



City of
LAUNCESTON

LATE ITEM AGENDA

COUNCIL MEETING
THURSDAY 12 DECEMBER 2024
AT ITEM 22 OF THE ORDINARY COUNCIL MEETING
AGENDA

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

Date: 12 December 2024

Time: At the Time of the Late Agenda Items are Tabled at the Ordinary Meeting

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**

LEGISLATIVE TERMINOLOGY - GENERAL MANAGER

At the City of Launceston, the positions of General Manager Community and Place, General Manager Organisational Services, General Manager Infrastructure and Assets and General Manager Creative Arts and Cultural Services do not assume the functions and powers of the term *general manager* in a legislative sense: any legislative functions and powers to be delegated to these roles will be made by Council or the Chief Executive Officer. At the City of Launceston, the title Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the *Local Government Act 1993 (Tas)*. For the avoidance of doubt, *Chief Executive Officer* means *General Manager* for the purposes of the *Local Government Act 1993 (Tas)* and all other legislation administered by or concerning Council.

ORDER OF BUSINESS

22. LATE ITEMS5

22.1. Acceptance of Urgent Late Items5

22.2. St Leonards and Waverley Neighbourhood Plan Update8

**22.3. Waiving of Parking Fees at Multi-Story Carparks on 14 December 2024 and
 21 December 202412**

22. LATE ITEMS

22.1. Acceptance of Urgent Late Items

AUTHOR: Lorraine Wyatt (Council and Committees Officer)

APPROVER: Sam Johnson OAM (Chief Executive Officer)

DECISION STATEMENT:

To consider accepting two late and urgent agenda items relating to the St Leonards and Waverley Neighbourhood Plan Update and Waiving of Parking Fees at Multi-Story Carparks on 14 December 2024 and 21 December 2024.

RELEVANT LEGISLATION:

Local Government (Meeting Procedures) Regulations 2015

RECOMMENDATION(S):

That Council:

1. by absolute majority and pursuant to Regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015* (Tas):
 - a. determines to deal with an item for the St Leonards and Waverley Neighbourhood Plan Update that was not included in the published Agenda; and
 - b. notes the advice from the Chief Executive Officer in respect of the reason it was not possible to include this matter in the Agenda and that the matter is urgent, that advice having been provided to Councillors by email on 12 December 2024 and in the report attached as Agenda Item 22.2.
 2. by absolute majority and pursuant to Regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015* (Tas):
 - a. determines to deal with an item for the Waiving of Parking Fees at Multi-Story Carparks on 14 December 2024 and 21 December 2024 that was not included in the published Agenda; and
 - b. notes the advice from the Chief Executive Officer in respect of the reason it was not possible to include this matter in the Agenda and that the matter is urgent, that advice having been provided to Councillors by email on 12 December 2024 and in the report attached as Agenda Item 22.3.
-

REPORT:

Two late and urgent items have been submitted by Council officers relating to the:

- St Leonards and Waverley Neighbourhood Plan Update and
- Waiving of Parking Fees at Multi-Story Carparks on 14 December 2024 and 21 December 2024.

Due to an administrative error, the St Leonards and Waverley Neighbourhood Plan Update agenda item was omitted from the Council Agenda for 12 December 2024. The Chief Executive Officer has reported that the matter is urgent as it is a time-sensitive update on an externally funded grant project. If accepted as a late item, the matter will be listed as Item 22.2 St Leonards and Waverley Neighbourhood Plan Update in the minutes for the 12 December 2024 Council Meeting.

The proposal to waive parking fees had not been fully considered by the time the agenda to the 12 December 2024 Council Meeting had been published. The Chief Executive Officer has reported that it is considered as a late and urgent item to ensure that it can be formally considered and implemented this year if approved. If accepted as a late item, the matter will be listed as Item 22.3 Waiving of Parking Fees at Multi-Story Carparks on 14 December 2024 and 21 December 2024 in the minutes for the 12 December 2024 Council Meeting.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

22.2. St Leonards and Waverley Neighbourhood Plan Update

FILE NO: O25375/2025

AUTHOR: Claire Fawdry (Principal Town Planner)

APPROVER: Michelle Ogulin (Acting General Manager Community and Place Network)

DECISION STATEMENT:

To note the report providing an update on the St Leonards and Waverley Neighbourhood Plan.

RELEVANT LEGISLATION:

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

PREVIOUS COUNCIL CONSIDERATION:

Council – 31 October 2024 – Agenda Item 17.3 - St Leonards Structure Plan Update

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

RECOMMENDATION:

That Council:

1. notes the content of the report providing an update on progress toward developing the St Leonards and Waverley Neighbourhood Plan and Infrastructure Funding Framework.
-

REPORT:

1. Introduction

As part of the preparation for the first round of community engagement, the ongoing name of this project will be the 'St Leonards and Waverley Neighbourhood Plan'. In strategic planning, a Neighbourhood Plan is another name for a structure plan. In determining the ongoing name for the project, the project team considered it important to include the suburb names of Waverley as well as St Leonards to ensure both communities are captured in the name of the project.

2. Project Program

The agreed project program is tracking appropriately to deliver this project by 31 May 2025 as planned.

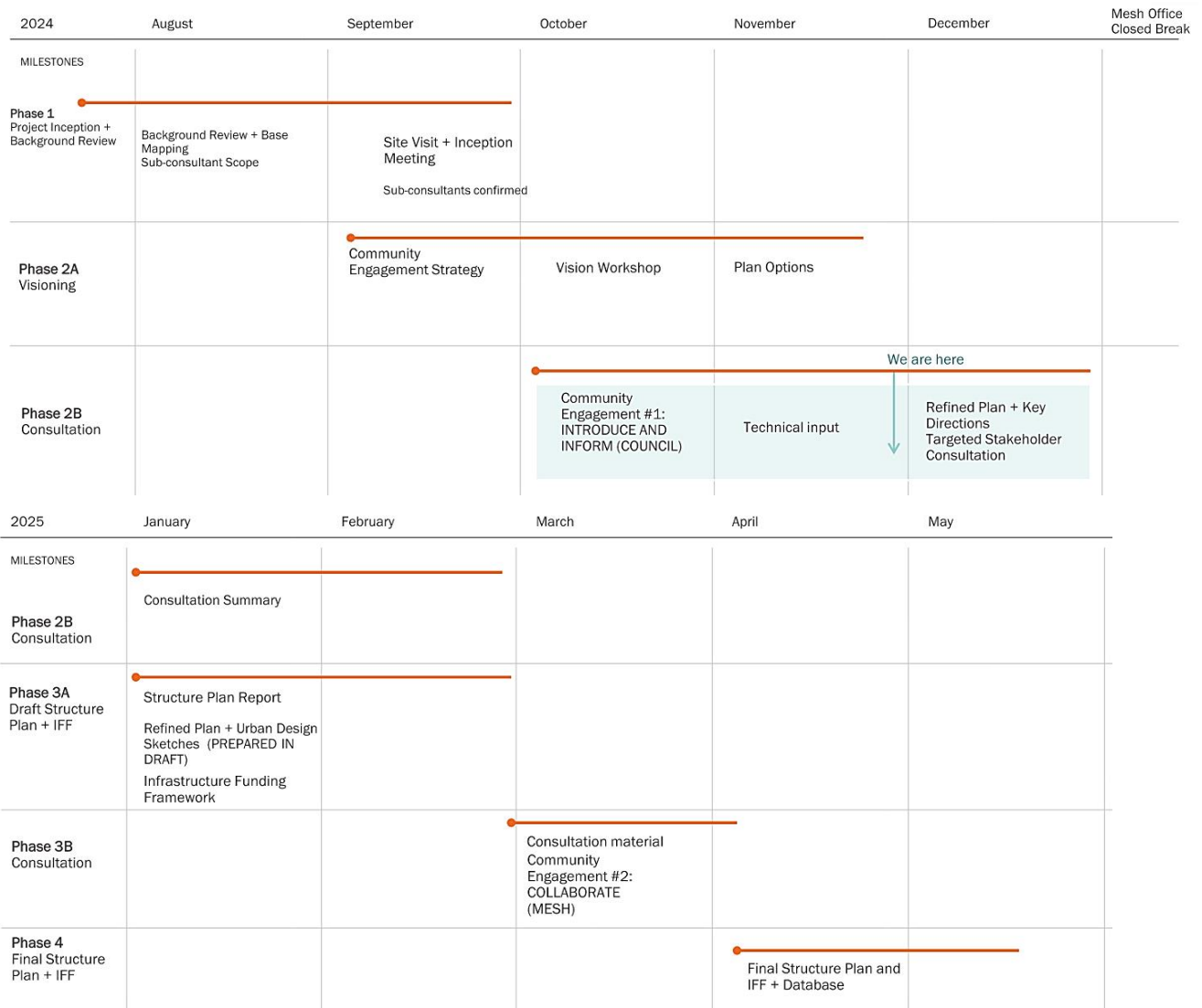


Figure 1: Agreed Project Program

3. Draft Refined Plan

The lead consultant, Mesh, presented their Draft Refined Plan to the internal project team at the end of November 2024. This first draft will continue to be refined following receipt of all final technical reports by Christmas 2024, along with targeted stakeholder engagement, and feedback from the internal project reference group on the project.

The Draft Plan seeks to ensure that local characteristics the community loves can be protected, and that potential impacts such as increasing traffic, can be managed. The Draft Plan also seeks to identify residential land for diverse housing options over the next 30 years, improve connectivity and alleviate traffic concerns, enhance existing and introduce new public open space areas, and provide for community facilities and retail functions necessary for the new neighbourhoods.

4. Round 1 – Community Engagement

The first round of community engagement commenced on 7 November and closed on 6 December (4 weeks). Council's community engagement website, Tomorrow Together, was used for the engagement and includes a project page which contains project information, a survey, frequently asked questions, contact details and a project timeline. See: <https://tomorrowtogetherlaunceston.com.au/st-leonards-and-waverley-neighbourhood-plan>.

The intent of this initial phase of engagement was to restart the conversation with the community on planning for their suburbs, and to confirm the key values that were identified in the visioning workshops. It was an opportunity to confirm what the community told us previously, and to identify any additional values that may not have been captured.

Engagement was targeted at those who live, work and visit St Leonards and Waverley. To promote the engagement and maximize participation, posters were located throughout the study area, 1300 flyers were distributed, and social media posts were placed on council's LinkedIn, Facebook and Instagram accounts. The primary schools in the study area were invited to include a link to the survey in their school newsletters. Confirmation was received from St Leonards Primary School that they included a notice in their newsletter on Friday 22 November.

At the time of writing this report, 340 survey responses had been received regarding the project.

A community engagement summary report is being prepared by ERA Planning & Environment on the insights and feedback captured in the first round of engagement. These findings will be presented to a Council workshop in early 2025.

The second round of community engagement is planned for March 2025, and will seek feedback on the Draft Neighbourhood 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.
3. To improve and maintain accessibility, transport options and infrastructure within the Launceston area, including its rural areas.
4. To ensure our suite of strategic planning initiatives are coordinated and representative of our community's needs and aspirations.

BUDGET AND FINANCIAL IMPLICATIONS:

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

22.3. Waiving of Parking Fees at Multi-Story Carparks on 14 December 2024 and 21 December 2024

FILE NO: SF2968

AUTHOR: Duncan Campbell (Team Leader Legal Services)

APPROVER: Nathan Williams (Acting General Manager Organisational Services Network)

DECISION STATEMENT:

To consider waiving parking fees at Council owned multistory carparks on 14 and 21 December 2024.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION(S):

That Council:

1. Pursuant to section 207 of the *Local Government Act 1993 (Tas)*, waives the requirement to pay parking fees on 14 December 2024 and 21 December 2024 at each of the following Council owned carparks:
 - (a) Paterson Street East Car Park, located at 1-15 Paterson Street, Launceston
 - (b) Paterson Street West Car Park, located at 79-83 Paterson Street, Launceston
 - (c) Elizabeth Street Car Park, located at 32 Elizabeth Street, Launceston
 2. notes that parking controls across the municipality are otherwise unaffected.
-

REPORT:

The Mayor and the Chief Executive Officer have identified that waiving the requirement to pay for parking in Council owned facilities could assist the community in the leadup to Christmas, by providing an incentive to shoppers and visitors to the city.

As required by regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015*, the Chief Executive Officer has reported as follows:

The proposal to waive parking fees had not been fully considered by the time the Agenda to the 12 December 2024 Council Meeting had been published. Accordingly, it is necessary that it is considered as a late and urgent item to ensure that it can be formally considered, and implemented this year if approved.

Qualified advice is not required in order for Council to vote on the Recommendations.

The Recommendations, if carried, will result in parking being free in each of the Council's multistorey carparks on 14 December 2024 and 21 December 2024.

The Council's parking controls are otherwise unaffected by any decision to waive fees in accordance with the Recommendation.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The intention of providing free multi-storey parking is to promote increased visitation and activation to the Launceston CBD.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

The loss in revenue for two Saturdays can be managed within Council's overall parking revenue budget. The estimated lost revenue is approximately \$6000 per day, calculated on the basis of the five Saturdays in December 2023 raising \$29,633.40 of fees in total.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil