISION STATEMENT:

To consider applications for Community Grants received in Round 1, 2024-2025.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

- Approves the following Community Grant Program applications to receive the recommended grant amounts:

Organisation	Project/Activity	Score	\$Request	\$Recom
Cancer Council Tasmania	Improving Access and Awareness of Cancer Wellbeing Services*	87%	\$5,000	\$5,000
Rotary Club of Tamar Sunrise	Books for Kinder	84%	\$1,400	\$1,400
Starting Point Neighbourhood House	Ravenswood Connect Program**	81%	\$4,970	\$4,970
Mainly Music	Launceston Salvation Army Mainly Music	81%	\$5,000	\$5,000
Cancer Patients Foundation	Look Good Feel Better	80%	\$5,000	\$3,750
Care Flight Limited	Increasing the Trauma Care Skills of Launceston's First Responders	76%	\$5,000	\$3,750
LGH Historical, Visual and Performing Arts Committee	LGH Music Program	75%	\$5,000	\$3,750
STOMPIN	Primary STOMPIN Courageous Creatures	74%	\$5,000	\$3,750
COTA Tasmania	Live Well Live Long Launceston	73%	\$3,200	\$2,400
DadLAN Ltd.	DadLAN	72%	\$2,000	\$1,500
Karinya Young Women's Service	Fresh Start Food Program***	70%	\$5,000	\$1,357
Total			\$46,570	\$36,627
2024-2025 Community Grant (Organisations) Budget - Round 1				\$35,000
Balance				-\$1,627

Note: Some Scores have been rounded

- * *Mayor Garwood abstained from the assessment of Improving Access and Awareness of Cancer Wellbeing Services*
- ** *Councillor Palmer abstained from the assessment of Ravenswood Connect Program*
- *** *Although the Fresh Start Food Program was recommended to receive 75% of funding, there was only \$1357 of funding remaining in the allocated budget for this program.*

2. Determines the following Community Grant Program applications will not be funded by Council as the available funding has been fully allocated to higher scoring applications

Organisation	Project/Activity	Score	\$Request	\$Recom
Able Launceston	Able Launceston Festivals & Fitness for all!	69%	\$4946	0
Town Team Movement	Loveable Launnie	58%	\$4200	0
Total			\$9,146	\$0

Note: Some Scores have been rounded

REPORT:

Grant program structure and funding

The Community Grants Program provides funding to individuals, organisations or groups to undertake projects or activities that respond to a community need and the outcomes will benefit the Launceston community.

The Community Grant Program's overall budget is \$80,000 per annum.

The allocation for Community Grant (Organisations) is \$70,000 for the 2024-25 financial year. There are two funding rounds per year and each round is allocated \$35,000.

Round 1 for the 2024-2025 program was oversubscribed with funding requests totalling \$55,716.

As the Small Event Sponsorship Program has completed its scheduled funding rounds for 2024-2025 and has \$1,627 remaining in the budget, the assessment panel have recommended that these funds be transferred to Round 1 of the Community Grant (Organisations) budget, increasing the funds available to \$36,627.

It is therefore proposed that based on the assessment panel's scoring, the total recommended funding of \$36,627 is approved for the highest scoring applications (Recommendation 1).

Due to the funding requests being higher than the allocated budget, two applications, which scored the lowest, are not being recommended for funding in this round (Recommendation 2).

Program governance

The Community Grants Assessment Panel is a Special Committee of Council, established under section 24 of the *Local Government Act 1993* (Tas). The panel consists of three Councillors, who are nominated by the council, in addition to external stakeholder representatives. The current panel members are:

- Mayor Matthew Garwood
- Councillor Lindi McMahon (Chair)
- Councillor Andrew Palmer
- Sheryl Thomas (external stakeholder)
- Louise Clark (external stakeholder)
- Madi Biggelaar (external stakeholder)

The role of the panel is to assess each application within the sponsorship levels and against the assessment criteria (detailed below) and provide recommendations. The Chair has the additional responsibility of managing the conflicts of interest of panel members.

The following conflicts of interest have been declared by panel members, which relate to any sponsorship application they may be involved in assessing:

Panel Member	Conflict of Interest
Mayor Garwood	
Councillor McMahon	
Councillor Palmer	Starting Point Neighbourhood House
Sheryl Thomas	
Louise Clark	
Madi Biggelaar	

Note: One member of the assessment panel abstained from this round of Community Grant (Organisations) assessments due to personal reasons.

Council officers support the process but do not make recommendations. Officers consider applications ineligible for assessment if they are not received on time, are not submitted correctly, are missing information, or do not align with the criteria. Additionally, the assessment panel has the authority to deem an application ineligible based on the criteria.

Assessment process

The following steps form the assessment process for applications:

1. The Grants and Sponsorship Officer receives applications through Smarty Grants (an online portal).
2. All applications are reviewed by the Grants and Sponsorship Officer to confirm eligibility and to ensure all relevant information has been provided. Applicants may be asked to provide additional information.
3. The Community Grants Assessment Panel assesses and pre-scores eligible applications based on their merit against the criteria. The panel then convenes a meeting for score moderation.
4. The assessment score informs the panel's recommendation to Council for funding and these recommendations are subject to the budget available.
5. All funding decisions for assessed applications are made by the full Council via a report to a Council Meeting.

Assessment criteria

The panel assesses each application against the assessment criteria:

- Identifies a clear community need for the project.
- Outcomes directly benefit the Launceston community.
- Outlines clear engagement and collaboration with the community, enabling social connections and community participation.
- Project plan demonstrates good organisational planning for the project/activity.
- The project budget is detailed, realistic and:
 - demonstrates the applicant is co-contributing at least 20% towards the project in addition to the funding requested (co-contribution can be either in-kind or financial); and
 - outlines how the City of Launceston funding will be utilised.

Distribution of funding

The level of funding recommended for grants relates to the score an application receives based on the assessment criteria. The typical distribution of funds based on score is as follows:

Score	Funding amount
81-100%	100% of requested funds
61-80%	75% of requested funds
50-60%	50% of requested funds
<50%	No funding provided

Aggregated scores of assessment criteria

Each member of the assessment panel scores the assessment criteria for each community grant application on a scale of 0 to 5. The individual scores are then combined, and the total scores for each criterion are multiplied by the respective criterion's weighting. This weighted total is divided by the number of panel members who provided the assessment, resulting in a final percentage. Total possible scores are reduced if a panel member abstains to ensure applicants are not penalised because fewer panel members scored their application. Below are the aggregated scores of the assessment criteria for each application.

Improving Access and Awareness of Cancer Wellbeing Services			
<i>Cancer Council Tasmania seeking funding to facilitate a Cancer and Wellbeing Day. This one day workshop provides opportunity for the community to engage with local oncology support services, evidence based complimentary therapies, healthy eating and other local support services.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	68	80
Outlines clear engagement and collaboration with the community and community participation	4	68	80
Outcomes directly benefit the Launceston community	5	85	100
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	54	60
Project plan demonstrates good organisational planning for the project	4	72	80
Total		347	400
Panel Members		4	
% Score		86.75%	

Books for Kinder			
<i>A program delivered by Rotary Club of Tamar Sunrise at Waverley Primary School to present each Kindergarten student in 2024 with a picture book during a special school day ceremony. The books received as part of the kinder program then form part of the 9 week 'Rotary Readers' literacy program in Prep, supported by Rotary volunteers.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	88	100
Outlines clear engagement and collaboration with the community and community participation	4	76	100
Outcomes directly benefit the Launceston community	5	105	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	57	75
Project plan demonstrates good organisational planning for the project	4	92	100
Total		418	500
Panel Members		5	
% Score		83.60%	

Ravenswood Connect Program			
<i>Program to assist working aged community members in the Northern suburbs to overcome barriers to employment. The program has been delivered previously in George Town and supports participants with group and one-on-one coaching to develop SMART goals, development of a career plan and exposure to site visits and guest speakers from local employers. Internal connections to literacy and digital support, health and wellbeing services and practical skills such as gaining a drivers licence are also facilitated.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	68	80
Outlines clear engagement and collaboration with the community and community participation	4	68	80
Outcomes directly benefit the Launceston community	5	80	100
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	45	60
Project plan demonstrates good organisational planning for the project	4	64	80
Total		325	400
Panel Members		4	
% Score		81.25%	

Launceston Salvation Army Mainly Music			
<i>30 minute interactive music program targeted towards migrant and refugee families with preschool aged children. Well established program to be delivered each week in collaboration with the Salvation Army.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	84	100
Outlines clear engagement and collaboration with the community and community participation	4	80	100
Outcomes directly benefit the Launceston community	5	100	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	60	75
Project plan demonstrates good organisational planning for the project	4	80	100
Total		404	500
Panel Members		5	
% Score		80.80%	

Look Good Feel Better			
<i>Face to Face workshops demonstrating self-care routines to assist with cancer treatment side effects. Participants receive a confidence kit and also the opportunity to join virtual workshops, covering content such as skincare, make-up, clothing and headwear and also 'Feel better Fridays' which cover wellbeing topics such as exercise and nutrition.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	84	100
Outlines clear engagement and collaboration with the community and community participation	4	76	100
Outcomes directly benefit the Launceston community	5	100	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	66	75
Project plan demonstrates good organisational planning for the project	4	76	100
Total		402	500
Panel Members		5	
% Score		80.40%	

Increasing the Trauma Care Skills of Launceston's First Responders			
<i>Delivery of a Trauma Care Workshop for up to 21 professional and volunteer first responders. The single-day, 8-hour workshop uses high-fidelity simulation of trauma incidents to increase the knowledge, skills, and confidence of first responders to provide critical pre-hospital patient care to members of the community and to each other.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	76	100
Outlines clear engagement and collaboration with the community and community participation	4	76	100
Outcomes directly benefit the Launceston community	5	90	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	60	75
Project plan demonstrates good organisational planning for the project	4	80	100
Total		382	500
Panel Members		5	
% Score		76.40%	

The Role and Power of Live Music in the Healing Process at the LGH			
<i>Funding sought by the LGH Historical Visual and Arts committee to facilitate a music program with monthly performances outside the Frankland Café in the undercover area. This program aims to improve patient healing via participation in the music program, which also includes roving performances 'music on the move' for immobile patients and streaming of the concerts to patient bedsides.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	72	100
Outlines clear engagement and collaboration with the community and community participation	4	64	100
Outcomes directly benefit the Launceston community	5	100	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	57	75
Project plan demonstrates good organisational planning for the project	4	80	100
Total		373	500
Panel Members		5	
% Score		74.60%	

Primary STOMPIN Courageous Creatures			
<i>9th Year of the Primary Stompin Program. Delivery of creative expression and performance opportunity for upper primary school aged children. 5 week program covering teamwork, collaboration, creative thinking, fitness and coordination, culminating in the production of a performance piece at Penny Royal.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	68	100
Outlines clear engagement and collaboration with the community and community participation	4	72	100
Outcomes directly benefit the Launceston community	5	90	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	57	75
Project plan demonstrates good organisational planning for the project	4	84	100
Total		371	500
Panel Members		5	
% Score		74.20%	

Live Well Live Long Launceston			
<i>COTA in collaboration with Tasmanian Health Services (THS), to support the delivery of ongoing community health programs for aging participants including Live Well Live Long, Overcoming Pain and Living Life, Learning About Managing Pain.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	72	100
Outlines clear engagement and collaboration with the community and community participation	4	68	100
Outcomes directly benefit the Launceston community	5	95	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	57	75
Project plan demonstrates good organisational planning for the project	4	72	100
Total		364	500
Panel Members		5	
% Score		72.80%	

DadLAN			
<i>Hosting of 12 Sessions at the Karoola Fire Station to combat social isolation among men and Dads, by providing a safe gaming environment which is designed to enable connection and meaningful relationships.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	76	100
Outlines clear engagement and collaboration with the community and community participation	4	64	100
Outcomes directly benefit the Launceston community	5	90	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	57	75
Project plan demonstrates good organisational planning for the project	4	68	100
Total		355	500
Panel Members		5	
% Score		71.00%	

Karinya Fresh Start Food Program			
<i>6 Month Program by Karinya Young Women's Service (KYWS) targeting residents of Karinya Youth Transitional Tenancy (KYTT) Program and Participants in the Karinya Young Mums (KYM) Program. Providing Food Relief in the form of Fresh Food Boxes and Educational Healthy Food Preparation Workshops.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	68	100
Outlines clear engagement and collaboration with the community and community participation	4	72	100
Outcomes directly benefit the Launceston community	5	90	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	48	75
Project plan demonstrates good organisational planning for the project	4	72	100
Total		350	500
Panel Members		5	
% Score		70.00%	

Able Launceston Festivale and Fitness for all!			
<i>Opportunity for 20 Tasmanian people with a disability to attend Festivale (transport/entry/catering) and gain 12-month access to the Launceston Aquatic Centre. The program aims to enhance community inclusiveness, build friendships and relationships to improve wellbeing and quality of life and ensure that the clients remain active and connected, whilst developing independence.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	72	100
Outlines clear engagement and collaboration with the community and community participation	4	68	100
Outcomes directly benefit the Launceston community	5	85	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	51	75
Project plan demonstrates good organisational planning for the project	4	68	100
Total		344	500
Panel Members		5	
% Score		68.80%	

Loveable Launnie			
<i>An initiative of the Town Team Movement to build placemaking skills and confidence in community members. The project seeks to hold 4 incubator evenings which invite individuals to pitch projects aimed towards improving public spaces and building community.</i>			
Assessment	Weight	Total	Total Possible Score
Identifies a clear community need for the project	4	60	100
Outlines clear engagement and collaboration with the community and community participation	4	52	100
Outcomes directly benefit the Launceston community	5	75	125
The budget for the project is detailed, realistic, includes 20% co-contribution and outlines how the City of Launceston funding will be utilised	3	45	75
Project plan demonstrates good organisational planning for the project	4	60	100
Total		292	500
Panel Members		5	
% Score		58.40%	

Individual/team/group applications

In accordance with the policy for Community Grants (Individuals/Teams/Groups) (05-PI-017), the following community grant applications (individual/team/group) have been approved.

Community grant applications (individuals/teams/groups) approved from 1 July 2024:

Individual/Team	Activity	Approved
CGP870 and CGP876 - Teams	Football Australia National Youth Championships - U15 Girls Team - Melbourne	\$150.00
CGP871 - Teams	NTJSA U12 Boys Representative Team - Kanga Cup - Canberra	\$450.00
CGP878 - Teams	NTJSA Under 11/12 Representative Girls Team - Kanga Cup - Canberra	\$450.00
CGP881 - Teams	Bowls Tasmania U18 Boys Team - 2024 Australian U18 Championships - NSW	\$150.00
CGP882 - Individual	School Sports Australia Swimming Championships - Gold Coast	\$100.00
CGP883 - Individual	School Sports Australia Swimming Championships - Gold Coast	\$100.00
CGP884 - Teams	Touch Football - National Youth Championships - U14 Girls Team - Coffs Harbour	\$150.00
CGP885 - Individual	U15 School Sports Hockey Championships - Gold Coast	\$100.00
CGP886 - Individual	School Sports Australia Swimming Championships - Gold Coast	\$100.00
CGP890 and CGP895 - Teams	Basketball National Club Championships - U14 Boys Team - VIC	\$525.00
CGP898 - Teams	Basketball National Club Championships - U14 Girls Team - VIC	\$375.00
CGP902 - Teams	Basketball National Club Championships - U18 Girls Team - WA	\$375.00
CGP912 - Individual	Australian Interschool Equestrian Championships - Tamworth	\$100.00
CGP916 - Teams	Touch Football - National Youth Championship - U14 Boys Team - Coffs Harbour	\$150.00
CGP919 - Teams	Touch Football - National Youth Championship - U12 Boys Team - Coffs Harbour	\$300.00
Total allocated		\$3,575.00
Funds available		\$10,000.00
Budget Remaining		\$6,425.00

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Approval of the recommended grants will result in a positive economic impact for those individuals/teams/groups and organisations by enabling projects and activities to be undertaken. The recommended grants will have minimal impact on the environment and will provide a number of valuable educational, social, health and lifestyle benefits to the Launceston community.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

1. To provide for the health, safety and welfare of the community.

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

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

Focus Areas:

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

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

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

Focus Areas:

1. To plan for and provide services and facilities that recognises the changing demographics and needs of our community.
2. To define and communicate our role in promoting social inclusion and equity.
3. To work in partnership with community organisations and other levels of government to maximise participation opportunities for vulnerable and diverse members of the community.
4. To support the delivery of programs and events for people to connect with each other through participation in community activities and civic life.
5. To promote and support active and healthy lifestyles of our community.

BUDGET AND FINANCIAL IMPLICATIONS:

The proposed budget for Round 1 of the Community Grant (Organisations) program is as follows:

Program	Budget	Pre-committed	Recommendation	Balance
2024-2025 Community Grants (Organisations) budget - Round 1	\$35,000	\$0	\$36,627	-\$1,627
2024-2025 Small Event Sponsorship Program	\$100,000	\$98,373		\$1,627

The 2024-2025 small event sponsorship budget has a surplus of \$1,627. There are no additional funding rounds planned for this financial year for small event sponsorship so these funds will remain unspent. On that basis, it is recommended to transfer \$1,627 of these surplus funds in the small event sponsorship budget to Round 1 of the 2024-2025 Community Grant (Organisations) budget to fund its shortfall.

Community Grants - Organisations - 2024/2025 Round 1	
Recommended funding amount	\$ 36,627
Balance	\$ 0

**assumes the transfer of \$1,627 from the 2024/2025 small event sponsorship budget.*

Community Grants - individual/team/group	
Available funds for 2024/2025	\$ 10,000
Amount allocated year to date	\$ 3,575
Balance	\$ 6,425

The budget consideration of this item has been approved by the General Manager Community and Place Network.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Confidential redacted applications - Round 1 2024-2025 [17.1.1 - 174 pages]

17.2. Community Pantry Initiative

FILE NO: SF7698

AUTHOR: Marcus Grantham (Team Leader Place Making)

APPROVER: Chelsea van Riet (Acting Chief Executive Officer)

DECISION STATEMENT:

To receive and consider a report on the community pantry initiative.

RECOMMENDATION:

That Council:

1. considers a report on the Community Pantry initiative;
 2. endorses the proposed next steps for the installation of a pantry at the corner of Frederick Street and Charles Street next to Princes Square.
-

REPORT:

A community pantry is a service typically established by not-for-profit organisations, such as charities, community groups or local councils to support individuals and families in need. These pantries often rely on donations from local businesses and the community, providing essential groceries and household items. In some cases, fresh food like fruit and bread may also be offered. Community pantries can be set up in permanent locations or operate as mobile distribution services.

Civic Square Pantry Trial

In July 2024, a community pantry fridge placed in Princes Square by an anonymous group was removed due to legal and safety concerns. To ensure continued access to a safe, regulated pantry, the Council initiated a community pantry trial with the aims of:

- assessing the impact of a community pantry within the CBD;
- gauging the need and community interest for a permanent pantry in the CBD;
- exploring ways to improve the pantry's accessibility and functionality; and
- identifying potential risks and challenges associated with placing a pantry in public spaces.

Civic Square was chosen as the trial site due to its proximity to the CBD, essential services and amenities, while minimising the risk of vandalism.

The pantry's location was promoted through the installation of ground decals within Civic Square, social media and the Council's website.

The trial was conducted in two phases:

- **August:** Council officers were responsible for checking the pantry twice daily to monitor cleanliness and stock levels, and to ensure all items were suitable for consumption or use.
- **September:** Officers shifted to a passive monitoring role, assessing the pantry's long-term viability as a community-operated asset. They conducted periodic checks for sanitation to maintain safe operations.

Key observations from the trial include:

- Packaged foods were the most popular items.
- Sanitary products were the least requested.
- Some donations included used or unsealed items, such as toothpaste, which were discarded for safety reasons.
- During the trial's second phase, donations decreased, and a large number of empty plastic bags accumulated in the pantry.

While the pantry required minimal day-to-day management, pantries located further from staff workspaces would require additional travel time, impacting officers' availability for regular duties. No instances of vandalism were reported during the trial.

Community feedback highlighted that the pantry was difficult to access for those arriving by car and was not easily recognisable in the area.

Civic Square pantry trial evaluation

The trial has highlighted that community pantries require ongoing management by dedicated individuals or organisations to ensure they remain functional, well-maintained and free of inappropriate or unsafe items.

Where Council supports community pantries, it is recommended that qualified and experienced partners or volunteers be engaged to oversee their operation. This model has been successfully adopted by other councils, such as Cumberland City Council (NSW). Alternatively, the Council could collaborate with individuals or organisations to help establish and manage a community pantry. This support might include assistance with development applications, connections with homelessness services, charitable organisations, or financial aid through community grant programs.

Although Civic Square was chosen for its proximity to Town Hall and the Police Headquarters, future pantry locations should prioritise accessibility, visibility and user convenience.

Additionally, it is recommended that Council engages with relevant stakeholders to assess potential sites, ensuring that all safety and legal requirements are thoroughly addressed.

Next Steps

Council Officers are exploring the establishment of a community pantry near the perimeter of Princes Square. A potential site has been identified at the corner of Frederick Street and Charles Street, just outside the heritage curtilage of Princes Square. This location provides convenient vehicle access, is within sight of a local supermarket, and is close to the pantry installed by the community (without appropriate permissions) in July 2024.

This project will initially focus on identifying a suitable community group or partner to take responsibility for the ongoing management and maintenance of the pantry. Once a partner is secured, Council's Placemaking team will coordinate the design and construction of the pantry with the Rocherlea Men's Shed. Following construction, a local organisation which could include an arts or school group will be invited to paint the pantry, allowing the community to contribute creatively to the project, enhancing its sense of place and ownership. This collaborative approach aims to strengthen local connections and provide a welcoming and accessible pantry for all.

Upon completion, the pantry will be handed over to a selected community group, who will assume ongoing responsibility for its operation. This collaborative model aims to ensure the pantry remains a sustainable, locally supported initiative that fosters community connections and provides food and resources for those in need.

RISK IMPLICATIONS:

Should Council choose to own and operate a community pantry without a community partner, a variety of risks are anticipated:

- Potential for perishable or non-perishable items to spoil, leading to foodborne illnesses or contamination, which could expose Council to liability.
- Risk of public health and hygiene concerns due to vandalism or unsanitary conditions.
- Community expectation for further Council involvement and responsibility to stock and manage pantries long-term.
- Ongoing maintenance and repairs should the pantry be vandalised.
- Ongoing operations may require additional Council resources to investigate claims (e.g. donated goods being misused (resold or vandalized) or hoarded).

Other identified risks include:

- If a community group is selected to operate the pantry in future, the selected community group may not, in perpetuity, have the capacity or resources to maintain the pantry on an ongoing basis.
- As the pantry is near Princes Square's heritage curtilage, there may be restrictions or approvals required for installation that could delay the project or cause non-compliance issues.
- A lack of adequate community consultation may lead to misinformation or rejection of the pantry.
- Reputational risks should any incidents related to the pantry (e.g., theft, misuse, or unsanitary conditions) be raised could damage the Council's reputation, especially if public expectations are not met.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

A community pantry, operated in conjunction with service providers or community groups, can:

- Foster stronger community bonds, encouraging people to work together, share resources, and support each other in times of need.
- Help address food insecurity in vulnerable populations, promoting inclusivity and reducing inequality.
- Create a sense of ownership and responsibility, empowering them to take initiative in community welfare.
- Instill pride in the local area and contribute to a greater sense of place and belonging among residents.
- Serve as a focal point for community-driven initiatives, encouraging more residents to participate in local projects and fostering a culture of volunteerism.
- Provide schools, arts groups, and community organisations with visibility and an opportunity to demonstrate their community engagement, strengthening their role in the local area.
- Help reduce food waste by redistributing surplus food from the community, contributing to a more sustainable and responsible approach to food consumption.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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.
5. To promote and support active and healthy lifestyles of our community.

BUDGET AND FINANCIAL IMPLICATIONS:

The installation of a community pantry at the corner of Frederick Street and Charles Street, including the pantry, artwork, and install will incur costs totaling approximately \$2,800.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

17.3. St Leonards Structure Plan update

FILE NO: O25375/2025

AUTHOR: Claire Fawdry (Principal Planner)

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

DECISION STATEMENT:

To note the report.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)
Local Government (General) Regulations 2015

PREVIOUS COUNCIL CONSIDERATION:

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

RECOMMENDATION:

That Council:

1. notes the content of the report providing an update on progress toward developing a Structure Plan and Infrastructure Funding Framework for the St Leonards-Waverley growth area.
-

REPORT:

The St Leonards Structure Plan and Infrastructure Funding Framework will provide a plan for the sustainable development of the St Leonards-Waverley area over the next 30 years and beyond. The Structure Plan will provide for new residential areas, an enhanced village core, new activity centre and improved infrastructure connectivity and services associated with a plan which will deliver 3,500 new homes.

At its meeting on the 8 August 2024 Council appointed Mesh as lead consultant to undertake the project in conjunction with relevant subconsultants. The following consultants are supporting the project:

- Pitt & Sherry – Transport and Drainage
 - ERA Planning – Community & Stakeholder Engagement
 - North Barker – Natural Values and Bushfire
 - Geografia – Retail and Community Infrastructure Needs
 - Australian Cultural Heritage Management – Heritage and Cultural Heritage
 - Geo-Environmental Solutions – Land Suitability.
-

Project Plan

A project plan has been agreed setting out the timing of the project moving forward. We are moving toward having a refined structure plan with key direction by Christmas 2024.

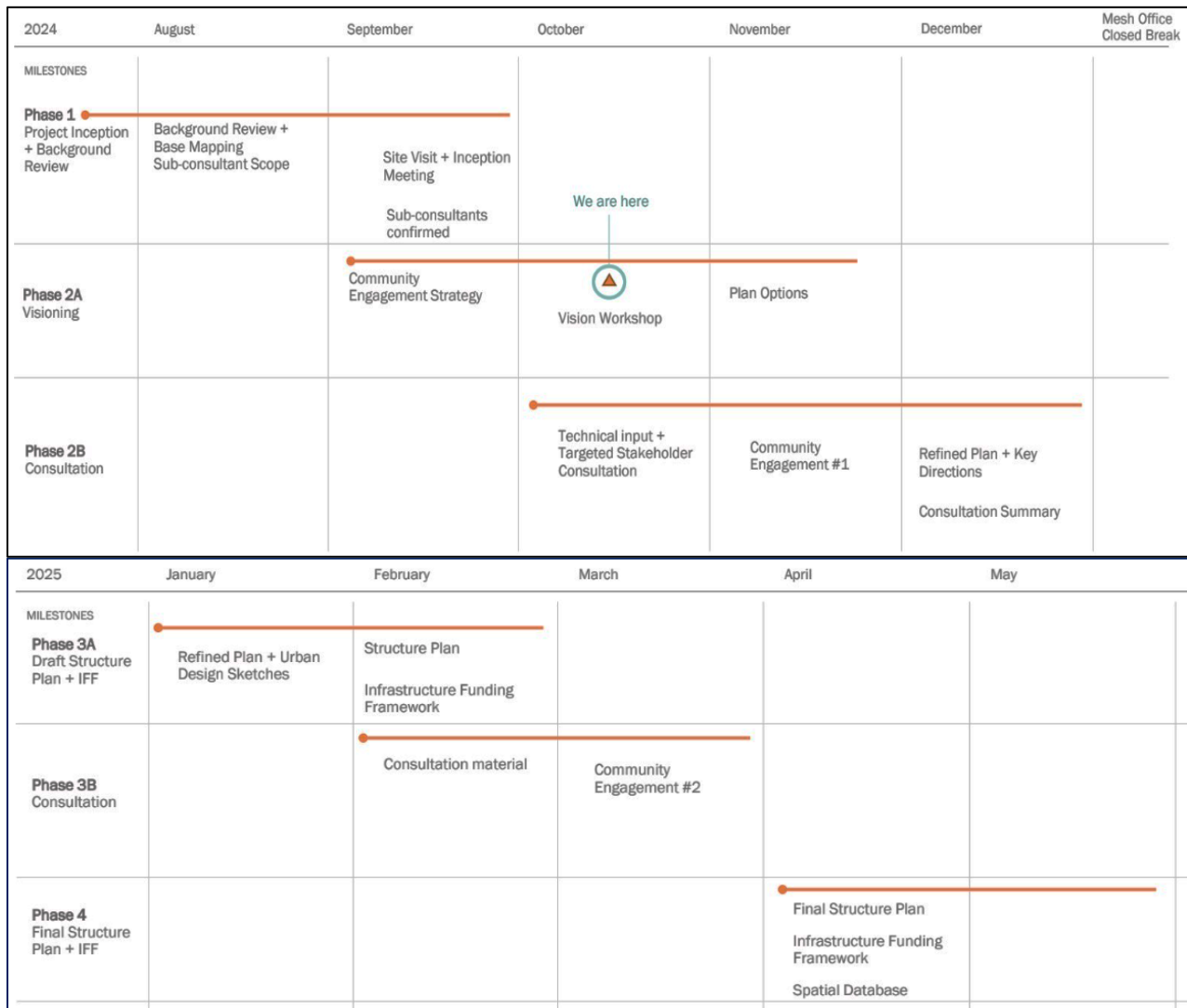


Figure1: Agreed Project Plan

Visioning workshops

The workshops were held on 16 and 17 October 2024 with staff from Council, consultants and external stakeholders. The purpose of these sessions was to involve a broad range of individuals across the Council networks and key service providers to ensure there is a collective understanding of the project and identify the key issues and values for the place and the people that live there. The outputs include the identification of key themes, issues and opportunities from the various perspectives or participants and scoping of the potential options for how the structure plan can respond.

Community Engagement

ERA Planning & Environment has been engaged to facilitate the community and stakeholder engagement process in collaboration with our internal community engagement and communications teams. Two rounds of community engagement are proposed with the first round to occur in November 2024. The purpose of this is to re-engage with the community on planning for their suburbs, and to confirm the key values that were identified in the visioning workshops. It will be an opportunity to recap what the community told us previously and identify any additional values that may not have been captured. A consultation summary will be prepared and provided back to the community. The second round of engagement will be in March 2025, and will seek feedback on the Draft Structure Plan. Engagement will utilise a range of tools, including online and face-to-face methods.

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

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

Focus Areas:

1. To ensure that our application of the land-use planning system at a local and regional level is effective and efficient.
2. To take a strategic approach to development sites and infrastructure investment within the municipality to maximise public benefit and encourage development and investment.

BUDGET AND FINANCIAL IMPLICATIONS:

The project is currently tracking on-time and on-budget.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

17.4. Mobile Food Vendor Policy Review

FILE NO: SF0476

AUTHOR: Marcus Grantham (Team Leader Placemaking)

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

DECISION STATEMENT:

To consider amendments to the Mobile Vendors Operating on Public Roads Policy (18-Plx-011).

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

Food Act 2003 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 30 October 2017 - Agenda Item 18.1. - Mobile Food Vendors Interim Policy Framework

RECOMMENDATION:

That Council:

1. approves renaming the Mobile Vendors Operating on Public Roads Policy to Mobile Food Vendor Policy.
2. pursuant to section 205 of the *Local Government Act 1993 (Tas)*, amend and approve fees 630, 631, and 632 associated with Plan Checking and Inspections, as detailed below for the financial year ending 30 June 2025:

630	Food vendors (Mobile Vans) - 1 day licence (issued to vendor no more than twice per annum)	Taxable	\$50.00
631	Food vendors (Mobile Vans) - 6 month licence	Taxable	\$300.00
632	Food vendors (Mobile Vans) - 12 month licence	Taxable	\$550.00

3. Endorses the Mobile Food Vendor Policy as follows:

Mobile Food Vendor Policy

PURPOSE:

This policy has been developed to facilitate and manage the effective operation of mobile food vendors in Launceston and provide a framework for operating on council owned and managed land in the municipal area.

BACKGROUND:

There has been an increase in mobile trading activity within Launceston in recent years and this policy aims to provide an equitable and flexible approach to managing mobile vendors. The City of Launceston recognises that mobile vendors can contribute to creating a vibrant and diverse local economy, attracting visitors and providing residents in isolated areas with local access to goods and services. It also provides the opportunity for new businesses to grow. Council seeks to avoid anti-competitive measures that would unduly benefit one type of business over another.

Across Tasmania, Councils take a wide variety of approaches to mobile vendors; from minimal involvement, such as the administration of food vendor registrations, to significant involvement including imposing area restrictions, operating hours, and high fees. Council will regulate vendors to ensure that mobile vending opportunities are facilitated and managed in a consistent way.

SCOPE:

This policy applies to requests for mobile vendors to operate from on public roads, parks, car parks or other land owned or controlled by the City of Launceston.

The policy does not apply to:

- Mobile vendors operating as part of a permitted event.
- Mobile vendors operating from private land or land operated by other government authorities.

Mobile vendors operating from land owned or controlled by the City of Launceston for less than 15 minutes are not required to hold a permit but must comply with this policy and the associated guidelines where applicable.

POLICY OBJECTIVES:

The policy aims to support a proactive and flexible approach to outdoor trading to deliver the following objectives:

- To increase the economic diversity of the Launceston economy
- To reduce uncertainty around mobile trading in Launceston
- To encourage new business and business diversification
- To provide residents with access to a variety of products and services
- To encourage social connection within neighbourhoods
- To identify and encourage opportunities to activate underutilised areas of the city
- To ensure that mobile trading is safe for both the vendor and the broader community

PRINCIPLES:

The 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

DEFINITIONS:

For the purposes of this policy, the following definitions have been developed:

Mobile food vendor – refers to any business selling food, beverages and/or produce from a stationary vehicle. This includes registered vehicles (such as cars, vans or trailers) and non-registered vehicles (such as carts).

REQUIREMENTS TO OPERATE:

Vendors must:

- have the appropriate licences and permits required to operate and/or trade;
- abide by any restrictions imposed on the licenses/permits;
- have evidence of approval to operate, which is issued under the *Food Act 2003 (Tas)*; and
- abide by the Mobile Food Vendors Guidelines and Specifications.

FEES:

Fees are set annually by a decision of Council. Permits will not be issued unless the applicable permit fee/s is paid.

APPLICATION PROCESS:

- Applications can be made online via the Council website, or through Customer Service via post, email, phone or in person.
- Permits will be processed in order of receipt.
- Food business vendors must submit with their application evidence of their approval to operate under the *Food Act 2003*.
- Permit holders will be required to submit a new application prior to the expiry of the current permit.

LOCATIONS:

To provide ease of service, Council has determined a number of pre-approved locations throughout the municipality that mobile vendors can operate from. These locations were selected based on their suitability from a road safety and convenience perspective and provides scope for events and may be updated from time to time. The current list and site plans of these locations is listed under Appendix A in the *Mobile Food Vendors Guidelines*. Locations can be booked via Customer Service or on the website.

PERMIT PROVISION:

Permits are reviewed annually to ensure equity and accessibility for mobile vendors. Any permit granted to mobile vendors to operate in a public place does not guarantee availability or exclusivity of a particular location.

Although not governed by this policy, all mobile vendors operating from positions on public roads and in parks, car parks or other land owned by the City of Launceston are to ensure:

- they are legally parked at all times;
- they have approval to operate under the *Food Act 2003* if selling food from a vehicle; and
- they have approval to erect any signs or furniture associated with their business.

COMPLIANCE:

The operator is responsible to make good any damage caused to Council assets or infrastructure, to the satisfaction of General Manager Infrastructure and Assets, in connection with their mobile vending activity.

Where Council is required to undertake extra cleaning, rubbish removal, maintenance or replacement as a direct correlation to the vending activity, the mobile food vendor may be required to reimburse Council for these costs.

Council reserves the right to:

- alter, add to or remove any of the permit requirements at any time, which will be communicated to the operator as soon as possible; and
- suspend or cancel a mobile food vendor permit at any time if the trading restrictions or conditions of operation are not followed, or if the trade contravenes any regulatory requirement or condition of the permit.

RELATED POLICIES & PROCEDURES:

Mobile Food Vendor Guidelines and Specifications (18-Rfx-040)
On Street Dining: Guidelines & Specifications (18-HLPrx-002)
Appendix A - Mobile Food Vendor Locations

RELATED LEGISLATION:

Vehicle and Traffic Act 1999
Food Act 2003
Land Use Planning and Approvals Act 1993

REFERENCES:

N/A

REVIEW:

This policy will be reviewed every 5 years or more frequently, if dictated by operational demands and with Council's approval.

REPORT:

The Mobile Food Vendor Policy establishes criteria for mobile takeaway food vendors seeking permission to operate from a public road. Adopted in 2015, there are currently two permit holders operating in the municipality. Over the last three years the number of permit holders has declined by one permit holder per year.

The Council has received feedback from the community and operators concerning the viability of operating a mobile food business in Launceston, and the activation of public spaces, including:

- the reduction of mobile food vendors registered to operate on Council land, and the resultant increase in mobile vendors parking on private property;
- requests from interested vendors to operate from parks such as Riverbend Park, and other non-road locations;
- correspondence received from the State Government advised that the current Mobile Food Vendor Policy stipulating that vendors operate at least 200 metres away from existing food takeaway businesses is considered anti-competitive; and
- desire to activate the City's key areas.

To address these concerns and expectations, Council officers have reviewed the policy to ensure that it meets the requirements, needs, and expectations of the community and operators. The review found several constraints and barriers for vendors to operate in the municipality:

1. High registration fees. Comparative analysis of other Local Government Areas (LGAs) show that Launceston's mobile vendor registration fee of \$2,376 is high when compared to the Tasmanian median of \$332, and mean cost of \$532.

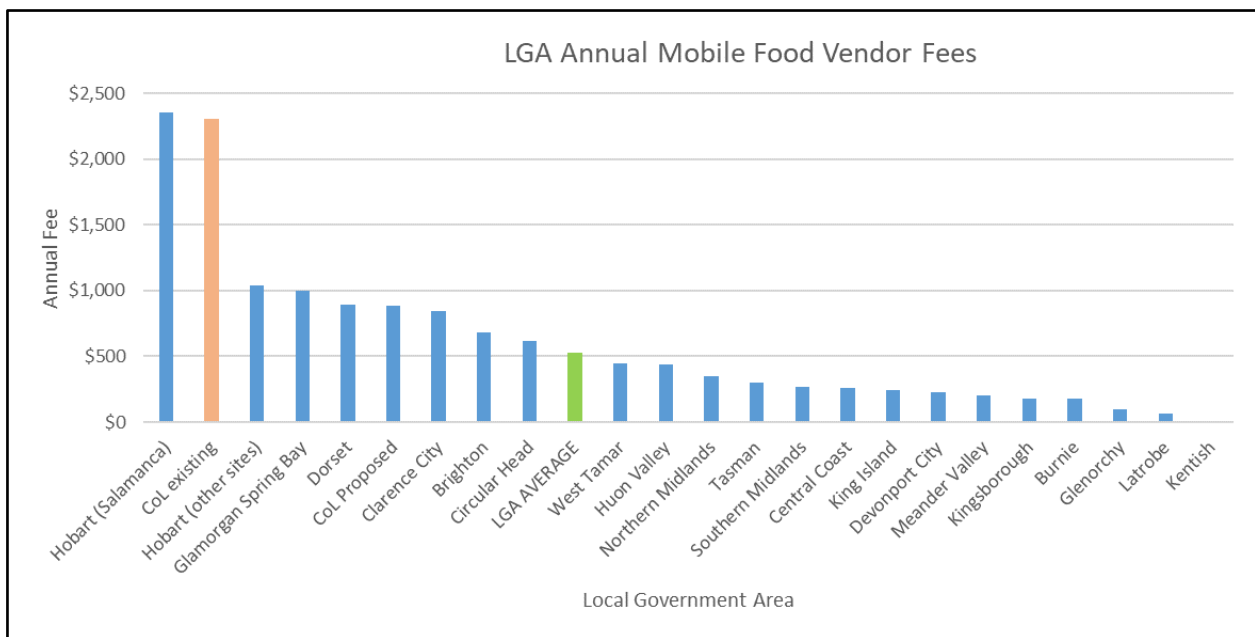


Fig 1: Annual mobile vendor registration fees across Tasmanian Councils (Fees and Charges from 2023).

2. Low number of high traffic locations offered. The current policy's requirement that vendors operate at least 200 metres away from existing food takeaway businesses removes the ability for vendors to operate in the vicinity of the CBD, and other high traffic locations.
3. Current policy is limited to roads. Vendors have provided feedback that they wish to operate from non-road locations such as parks and other Council owned assets. As these locations must be assessed by a Council officer case-by-case, it is in the community's best interest that this process is formalised to ensure safe, fair and equitable outcomes.

Resolving these issues supports a variety of Council's strategic plans, including:

- Generating more business and job opportunities (*Economic Development Strategy 2022-2026, Greater Launceston Plan*);
- Responding to community demand for diverse and accessible food options across suburbs (*Economic Development Strategy 2022-2026, My Place My Future, Greater Launceston Plan*);
- Providing opportunities for new/emerging businesses to grow (*Economic Development Strategy 2022-2026, City Innovation Strategy 2023, My Place My Future*);
- Promoting local food options (*Economic Development Strategy 2022-2026, Sustainability Action Plan 2022-2030, UNESCO City of Gastronomy*); and
- Providing opportunities to expand the night-time economy (*Economic Development Strategy 2022-2026, UNESCO City of Gastronomy*).

Proposed amendments

It is recommended that the policy be amended as follows:

1) Add pre-approved Locations

The addition of pre-approved locations will streamline the permit process, provide vendors with certainty, and equal access to highly desired locations. This will be supported by a booking system that will enable Council to monitor usage. All locations proposed for pre-approval will meet the requirements of the current policy. The locations have been chosen based on enquiries by vendors, a demonstrated unavailability of food options for nearby residents, and parking capacity. The policy will encourage food vendors to keep an open dialogue with Council on other locations they believe to be of benefit to the community. Moving forward, new locations will be considered based on providing amenity to the local community, improving the activation of a space, and parking capacity.

2) Reformat to be a Policy with supporting Guidelines and Specifications

To bring the policy in line with Council standards, it will be split into a policy and associated guidelines and specifications. The policy will contain the scope, objectives and overall requirements of the scheme. The guidelines and specifications will contain the pre-approved locations, maintenance and management requirements. The guidelines are intended to be an agile and responsive document that can be updated to include new locations as necessary.

The following table summarises the key changes between the current policy, and proposed policy. Bolded sections in the right-hand column show the proposed wording changes.

Condition	Current Policy (2015)	Proposed Policy (2024)
Exemptions (including events)	<ul style="list-style-type: none"> This policy does not apply to applications by food vendors to operate from a public road as part of a Council supported or endorsed event on a public road. This policy only applies to urban areas of the municipality. 	<ul style="list-style-type: none"> This policy does not apply to applications by food vendors to operate from a public road as part of a Council supported or endorsed event on a public road <i>(no change from current policy)</i>. This policy applies to all areas of the municipality.
Prohibited areas and times	<ul style="list-style-type: none"> Public roads within the CBD on public roads within 200m (measured by travel distance of a pedestrian) of a fixed take away food premises at the same time that the fixed take away food premises is operating unless the fixed take away food premises has clearly expressed in writing a tolerance for mobile food vendors operating closer and/or concurrently Mobile food vendors are not to operate on public roads within 100m (measured by travel distance of a pedestrian) of a residential dwelling between the hours of 10pm and 7am. 	<ul style="list-style-type: none"> Pre-approved locations, including parks, throughout the municipality. The current list and site plans of these locations is provided in the Mobile Vendors Guidelines and Specifications (all current pre-approved locations would meet the conditions of the current (2015) policy). Time restrictions are provided in the Mobile Vendors Guidelines and Specifications. The proposed times in the guidelines are: <ul style="list-style-type: none"> Morning session - 8am to 2pm Evening session - 4pm to 10pm
Fees and Charges (FY2024/25)	<ul style="list-style-type: none"> 12-month license: \$2,376 6-month license: \$1,193 1 day license: \$180 	<ul style="list-style-type: none"> 12-month license: \$550 6-month license: \$300 1 day licence: \$50
Other matters	<ul style="list-style-type: none"> This policy does not apply to parks and other non-road locations. 	<ul style="list-style-type: none"> This policy applies to all land and roads managed by the City of Launceston.

External Consultation

To ensure that the policy reflects the wants and needs of mobile food vendors, a survey requesting feedback from existing vendors on hours of operation, constraints under the current policy, and desirable locations was developed. The survey was completed by 19 mobile food vendors. Thirteen answered the survey online, with six responding to in-person meetings. The survey was open online from 3 to 28 June 2024, with in-person meetings taking place on 4 July 2024. The responses suggested that:

- the proposed policy would not result in established vendors moving from their current locations on private land. Private property locations currently provide vendors with additional facilities like power, water, extra storage and a permanent parking space.
- the proposed policy would likely benefit new vendors. A lower fee would benefit new businesses and entrepreneurs to trial a food van and determine ongoing viability.
- some respondents were evaluating opportunities for a second food van, and the proposed policy changes would mean they were more likely to use Council land.

Next Steps

Should the proposed amendments to the Mobile Food Vendors Policy be endorsed, Council officers will undertake the development assessment process for pre-approved locations that require planning approval. Approved vendors will be provided with access to an online bookings system in early 2025.

RISK IMPLICATIONS:

As all locations proposed for pre-approval meet the requirements of the current policy, no new risks have been identified.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Sustainability and increasing current mobile food vendors will promote employment opportunities within the City of Launceston through local business development and supporting local suppliers.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

3. To provide an environment that is supportive to business and development within the municipality.
4. To promote tourism and the development of a quality tourism offering for Launceston.
5. To understand and support the establishment and growth of new and creative industries and businesses in 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:

3. To ensure decisions are made on the basis of accurate and relevant information.
4. To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.

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

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

Focus Areas:

2. To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.
3. To support the central business district (CBD) and commercial areas as activity places during day and night.

BUDGET AND FINANCIAL IMPLICATIONS:

The recommended fees and charges will bring the City of Launceston in line with the Tasmanian LGA mean of \$532:

- Food vendors (Mobile Vans) - 12-month licence: from \$2,376 to \$550
- Food vendors (Mobile Vans) - 6-month licence: from \$1,193 to \$300
- Food vendors (Mobile Vans) - 1 day licence (issued to vendor no more than twice per annum): from \$180 to \$50

Each of the six pre-approved locations that are not based on a road will require a Development Application and therefore incur an indicative application cost of \$817 per site, resulting in a total unbudgeted expenditure of \$4,902 for FY2024/25.

It is anticipated that reduced fees would improve vendor participation, and budgeted revenue in future years, but there will be a negative impact this financial year if the change is supported.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Mobile Vendors Guidelines and Specifications [17.4.1 - 8 pages]
2. Appendix A (1) [17.4.2 - 12 pages]

18. CREATIVE ARTS AND CULTURAL SERVICES NETWORK

18.1. QVMAG Annual Report

FILE NO: SF0958

AUTHOR: Dan McWilliams, Executive Assistant General Manager Creative Arts and Cultural Services

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

DECISION STATEMENT:

To receive and consider adoption of the 2023/2024 Queen Victoria Museum and Art Gallery Annual Report.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

1. receives and adopts the Queen Victoria Museum and Art Gallery Annual Report 2023/2024 (ECM Doc Set ID 4968941); and
 2. pursuant to section 333 of the *Local Government Act 1993 (Tas)*, submits the Queen Victoria Museum and Art Gallery Annual Report 2023/2024 to the Minister for the Arts, Tasmanian State Government, to be laid before Parliament.
-

REPORT:

The Queen Victoria Museum and Art Gallery's Annual Report for 2023/2024 provides an overview of activities for the year ended 30 June 2024. It is a condition of the State Government funding that the Queen Victoria Museum and Art Gallery Annual Report 2023/2024 be presented to the Tasmanian Parliament by the Minister for the Arts.

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 Area: To fairly and equitably discharge our statutory and governance obligations.

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

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

QVMAG Futures Plan

QVMAG Strategic Plan 2023-2028

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

The General Manager has no interests to declare in this matter.

ATTACHMENTS:

QVMAG Annual Report 2023-2024 [Document Set ID 5133651 - 248 pages]

18.2. Museum Governance Advisory Board - Terms of Reference

FILE NO: SF2244

AUTHOR: Dan McWilliams (Executive Assistant)

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

DECISION STATEMENT:

To consider the approval of the Museum Governance Advisory Board (MGAB) Terms of Reference.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)
Local Government (Meeting Procedures) Regulations 2015

PREVIOUS COUNCIL CONSIDERATION:

Workshop – 19 September 2024 – Agenda item 1.2 Museum Governance Advisory Board (MGAB) Terms of Reference (ToR)

RECOMMENDATION:

That Council:

1. approves the Museum Governance Advisory Board (MGAB) Terms of Reference (07-ToRx-002) (ECM Doc Set Id 5145351) as follows:

QVMAG Museum Governance Advisory Board Terms of Reference

The Museum Governance Advisory Board (MGAB) is a Special Committee of Council as defined under section 24(1) of the *Local Government Act 1993 (Tas)*.

Consistent with the QVMAG's status as a community cultural enterprise and its stated mission to be a leader in the intellectual and creative development of Launceston and Tasmania by increasing the community's enjoyment and understanding of Launceston's, and Tasmania's natural and cultural heritage, the MGAB has the role, to advise the Council, the Chief Executive Officer (CEO), and the General Manager Creative Arts and Cultural Services (QVMAG GM) in respect of a number of matters as set out below in the Terms of Reference.

The MGAB is directly accountable to the Council, which is the QVMAG's ultimate governing body. Nothing in this Terms of Reference limits any powers or responsibilities of the Council, its CEO or the QVMAG GM. It is recognised that the Council is ultimately responsible for the management of the QVMAG's collections and cultural property as is provided for by sections 332 and 333 of the *Local Government Act 1993* (Tas).

PURPOSE

The primary purpose of the MGAB is to:

- advise on the determination of QVMAG policies
- advise on strategic planning
- engage with management of QVMAG's annual business/enterprise planning
- review the recommendations in relation to proposed QVMAG collections acquisitions and de-accessions
- be advised on QVMAG's annual programming, marketing and promotion issues where appropriate.

OBJECTIVES

The MGAB shall be an advisory body tasked with the role of advising the Council on governance issues, policy development, acquisitions and supporting the QVMAG's operational activities. In doing so, the MGAB will work closely and in accord with the QVMAG GM.

The MGAB's primary role is to advise the Council on policy matters and the ongoing development of the institution. Consistent with this the MGAB will advise upon and report to Council following each committee meeting and at other times if appropriate. Such advice may include matters related to:

1. Informing the Council of relevant outcomes and discussions at committee meetings;
2. Advising the Council on the institution's purpose for being and institutional objectives and goals as an integral part of the QVMAG's strategic planning processes;
3. Providing advice on the *QVMAG Strategic Plan*;
4. Providing advice on QVMAG acquisitions to ensure what is being proposed, acquisitioned or deaccessioned, is suitable, appropriate and aligns with the strategic objectives of QVMAG.
5. Supporting the institution and specifically assisting with facilitating higher levels of engagement with the community;
6. Advising upon the institution's quality assurance mechanisms where appropriate;
7. The review and implementation of museum processes and practices relevant to current best practice in museum practice and research relevant to the institution's collections;
8. Providing an advocacy body for QVMAG in support of the institution's aims and objectives, including developing institutional relationships and sponsorships, and where appropriate representing the institution in the wider community; and
9. Supporting the QVMAG General Manager in the delivery of the institution's exhibition, research and publication programs and their outcomes.

MEMBERSHIP

The Museum Governance Advisory Board will consist of the following positions:

- at least four independent community members appointed by the Council to represent appropriate expertise and experience relevant to QVMAG
- a representative of the Friends of the QVMAG – ex officio with voting rights
- a representative of the QVMAG Arts Foundation Inc. – ex officio with voting rights
- a representative of the QVMAG Aboriginal Reference Group – ex officio with voting rights
- Mayor of the Council (or representative) – ex officio with voting rights
- CEO of the Council (or representative) - ex officio without voting rights
- QVMAG GM - ex officio without voting rights

The community members will be appointed by the Council. Representation from other organisations affiliated with QVMAG may be invited as required. The final composition of the Board to be determined and ratified by the Council.

The MGAB shall itself elect a Chair determined from within the independent membership of the Committee.

The QVMAG GM or his/her nominee will provide secretariat and administrative support for the MGAB.

COMMUNITY MEMBER REPRESENTATIVE SELECTION PROCESS

Community member representatives will be appointed in keeping with Council's Community Appointments to Advisory Committees Policy.

TERMS OF APPOINTMENT

- The term of the community members of the MGAB shall normally be four years, with a maximum of two terms to be served consecutively.
- Variations to this rule can be approved by the Council who shall have regard to such recommendations as may be made by the MGAB.
- Any member may resign by advising the Chair of their resignation 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 Chair is to report this to the Chief Executive Officer, who will determine the process for filling the vacancy.
- Members are not remunerated for their service to the MGAB.
- The MGAB shall review its Terms of Reference and performance every four years in line with the election cycle, or more frequently as required, and report to the Council on the results of the review as part of the minutes process.
- Meetings of the MGAB should be conducted in accordance with the *Local Government (Meeting Procedures) Regulations 2015* in so far as they are relevant.
- Members of the MGAB should have regard to the provisions of the *Local Government Act 1993* (Tas) in so far as they relate to obligations placed upon members of special committees.

MEETING ARRANGEMENTS

The MGAB shall meet at least every two months, or as determined by the MGAB. Meetings shall not be open to the public except where determined by resolution of a meeting of the MGAB.

MEETING QUORUM

A quorum shall be over 50% of the voting members of the MGAB, present in person or by using any appropriate technology. The quorum must be present at all times during the meeting.

MEETING NOTICES

The QVMAG GM or their nominee shall act as the MGAB Secretary and shall ensure that any upcoming agenda and support papers are distributed via email at least five clear working days in advance of a meeting.

The MGAB shall ensure that comprehensive minutes of the MGAB meetings to be approved by the Chair, are prepared within one week after a meeting. Minutes of all meetings shall be submitted at the next meeting of the MGAB for confirmation.

Following each meeting, the summary of the Meeting will be reported to Council via the Committee reporting process included in the Council Agenda.

CODE OF CONDUCT

All MGAB members must adhere to the Code of Conduct for Committees. Councillors and Council Officers must also adhere to their own relevant Code of Conduct.

ORGANISATIONAL VALUES



**Our people
matter**



**We care about
our community**



**We bring an
open mind**



**We go home
safe and well**

CONFLICT OF INTEREST

MGAB will maintain an interests register where all members declare ongoing commitments and financial relationships that may lead to perceived or actual conflicts of interest.

When a member has an actual or perceived conflict of interest for an item on the agenda (including acquisitions) they will declare it and abstain from voting on that item.

If the MGAB agrees that it is appropriate, a member can be asked to leave the room for the discussion and voting pertaining to an item in which they have declared a conflict.

If any MGAB member has a material personal interest in or interest by way of a personal or other relationship to any matter being considered by the MGAB then that member must give the MGAB and the Council notice of the interest as soon as that member becomes aware of the interest.

An opportunity for declarations of interest to be made will be provided at each committee meeting. Independent members will be supported to make declarations of interest in accordance with relevant City of Launceston policy and procedure.

RESOURCES

The Executive Assistant, Creative Arts and Cultural Services will organise meetings, prepare agendas, take minutes and distribute follow-up actions.

WORKING WITH VULNERABLE PEOPLE

Members of the MGAB are not required to hold a valid Working With Vulnerable People registration.

REVIEW

The Terms of Reference including membership will be reviewed every four years in line with the election cycle, or more frequently as required, and report to the Council on the results of the review as part of the minutes process.

RELATED POLICIES AND PROCEDURES

Code of Conduct for Members of Special Committees (14-Plx-033)
Code of Conduct Policy (22-PI-030)
Community Appointments to Advisory Committees Policy (14-Plx-029)

RELATED LEGISLATION

Local Government Act 1993 (Tas) - section 28R
Code of Conduct Framework for Tasmanian Councillors

2. should Recommendation 1 be adopted, approves that 07-PI-008 QVMAG Museum Governance Advisory Board Rules (ECM Doc Set Id 1753885) and QVMAG Governance Advisory Board Charter approved at the Council Meeting on 14 June 2011 and incorporated into the Queen Victoria Museum and Art Gallery Governance document (ECM Doc Set Id 219538), be made redundant.

REPORT:

The QVMAG Museum Governance Advisory Board (MGAB) Charter was adopted by the Launceston City Council on 14 June 2011 (Attachments 1 and 2) and has not undergone any formal review to ensure it meets the requirements of the Museum Governance Advisory Board. Unfortunately, it was not registered into the Management System (the index for all of the City of Launceston's policies and procedures) after being approved by Council in 2011 so there is not an ECM Doc Set Id for the specific wording as endorsed by Council other than the Agenda and Minute items. The Charter wording was incorporated into a document called Queen Victoria Museum and Art Gallery Governance (ECM Doc

Set Id 2195381) (Attachment 3), which provided a history of the Governance Working Group followed by the endorsed wording of the Charter on page 7.

The QVMAG Museum Governance Advisory Committee Rules were endorsed by Council at its meeting on 21 September 2009 (ECM Doc Set Id 1753885) (Attachment 4) and were not made redundant when the MGAB Charter was approved in 2011. The application of Recommendation 2 will ensure that both of these documents are noted as redundant if the MGAB Terms of Reference are adopted.

Through consultation with the membership of the Museum Governance Advisory Board and Council, the updated Terms of Reference bring the purpose of MGAB in alignment with the functions of this special committee of Council, ensuring that the activities of the Board are consistent with current strategic priorities of the City of Launceston and the objectives of QVMAG.

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. Council Agenda Item - 14 June 2011 - QVMAG Governance Advisory Board Charter [18.2.1 - 11 pages]
2. Council Minute Item - 14 June 2011 - QVMAG Governance Advisory Board Charter [18.2.2 - 2 pages]
3. ECM 2195381 QVMAG Governance - Museum Governance Advisory Board Charter page 7 [18.2.3 - 11 pages]
4. For Redundancy - ECM 1753885 - 07- PI-008 QVMAG Advisory Committee Rules [18.2.4 - 8 pages]
5. ECM 5145351 Draft 07- To Rx-002 QVMAG Museum Governance Advisory Board Terms of Reference [18.2.5 - 4 pages]

19. INFRASTRUCTURE AND ASSETS NETWORK

19.1. Request to Waive Road Occupation Fee - Max Jago - SunSmart Light Show

FILE NO: SF1077

AUTHOR: Steven Tanchik (Team Leader Transport)

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

DECISION STATEMENT:

To consider an application to waive the Road Occupation Permit fee for the proposed occupation of Alanvale Road for the SunSmart Light Show Christmas Display.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

1. notes the proposal by Max Jago to close and occupy Alanvale Road, Newnham to hold the SunSmart Light Show event on 24 December 2023; and
 2. agrees to remit 100% of the fee associated with the occupation in the amount of \$1,142.87.
-

REPORT:

Background

Max Jago has made an application with the City of Launceston regarding conducting a Christmas Eve light show at his property at 36 Alanvale Road, Newnham. The proposal included the closure and occupation of Alanvale Road between University Way and Bethune Place, Newnham.

Mr Jago has been advised by the Council's Officers that a road closure would be supported, however, would attract a Road Occupation fee of \$1,142.87 in line with the Council's Adopted Fees and Charges 2024/2025.

The Council has received an application from Mr Jago requesting that the Council consider waiving the fee associated with this event. In support of his application, Mr Jago states that the Christmas Eve SunSmart Light Show is a community event supported by thousands of community members.

Consideration

The intent of the road occupation fee is to discourage activities occurring within the road reserve that impact our community. However, it is acknowledged that some activities within the road reserve provide community benefit, namely community events and the discouragement of these events is not the Council's objective.

This event is well supported by the Launceston community and provides community benefit to those in attendance. The event does have an impact on the transport network in this area, so is not without community impact.

The Council has advised Mr Jago that a road closure would be acceptable.

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:

Remitting the Roa Occupation Fee for Mr Jago would reduce revenue by \$1,142.87.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

19.2. Flood Mitigation Strategy - Scoping Study

FILE NO: SF5547

AUTHOR: Erica Deegan (Manager Infrastructure and Engineering)

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

DECISION STATEMENT:

To consider the endorsement of the Flood Mitigation Strategy - Scoping Study.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 7 March 2024 - Agenda Item Number 12.1 - Notice of Motion - Councillor A J Britton - Establish a Flood Mitigation Strategy - 28 February 2024
Workshop – 27 June 2024 – Flood Mitigation Strategy – Notice of Motion – Project Scope Update

RECOMMENDATION:

That Council:

1. endorses the Flood Mitigation Strategy - Scoping Strategy (ECM Doc Set ID 5145101); and
 2. Includes the required additional resourcing in the draft 2025/26 financial year budget.
-

REPORT:

The City of Launceston (CoL) has identified riverine flooding as a significant and persistent risk, with the urgency for a comprehensive flood mitigation strategy recognised due to evolving challenges posed by development, population growth, and climate change.

On 7 March 2024, the City of Launceston passed a motion put forward by Councillor Britton, requesting the development of a comprehensive Flood Mitigation Report, aiming to address current and future flood vulnerabilities through a detailed project plan that incorporates available research, flood modelling, economic analysis, and historical data.

Specifically, the motion called for:

1. Acknowledges the urgent need for a comprehensive flood mitigation strategy that recognises the existential risks associated with major floods and addresses current and future vulnerabilities and risks associated with flooding in our City.
-

2. Directs the Chief Executive Officer to develop a scope and detailed project plan to deliver a comprehensive Flood Mitigation Report using all available research, flood modelling, economic analysis, and historic data, to provide an assessment of potential flood risk mitigation options and their relative costs and benefits.
3. The Report is to identify and evaluate the flood mitigation measures, including large scale infrastructure projects (e.g., levees, barrages, drainage improvements), natural solutions (e.g., wetland restoration, riparian buffers), and policy measures (e.g., zoning changes, building codes).

The Flood Mitigation Strategy - Scoping Study outlines an approach on how to develop a flood mitigation strategy and the resourcing required for it to be achieved.

Understanding and managing flood risk is an area that the City of Launceston has continually invested over many decades in infrastructure, good governance and emergency management preparedness and response.

Today around 6,000 people live behind a flood levee with over 2,000 businesses operating behind the levee. For those areas that are protected by flood levees or any flood mitigation infrastructure, it is a matter of when they will flood, not if they will flood.

For Launceston's flood protection system, due to climate change impacts, we understand that the level of protection in 2090 will be less than a 1% annual exceedance probability (1 in 100 recurrence interval).

One of the key recommendations of this scoping study is to undertake a Comprehensive Flood Risk Management Study. The importance of undertaking such a study is summarised below:

- **Climate Change and Sea Level Rise:** Climate change significantly impacts flood levels and the frequency of flooding events. An updated study ensures that the flood risk management strategies incorporate the latest climate data and projections. This is crucial for making informed decisions and investments in floodplain management that are resilient to future environmental conditions. Additionally, understanding the impacts of sea level rise on infrastructure will assist in determine likely ongoing costs to service these areas.
- **Data Continuity and Management:** Over the years, various studies and data have been collected concerning Launceston's floodplain management. An updated study will review and consolidate this historical data, preventing redundancy and ensuring continuity of knowledge. Establishing a robust data/document management system is essential for maintaining and utilising this valuable information effectively.
- **Economic and Social Impact Assessment:** Previous economic assessments, such as those conducted for the initial levee implementations, were found to be flawed due to incomplete damage assessments and the omission of critical factors like geotechnical conditions and indirect losses. A comprehensive Flood Risk Management Study will provide a detailed evaluation of both direct and indirect costs associated with flooding, including impacts on public infrastructure, business disruptions, and social consequences. This will enable a more accurate cost-benefit analysis of potential mitigation measures.

- **Community Engagement and Education:** Effective flood risk management requires active community involvement and education. Updating the Flood Risk Management Study will include a strategy for engaging with the community, educating them about the risks, and involving them in the decision-making process. This is crucial for ensuring community support and compliance with mitigation measures.
- **Adapting to Evolving Best Practices:** Floodplain management practices and technologies continue to evolve. An updated study will ensure that Launceston's flood risk management strategies align with current best practices and incorporate the latest advancements in hydraulic modelling and disaster cost estimation methods.

The scoping study also identifies potential structural and non-structural measures, recognising the need for a balanced and adaptive approach to flood management. Key elements include the assessment of channel modifications, the potential construction of new detention dams, and the feasibility of raising existing levees and houses. Additionally, the strategy emphasizes the importance of community engagement and education.

The proposed action plan prioritises immediate and long-term measures to enhance resilience and reduce flood risk. It underscores the critical role of ongoing data collation and review, targeted risk tolerance assessments, and the development of robust flood management options. Furthermore, the consideration of climate change impacts, particularly sea level rise, is integral to the strategy to ensure future infrastructure investments are resilient to evolving environmental conditions.

The total project cost over a 3-year period (based on a high-level estimate) is \$640,000 - \$950,000. This is for the investigations and studies to identify management measures. It does not include the design and implementation of any option.

Furthermore, a dedicated resource with experience in project management and delivery of flood risk management studies will be required. This is assumed to be 1.0 FTE for a period of three years. This is estimated to be a salary of \$150,000 per year for a three-year period (\$450,000).

This brings the total estimated project cost for investigations and studies to \$1.09M to \$1.40M. Given the complexity of the project and the likely costs associated with mitigations solutions (many \$100's of millions) this initial investment is considered reasonable.

Overall, this scoping study lays the foundation for a comprehensive and adaptive flood mitigation strategy that will safeguard the Launceston community against future flood risks. Continued commitment to research, community involvement, and adaptive management will be crucial in achieving long-term resilience and protection for the region.

RISK IMPLICATIONS:

Considered in the Scoping Study.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Considered in the Scoping Study.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

3. To manage the risks of climate-related events, particularly in the area of stormwater management and riverine flooding.

BUDGET AND FINANCIAL IMPLICATIONS:

Considered in the Scoping Study.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. ATTACHMENT 1 - Flood Mitigation Strategy Scoping Study [19.2.1 - 53 pages]

19.3. Queen Victoria Jubilee Drinking Fountain Restoration Project - Non Application of Public Tender Process

FILE NO: SF2337

AUTHOR: Geoff Farquhar-Still (Public Space Project Officer)

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

DECISION STATEMENT:

To consider the procurement of restoration services for the Queen Victoria Jubilee Drinking Fountain.

Pursuant to regulation 27 of the Local Government (General) Regulations 2015, this decision requires an absolute majority of Council.

RELEVANT LEGISLATION:

Local Government (General) Regulations 2015

RECOMMENDATION:

That Council:

1. notes the Conservation Report for the Children's Jubilee Drinking Fountain (ECM Doc Set ID 5138081), included as attachment 1 to this report;
 2. pursuant to regulation 27(i)(iii) of the *Local Government (General) Regulations 2015*, resolves by absolute majority that:
 - a. it is highly desirable that restoration of the Queen Victoria Jubilee Drinking Fountain takes place within Tasmania to avoid the expense and risk associated with custom crating and shipping of component parts to a location outside Tasmania
 - b. City of Launceston has an interest in ensuring local contractors are supported to develop and use the specialised skills required for cast iron repair
 - c. Glasgow Engineering has incurred costs of \$99,193.64 to date, to progress restoration of the Queen Victoria Jubilee Drinking Fountain to a point where the balance of work required to complete the restoration can be communicated to the Council
 - d. The nature of the work still to be done on the Queen Victoria Jubilee Drinking Fountain is such that a final cost cannot be estimated, and it seems possible that the total cost of the project will approximate our tender threshold of \$250,000
-

- e. with reference to the reasons listed at 2a-d above, a satisfactory result will not be achieved by inviting tenders for the restoration of the Queen Victoria Jubilee Drinking Fountain because of extenuating circumstances and the unavailability of competitive or reliable tenderers
3. authorises the Chief Executive Officer to engage Glasgow Engineering to complete the restoration of the Queen Victoria Jubilee Drinking Fountain, with a final report on outcomes including cost to be prepared for the Council on completion of the works.
-

REPORT:

Summary

- In May 2023, several pieces of the cast iron Queen Victoria Jubilee Drinking Fountain fell from the structure.
- Conservation and engineering reports were obtained, and immediate safety concerns were addressed.
- Quotes were sought for the restoration of the Queen Victoria Jubilee Drinking Fountain; numerous contractors were approached but few were willing to take on the potential risk of the unknown issues associated with the structure.
- Glasgow Engineering provided an estimate for the works, but it quickly became apparent that the amount of unforeseen historic damage to the structure far outweighed the original estimate.
- It is anticipated the final cost of the restoration may approach the tender threshold of \$250,000.
- Council Officers seek to have the work completed by Glasgow Engineering as extenuating circumstances and the unavailability of competitive or reliable tenderers suggest that there is no advantage to be gained by undertaking a tender process.

Background: The Queen Victoria Jubilee Drinking Fountain 1897

The Queen Victoria Jubilee Drinking Fountain is in City Park, Launceston.



Queen Victoria's Golden Jubilee in 1887 was celebrated throughout the Commonwealth. The Launceston Council created a Juvenile Festival Fund to provide commemorative medals to five or six thousand children who also received refreshments. A small balance remained in the Fund, and it was proposed by Alderman Sutton that the children should, through their own efforts, contribute to the erection of a public fountain at the entrance to the Launceston City Park.

An order was placed by Messrs. Hart and Son from the catalogue of Walter Macfarlane and Co., Glasgow. It arrived in Launceston towards the end of 1891. However, the amount required to reimburse the purchase price had not been achieved, and the fountain was put into storage until the debt was cleared.

This was accomplished in 1897 and coincided with Queen Victoria's Diamond Jubilee celebrations. A procession marched from the Market Green to the City Park consisting of the Mayor, City Council, Parliamentary representatives, public bodies, societies, schools and citizens. The ceremony included a Royal salute which took place in Victoria Square. A commemorative oak was planted in City Park and children sang 'God Save the Queen' and 'God bless the Prince of Wales' prior to the Mayor turning on the water in the Children's Jubilee Fountain.

The Queen Victoria Jubilee Drinking Fountain is one of only a few remaining examples of these memorial fountains in the world and relates directly to Launceston in the 1890s when it was a place of global significance and a city of firsts. For this reason, the significance of the Queen Victoria Jubilee Drinking Fountain cannot be understated, and its immediate restoration is timely, given the condition of the structure as identified in the conservation and engineering reports noted below.

Project Evolution

Early May 2023: Several pieces of the cast iron structure, including one large element weighing over five kilograms fell to the ground and smashed. The fall of the large element was observed by a member of the City Park Operations team, so it is confirmed that the damage was caused by old age rather than vandalism.

July 2023: Conservation report from Smith and Clo received which noted "The canopy and drinking fountain structures are in very poor condition. The drinking fountain and canopy structures are cast iron. Cast iron of this era is known as Grey Iron, a weak precursor to Ductile Iron, and is prone to fracture."

In relation to the paint on the structure the report noted "The paint is no longer stable and represents a significant health and environmental hazard. Paint degradation is complete with powdery paint on the canopy pedestals found to be miscible in water, separation of paint layers from the substrate, and significant loss of paint layers overall."

August 2023: Due to the presence of lead paint on the structure, the drinking fountain was disconnected, and new drinking fountain installed adjacent to the Queen Victoria Jubilee Drinking Fountain.

An engineering report was received, which noted "The drinking fountain will be safe for access by the public for a period of 12 months (up to and including August 2024) once the recommended works are completed."

The report recommendations were enacted, making the structure temporarily safe.

November 2023: Quotes sought for the restoration of the Queen Victoria Jubilee Drinking Fountain from two local organisations with significant experience working on heritage structures. Numerous contractors were approached but few were willing to take on the potential risk of the unknown issues associated with the structure.

Glasgow Engineering provided an estimate for the works, noting their significant previous experience working on the restoration of the Ayde Douglas Fountain and Heritage Map in Princes Square.

February 2024: Queen Victoria Jubilee Drinking Fountain was wrapped in a graphic to prevent access during Festivale, with plans made to restore the structure using \$70,000 of available funds from the City Park Fence Replacement Capital Project.

March 2024: Glasgow Engineering was engaged to dismantle and restore the Queen Victoria Jubilee Drinking Fountain. During correspondence, and as part of their estimate, John Hutton of Glasgow Engineering noted that "*I'm hoping this would be our worst-case scenario but until we actually get into the job, I don't really know what we are going to find. There is a lot of thick paint covering up all kinds of nasty surprises*"

April 2024: Glasgow Engineering begin work on site.

August 2024: Councillors were informed via the Councillor's Bulletin of increased costs associated with the project: *To date, Glasgow Engineering have incurred around \$99,000 in costs and estimate that an additional \$110-\$130,000 will be required to complete the project. The amount of unforeseen historic damage far outweighs the original estimate.*

September 2024: Work paused to discuss additional funding requirements.

Paint removal on heritage structures

Restoring heritage structures is complex, detailed work and requires employing processes that are time consuming and labour intensive.

An example of this is paint removal. Standard contractor approaches to metal work are to abrasive blast the pieces to remove the paint quickly.

This process:

- destroys surface details
- introduces pitting into the surface
- damages interface surfaces reducing structural stability
- undermines the heritage significance of the damaged elements; and
- makes repainting prone to moisture retention and shortens the life of the restored structure.

The approach to removal of the many layers of paint on the Queen Victoria Jubilee Drinking Fountain involved multiple rounds of paint stripping followed by non-destructive soda blasting, which causes no damage to the original surface.

This process was allowed for in the original estimate but the range of different layers of paint on the surface since its repositioning to its current location in 1908 meant that the removal process was significantly slower than planned. This was not anticipated.

Alternative processes were explored to speed up the stripping process. It was found that smaller items, placed in a caustic bath for four days at 80 degrees resulted in a great percentage of the paint coming away but further stripping was required.

Metalwork restoration

Cast iron is a challenging material to weld, particularly Grey Cast Iron, which is very brittle as noted in the conservation report and tends to crack once welds cool. The outcome of each weld is impossible to anticipate as material quality varies from piece to piece depending on their exact makeup and casting conditions. This adds high levels of uncertainty to repair work of this kind.

Few contractors are willing to undertake Cast Iron repair, although Glasgow Engineering have made it something of a specialty, using traditional techniques including post peining and lime bath immersion to slow the cooling of weld areas and improve the chance of successful welds.

Rust is also a significant challenge as heritage structures often capture water within their joints and castings which can lead to significant corrosion that can be hidden under layers

of paint. This was certainly the case with the Queen Victoria Jubilee Drinking Fountain; please refer to pages 27 and 32 of the attached report to see an example of the level of rust which was hidden within the structure.

The search for alternative contractors

Several issues underpinned the decision taken by the Recreation and Parks team to source a local contractor for the restoration of the Queen Victoria Jubilee Drinking Fountain. Previous experience with mainland contractors had proved to be excessively costly due to the accommodation, transport, hiring and additional outsourcing associated with team working in unfamiliar locations, particularly on structures with many potential hidden issues.

Secondly, as much of the work would be happening off site, custom crating of over 100 individual components would have been required. This would have incurred a significant project cost with no specific project benefit and a large amount of waste as these crates would not have a purpose after the project's completion.

Finally, having the works delivered by an interstate or even Hobart based contractor would made the supervision of the works challenging. A solution to this would be to employ a conservator to supervise the whole work process, which would have incurred significant project cost.

By choosing a local contractor the City of Launceston supports local contractors, keeps and enhances the skill base locally for this kind of restoration work, which is becoming harder to source and saves on the cost of transport, crating, accommodation, on site security for site-based equipment and space rental for storage equipment during install and deinstall.

Reasons for cost increase

As noted in the Conservation Report included as attachment 1 (ECM Doc Set ID 5138081), the extent of the degradation in the structure was such that many of the fixings had dissolved into rust and that the joining surfaces where moisture could be trapped were significantly deteriorated. Many of the fixings needed to be drilled out and, in some instances, the use of heat and oxy acetylene torches are employed to release or even cut the joins, such was the extent of the rust. This was anticipated but the extent of the issue was far more significant than expected.

A consequence of this deep corrosion was that several of the major structural joins were fused solid with rust and broke during the deinstallation process. This was unavoidable and every effort (and significant time) went into preventing this outcome.

Additionally, once the removal of the paint had been undertaken, evidence of poor historical repairs and damage, minor cracking and other major fractures were revealed. Missing components that had not been initially identified due to the complexity for the form were also noted for recasting.

These were all elements that had not been allowed for at the time of the original estimate and all factors that significantly increased the amount of time and labour associated with delivering the project.

Specialist contractor

The restoration of the Queen Victoria Jubilee Drinking Fountain requires an array of skills and experience to effectively deliver a project of this kind.

These include:

- heavy fabrication, fitting and machining
- working with crane contractors
- working at heights
- transport of large, delicate heavy items
- appreciation of conservation principles and respect for heritage restoration
- understanding of construction methodologies for cast iron structures (where plans do not exist) and a material understanding the process for working with cast iron
- attention to detail and care with delicate structures
- engineering expertise
- in-house painting
- detailed understanding of long-term corrosion prevention
- capacity to document the restoration process and communicate the installation and deinstallation for the future; and
- local contacts to produce replacement components when elements have been lost, including 3D scanning, 3D printing, mold making and metal casting.

Launceston has a long industrial history, stretching back to the late 1800s and Glasgow Engineering, founded in 1892 is deeply embedded in that history with a track record in heritage restoration and the skills and resources to deliver a project of this complexity.

The City of Launceston has confidence in the skills and approach that Glasgow Engineering is taking in their restoration of the Queen Victoria Jubilee Drinking Fountain and recognises that regardless of the contractor engaged, the fundamental long-term degradation of the structure is a reality that would have had to be faced. It is also a reality that will only have been revealed once the paint had been removed.

The state and the cost of restoring this important heritage structure reflects the changing nature of our city, culture and industry more generally. These structures require specific skills which are becoming rarer and rarer and the multitude of heritage structures that make up the character and quality of Launceston urban and park spaces receive little to no maintenance beyond periodic painting because on the surface, they look to be in fair condition.

Historically, repair work has been done by tradespeople without the necessary conservation skills to perform the repairs appropriately and as such these faulty repairs gather over time, hidden below layers of paint and create issues including advanced corrosion, fracturing and structural stressed while also reducing the heritage value of the overall structure.

When a project like the restoration of the Queen Victoria Jubilee Drinking Fountain is undertaken, the realities of the age of these structures is revealed and the cost of repairing them is reflective of the fact that few contractors have the skills and even fewer have the willingness to take on the task due to the risk of unknown issues.

Works still to complete

Final stripping of main dome support structure

Time and labour intensive due to the complex structure of these ornate elements.

Cost unknown.

Repair of broken structural connections to main dome support

These components were fused solid with rust at the time of dismantling and despite the careful efforts of the conservation team the piece broke due to the sheer weight of the components and the need to use cranes for the dismantling. These breaks will be drilled, structurally pinned with stainless steel and the joints ground out and fully rewelded so that the finished join will be stronger than the original.

Cost unknown.

Recasting of failed components in dome and internal vertical floral motifs

A flaw in the original design has meant that each of the dome octants has a large section which is cracked in all cases and has been temporarily fixed in the past. These repairs are of a poor standard and need to be replaced. Some elements are missing entirely. Due to the modular nature of the structure, remaining piece which match the missing elements have been 3D-scanned and 3D-printed as molds for the casting of replacement parts.

The vertical floral motifs were the original point of failure and were another flaw in the original design given that they are cast in grey iron which is brittle. Casting these in ductile iron will avoid the failure created by this flaw while maintaining the original character and quality of the Queen Victoria Jubilee Drinking Fountain.

Estimated cost is \$15-20,000.

Draining, stripping and internally cleaning columns on site in City Park

The columns in City Park have been filled with water over many years which has caused significant internal corrosion. This was not an anticipated issue and will be time consuming to resolve due to the public nature of the works.

There are no commercial systems for removing this material and restoring the surfaces so custom tooling will need to be developed to remove the bulk of the flaking rust so that chemical treatment and stabilisation can occur.

Cost unknown.

Undercoating of all stripped elements

All pieces which remain to be stripped, including the dome supports and columns in City Park will need to be undercoated to prevent moisture penetration into the metal surface prior to top coating. This initial primer is anti-corrosive and will create a strong bridging bond between the metal and the topcoat system. All pieces that have been stripped to date have been undercoated.

Topcoating

The topcoat colour system will remain true to the most recent colour scheme with some details of the original colours including some deep red on the plaques to offset the addition of some Porters gold paint detailing which aligns with the original colour scheme of the Queen Victoria Jubilee Drinking Fountain. The chosen system is industrial quality and designed specifically to protect against ultraviolet light exposure.

Estimated cost is \$4-5,000 for paint, plus labour which is not quotable at this time.

Internal plumbing

None of the fittings and fixtures are standard so custom fittings and connections to the structure will be required to marry with the heritage quality of the Queen Victoria Jubilee Drinking Fountain while achieving functionality and compliance.

All fittings will be stainless steel and any connections with the fountain will be corrosion treated and protected to maximise lifespan.

Cost unknown.

Stainless-steel base plate

Due to long term corrosion, the base of the drinking fountain is compromised so a stainless-steel structure will be designed and fabricated to carry the weight of the drinking fountain while maintaining the quality and character of the original fountain. This base plate will be hidden within the structure.

Estimated cost is \$4,200.

Replacement of all fixings in the structure with 316 stainless-steel

Each nut, bolt and screw in the original Queen Victoria Jubilee Drinking Fountain had rusted to the point of structural failure so that an impact (e.g. a vehicle colliding with the structure during Festivale installation) would likely have caused a catastrophic failure and potential loss of life.

All the fixing locations require drilling out, cleaning and corrosion treatment. In some cases, these need to be rebuilt with fresh weld then machined back to a matching face. This enables all the fixings to be replaced with 316 stainless-steel which will ensure that the structure will not suffer the same advanced corrosion that was discovered during the restoration process.

Cost unknown.

Reinstallation of the Queen Victoria Jubilee Drinking Fountain

Once the components are painted, great care will need to be taken in putting the structure back together to prevent damage to the top coating and compromise of the metal protection system.

All joints will be treated with anti-corrosion paste and significant structural joints will be wrapped with nickel tape to prevent long term corrosion and provide a lubricating surface to simplify the process of deconstruction in the future should it be required.

Due to the weight of the individual pieces and the complexity of the structure and its construction system, multiple cranes will be required on site during installation to ensure the safe reconstruction of the Queen Victoria Jubilee Drinking Fountain.

Estimated cost is at least \$30,000.

Conclusion

Costs incurred to date total \$99,193.64. Glasgow Engineering estimates the project is around 50% complete. Using the upper range of costs listed above, costs able to be estimated for the balance of the work approximate \$59,200. With consideration of the extent of the work for which costs cannot yet be estimated, it seems possible that the total cost of the project will approximate our tender threshold of \$250,000. For this reason, we are seeking a decision of the Council that will support a continuation of the project to restore the Queen Victoria Jubilee Drinking Fountain in a manner that complies with our procurement thresholds.

The restoration of the Queen Victoria Jubilee Drinking Fountain has revealed both the beauty and incredible craftsmanship of the original design and manufacture but also significant issues with the design which will not have been anticipated by the original creators, Walter McFarlane and Co.

Learnings from this restoration have guided the decision making in how best to approach the reconstruction to avoid these long-term issues, with the intent that the Queen Victoria Jubilee Drinking Fountain, once restored, will be a safe and solid presence in the Launceston landscape for another 150 years, to be enjoyed by generations to come.

Relevant legislation

The provisions of the *Local Government (General) Regulations 2015* rely on:

27. Non-application of public tender process

The following situations and contracts are prescribed for the purposes of section 333A(3) of the Act:

- (i) a contract for goods or services, if the council resolves by absolute majority and states the reasons for the decision, being that a satisfactory result would not be achieved by inviting tenders because of –*
 - (i) extenuating circumstances; or*
 - (ii) the remoteness of the locality; or*
 - (iii) the unavailability of competitive or reliable tenderers;*

RISK IMPLICATIONS:

It is no longer possible for the Queen Victoria Jubilee Drinking Fountain to be used safely. By proceeding with its restoration, the Council will ensure this interesting part of Launceston's history is preserved and can be safely used by visitors to City Park.

The City of Launceston stands on the shoulders of giants, leaders who, in the late 1800's and early 1900's laid the groundwork for the astounding heritage beauty that makes Launceston one of the most intact Heritage cityscapes in Australia. From the trees planted in City Park, Princes Square and Brickfields, to the heritage buildings that define the streetscape, to Albert Hall, Duck Reach Power Station, and the incredible wrought iron fences that surround City Park and Princes Square. The Princes Square fountain and the Dolphin fountain are also significant assets that deserve our close attention.

We accept these assets as part of our every day in Launceston, perhaps take them for granted, but the restoration of the Queen Victoria Jubilee Drinking Fountain is a stark warning that these assets need to be protected, that underneath decades of paint lurk issues, and that without our care and attention they will ultimately be lost. Unless we decide to intervene.

But that intervention comes at a significant cost as the skills and even materials required to perform this restoration are becoming harder to source locally, nationally and internationally. We are fortunate to have a small selection of contractors with connections back to that golden period, willing to undertake this work, fraught with risk as it is.

This good fortune is an opportunity to plan ahead in the short term, to assess, prioritise and address the multiple assets across our beautiful city that are reaching the end of their lives, from the trees in Princes Square and City Park to the Heritage fences and civic structures of our most special places, the ones that make Launceston what it is.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Consideration contained in report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

The following budget adjustment was supported by the Council on 17 October 2024:

Project Number	Project Description	Current Approved Amount	Transfer From	Transfer To	New Budget
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
	TOTALS	\$456,540	\$179,814	\$179,814	\$456,540

Any further budget adjustments will be presented for the Council's consideration in accordance with our usual budget adjustment process.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Conservation Report Queen Victoria Jubilee Drinking Fountain - Doc Set ID 5138081 [19.3.1 - 88 pages]

20. ORGANISATIONAL SERVICES NETWORK

20.1. Aboriginal Partnership Plan - Year One Report

FILE NO: SF5555

AUTHOR: Lisa Granger (Engagement Facilitator)

APPROVER: Louise Foster (General Manager Organisational Services Network)

DECISION STATEMENT:

To consider and endorse the release of the year one report for the Aboriginal Partnership Plan (APP).

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

- Workshop - 26 May 2022 - Draft Aboriginal Partnership Plan - Community Engagement Strategy
- Council - 20 October 2022 - Agenda Item 16.1 - Draft Aboriginal Partnership Plan
- Workshop - 2 March 2023 – Draft Aboriginal Partnership Plan
- Council - 9 March 2023 - 19.1 - Draft Aboriginal Partnership Plan

RECOMMENDATION:

That Council:

1. Receives and approves the release of the year one report for the Aboriginal Partnership Plan (ECM DOC Set ID 5143380).
-

REPORT:

Background of the APP

- The Aboriginal Partnership Plan (APP) is consistent with the approaches and practices of other levels of government which are being led by the Closing the Gap initiative - [National Agreement on Closing the Gap](#)
 - During 2022-2023 FY the APP was developed through meaningful conversations with a range of Aboriginal People in Launceston and surrounds. Throughout this process, a number of themes and focus areas emerged as particularly relevant and important to the development of the APP.
 - The APP was officially endorsed by Council in March 2023.
 - The APP outlines a focused and agreed approach for the City of Launceston to engage with Aboriginal People in a culturally respectful and responsive manner. We seek to remove hurdles and create dialogue with Aboriginal People on any Council decisions which may impact on the lifestyle or amenity of Aboriginal residents.
-

APP Year One Report

- One of the key actions under Focus Area Three, *The Communication Loop*, is the requirement for an annual report on the initiatives outlined in the APP. This attached report fulfils that obligation by reviewing the past year and providing an update to the community on the progress and achievements.
- The report's content has been developed through comprehensive consultation with the Community Development Team, alongside contributions and updates from teams responsible for delivering the actions identified within the APP.
- Tasmanian Aboriginal artist and designer, Caleb Nichols-Mansell, was commissioned to create the artwork and design the layout for the Year One report. The artist shared the following insights about his work in the report:

"The artwork I have created for the City of Launceston's Aboriginal Partnership Plan Report represents our community and the different organisations, groups and bodies that support our culture and community. It represents our circular knowledge systems and how these can benefit us and the broader community through sharing, learning and understanding." **Caleb Nichols-Mansell**

- After Council approval, the report will be shared with the wider community, including the local Aboriginal community and key stakeholders.
- Please note, effective 1 July 2024, responsibility of the APP has been transferred from the Organisational Services Network to the Community and Place Network.

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.

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:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Aboriginal Partnership Plan - Year 1 Report 2023-24 [**20.1.1** - 8 pages]

20.2. Monthly Financial Performance Report

FILE NO: SF7694

AUTHOR: Zakia Afroz (Team Leader Accounting)

APPROVER: Louise Foster (General Manager Organisational Services Network)

DECISION STATEMENT:

To consider the September 2024 Capital and Operational financial reports against budget.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

1. notes the report outlining both Capital and Operational results to the period ending 30 September 2024.
-

REPORT:

Operational Result September 2024

Detail is provided in Attachment 1 - COL - Monthly Financial Snapshot September 2024.

The financial year 2025 year to date (YTD) budget has an underlying deficit of \$1.669M. The YTD actual position is \$402K surplus. This results in a favourable YTD variance of \$2.070M. This excludes any capital grants received, or loss on disposal of fixed assets.

Rates revenue is expected to meet budget across the course of the year, as supplementary valuations begin to be received through the Office of the Valuer-General – this is commonly slower to begin following a Municipal Revaluation.

User Fees and Charges and Statutory Fees and Charges are favourable to budget, at \$193K and \$228K, respectively.

Interest revenue to budget is currently unfavourable as cash balances are lower than budgeted. If necessary, a budget amendment will be brought to Council in the future.

Employee costs are lower than budget YTD due to vacant positions. Material and Services expense is favourable \$1.269M to budget, primarily due to budget yet to expended which is expected to be spent in the coming months across many teams. Budgets are reviewed in detail each month, and reallocated where necessary.

The State Landfill levy costs show a favourable variance of \$161K, attributed to the delay in receiving the September invoice, this is expected to even be closer to budget as the year progresses. Loss on Disposal of Fixed Assets has also resulted in a favorable variance, driven by timing factors. This variance is anticipated to be reduced by the end of the financial year.

Capital Expenditure September 2024

Total capital expenditure budget for 2024/2025 is made up of carried forward budget funds of \$48,237,904, Current year Council funds of \$24,353,000 and external funding of \$19,178,656 for a total budget of \$91,769,560.

Council currently has a total of 169 capital projects approved, with 35.5% at Preliminary Design stage and 38.5% currently In Progress. Only 18.9% of projects are yet to commence, which is a significant decrease from the corresponding figure at the end August.

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.
5. To maintain a financially sustainable organisation.

BUDGET AND FINANCIAL IMPLICATIONS:

As per the report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. COL - Monthly Financial Snapshot September 2024 [**20.2.1** - 3 pages]

20.3. 2 Invermay Road - Limited Access Licence for Infrastructure Tasmania

FILE NO: SF0880

AUTHOR: Duncan Campbell (Team Leader Legal Services)

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

DECISION STATEMENT:

To consider granting an access licence to Infrastructure Tasmania to conduct upgrades at 2 Invermay Road, Invermay.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

1. Approves the granting of a non-exclusive access licence to undertake matchday facility upgrades at the Carlton United Breweries (CUB) stand at York Park/UTAS Stadium, 2 Invermay Road, Invermay.
 2. Requires the access licence to be on the following terms:
 - a) the licensee is to be the Crown in Right of Tasmania, represented by the Department of State Growth;
 - b) the licence is to commence at the earliest available opportunity for a period of up to eighteen months;
 - c) the fee is to be \$1 if demanded;
 - d) the works may be carried out by the licensee's contractors;
 - e) ownership of the works will vest with the landowner upon completion;
 3. Requests the Chief Executive Officer to:
 - a) determine the dimensions of the land to be licensed and all remaining terms and conditions;
 - b) exercise any of the Council's rights, options or discretions necessary for the proper administration of the licence;
 4. Notes, for the avoidance of doubt, that Chief Executive Officer is a term of reference for the General Manager within the meaning of the *Local Government Act 1993 (Tas)*.
-

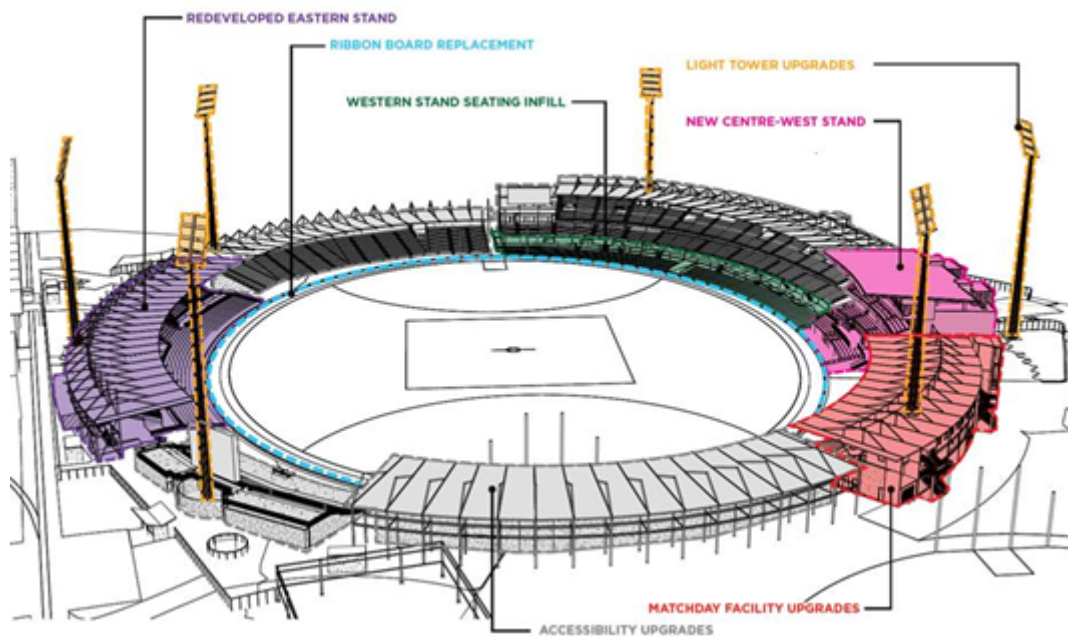
REPORT:

The Department of State Growth (Infrastructure Tasmania) intends to undertake a number of upgrades at York Park/UTAS Stadium, 2 Invermay Road, Invermay (the stadium).

The first tranche of upgrades relates to “Matchday Works” at the Carlton United Breweries (CUB) stand and will result in upgrading the facilities to Australian tier 2 sporting code guidelines ahead of the 2025 AFL season. The works include:

- Refurbished change rooms and amenities for umpires, officials and players
- Medical, massage and strapping rooms
- A briefing room
- Warm-up and training spaces

The intended location of the Matchday Works is indicated in the diagram below.



Infrastructure Tasmania has advised that the Matchday Works are a critical element in supporting the future main works package. The future main works package has been developed in consultation with key stakeholders and user groups, including the AFL, AFL Tasmania, Hawthorn Football Club, the Tasmania Devils Football Club, Cricket Australia and Cricket Tasmania.

Renders of the initial works have been provided by Infrastructure Tasmania, and are reproduced at Attachment 1, 2 and 3.

The works will be funded by Infrastructure Tasmania and are necessary to ensure the ongoing viability of the stadium, irrespective of its ownership.

The value of the Matchday Works have been estimated by Infrastructure Tasmania as in the vicinity of \$2M, subject to the contract with the preferred contractor being signed. Those works form part of the larger \$130M of upgrades planned for the stadium, with other works to be completed at a later date under separate processes.

The access licence

Council officers are finalising the access licence necessary to give effect to the Recommendations under consideration. The licence has been prepared to ensure that relevant parties are aware of their rights and obligations in respect of the carrying out of the works. It deals with matters including the permitted use, the length of term, consents, work health and safety, risk and insurance, and that the resulting ownership of works will vest with the landowner upon completion.

Following the finalisation and execution of the access licence, works can commence.

In the event that ownership of the stadium occurs prior to completion of the works, the licence will be assigned to Stadiums Tasmania as part of the transfer process.

Infrastructure Tasmania have advised that delays to the granting of an access licence after 31 October 2024 will result in the Department of State Growth being unable to enter into a contract with its preferred tenderer, and it is likely that the works will need to be rescheduled to align with future AFL seasons.

RISK IMPLICATIONS:

Risks relevant to this item are discussed in the report above.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Match Day Render 1 [20.3.1 - 1 page]
2. Locker Room Image- Rev 2 [20.3.2 - 1 page]
3. Match Day Render - Briefing Room [20.3.3 - 1 page]

21. CHIEF EXECUTIVE OFFICER NETWORK

21.1. City Heart Place Plan

FILE NO: SF6160

AUTHOR: Anna Feldman (Project Manager)

APPROVER: Chelsea van Riet (Acting Chief Executive Officer) and
Shane Eberhardt (General Manager Infrastructure and Assets Network)

DECISION STATEMENT:

To consider the City Heart Place Plan for endorsement.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Workshop – 12 September 2024 – Councillors received a presentation and update on the City Heart Place Plan.

RECOMMENDATION:

That Council:

1. endorses the City Heart Place Plan (ECM Doc Set Id 5146501).
-

REPORT:

The City Heart Place Plan represents the next phase of the Launceston City Heart Project, focusing on the area bounded approximately by Cimitiere, Wellington, Elizabeth and Tamar Streets. The Place Plan defines the area's future mixed-use character, open space and river walk connections, how these link with neighbouring precincts, and is a key part of northern Tasmanians' vision for the future of Launceston's city centre. This project seeks to create a people focused CBD for all seasons to support a day and night-time economy, increase dwell time, drive economic activity and foster social connection.

The Plan's proposals are founded in the results of Council's ongoing engagement with the community and key stakeholders from the themed engagement platform Tomorrow Together as well as through engagement undertaken during development of strategies such as the City of Launceston Urban Greening Strategy 2023- 2040 and the City of Launceston Transport Strategy 2020- 2040.

The Place Plan has been formulated in recognition of lessons learnt during the previous phase of City Heart Project implementation including:

- The need to enable more granular staged rollout of infrastructure in the absence of large capital grants (providing the opportunity to collaborate with key stakeholders through a 'try before you buy' approach, where suitable).
- The need to enable thematic infrastructure funding more in keeping with council's strategies and action plans and other grant mechanisms, such as funding urban greening or road safety.
- Recognising the interconnected nature of many of Council's plans, which require incremental progress, testing and refinement of actions as lessons are learnt.

Council will use the Place Plan to prioritise projects, with actions incrementally building to long-term solutions. It will work through local partnerships and groups with 'custodianship' of outcomes, map out the staging for delivery of actions, short-term pathways to long-term changes, and continue ongoing engagement to fine-tune and advance the actions.

Supporting documents

Several operational plans have been developed which will support implementation of the Place Plan. They are:

- The City Heart Place Plan 5-year Implementation Plan. Key points:
 - Developed to facilitate Council's planning and advocacy activities;
 - Includes all short and medium term actions from the City Heart Place Plan;
 - Provides timeline for implementation; and
 - Lists indicative costs.
- The City of Launceston *Urban Design Guide*. Key points:
 - Formulated to guide development across Launceston's 'urban footprint';
 - Defines typical treatments and materials; and
 - Outlines typical implementation processes and engagement levels.
- The City Heart Place Plan high-level Engagement and Communications Plan. Key points:
 - Formulated to guide Council's engagement and communications relating to the adoption and ongoing implementation of the City Heart Place Plan.

RISK IMPLICATIONS:

Key potential risks related to the 'try before you buy approach' include:

- Community/key stakeholder discontent/disagreement during initial consultation at key decision points (e.g. around traffic changes or at transition from temporary to permanent installations)
- Temporary works may provide inaccurate/inadequate representation of future permanent outcome leading to Community/key stakeholder rejection prior to final installation or to disappointment when finalised.
- Ideas trialled not deemed successful, leading to need for reformulation of some actions.

Mitigation measures for the above to include establishment and maintenance of an overarching engagement platform for the Place Plan, and prioritising the development and implementation of considered engagement plans within individual projects.

Key potential risks related to construction activities include:

- Traffic accidents due to changed conditions.
- Service locations impact construction (including potential need for removal of Old Town Gas infrastructure).

Mitigation measures for the above to include a best practice approach to traffic management, and incorporation of services investigations into the project planning stage.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The City Heart Place Plan has been developed with the purpose of having a positive economic, environmental and social impact.

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.

BUDGET AND FINANCIAL IMPLICATIONS:

As a staged plan to be implemented over a number of years the financial implications will be considered as part of annual planning.

Funding for the first five years of implementation has been included in City of Launceston's 2024-2025 Advocacy Prospectus.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Co L Heart Place Plan PROOF v 10 Accessible [21.1.1 - 52 pages]

22. LATE ITEMS

No Late 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. Alexandra Bridge Refurbishment CD007/2024

REASON FOR CLOSED COUNCIL:

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

(d) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

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 14 November 2024 at the Council Chambers, Town Hall, 18-28 St John Street, Launceston.