



City of
LAUNCESTON

COUNCIL AGENDA

**COUNCIL MEETING
THURSDAY 16 JUNE 2022
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: 16 June 2022

Time: 1.00pm

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.



**Michael Stretton
Chief Executive Officer**

AUDIO of COUNCIL MEETINGS

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

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

PUBLIC ATTENDANCE AT THE COUNCIL MEETING

At the Council Meeting, please take care to follow signage and the directions of Council Officers to ensure that physical distancing and other COVID-19 safe behaviour is observed.

PUBLIC QUESTION TIME - AGENDA ITEM 8

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

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 2 June 2022 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 - 9 June 2022

FILE NO: SF4401

AUTHOR: Anthea Rooney (Council and Committees Officer)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

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

Workshops conducted on 9 June 2022 were:

University of Tasmania Update

Councillors received a presentation from the University of Tasmania on progress with the Northern Transformation Project.

Tamar Natural Resource Management 2021-2022: a Snapshot

Councillors received a presentation from Tamar Natural Resource Management.

Stormwater Management in New Developments

Councillors discussed upcoming changes to, and opportunities for, the management of stormwater in new developments.

Stadium Staff and Asset Upgrade

Councillors discussed the Stadiums Tasmania Act 2022 which passed through the Tasmanian Parliament on 5 April 2022.

Southern Growth Traffic Modelling Summary

Councillors received a presentation on the traffic modelling work that has been completed for the South Prospect growth area.

Asset Naming Discussion

Councillors discussed the naming of the Council's assets with a view to providing continuity and reference points for the community.

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 Workshop held since the last 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:

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

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

Councillors' Leave of Absence Applications will be considered in Closed Council at Agenda Item 16.2 - Councillors' Leave of Absence.

7. COMMUNITY REPORTS

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

No Community Reports have been identified as part of this Agenda

8. PUBLIC QUESTION TIME

Local Government (Meeting Procedures) Regulations 2015 - Regulation 31

8.1. Public Questions on Notice

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

8.1.1. Public Questions on Notice - Ron Baines - Waste, Parking and Projects

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following question, asked at the Council Meeting on 2 June 2022 by Ron Baines, has been answered by Leanne Purchase (Manager Governance).

Questions:

1. In this calendar year how many projects [over \$250,000] have been contracted by the City of Launceston Council without going to tender?

Response:

In this calendar year, one tender has been awarded pursuant to section 27 of the Local Government (General) Regulations 2015, which deals with non-application of the public tender process.

The tender was awarded to mitigate a time critical asbestos risk and was subsequently reported in the Council Meeting Minutes of 24 March 2022.

The City of Launceston publishes detailed information about tenders and contracts each year in its Annual Report, a copy of which is found on the Council's website www.launceston.tas.gov.au. The 2021/2022 Annual Report will be available in the fourth quarter, ahead of the 2022 Annual General Meeting.

The details published in the Annual Report include information about contracts valued at or exceeding \$250,000 (excluding GST), and some instances where tenders have not been sought for specific reasons - for example, because of an emergency.

ATTACHMENTS:

Nil

8.1.2. Public Questions on Notice - Ray Norman - kanamaluka/Tamar Estuary

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted in writing to the Council on 8 June 2022 by Ray Norman, have been answered by Michael Stretton (Chief Executive Officer).

Questions:

1. Given the burgeoning economic crisis impacting on all citizens in the *kanamaluka/Tamar* Esk catchments as a consequence of international, national and local factors, will the Council now work proactively with all local governance jurisdictions and the State Government in the relevant catchments to:
 - empanel a *Catchment Assembly* modelled on, and with members appointed, as is the case with *Citizen's Juries/Assemblies* empanelled in various jurisdictions throughout Australia and internationally;
 - task the Assembly to interrogate alternative local governance modelling and structures in the context of 21C imperatives, current technologies and the catchments' geographic imperatives and their networks;
 - task the Assembly to openly seek submissions and expert advice from a broad spectrum community members and experts in various fields intrastate and interstate;
 - task the Assembly to meet in an open forum context from time to time throughout the relevant catchments over the life of the Assembly;
 - task the Assembly to develop better and inclusive understandings of the diversity and the cultural realities present within communities within the catchments; and
 - task the Assembly to openly report on its finding and recommendation throughout its period of tenure and finally to the State Government and all Councils in the relevant catchments?

Response:

The Council remains committed to the Tamar Estuary Management Taskforce (TEMT) which was created under the Launceston City Deal. The TEMT has brought together all the organisations, business, local and State government to improve and deliver a healthier estuary. It is an advisory body which seeks to explore and provide options and advice to the Tasmanian Government on how to develop and manage the kanamaluka/Tamar Estuary. The membership includes those government departments, agencies, local government authorities and expert bodies with responsibilities for the estuary. For more information on the TEMT please visit: [kanamaluka - Tamar Estuary Management Taskforce](#).

ATTACHMENTS:

1. Questions on Notice - Ray Norman - kanamaluka/Tamar Estuary [8.1.2.1 - 1 page]

8.1.3. Public Questions on Notice - Ray Norman - Queen Victoria Museum and Art Gallery Governance

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted to the Council in writing on 8 June 2022 by Ray Norman, have been answered by Michael Stretton (Chief Executive Officer).

Questions:

1. Against the background of the Council's General Manager/Chief Executive Officer asserting that Councillors are not *trustees* of the Queen Victoria Museum and Art Gallery's (QVMAG) collections valued at \$230m plus; the Council deeming the QVMAG to be a City of Launceston cost centre and the centre currently being rationalised; the lack of open reporting to the Councillors and thus opaque accountability to ratepayers, donors and owners of intellectual and cultural property held by the centre, the apparent lack of published research outcomes, the apparent lack of access to scientific and cultural material held in QVMAG collections, will the Council, and with urgency:
 - a. provide ratepayers and the QVMAG's Community of Ownership and Interest with a firm timeline for the transitioning of the QVMAG from being a cost centre to a credible Regional Cultural Institution under the direct governance of a standalone appointed expert Board of Trustees;
 - b. commit to funding the recurrent and program funding in competition all cultural entities in the City's jurisdiction;
 - c. seek the support of Councils in adjoining jurisdictions for program and project development relative to their constituencies aspirations and cultural realities;
 - d. seek support from the Tasmanian State Government via its maintenance of what is essentially research funding to the QVMAG and that the institution currently enjoys; and
 - e. task the new QVMAG Trustees to establish a *Research Institute* focused on social, cultural and scientific research relevant to the region's river catchments?

Response:

The assertions made in relation to the background to this question are not agreed.

The Council has developed a draft Futures Plan for the Queen Victoria Museum and Art Gallery (QVMAG) which will be considered by Councillors at a Workshop on 23 June 2022. This is then planned to be considered at the subsequent Council Meeting. This Futures Plan will provide clear directions for the QVMAG in areas such as governance, funding, programming and development, (etc). Much of what the writer is seeking will be addressed by this Futures Plan and, if not, any suggestions can be further considered in the future.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Queen Victoria Museum and Art Gallery Governance [8.1.3.1 - 1 page]

8.1.4. Public Questions on Notice - Ray Norman - Housing Issues

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted in writing to the Council on 8 June 2022 by Ray Norman, have been answered by Dan Ryan (General Manager Community and Place Network).

Questions:

1. Given Tasmania's housing crisis and the plight of people who, as a consequence of government policy settings - Federal, State and Local, will the Council proactively engage with adjoining Council jurisdictions to:
 - a. survey all local residential buildings with a view to determining which ones have been vacant for more than 50% of a year and imposing a special rate on residential housing stock that fails an occupancy test with the income generated lodged in a housing trust?
 - b. desist in approving the conversion of housing stock to other purposes in defined precincts?
 - c. providing incentives for the provision of residential accommodation within business districts where and when possible?
 - d. ensure that residential housing stock has adequate access to 'green spaces' with appropriate canopy cover?
 - e. all new housing stock has onsite stormwater and greywater infrastructure to ensure that best use is made of water resources?

Response:

The City of Launceston is not supportive of the suggested approach to survey local residential buildings as the Council's current policy receives rates for properties in certain rating zones. The Launceston Interim Planning Scheme 2015 sets out the allowable use and development across the Council area. Most residential dwellings are located in Residential Zones which provide very limited options for non-residential use, allowing only those things that people may need close to their houses for convenience with few exceptions. This is regulated on a consistent State-wide basis by the State Government Planning Directive 6. This provides a broad opportunity for homeowners to use their houses flexibly subject to a series of simple criteria and standards. There are no current plans to modify these arrangements as suggested. There are currently no plans to establish incentives for the provision of residential accommodation within business districts.

With regard to the consideration of the provision of parks and reserves in an area, the decision is made at the time of subdivision and the Council assesses the needs of these areas on a case-by-case basis. The Council also manages parks and reserves

to provide an appropriate canopy. Further to this, the City of Launceston has recently established a Greening of Launceston Memorandum of Understanding with the Launceston Chamber of Commerce which includes the development of an Urban Forest Plan to maintain and increase canopy cover across Launceston.

In urban areas, drainage from individual houses is regulated by building and plumbing regulations. These provide options for homeowners to manage stormwater and greywater in different ways subject to their circumstances. The Council is committed to continuing to seek alternative strategies that maximise the value of water resources.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Housing Issues [8.1.4.1 - 1 page]

8.1.5. Public Questions on Notice - Ray Norman - Climate Emergency

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted in writing to the Council on 8 June 2022 by Ray Norman, have been answered by Shane Eberhardt (General Manager Infrastructure and Assets Network).

Questions:

1. Given the current, and emerging, energy crises in Australia and internationally and in context with the Council's Climate Emergency Policy, will the Council now urgently reset its strategic direction to focus its own and the wider community's attention in order that the Council and the community can refocus on how, in a 21C context, the community can proactively engage with:
 - a. the Council's and their own renewable energy generation via the proactive reporting on the outcomes of infrastructure installations - government, corporate and domestic;
 - b. the proactive initiation of, and production of, the installation of community come precinct batteries that enable the Council itself, business and urban residences to be more actively engaged in the production of renewable energy within the Council's jurisdiction;
 - c. the proactive initiation of community battery networks across the region in collaboration and cooperation with adjoining Local Government jurisdictions;
 - d. a regional community energy network with a diverse membership drawn from within the region and reporting regularly to the appropriate authorities; and
 - e. a community cooperative established to enable Local Government, the corporate sector and domestic users to invest in renewable energy infrastructure at the most competitive price available?

Response:

The City of Launceston's Towards Zero Emissions Plan 2021-2025 endorsed by Council at its Meeting on 29 July 2021 and the Sustainability Action Plan 2021-2030 endorsed by Council at its Meeting on 27 January 2022, sets the clear strategic direction which is built on comprehensive expert evidence, community engagement and alignment with the global Sustainable Development Goals and what local government can influence. Both Plans are available on the City of Launceston website <https://www.launceston.tas.gov.au/Natural-Environment-and-Waste/Sustainability/Sustainability-Strategies-and-Plans>.

The Sustainability Action Plan includes the target to:

Power all City of Launceston owned buildings by 100% renewable energy by 2025 and Rooftop solar PV is installed on all City of Launceston owned buildings with high energy usage (>200,000kWh) by 2025.

This includes the following actions:

- *continuing the roll out of rooftop solar PV installations on buildings with high daytime energy usage (>200,000kWh).*
 - *continuing to install smart meters and building control systems across the Council's owned assets to understand energy usage, solar power generation and increase energy efficiencies.*
 - *exploring the use of solar batteries for buildings with high night time energy usage.*
-

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Climate Emergency [8.1.5.1 - 1 page]

8.1.6. Public Questions on Notice - Ray Norman - Waste Management Infrastructure

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted to the Council in writing on 8 June 2022 by Ray Norman, have been answered by Shane Eberhardt (General Manager Infrastructure and Assets Network).

Questions:

1. Given the shifting priorities in regard to resource recovery and the Council's current Waste Management Infrastructure, will the Council now restructure its operations in this area away from waste management to resource recovery and in doing so:
 - a. establish community waste watch networks in order to identify recalcitrant waste and resource recovery opportunities;
 - b. provide rewards to community waste watchers for identifying wasteful activity in the community and resource recovery opportunities;
 - c. proactively seek opportunities for resource recovery enterprises - not-for-profit and for-profit entities - that occupy appropriate public land within the Council's jurisdiction; and
 - d. proactively seek an operator for a repair café, such as the one that has been established in Hobart, and that exist nationally and internationally?

Response:

The City of Launceston (CoL) has had a strong focus on resource recovery for over two decades and a change to current practices is not intended at this point in time.

The CoL continues to deliver resource recovery services such as recycling, organics diversion, resale opportunities (via Uptippity), walking floor recovery, a recycling hub at the Town Hall and Launceston Recycling Centre which offers recovery for difficult recoverable materials like paint, e-waste, cooking oil, motor oil, cardboard, paper, scrap metal, mobile telephones, fluorescent tubes, batteries, clear soft plastics and polystyrene, to list a few.

The CoL participates in The Northern Tasmanian Waste Management Group which actively supports resource recovery opportunities and has consistent State-wide communications via the RETHINK website and Facebook. Through this group, grants are awarded annually to encourage resource recovery projects in the community. Individuals and organisations are rewarded and celebrated through the Waste NOT Awards.

The CoL has also supported the introduction of Regional Circular Economy Development by providing grant funding to successful applicants demonstrating resource recovery and reuse/re-manufacturing outcomes.

Community repair and community interactions are demonstrated via the CoL's support of Men's Sheds programs; repair is also an action at the Uptippity resale shop - particularly bicycles. Further community repair opportunities are being explored through the CoL's Sustainability Action Plan (SAP). The SAP is available on the City of Launceston website.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Waste Management Infrastructure [8.1.6.1 - 1 page]

8.1.7. Public Questions on Notice - Ray Norman - Council Workshops

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted to the Council in writing on 8 June 2022 by Ray Norman, have been answered by Michael Stretton (Chief Executive Officer).

Questions:

1. Given community concerns in regard to the Council's lack of accountability and transparency and class of decision making apparently going on well away from around the table in Open Council, and Councillor general disengagement with their constituents, will the Council now move proactively to:
 - a. replace its fortnightly *Workshop Sessions* with *Community Forums* to enable constituents to canvass community sponsored initiatives;
 - b. interrogate the Council's implementation of its strategic priorities and planning determinations;
 - c. better ensure the Council's accountability in regard to budget management and policy implementation.

Response:

Other than those expressed by the writer, the Council is unaware of any community concerns being expressed in respect to a lack of accountability and/or transparency. In any event, given the generalised nature of the assertions there is simply no basis for a response.

The Council conducts workshops on a fortnightly basis with the date and purpose of these workshops included in the Council Agenda pursuant to the Local Government (Meeting Procedures) Regulations 2015. There is no intention to replace Councillor workshops with community forums.

In terms of accountability in regard to budget management and policy implementation, the City of Launceston regularly reports to Council regarding the statutory estimates and Council formally considers any necessary amendments to those estimates. The Council already provides ample avenues for members of the public to integrate and/or question its strategic priorities and budget management, with the public advertising of the annual plan and budget being the latest example of this.

Planning determinations are made by Council when sitting as a Planning Authority. The Planning Authority sits in open session and members of the public are welcome make contributions as representors or as speakers during consideration of the items.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Council Workshops [8.1.7.1 - 1 page]

8.1.8. Public Questions on Notice - Ray Norman - National Automobile Museum of Tasmania

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted to Council on 8 June 2022 by Ray Norman, have been answered by Louise Foster (General Manager Organisational Services Network).

Questions:

1. Will Council please confirm the date upon which the Council was granted ownership of the museum in Lindsay Street by the University of Tasmania? Moreover, will the Council also explain the rationale for the ownership ever being held by the University of Tasmania and furthermore, the Council's apparent reluctance to provide this information in Open Council on several occasions?

Response:

Ownership of the National Automobile building transferred to the City of Launceston (CoL) in December 2021. The CoL was the title holder of the previous site of the National Automobile Museum in Willis Street, Launceston. The Willis Street site was identified as a future location for University of Tasmania (UTAS) buildings as part of the relocation of UTAS from Newnham to the Inveresk site. Contractual arrangements, endorsed by Council at an open Council Meeting, have been transparently reported to the public, resulting in the UTAS constructing the current building at the new site and transferring ownership to CoL following completion.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - QVMAG Site [8.1.8.1 - 1 page]

8.1.9. Public Questions on Notice - Ray Norman - Homelessness Action Plan

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted in writing to the Council on 8 June 2022 by Ray Norman, have been answered by Dan Ryan (General Manager Community and Place Network).

Questions:

1. Given Council's determination to implement a Homelessness Action Plan for the City, will Council please update its constituency on:
 - a. who has been appointed to the flagged Committee;
 - b. what the Committee's terms of reference are;
 - c. what has been achieved on the ground for those people who find themselves homeless in the City;
 - d. what resources have been installed on appropriate sites to assist homeless people in the City since the flagging of the Homelessness Action Plan;
 - e. who has been engaged with the Council in addressing the City's housing crisis and to what end?

Response:

The transition from the existing Homelessness Response Committee to the new Homelessness Advisory Committee is currently underway. The proposed membership model is detailed within the Homelessness Advisory Committee Terms of Reference as per Agenda Item 13.1 in today's Agenda.

The City of Launceston continues to work with the community and those in the sector to address the complex issue of homelessness. Short term outcomes and resources have been delivered through the provision of portable toilets at locations around the City and the extension of operating hours of the Council's owned and operated shower and toilet facilities. A portable shower unit is on order which will be allocated to an appropriate site upon arrival. The Council's officers continue to engage with the homeless community and service providers via the Homelessness Response Committee. The City of Launceston continues to proactively engage with State and Federal Governments along with a range of service providers to identify potential options to address the housing needs of the City. These conversations are ongoing with a variety of options being discussed at various levels.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Homelessness Action Plan [8.1.9.1 - 1 page]

8.1.10. Public Questions on Notice - Ray Norman - Graffiti in the City

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted to the Council in writing on 8 June 2022 by Ray Norman, have been answered by Shane Eberhardt (General Manager Infrastructure and Assets Network).

Questions:

1. Given community concerns relating to graffiti in the City generally and especially so in the City's Central Business District and urban shopping centres, will the Council please:
 - a. articulate its graffiti management plan if there is one;
 - b. proactively advise provide property owners with management advice relative to graffiti;
 - c. seek advice within the region's cultural networks in regard to appropriate management strategies for graffiti;
 - d. work with property owners and cultural producers to develop socially and culturally responsible graffiti management strategies;
 - e. provide incentives to bring about and facilitate the installation/initiation of culturally appropriate graffiti sites in the municipality.

Response:

The Council does not have a graffiti management plan, however, it does provide a variety of resources for businesses, property owners and residents on graffiti management, as well as undertake its own graffiti management activities. This information can be found at <https://www.launceston.tas.gov.au/Community/Graffiti>.

The City of Launceston's Safer Communities Partnership provides guidance to the organisation on discouraging unlawful graffiti and works with agencies to provide alternative outlets. The Council currently works with agencies such as Cityprom and Launceston's Safer Communities Partnership to develop socially and culturally responsible graffiti management strategies. The Council's Cultural Advisory Committee is well placed to provide cultural guidance when addressing similar issues.

Last year the City of Launceston adopted an interim Art in Public Space Policy, an initiative arising from the Council's Cultural Strategy. This policy is designed to facilitate artwork in public spaces and covers a number of art forms including street art. The Council is also finalising a Public Art Strategy which will enable approved artistic creation in both public and private space. Further to this, the recent decision by the Council to waive development application fees for public art is intended to support the activation of public art.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Graffiti in the City [8.1.10.1 - 1 page]

8.1.11. Public Questions on Notice - Ray Norman - Tendering Protocols

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted to the Council in writing on 8 June 2022 by Ray Norman, have been answered by Louise Foster (General Manager Organisational Services Network).

Questions:

1. In order to remove any ambiguity, will the Council now, and with some urgency, given community concerns to do with equity and fairness, articulate in detail the current tendering protocols relative to all classes of expenditure relative to Council's approved recurrent budget. Moreover, will the Council identify all its officers with the authority to expend the Council's funds along with any constraints upon those authorities.

Response:

Other than the writer of the question, the Council is unaware of any community concerns in respect to the equity and fairness of its tendering process.

The City of Launceston's Procurement Policy, Standard Terms and Conditions of Purchase, Conditions of Tender and Code for Tenders and Contracts are all available on the Council's website - www.launceston.tas.gov.au.

These documents are comprehensive and consistent with the relevant legislative requirements.

Purchasing limits are assigned to Council officers with regard to the responsibilities of their role. Controls such as quote requirements are detailed in the Code for Tenders and Contracts. Other controls are detailed in internal procedures and in financial system workflows.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Tendering Protocols [8.1.11.1 - 1 page]

8.1.12. Public Questions on Notice - Ray Norman - Birchalls Acquisition and Paterson Street Car Park

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, submitted to the Council in writing on 8 June 2022 by Ray Norman, have been answered by Michael Stretton (Chief Executive Officer).

Questions:

1. In reference to the Council's acquisition of the Birchalls building and the attempted purchase of the Paterson Street Central Car Park:
 - a. how did the proposal to acquire the Birchalls Building and the carpark come about and upon whose initiative and under what imagined social licence?
 - b. taking all associated expenditures into account, how much has the Council invested in the building to date?
 - c. taking all associated expenditures into account how much has been invested thus far in the overall proposal to acquire and redevelop the Paterson Street Central Car Park?
 - d. of the total expenditure committed to the Paterson Street Central Car Park project, how much of that sum is attributable to legal expenses?
 - e. given the ongoing litigation relative to the acquisition of the Paterson Street Central Car park site, how much does the Council anticipate expending on legal expenses?
 - f. on what grounds can the Council defend its actions of exposing a property owner and an investor in the City's infrastructure to the extraordinary expenditure that it has?
 - g. in the event of the pending appeal before the Supreme Court failing, what will the total cost of the overall project be and will that ultimately be carried by the municipality's ratepayers?
 - h. should the Council not have purchased the Birchalls Building, how much would its owners have contributed to the Council's budget via rates?

Response:

A detailed response to this question will be provided in the Agenda for the Council Meeting to be held on 30 June 2022.

ATTACHMENTS:

1. Public Questions on Notice - Ray Norman - Birchalls Acquisition and Paterson Street Car Park [8.1.12.1 - 1 page]
-

8.2. Public Questions Without Notice

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

9. ANNOUNCEMENTS BY THE MAYOR

9.1. Mayor's Announcements

FILE NO: SF2375

Thursday 2 June 2022

- Attended the *From Our Heart to Yours* event in Civic Square
- Officiated at the final session for music at the Launceston Competitions

Friday 3 June 2022

- Attended the *National Reconciliation Week Breakfast* at the Country Club
- Attended the fundraising launch for *Commissioned Work* by Australian Artist Fiona Hall at the Queen Victoria Art Gallery at Royal Park

Thursday 9 June 2022

- Attended the City Mission's *Pay it Forward* breakfast

Wednesday 15 June 2022

- Participated in the *Walk Against Elder Abuse* event
 - Officiated at the *Telstra Stakeholder Cocktail* event
-

10. 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).

11. QUESTIONS BY COUNCILLORS

11.1. 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

11.2. 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).

12. COMMITTEE REPORTS

12.1. Cultural Advisory Committee Meeting - 1 June 2022

FILE NO: SF3547

AUTHOR: Mengda Liu (Cultural Place Development Officer)

GENERAL MANAGER APPROVAL: Dan Ryan (Community and Place Network)

DECISION STATEMENT:

To receive a report from the Cultural Advisory Committee Meeting held 1 June 2022.

RECOMMENDATION:

That Council receives the report from the City of Launceston Cultural Advisory Committee Meeting held on 1 June 2022.

REPORT:

The Cultural Advisory Committee Meeting was held via Microsoft Teams on 1 June 2022.

An Acknowledgement of Country was delivered by Cultural Advisory Committee community representative member, Clementine Blackman.

Tracey Mallett (Manager Liveable Communities) provided an update on the draft *Cultural Strategy Action Plan 2022-2026* (the Plan). The Committee discussed the Plan.

Shane Fitzgerald (General Manager Creative Arts and Cultural Services Network) provided a presentation on the QVMAG Observations and Directions.

Associate Professor Rohan Nicol (Associate Head of School of Creative Arts and Media) of the University of Tasmania introduced himself to the Committee and provided a presentation on the University of Tasmania's *Creative Arts and Media: New Teaching Research and Connections*.

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 Area:

1. To develop and consistently utilise contemporary and effective community engagement processes.

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

13. COMMUNITY AND PLACE NETWORK

13.1. Homelessness Advisory Committee - Terms of Reference

FILE NO: SF7000

GENERAL MANAGER APPROVAL: Dan Ryan (Community and Place Network)

DECISION STATEMENT:

To consider the Homelessness Advisory Committee Terms of Reference in preparation for the establishment of the Homelessness Advisory Committee.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 5 May 2022 - Agenda Item 13.3 - Notice of Motion - Councillor T G Walker - Homelessness Action Plan

Workshop - 26 May 2022 - City of Launceston Homelessness Response

RECOMMENDATION:

That Council approves the Homelessness Advisory Committee Terms of Reference as detailed below:

Homelessness Advisory Committee Terms of Reference

The Homelessness Advisory Committee is a Special Committee of Council, established pursuant to section 24 of the *Local Government Act 1993 (Tas)*.

PURPOSE:

Homelessness is a complex issue and there are many factors that contribute to a person's homelessness. Many of these factors lie outside the remit of local government, however, through an educated, collaborative and needs focussed approach, the City of Launceston is committed to working with community to play a constructive role in the provision of strategies and actions to support the homeless community.

The primary purpose of the Homelessness Advisory Committee is to:

- enable a collaborative approach between key sector service providers, community members and relevant levels of government in addressing the short, medium and long-term needs of Launceston's homeless community.
 - identify, support and coordinate achievable actions which will assist in addressing the evolving needs of Launceston's homeless community.
 - develop a greater and shared understanding of the roles, responsibilities and priorities within the community in responding to homelessness.
-

OBJECTIVES:

The objectives of the Homelessness Advisory Committee are to:

- provide a communicative link between the Council and relevant stakeholders;
- provide advice and make recommendations to the Council on issues and matters relating to homelessness;
- facilitate response to issues as raised through the appropriate response agency;
- develop a Homelessness Action Plan that will guide a commitment to addressing the needs of Launceston's homeless community;
- provide recommendations on methods and techniques to better inform and engage the community on homelessness issues; and
- provide advocacy for the needs of Launceston's homeless community.

MEMBERSHIP:

The Homelessness Advisory Committee will include two City of Launceston Councillors, nominated and endorsed by Council, one of whom will be the Chair.

The Committee will include one representative from each of the following agencies:

- Launceston City Mission
- St Vincent de Paul Society
- Anglicare Tasmania
- Tasmania Police
- The Salvation Army
- Shekinah House
- Department of Communities Tasmania

The Committee will also include up to four community member representatives considered by the Committee to have appropriate expertise and experience to contribute to the aims of the Committee and appointed by Council.

The Committee will be supported by:

- General Manager Community and Place Network
- Team Leader Community Development
- One Council Administration Officer

The Council's Officers from Liveable Communities will provide advice and/or assistance to the Committee. From time to time advice and support may be sought from other officers within the Council when their expertise is required.

COMMUNITY MEMBER REPRESENTATIVE SELECTION CRITERIA:

Aside from the Councillors' roles and those representing the organisations referenced, community member representatives will be appointed by the Council and will be selected with consideration to the following criteria:

- professional experience working in a field such as social and community housing, and/or
- lived experience of homelessness; and
- professional experience in social infrastructure and systemic issues across the homelessness, health and welfare sectors, and
- diversity - in terms of age, culture, religion, disability, gender, sexual preference, health status, and

- ability to attend meetings in keeping with the meeting schedule determined by the Committee from time to time.

COMMUNITY MEMBER REPRESENTATIVE SELECTION PROCESS:

Community Member Representatives will be appointed in keeping with the Council's Community Appointments to the Advisory Committees Policy.

TERMS OF APPOINTMENT:

- The term of appointment will be for a two year period.
- Members completing a two year term may re-apply for a further two year term.
- Any member may resign at any time by advising their resignation to the Committee in writing.
- If a Committee member is absent without notification for two consecutive meetings, the Committee may declare the position vacant. When a vacancy occurs, the 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 Committee.

MEETING ARRANGEMENTS:

- If the Chair is not present at a Meeting, the other Councillor who has been appointed to the Committee shall Chair the Meeting.
- The Homelessness Advisory Committee will meet bi-monthly and other times as required according to arrangements agreed to by the Committee. The schedule will be published following this agreement.
- Critical non-scheduled meetings may be convened by the Chair, if the Chair determines the need.
- Meetings will not exceed two hours in duration, unless otherwise advised.
- Minutes of the Meeting will be circulated to all members within 10 working days of each Meeting.

MEETING QUORUM:

An absolute majority, including at least one Councillor, is considered a quorum for Meetings of the Homelessness Advisory Committee.

MEETING NOTICES:

Meeting Agendas, Minutes and associated papers will be distributed to all Committee members via email at least four clear days of the scheduled Meeting. Minutes of the Meeting will be made available for public viewing at www.launceston.tas.gov.au.

HOW THE COMMITTEE WILL OPERATE:

The Homelessness Advisory Committee:

- is an advisory body that provides non-binding strategic guidance to the Council. The Committee does not have delegated authority from Council.
- will be coordinated by a Council officer.
- may establish working groups as needed to address specific projects and may include additional people from the community where there is a specific need.

CODE OF CONDUCT:

Agency and community committee members must adhere to the Code of Conduct for Members of Special Committees. Councillors and the Council's Officers must also adhere to their relevant Code of Conduct. Members will demonstrate our values in actions. City of Launceston is a values-based organisation and we expect the members of our advisory committees to support our values.

 <p>Our people matter</p> <ul style="list-style-type: none">• we value clear and open communication• we support and encourage each other• we respect diversity• we recognise individual needs, experience and strengths	 <p>We care about our community</p> <ul style="list-style-type: none">• we take pride in our work and pursue a standard of excellence• we genuinely listen, and value collaborative relationships• we strive towards the best outcome for our community• we make responsible and sustainable decisions
 <p>We bring an open mind</p> <ul style="list-style-type: none">• we actively seek opportunities to continuously improve• we respect and explore different ideas and perspectives• we embrace change that leads to positive outcomes• we value innovation and creativity	 <p>We go home safe and well</p> <ul style="list-style-type: none">• we show care for people and look out for one another• we speak up and support others to be healthy and safe• we take personal responsibility for our own health and wellbeing• we value work-life fit

CONFLICT OF INTEREST:

If a Committee member has an actual or perceived interest in a matter to be considered by the Committee, they must declare that interest prior to any discussion of the matter. Interests will be managed in a way that respects the Committee member and the operation of the Committee. In some circumstances, this will mean that a Committee member with a

declared interest will be required to withdraw from the Meeting during the discussions of the matter.

The declaration of interest will be noted in the report outlining the Committee's Recommendation to Council.

RESOURCES:

The Council will provide an officer to organise meetings, take minutes and distribute follow-up actions to other officers.

REVIEW:

The Terms of Reference, including membership, will be reviewed at least every two years from the date of adoption of this version.

RELATED POLICIES AND PROCEDURES:

14-Plx-032 - Code of Conduct for Councillors

14-Plx-033 - Code of Conduct for Members of Special Committees

22-PI-030 - Code of Conduct Policy

14-Plx-029 - Community Appointments to Advisory Committees Policy

REPORT:

At its Meeting on 5 May 2022, Council endorsed the following Recommendation:

1. ...
2. *directly engage Governments, service providers, police and charities via the establishment of a Committee of Council, with at least two Councillor members, for the drafting of a Homelessness Action Plan for Launceston.*

Over recent months the number of people living in a state of homelessness within the municipality has seen a significant increase. There are many differing factors contributing to this. While homelessness has long been an important social issue, the recent increase has created greater visibility of the scale of the challenges faced by this demographic and the need for an increased focus on short, medium and long-term solutions. The City of Launceston has a role to play in helping to deliver these solutions and is committed to working with community to support effective strategies and actions.

In response to the growing needs of the homeless community, it was identified by Council that a more formalised approach to addressing the needs of the homeless community was required. In May 2022 the Council committed to transition the already established Homelessness Response Committee into a more formalised Committee of Council.

The existing Homelessness Response Committee has been in place for over two years and consists made up of representatives of various service providers across Launceston who work within the homeless sector. Officers of the City of Launceston's Community Development team are also active participants within this Committee.

It is intended that the Homeless Advisory Committee will support an increased level of visibility, accountability and collaboration between the various stakeholders, while also

opening up opportunities for input and participation from other relevant agencies who can support both informed decision making and positive outcomes.

The transition to a more formal Committee of Council is extremely well supported by those who are currently involved in the existing Homelessness Response Committee.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Consideration contained within this report.

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:

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.

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:

Nil

14. CREATIVE ARTS AND CULTURAL SERVICES NETWORK

14.1. Queen Victoria Museum and Art Gallery Activity Report - February - April 2022

FILE NO: SF5478

AUTHOR: Karina West (Manager Museum Operations)

GENERAL MANAGER: Shane Fitzgerald (Creative Arts and Cultural Services Network)

DECISION STATEMENT:

To receive the Queen Victoria Museum and Art Gallery - February - April 2022 activity report.

RECOMMENDATION:

That Council receives the Queen Victoria Museum and Art Gallery's activity report for the period February - April 2022 (Doc Set ID 4731362).

SUMMARY REPORT:

The Queen Victoria Museum and Art Gallery's (QVMAG) Activity Report for February to April 2022 reveals that there were 23,563 visitors to the QVMAG across the Inveresk and Royal Park sites, with year-to-date visitors totalling 81,550 - an increase when compared to the same period the year prior.

Since the commencement of 2022, QVMAG has implemented a comprehensive reform agenda which has seen the development of an internal Service Level Review across the core areas of activities within the institution, a whole-of-collection Collections Review, whole-of-organisation Deep Dives and a brand analysis. The Strategic Plan for the Museum is due for completion mid-year which will inform future objectives and define performance indicators.

Exhibition highlights during the period have seen the opening of two new exhibitions - *Northern clay* and *Ground: Place is Space*. Future exhibitions planned to open in August 2022 are *H J King: cameras and carburettors* and *The Estuary: Wetlands*. At Royal Park the *Herself* exhibition was refreshed with new works.

Public programs delivered during the period include screening of *Destination Flavour*, *China with Adam Liaw*, the celebration of International Women's Day and continuation of the *community conversations* series with Tasmanian Aboriginal artist Julie Gough. Additionally, the first three *Tales from the Bottom Drawer* videos were shared and Vicki West - Aboriginal Learning Facilitator and Tasmanian artist - guided two drawing workshops. The Aboriginal garden was introduced to the community and the first of the QVMAG's YouTube series with Tony Smibert - *Watercolour Alchemy* - was held. Families and children also began returning to the Museum in April following the easing of COVID-19 restrictions.

The education program saw 39 schools visit QVMAG during the reporting period and with further easing of COVID-19 restrictions, guided visits proved popular.

The process of assessing new acquisitions and deaccessioning for QVMAG has been streamlined with the establishment of an independent Collections Committee under the auspices of the Museum Governance Advisory Board.

In addition to the summary provided in this Report, further details, initiatives and discussion is contained in Attachment 1.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The QVMAG's activities and programs are intended to attract new audiences to the museum and to the region, particularly those communities who have previously been under-represented.

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:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. QVMAG Activity Report February - April 2022 [14.1.1 - 32 pages]

15. ORGANISATIONAL SERVICES NETWORK

15.1. Rates and Charges Policy (23-Plx-010)

FILE NO: SF6641/SF0521

AUTHOR: Paul Gimpl (Chief Financial Officer)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider the revised Rates and Charges Policy (23-Plx-010).

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)
Fire Services Act 1979 (Tas)
Valuation of Land Act 2001 (Tas)
Waste and Resource Recovery Act 2022 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 17 June 2021 - Agenda Item 19.1 - Rates and Charges Policy (23-Plx-010)

RECOMMENDATION:

That Council, pursuant to section 86B of the *Local Government Act 1993 (Tas)*, adopts the revised Rates and Charges Policy (23-Plx-010) as set out below:

Rates and Charges Policy

PURPOSE:

This Policy provides the rating framework that the Council has adopted for rates and charges.

The Policy is prepared in accordance with section 86B of the *Local Government Act 1993 (Tas)* (LGA 1993) and provides an overview of the rating framework that Council has adopted.

The Policy reflects the fundamental premise as set out in section 86A of the LGA 1993 that:

- (a) rates are a tax and not a fee for service; and
- (b) the value of land is an indicator of the capacity to pay.

The Council, through the application of this Policy, primarily levies rates based on property values with a contribution through fixed and service charges. The Policy also outlines the Council's approach to the provision of remissions and the management of the rate debt.

SCOPE:

The Policy sets out the Council's rates and charges (taxation) objectives in regard to:

- (a) Statutory compliance; and
- (b) Discretionary matters.

This document is a statement of policy and intent. It does not supersede or overrule the specific rating resolutions and policies that are determined by resolution of the Council.

POLICY:

Rating Objectives

To maintain an appropriate distribution of rates and charges consistent with the principles stated in this Policy with the objectives of:

- (a) Consistent and equitable treatment of all residents and ratepayers;
- (b) Achieving an appropriate mix and distribution of taxation from
 - i. rates based on property values, fixed and service charges and revenue from other sources; and
 - ii. different sectors (including land use categories and localities) within the municipality.
- (c) Managing the impact on ratepayers of changes in
 - i. the Council's funding requirements; and
 - ii. property valuations as reflected in municipal revaluations.
- (d) Using rate settings to support the achievement of strategic objectives.

Rating Strategies and Methodologies

The strategies and methodologies that have been developed are consistent with the principles and rating objectives as follows.

The valuation methodology is based on assessed annual value.

The inclusion of a general fixed charge (that is not based on a property's value) as a component of the general rate.

The use of service charges for waste management (collection and processing) based on the capacity of the service provided.

Transitional arrangements through the capping of rate increases for residential ratepayers when municipal revaluations occur. Transitional arrangements are also considered in other circumstances where there is the potential for a significant change in rates from a change in the Council's rating structure.

Debt management policies and disincentives intended to encourage the timely payment of rates.

The minimisation of rate remissions to support equitable outcomes for all ratepayers and for the remissions to be strategically targeted to address unintended consequences of legislation and policy.

Exemptions based solely on the legislative provisions of section 87 of the LGA 1993.

Valuation Methodologies

The Council has determined to use assessed annual value as the basis of rates (section 89A(2) of the LGA 1993) within the municipality. Valuations are arranged by the Office of the Valuer General. Municipal valuations occur on a six yearly cycle, with indexation adjustments made between the full revaluation every two years.

Supplementary valuations occur when additions or significant alterations are made to a property. The values are determined as though the alterations existed at the date of the last municipal revaluation, with effect from the date the works are completed.

Rating Structures and Differential Rates

The Council uses the power provided by section 107 of the LGA 1993 to vary the rate based on property use and also by location for properties within a defined area of the City centre. The property usage categories are residential, commercial, industrial, primary production, public (community) service, quarrying or mining, sport or recreation and vacant land (non-use).

The location variation or differential is applied to raise an additional rate for promotional activities within the City centre.

Contribution Methodology

Assessed annual value (AAV) is a differential valuation system where the AAV varies with the use and capital value of the property. Through this differential valuation system together with differential rates based on property usage the contribution from sectors of the municipality varies with changes in property values. The use of assessed annual value is consistent with the rating principles contained in section 86A of the LGA 1993.

Fixed Charge

The Council has resolved to impose a fixed charge (section 91 of the LGA 1993) on each rateable property or tenancy, consistent with the legislation a minimum rate is not also levied. The application of a fixed charge recognises that all rateable properties should make a fixed contribution to the cost of the Council's operations and services. The application of a fixed charge reduces the rates that are raised based on property values. The Council recognises the regressive taxation effect of fixed charges and so limits the amount of the fixed charge. The total revenue raised from the fixed charge must not exceed an amount equal to 50% of the Council's general rates in each rating year.

Service Charges

The Council imposes a service charge (section 94(1) of the LGA 1993) for waste management services. Waste management (the collection of waste and recycling materials) is a defined service for which a pay for use charge is appropriate.

Private operators provide specific services to a limited number of organisations where, for operational reasons, it is not practical or efficient to provide a Council managed service. These organisations are able to opt out of the Council's arranged service.

The Council varies or applies different charges based on the capacity of the bins that are now available, this pricing strategy is intended to provide incentives to reduce waste, encourage recycling and reflect the cost of waste disposal.

The Council also imposes a service charge (section 94(1) of the LGA 1993) for waste management services to offset a levy payable by the Council to the State Government under the *Waste and Resource Recovery Act 2022* (the Waste Management Levy Offset Service Charge). The State Government imposed levy will commence at \$20.00 per tonne of waste disposed to the Council's operated landfill facilities, then \$40.00 per tonne after two years and \$60.00 per tonne after two more years. The Waste Management Levy Offset Service Charge will be subject to CPI increases to ensure its purpose is maintained in real terms to offset the State Government imposed levy into the future. The City of Launceston will impose the Waste Management Levy Offset Service Charge on each property that has one or more bins on a per property basis only. Data collected indicates that, on average, each property disposes 0.48 tonnes to landfill per year and at \$20.00 per tonne this equates to a charge of \$9.60 per property with one or more bins for 2022/2023. This amount is disclosed separately on rates notices for properties to which this Waste Management Levy Offset Service Charge applies.

Rating Independent Living Units (Retirement Villages)

General Rate

Residential Independent Living Units within retirement villages which are owned by a charitable organisation and operated exclusively for charitable purposes are exempt from the general rate (section 87(1)(d) of the LGA 1993).

Fire Rate

Residential Independent Living Units within retirement villages which are owned by a charitable organisation and operated exclusively for charitable purposes are exempt from being charged the fire rate.

The appropriateness of discretionary remissions is subject to ongoing monitoring by the Council.

Residential properties or units owned commercially or by private individuals are not exempt from being charged the general rate or fire rate.

Residential Rate Cap (Transitional Arrangements)

The Council supports the fundamental principle, subject to any differential rating structures and remissions, that properties with the same value (in the same usage category) should pay the same rate.

The Council recognises that the municipal revaluation may produce circumstances where the rates on individual properties increase or decrease significantly. In order to assist residential ratepayers to transition to the new rating levels the Council has determined to cap the amount that the general rate (the value based component) can increase at 20 percent per annum following a municipal revaluation.

Debt Management

The Council recognises that some members of the community may not pay the applicable rates and charges either because:

- (a) they choose not to, or
- (b) they are unable to due to financial difficulties.

The Council provides financial disincentives through interest and penalty charges and undertakes commercial debt collection practices to ensure that the payment of rates and charges is given appropriate priority.

The Council seeks to assist those members of the community in genuine financial difficulty through payment arrangements. It also understands that the failure to take appropriate and timely action can have a greater adverse consequence for the ratepayer than the debt collection action.

Unpaid Council rates and charges are a debt that is secured (similarly to a mortgage) against the property (section 119 of the LGA 1993). Thus, any debt must be repaid when the property is sold. The Council has the power to sell a property when debts are outstanding for more than three years (section 137 of the LGA 1993).

Postponement of Payments

Section 125 of the LGA 1993 provides the power for the Council to defer or postpone the payment of rates on the grounds of hardship. The Council has determined that it will not offer this long term debt management facility as there are other commercial facilities that should be used in these circumstances. The Council provides short term payment arrangements.

Rate Remissions

Under section 129 of the LGA 1993 the Council, by absolute majority, may grant a remission of all or part of any rates, penalty or interest paid or payable by the ratepayer and/or class of ratepayers. The Interim Rates and Charges Hardship Policy (23-Plx-011) sets out the process for applications in respect of remissions or postponement of rates, penalties or interest on the basis of financial hardship.

The Council is also required to exempt under section 87 of the LGA 1993 some properties from rates.

Without limiting the application of section 129 of the LGA 1993, the Council has resolved to provide rating remissions via the following policy documents:

- 23-PI-006 Property Debt (Small Charge) Remission Policy
- 23-PI-008 Rating Exemptions and Remissions for Crown Lease Jetties and Slipways
- 23-Plx-002 Rating Exemptions and Remissions for Charitable Organisations Policy
- 23-Plx-011 Interim Rates and Charges Hardship Policy

Other Rates

CBD Promotional Rate

The Council, based on the request of the affected businesses, applies a differential rate to properties used for commercial purposes to fund promotional activities within the central business area (details of the area are specified in the annual rates resolution).

The delivery of the promotional outcomes is provided by Cityprom Ltd under a service agreement with the Council.

State Government Departments and Business Enterprises

State Government properties, with some exceptions related to parks and infrastructure, are subject to rates and charges on the same basis as other properties (section 87(1)(b) of the LGA 1993).

Construction Rates

Construction rates can be levied (sections 97 and 98 of the LGA 1993) related to drainage infrastructure works. The Council uses developer contribution arrangements in preference to construction rates due to limitations contained in section 98 regarding the amount that can be charged.

Separate Rates

Separate rates can be levied (section 100 of the LGA 1993) where the Council believes the services provided are of particular benefit to the *affected land; or the owners or occupiers of that land*.

There are currently no separate rates.

Fire Service Rates

The Council, as required by legislation, raises rates on behalf of the State Fire Commission (section 93A of the LGA 1993). The amount of the rate revenue is determined by the State Fire Commission. The Council receives an administrative fee for the provision of the service.

Payments

The Council has spread the payment dates across the year with the instalments due.

Instalment 1 - 31 August

Instalment 2 - 30 November

Instalment 3 - 31 January

Instalment 4 - 30 April

Penalty charges apply when instalments are not paid by the due date, interest applies on unpaid balances.

Rates can be paid in full, by four instalments or by more frequent payments. So long as the instalments are paid by the due date, penalty and interest will not be incurred.

Payment Methods

The Council provides a range of payment facilities that include the use of modern technologies and in person.

Discounts

The Council does not provide payment discounts (section 130 of the LGA 1993) due to the additional cost imposed on those who are unable to take advantage of such a facility (the estimated cost of discount significantly exceeds the additional interest earnings that would result from the take up of the discount).

Application of Payments

Payments are applied to outstanding debts in accordance with the sequence prescribed in the legislation (section 131 of the LGA 1993).

Objection

Objections to rates notices can only be made based on the grounds specified in section 123 of the LGA 1993. The grounds broadly relate to factual or calculation errors.

Objections to valuation can be made under section 28 of the *Valuation of Land Act 2001* (VLA 2001) only on the grounds specified and within 60 days of the date of notice issue. Application can be made for the correction of errors of fact at any time.

Disclaimer

This Policy is a general statement of the Council's intent it is not a statement of legislative compliance. The Policy provisions do not provide a legal basis for a challenge or objection to any rating matters. The Policy is updated from time to time, consistent with the legislation (section 86B(4) of the LGA 1993).

PRINCIPLES:

The Council's rating policies are formed within a framework that includes:

- (a) The *Local Government Act 1993* (Tas);
- (b) Established taxation principles;
- (c) Organisational Values;
- (d) The Council's Long Term Financial Plan; and
- (e) The Council's Rating Resolution.

RELATED POLICIES AND PROCEDURES:

23-PI-003 Private Use of Council Land Policy
23-PI-006 Property Debt (Small Charge) Remission Policy
23-PI-008 Rating Exemptions and Remissions for Crown Lease Jetties and Slipways
23-Plx-002 Rating Exemptions and Remissions for Charitable Organisations Policy
23-Plx-011 Interim Rates and Charges Hardship Policy

RELATED LEGISLATION:

Local Government Act 1993 (Tas) (Part 9 - Rates and Charges)
Valuation of Land Act 2001 (Tas)
Fire Service Act 1979 (Tas)
Waste and Resource Recovery Act 2022 (Tas)

REFERENCES:

Access Economics/Henry Review (www.taxreview.treasury.gov.au)
Taxation Policy Criteria (Oakes Committee April 1990)

- Equity or Fairness
- Simplicity and Efficiency
- Accountability or Visibility
- Acceptability
- Benefits Derived
- Capacity to Pay

Local Government Rates and Charges - Guidance paper for policy development April 2012

DEFINITIONS:

Economic Efficiency

- Does the rating methodology distort property ownership and development decisions in a way that results in significant efficiency costs?

Simplicity

- Is the system practical and cost-effective to administer?
- Is the system simple to understand and comply with?

Equity

- Does the tax burden fall appropriately across different classes of ratepayers?

Capacity to Pay (is the tax progressive or regressive?)

- Those with a greater capacity to pay contribute more.

Benefit Principle

- Should those who benefit more, contribute more?

Sustainability

- Does the system generate sustainable and reliable revenues?
- Is it durable and flexible in changing conditions?

Cross-border Competitiveness

- Does the rating system undermine the Council as a business location?

REVIEW:

This Policy will be reviewed as required by legislation. Section 86B(4) of the LGA 1993 requires that:

*A Council must review its rates and charges policy -
(a) by the end of each successive four-year period after 31 August 2012.*

There are other provisions in the legislation that trigger a policy review.

REPORT:

The Council's Rating Framework and the Rates and Charges Policy are reviewed annually.

The changes to the policy for 2022/2023 relate to the introduction of the State Government's *Waste and Resource Recovery Act 2022* (the Act). The Act imposes a levy that is payable by the Council to the State Government. This levy will apply from 1 July 2022. The Council needs to offset the cost of this new levy which equates to \$20 per tonne of waste disposed to the Council's operated landfill facilities, then \$40 per tonne after two years and \$60 per tonne after two more years.

This policy has been reviewed by a legal practitioner to ensure it complies with the *Local Government Act 1993 (Tas)*, the *Fire Services Act 1979* and the *Waste and Resource Recovery Act 2022*.

RISK IMPLICATIONS:

If sufficient revenue is not raised by rates, the Council's capital and operational programs delivering the levels of service expected by the community could not be funded.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The application of sound taxation principles in the formulation of the Policy should produce a neutral overall economic impact. The broad alignment of the rating distribution and the valuation of properties underpins this framework. The investment of by the Council of funds raised (not just from rates) in the community, provides an economic stimulus. The application of rate revenue rather than the raising of revenue delivers environmental improvements. The application of the taxation principles is key to an equitable outcome for 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:

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:

The Policy underpins the Council's overall budget.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. 23 Plx 010 Rates and Charges Policy 2022 23 Year (2) [**15.1.1** - 8 pages]

15.2. Budget 2022/2023 - City of Launceston Rating Framework

FILE NO: SF6641/SF0521

AUTHOR: Paul Gimpl (Chief Financial Officer)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider adoption of the Rating Framework for the financial year ending 30 June 2023.

This decision requires an absolute majority of Council.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)
Valuation of Land Act 2001 (Tas)
Fire Service Act 1979 (Tas)
Waste and Resource Recovery Act 2022 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 17 June 2021 - Agenda Item 19.2 - Budget 2021/2022 - City of Launceston Rating Framework

RECOMMENDATION:

That Council, by absolute majority, pursuant to Part 9 of the *Local Government Act 1993* (Tas), adopts the following Rating Framework for the financial year ending 30 June 2023:

Rating Resolution

1. General Rate:

1.1 Pursuant to sections 90 and 91 of the *Local Government Act 1993* (Tas), Council makes the following general rate on all rateable land (excluding land which is exempt pursuant to the provisions of section 87) within the municipal area of Launceston for the period commencing 1 July 2022 and ending 30 June 2023, which consists of two components as follows:

- (a) a rate of **5.8975** cents in the dollar of the assessed annual value of the land; and
- (b) a fixed charge of **\$312.80**.

1.2 Pursuant to section 107(1) and (2) of the *Local Government Act 1993* (Tas), by reason of:

- (a) the use or non-use of any land which is within the municipal area; and
- (b) the locality of the land;

Council declares, by absolute majority, that component 1.1(a) of the General Rate is varied for the financial year as follows:

- (i) for land used for commercial purposes, that is not located within the area
-

- known as the CBD Rate Variation Locality, the rate is varied by **increasing** it by **1.1290** cents in the dollar to **7.0265** cents in the dollar of the assessed annual value of the land;
- (ii) for land used for commercial purposes and which is located within the area known as the CBD Rate Variation Locality, the rate is varied by **increasing** it by **2.1672** cents in the dollar to **8.0647** cents in the dollar of the assessed annual value of the land;
 - (iii) for land used for industrial purposes, the rate is varied by **increasing** it by **0.6313** cents in the dollar to **6.5288** cents in the dollar of the assessed annual value of the land;
 - (iv) for land used for public purposes, the rate is varied by **increasing** it by **1.1340** cents in the dollar to **7.0315** cents in the dollar of the assessed annual value of the land;
 - (v) for land used for primary production purposes, the rate is varied by **decreasing** it by **0.3111** cents in the dollar to **5.5864** cents in the dollar of the assessed annual value of the land;
 - (vi) for land used for sporting or recreation facilities, the rate is varied by **increasing** it by **1.1522** cents in the dollar to **7.0497** cents in the dollar of the assessed annual value of the land;
 - (vii) for land used for quarrying or mining, the rate is varied by **decreasing** it by **0.8104** cents in the dollar to **5.0871** cents in the dollar of the assessed annual value of the land; and
 - (viii) for land which is vacant land, the rate is varied by **decreasing** it by **0.4333** cents in the dollar to **5.4642** cents in the dollar of the assessed annual value of the land.

Definition CBD Rate Variation Locality

- 1.3 Pursuant to section 107(1)(c) of the *Local Government Act 1993* (Tas), Council declares by absolute majority, that the location of any land which is within the following parts of the municipal area shall be defined as within the **CBD Rate Variation Locality** for the purposes of clause 1.2 above, namely:
- (a) that portion of the City of Launceston as is bounded by Wellington, Cameron, George and York Streets;
 - (b) those properties having a frontage on the Eastern side of George Street from numbers 37 to 115 (both inclusive);
 - (c) those properties having a frontage on the Southern side of York Street from numbers 45 to 123 (both inclusive);
 - (d) those properties having a frontage on the Northern side of Cameron Street from numbers 44 to 70 (both inclusive) and on the Southern side of that Street from numbers 41 to 93 (both inclusive);
 - (e) those properties having a frontage on the Eastern side of St John Street from numbers 119 to 153 (both inclusive) and on the Western side of that Street from numbers 116 to 128 (both inclusive);
 - (f) those properties having a frontage on the Eastern side of Charles Street from numbers 179 to 205 (both inclusive) and on the Western side of that Street from numbers 126 to 156 (both inclusive); and

- (g) those properties having a frontage on the Northern side of Brisbane Street from numbers 36 to 60 (both inclusive) and those having a frontage on the Southern side of that Street from numbers 43 to 65 (both inclusive).

Maximum Percentage Increase

- 1.4 Pursuant to section 88A of the *Local Government Act 1993* (Tas), Council by absolute majority, sets a maximum percentage increase cap on component 1.1(a) of the general rate of 500% where that increase has occurred as a result of municipal revaluation undertaken in accordance with section 20 of the *Valuation of Land Act 2001* (Tas).
- 1.5 Pursuant to section 107 of the *Local Government Act 1993* (Tas), Council declares by absolute majority, that the maximum percentage cap referred to in 1.4 above is varied to 20% for all land which is used or predominantly used for residential purposes.

2. Service Charges - Waste Management Service:

Pursuant to section 94, of the *Local Government Act 1993* (Tas), Council makes the following service charges on all rateable land within the municipal area of Launceston (including land which is otherwise exempt from rates pursuant to section 87 but excluding land owned by the Crown to which the Council does not supply any of the following services) for the period commencing 1 July 2022 and ending on 30 June 2023, namely:

- 2.1 Service charges for waste management in respect of all land to which the Council supplies different waste management services comprising:
- (i) the supply of mobile garbage bins;
 - (ii) the supply of a recycling service;

as follows:

- (a) (i) **\$148.30** for an existing 85 litre mobile garbage bin and one recycle bin;
- (ii) **\$191.60** for a 140 litre mobile garbage bin and one recycle bin;
- (iii) **\$317.40** for a 240 litre mobile garbage bin and one recycle bin; and

- 2.2 Pursuant to section 94(3) of the *Local Government Act 1993* (Tas), Council by absolute majority, varies each of the charges at clause 2.1(a) above within different parts of the municipal area for land used or predominantly used for commercial or industrial purposes, public purposes, primary production, sporting or recreation facilities and/or quarrying or mining purposes as follows:
- (i) **\$148.30** for an existing 85 litre mobile garbage bin;
 - (ii) **\$191.60** for a 140 litre mobile garbage bin;
 - (iii) **\$317.40** for a 240 litre mobile garbage bin.

- 2.3 In respect of the service charges for waste management:
- (a) if any land to which the waste management service is supplied is the subject of separate rights of occupation which are separately valued by the Valuer-General pursuant to section 11(3)(c) of the *Valuation of Land Act 2001* (Tas), then the charge applies to each such separate occupation;

- (b) pursuant to section 94(3) of the *Local Government Act 1993* (Tas), Council by absolute majority, declares that the service charge varies within different parts of the municipal area by reference to the use or predominant use of land as follows:
- (i) for all land used for residential purposes where there is more than one separate right of occupation which is separately valued in the valuation list prepared under the *Valuation of Land Act 2001* (Tas), and where the rate payer has elected by notice in writing delivered to the Chief Executive Officer on or before 1 July 2022, not to have a waste management service, then the service charge is varied to **Nil**;
 - (ii) for all land which is used or predominantly used for commercial or industrial purposes, public purposes, primary production, sporting or recreation facilities, quarrying and mining purposes and where the rate payer in respect of that land elects by notice in writing delivered to the Chief Executive Officer on or before 1 July 2022 not to have a waste management service, then the service charge is varied to **Nil**.

2.4 A service charge for waste management services to offset a levy payable by the Council to the State Government under the *Waste and Resource Recovery Act 2022* (Tas) (a Waste Management Levy Offset Service Charge) as follows:

\$9.60 in respect of all land to which the service charge for waste management applies pursuant to 2.1 and 2.3(a).

3. Service Rates - Fire Service:

3.1 Pursuant to section 93A of the *Local Government Act 1993* (Tas), Council makes the following service rates in respect of the fire service contributions it must collect under the *Fire Service Act 1979* (Tas) for the rateable parcels of land within the municipal area of Launceston (excluding land which is exempt pursuant to the provisions of section 87 of the *Local Government Act 1993* (Tas)) for the period commencing 1 July 2022 and ending on 30 June 2023, as follows:

District	Cents in the dollar of Assessed Annual Value
Launceston Permanent Brigade Rating District	1.16700
Lilydale Volunteer Brigade Rating District	0.32606
General Land	0.29869

3.2 Pursuant to section 93(3) of the *Local Government Act 1993* (Tas), Council sets a minimum amount payable in respect of this service rate of **\$44.00** for each rateable parcel of land within the municipal area of Launceston (excluding land which is exempt pursuant to the provisions of section 87 of the *Local Government Act 1993* (Tas)).

4. Separate Land:

4.1 Except where it is expressly provided to the contrary, for the purposes of these resolutions the rates and charges shall apply to each parcel of land which is shown as being separately valued in the valuation list prepared under the *Valuation of Land Act 2001* (Tas).

5. Adjusted Values:

5.1 For the purposes of each of these resolutions any reference to assessed annual value includes a reference to that value as adjusted pursuant to sections 89 and 89A of the *Local Government Act 1993* (Tas).

6. Instalment Payment:

- 6.1 Pursuant to section 124 of the *Local Government Act 1993* (Tas), Council:
- (a) decides that all rates are payable by all rate payers by four instalments which must be of approximately equal amounts.
 - (b) determines that the dates by which instalments are to be paid shall be as follows:
 - (i) the first instalment on or before 31 August 2022;
 - (ii) the second instalment on or before 30 November 2022;
 - (iii) the third instalment on or before 31 January 2023; and
 - (iv) the fourth instalment on or before 30 April 2023.
 - (c) if a ratepayer fails to pay any instalment within 21 days from the date on which it is due, the ratepayer must pay the full amount owing.

7. Penalty and Interest:

- 7.1 Pursuant to section 128 of the *Local Government Act 1993* (Tas), if any rate or instalment is not paid on or before the date it falls due then:
- (a) there is payable a penalty of **3.0%** of the unpaid rate or instalment; and
 - (b) there is payable a daily interest charge of **0.02054795% (7.5% per annum)** in respect of the unpaid rate or instalment for the period during which it is unpaid.

8. Words and Expressions:

Words and expressions used both in these resolutions and in the *Local Government Act 1993* (Tas) or the *Fire Service Act 1979* (Tas), have in these resolutions the same respective meanings as they have in those Acts.

REPORT:

This resolution has the purpose of translating budgeted rate revenue into rates and charges.

In 2020/2021 Council approved a general rate freeze as part of a COVID-19 Pandemic - Community Care and Recovery Package. The 3.75% rate increase proposed for 2022/2023 is in line with the Council's Long Term Financial Plan which currently sees the Council return to a small surplus in 2025/2026. The Waste Management Service Charge and Fire Service Rate Charge continue to recover the cost of these two services to the Council.

In 2022/2023 the Council proposes to increase the rate revenue in each property use category by 3.75% in accordance with the Council's current Long Term Financial Plan. The rate in the dollar has been adjusted to ensure the changed AAVs do not cause an increase greater than the stated 3.75% in each of the property use categories.

The State Government Valuer-General reviews rental data every two years to determine whether property values have increased. If they note an increase in rental income (AAV) they determine adjustments that Council is mandated to apply to property values. On 28 February 2022 the Valuer-General determined Adjustment Factors for Land Value (LV), Capital Value (CV) and Assessed Annual Value (AAV). These new Adjustment Factors will apply for the 2022/2023 rating year in the Launceston municipality.

The Valuer-General has determined that since the municipal revaluation (first applied in the 2017/2018 rating year) all rents for the residential class of properties have increased by around 40% and, therefore, the Valuer-General has applied an Adjustment Factor of 1.4 for residential properties.

Since the 2017/2018 full revaluation, properties have had varying Adjustment Factors applied in the 2020/2021 rating year. A full revaluation is conducted by the Valuer-General every six years. These revaluation Adjustment Factors ranged from 1.15 to 1.20 (differing between some suburbs) and this in turn has meant the 1.4 increase across all residential properties for the 2022/2023 year has had a different impact for different properties, that is, those properties that had a greater increase in rates for the 2020/2021 year will now have a lower percentage increase in 2022/2023. Conversely, those properties that had a lower increase in rates for the 2020/2021 year will now have a higher percentage increase in 2022/2023.

At Council's 17 June 2021 Meeting, a decision was made to reallocate the Central Business District Rate Levy over a period of four years. The first 25% reallocation was agreed to be implemented in the 2022/2023 year. The value equates to \$140,000 and has been reallocated to all ratepayers, effectively a 0.28% increase to general rates.

Kerbside collection costs will increase by 5.9% in 2022/2023 and under the State Government's new *Waste and Resource Recovery Act 2022* (Tas), a charge of \$20 per tonne must be collected by the Council for any waste disposed to the Council's operated landfill facilities. The average tonnage of waste disposed of per property that receives the kerbside waste service is 0.48 tonne per annum and as a result the Council needs to recover \$9.60 per property to offset this new levy. This new levy will be shown on rates notices as a separate line beneath the State Government's Fire Service Contribution charge and will be called State Government Waste Levy (Offset) which will equal \$9.60 per property that receives a kerbside waste service in 2022/2023.

In 2022/2023 the cost of collecting and processing Food Organics Garden Organics (FOGO) is forecast to be \$780,000. The collection of FOGO material reduces the amount of waste going to landfill, reduces greenhouse gas emissions and produces a quality compost. FOGO material is 100% processed at the Launceston Waste Centre's new organic processing facility. In 2022/2023 this cost will be included in the cost per kerbside waste service provided and equates to \$25 per kerbside waste service.

Overall, the cost of materials and other expenditures, the Council aims to deliver quality services to its ratepayers have generally increased greater than the 3.75% rate increase proposed for 2022/2023. Despite the significant upward trend in the Council's costs, the Council has opted not to pass on all of these increases to ratepayers in 2022/2023 and through the revision of its Long Term Financial Plan will address the rising cost issue with

more gradual rate increases along with level of service reviews over the next few years to ensure the Council remains financially sustainable into the future.

This Agenda Item has been reviewed by a legal practitioner to ensure it complies with the *Local Government Act 1993 (Tas)*, the *Waste and Resource Recovery Act 2022 (Tas)* and the *Fire Service Act 1979 (Tas)*.

RISK IMPLICATIONS:

If sufficient revenue is not raised by rates, the Council's capital and operational programs delivering the levels of service expected by the community could not be funded.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The Council has a significant economic impact in the region through its revenue raising and spending. The budget contains specific projects and ongoing programs to improve environmental outcomes. The budget contains specific projects and ongoing programs to improve social outcomes. The structure distributes the rates accordingly to property values.

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:

The rate resolution provides the legal authority to levy the rates as detailed in the Council's Statutory Estimates.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

15.3. City of Launceston Annual Plan 2022/2023

FILE NO: SF6812

AUTHOR: Courtney Osborne (Corporate Performance and Planning Officer)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider adoption of the City of Launceston Annual Plan 2022/2023.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 17 March 2022 - 2022/2023 City of Launceston Annual Plan and Budget

Council - 21 April 2022 - Agenda Item 14.1 - Draft Proposed 2022-2023 Annual Plan and Statutory Estimates (Budget)

RECOMMENDATION:

That Council:

1. pursuant to section 71 of the *Local Government Act 1993 (Tas)*, adopts the City of Launceston Annual Plan 2022/2023 (ECM Doc Set ID 4731503); and
 2. notes that, pursuant to section 71(3) of the *Local Government Act 1993 (Tas)*, a copy of the City of Launceston Annual Plan 2022/2023 adopted at Recommendation 1. will be made available for public inspection and provided to the Directors of Local Government and Public Health.
-

REPORT:

Annual Plan

Section 71 of the *Local Government Act 1993 (Tas)* (the Act), reproduced below for reference, requires Council to prepare an Annual Plan:

71 Annual plan

- (1) *A council is to prepare an annual plan for the municipal area for each financial year.*
 - (2) *An annual plan is to –*
 - (a) *be consistent with the strategic plan; and*
 - (b) *include a statement of the manner in which the council is to meet the goals and objectives of the strategic plan; and*
-

- (c) include a summary of the estimates adopted under section 82 ; and*
- (d) include a summary of the major strategies to be used in relation to the council's public health goals and objectives.*
- (3) As soon as practicable after a council adopts an annual plan, the general manager is to –*
 - (a) make a copy of the annual plan available for public inspection at the public office during ordinary business hours; and*
 - (b) provide the Director and the Director of Public Health with a copy of the annual plan.*

The City of Launceston Annual Plan actions have one or more of the following features:

- close alignment with the strategic intent defined in the City of Launceston Corporate Strategic Plan 2014-2024: 2019 Review;
- may include internal and external items;
- any internal and external strategy, key policy or plans due for review appearing as an annual plan action to complete the review;
- any action to do work on advocacy projects;
- any work proposed that has a significant impact on the Council or the community.

The 29 actions listed in the City of Launceston Annual Plan 2022/2023 are clearly aligned with the Strategic Priorities, 10-Year Goals and Focus Areas from the Corporate Strategic Plan 2014-2024.

The actions detailed in this Annual Plan link to 17 of the 32 Focus Areas in the Corporate Strategic Plan 2014-2024. However, all the Focus Areas will be addressed over the life of the Corporate Strategic Plan 2014-2024.

A statement of the manner in which the Council is to meet the goals and objectives of the Corporate Strategic Plan 2014-2024 is included on the inside front cover and is further expanded in the Mayor's Executive Summary on page 4 and the Chief Executive Officer's Executive Summary on page 5.

A summary of the estimates adopted under section 82 of the Act is published at page 23.

City of Launceston's major strategies in relation to public health goals and objectives is published at page 26.

Progress against the City of Launceston Annual Plan 2022/2023 actions will be reported quarterly to Council. Summarised progress for the full 2022/2023 reporting year will be included in 2022/2023 Annual Report.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Consideration is contained in the City of Launceston Annual Plan 2022/2023.

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:

5. To maintain a financially sustainable organisation.

BUDGET AND FINANCIAL IMPLICATIONS:

Consideration is contained in the City of Launceston Annual Plan 2022/2023.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. CoL Annual Plan 2022-2023 - 16 June 2022 [**15.3.1** - 28 pages]

15.4. Budget 2022/2023 City of Launceston Statutory Estimates

FILE NO: SF6939

AUTHOR: Nathan Williams (Manager Finance)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider the adoption of the Council's Statutory Estimates for the financial year ending 30 June 2023.

This decision requires an absolute majority of Council.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 5 August 2021 - Strategic and Financial Planning Approach

Workshop - 14 October 2021 - Long Term Financial Plan and Strategic Asset Management Plan

Workshop - 17 March 2022 - 2022/2023 Annual Plan and Budget

Workshop - 31 March 2022 - Follow Up Budget Discussion

Council - 21 April 2022 - Agenda Item 14.1 - Draft Proposed 2022/2023 Annual Plan and Statutory Estimates (Budget)

Workshop - 12 May 2022 - Budget, Rate Modelling and Public Consultation Feedback

RECOMMENDATION:

That Council, by absolute majority:

1. pursuant to section 82(20) of the *Local Government Act 1993 (Tas)*, adopts:
 - (a) Estimated Revenue (including Capital Grants) \$122.396m
 - (b) Estimated Expenditure
 - Operating \$127.324m
 - Capital \$18.237m
 - (c) Estimated Borrowings
 - Loans - LGLP* \$6.0m
 - (d) Estimated Capital Works
 - Council Funded \$16.616m
 - Externally Funded \$1.621m

* *Local Government Loans Program - administered by the Department of Treasury and Finance on behalf of the Tasmanian Government. This borrowing was scheduled for 2021/2022 but did not proceed.*

2. pursuant to section 82(3)(a) of the *Local Government Act 1993* (Tas), adopts the Proposed Statutory Estimates for the financial year ending 30 June 2023 as detailed in Attachment 1 (Doc Set ID 4730956).

	2023 (\$m)	2022 (\$m)
Revenue	122.4	115.1
Revenue (excluding Capital Funds)	120.8	113.3
Expenditure	127.3	120.4
Expenditure (excluding non-cash costs)	101.8	96.2
Capital Funds (Council and External funded)	18.2	24.8
Council Funded Capital Works	16.6	23.1
External Funded Capital Works	1.6	1.8
Loan Borrowings (LGLP)	6.0	6.0
Loan Repayments (LGLP)	0.0	9.0

3. pursuant to section 82(3)(a) of the *Local Government Act 1993* (Tas), adopts the Proposed Capital Projects and Major Operational Projects for the financial year ending 30 June 2023 as detailed in Attachment 2 (Doc Set ID 4730957) and Attachment 3 (Doc Set ID 4730959) respectively.

REPORT:

The City of Launceston is a large and diverse organisation by any metric, particularly when compared to other Tasmanian Councils.

With an annual budget in excess of \$120m and 582 employees delivering a steady stream of diverse and often complex projects and services for residents and regional neighbours, the aim is to provide a balanced budget to the community with the underlying principles of affordability and intergenerational equity while also delivering high quality services and facilities.

The Council engaged in a community consultation process prior to the final determination of the Annual Plan, Annual Budget and rating resolution for the 2022/2023 financial year. Five submissions were received during this consultation period and were formally considered at the 2 June 2022 Council Meeting.

Like all tiers of Government, the City of Launceston finds itself in budget recovery mode after the COVID-19 Pandemic. Council approved a nation leading Community Care and Recovery Package, during April 2020, in response to the COVID-19 Pandemic. The package included the provision of rate remissions, rent and fee relief, community grants program and the freezing of all rate increases for 2020/2021. Council elected to freeze rates in 2020/2021 as part of the \$8.700m Community Care and Recovery Package in response to the COVID-19 Pandemic, after an initial proposal to increase rates by 3.9%. This resulted in lost revenue in excess of \$2.200m in the 2020/2021 year. This lost

revenue compounds annually given it was a true freeze, not an increase and subsequent remission of rates.

The Proposed Statutory Estimates for 2022/23 forecast an Underlying Deficit of \$2.849m. Including externally funded Capital Grants of \$1.621m and the \$3.700m contribution to the Tamar Estuary River Health Action Plan (TERHAP), an Operating Deficit of \$4.928m is forecast.

The Council constantly reviews its Long Term Financial Plan with a view to returning to a small underlying surplus in the medium term.

The Council has budgeted for a general rate increase of 3.75% in 2022/2023, in line with the Council's Long Term Financial Plan, along with 0.75% of growth in the rating base.

The Waste Management Charges will increase by \$22.20 per 85 litre bin, \$22.45 per 140 litre bin, and \$27.55 per 240 litre bin. The increases are mainly due to the collection and management of the Food Organics Garden Organics (FOGO) service now being included in this charge and the rising materials recycling costs as well as the increase in average weight of kerbside waste being collected per bin over the last 12 months.

Under the new State Government *Waste and Resource Recovery Act 2022*, a charge of \$20 per tonne must be collected by the Council for any waste disposed to the Council's operated landfill facilities. The average tonnage of waste disposed of per property that receives the kerbside waste service is 0.48 tonne per annum and as a result the Council needs to recover \$9.60 per property to offset this new levy. This new levy will be shown on rates notices as a separate line beneath the State Government Fire Service Contribution charge and will be called State Government Waste Levy (Offset) which will equal \$9.60 per property that receives a kerbside waste service in 2022/2023.

Fees and Charges have generally increased by 3% and the details are provided in the list of Fees and Charges for 2022/2023 which were approved by Council at its Meeting held on 21 April 2022.

Interest Revenue is expected to increase on recent years in 2022/2023, primarily due to further increases predicted to the Official Cash Rate and resultant investment returns on offer. The Council continually monitors investment returns on offer and will continue to utilise Green Deposits for a percentage of the Council's cash holdings.

Investment Revenue is forecast to increase on the prior year, under the assumption that the full TasWater dividend will be received in 2022/2023 and the commitment by TasWater to repay dividends not paid at the height of the pandemic over the next five years. The Council has budgeted a modest dividend from its ownership stake in the Launceston Airport Corporation, an increase from the zero dividend assumption for 2021/2022.

Labour costs have increased as compared to 2021/2022 as a salary increase has been included for a new proposed Enterprise Agreement. Workers Compensation costs have been budgeted to increase in line with industry trends.

Depreciation is a significant non-cash expense and will continue to be affected by revaluation changes, revised estimates of the asset useful lives and the creation of new

Council assets or externally funded projects that create new assets. Given the Council's substantial asset portfolio, depreciation continues to be a significant cost in each operational budget. As the price of consumables and inputs into Council assets increase, driving up the value of these assets, depreciation is expected to increase in line with these external factors.

Loan interest expense relates to interest free loans received from the State Government. There is a corresponding revenue line which negates this expense, meaning there is no overall net cost to the Council.

Further commentary can be found in the detailed Statutory Estimates.

RISK IMPLICATIONS:

In order to minimise risk, the use of a common framework to assess priorities, sound, transparent and defensible financial decisions and recommendations are possible. The risk program provides an effective and transparent prioritisation tool for decision making when long term and annual financial resource allocations are decided. This process contributes to the quality of the longer term financial plans of the Council (including the capital works and asset management programs) and assists in effective decision making in strategic planning which in part need to recognise the future implications of decisions.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The Council has a significant economic impact on the region through its revenue raising and expenditure. The budget contains specific projects and ongoing programs to improve environmental and social outcomes.

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 Statutory Estimates, Capital Projects Budget listing and Major Operational Projects Budget listing.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Statutory Budget 2022-2023 [**15.4.1** - 18 pages]
2. Capital Projects 2022-2023 [**15.4.2** - 2 pages]
3. Major Operational Projects 2022-2023 [**15.4.3** - 1 page]

15.5. Public Question Time Policy 14-Plx-037

FILE NO: SF0975

AUTHOR: Leanne Purchase (Manager Governance)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider adoption of a Public Question Time Policy.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 14 April 2022 - Draft Public Question Time Policy

RECOMMENDATION:

That Council, pursuant to regulation 31(7) of the *Local Government (Meeting Procedures) Regulations 2015* adopts the Public Question Time Policy 14-Plx-037 as stated below:

Public Question Time Policy

One of the ways the Council embraces the organisational value *We care about our community* is by inviting members of the public to ask questions about the activities of the Council during Public Question Time at ordinary Council Meetings. Respectful contributions from members of the public are welcome and appreciated.

Public Question Time is managed to these conditions:

- 15 minutes is available, as required, at each ordinary Council Meeting for Public Question Time.
- This time may be extended at the discretion of the Chairperson.
- Debate or discussion about questions or answers is not permitted.
- The Chairperson may refuse to accept a question. If this happens, reasons will be provided.
- **A limit of three questions per person applies per Meeting.**
- **Multiple-part questions framed in such a way as to circumvent the limit of three questions per person, will be treated as individual questions.**

In addition to the above, questions asked during Public Question Time may be asked with or without notice:

Questions on Notice

- Questions on Notice must be submitted at least seven days before the ordinary Council Meeting. The seven-day period does not include the day notice is given or the day of the ordinary Council Meeting.
- The questions and responses will usually be published in the Agenda of the next ordinary Council Meeting.
- If more time is needed to respond to complex questions, the questions will be acknowledged in the Agenda of the next ordinary Council Meeting, with the date of the later ordinary Council Meeting at which response/s will be published.
- If more than three questions per person are submitted, additional questions will be treated as correspondence and a written response will be provided in keeping with the Council's Customer Service Charter (05-Plx-008) and relevant communication protocols.
- Only questions will be published in the Agenda. Accompanying correspondence, statements or preamble will not be published.

Questions Without Notice

- Members of the public who attend an ordinary Council Meeting to ask Questions Without Notice will be invited to write their name and questions on arrival at the Council Chambers, to assist with minute-taking.
- The Chairperson will determine the order in which people will be invited to ask their questions.
- Questions must be succinct; Public Question Time is not an opportunity to make statements or engage in lengthy preamble.
- The Chairperson may require a person who asks a Question Without Notice to put their Question on Notice so it can be answered at a future ordinary Council Meeting.
- Questions asked during Public Question Time, and answers given, will be minuted with attribution to the person asking the question and to the person who answers the question.

Please note that Public Question Time is live-streamed and recorded. At the time of writing, the Council streams and records audio only but from time to time, the Chairperson may permit third parties to stream and record audio and video (for example, the media).

PURPOSE:

The purpose of this policy is to contribute to the orderly preparation for and conduct of ordinary Council Meetings by stating the Council's position in relation to Public Question Time.

SCOPE:

This policy applies to members of the public who wish to ask questions of the Council during Public Question Time at the City of Launceston's ordinary Council Meetings. This policy does not apply to members of the public who attend ordinary Council Meetings to make a statement in relation to a listed item on the Agenda.

PRINCIPLES:



**Our people
matter**



**We care about
our community**



**We bring an
open mind**



**We go home
safe and well**

RELATED POLICIES and PROCEDURES:

05-Plx-008 Customer Service Charter

RELATED LEGISLATION:

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015

REFERENCES:

Council Meeting Procedures - Information Sheet November 2018, Department of Premier and Cabinet, Office of Local Government, accessed 29 March 2022 at [Department of Premier and Cabinet \(dpac.tas.gov.au\)](http://dpac.tas.gov.au)

DEFINITIONS:

Member of the public - residents and ratepayers from the Launceston Municipal Area.

REVIEW

This policy will be reviewed no more than four years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.

REPORT:

A draft of the Public Question Time Policy was discussed with Councillors at a Workshop on 14 April 2022. Councillors' feedback has been incorporated in the version of the Policy to be considered for adoption by Council. For clarity, notable changes made to the Policy following its discussion at Workshop are underlined in the Recommendation.

In practice, the policy formalises the arrangements that have been followed for people who attend the Council Meeting in person to ask questions of the Council. This policy will be available as a reference for those who require it, but any community members who regularly attend Council Meetings will not notice a difference to the Public Question Time process that is routinely communicated to them by the Mayor as the Meeting's Chairperson.

It is the Council's intention that the policy will allow for the orderly preparation of the Council Meeting Agenda by limiting the number of questions a person can ask on notice ahead of a Council Meeting.

This is necessary because Agenda preparation begins 10 days before a Council Meeting, so the Council Meeting Agenda can be published on the Friday of the week prior to the

Meeting. Questions on Notice can be received up to seven clear days prior to the Meeting, which is part-way through the Agenda preparation process.

In recent months, the volume of Questions on Notice that have been received seven days prior to a Council Meeting has meant that the Council's officers are working for significant periods of time and frequently after hours to respond to Questions on Notice and continue to meet the standard that demonstrates that we care for our community, which is to provide answers to Questions on Notice in the Agenda for the relevant Council Meeting.

The policy compares favourably with similar policies in place at other Councils in Tasmania.

The policy is compliant with the *Local Government (Meeting Procedures) Regulations 2015*. The relevant regulation is copied here for reference:

31. Public question time

- (1) *A member of the public may give written notice to the general manager at least 7 days before an ordinary council meeting of a question to be asked at that meeting.*
- (2) *The chairperson of an ordinary council meeting may -*
 - (a) *address questions on notice submitted by members of the public; and*
 - (b) *invite any member of the public present at the meeting to ask questions relating to the activities of the council.*
- (3) *The chairperson of an ordinary council meeting must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.*
- (4) *A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary council meeting.*
- (5) *The chairperson of an ordinary council meeting may -*
 - (a) *refuse to accept a question from a member of the public; or*
 - (b) *require a question from a member of the public asked without notice to be put on notice and in writing to be answered at a later ordinary council meeting.*
- (6) *If the chairperson of an ordinary council meeting refuses to accept a question from a member of the public, the chairperson is to give reasons for doing so.*
- (7) *A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.*
- (8) *The period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include -*
 - (a) *the day on which notice is given under that subregulation; and*
 - (b) *the day of the ordinary council meeting.*

RISK IMPLICATIONS:

Council Meeting Agenda preparation includes an approval process for individual Agenda items before a final whole-of-Agenda review by the Executive Leadership Team. Questions on Notice received seven clear days prior to a Council Meeting are not included in the whole-of-Agenda review, which weakens an otherwise robust Agenda review process. This risk is exacerbated when the volume of questions is high.

This policy supports the health and well-being of the Council's officers by discouraging behavior that results in the Council's officers working after hours to draft responses to Public Questions on Notice.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

15.6. Cityprom Reform - Central Launceston Marketing Inc. - Operational Agreement

FILE NO: SF0016/SF7346

AUTHOR: Jarred Ranson (Team Leader Strategy, Economic Development and Analytics)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider implementation of reform of Cityprom consistent with the Council decision of 17 June 2021.

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 10 September 2020 - Cityprom Review
Council - 1 October 2020 - Agenda Item 21.2 - Cityprom Review
Workshop - 3 December 2020 - Cityprom Presentation
Workshop - 8 March 2021 - Cityprom Review
Workshop - 1 April 2021 - Cityprom Review
Council - 17 June 2021 - Agenda Item 20.4 - Cityprom Review
Workshop - 9 December 2021 - Cityprom Futures Project
Workshop - 28 April 2022 - Cityprom Futures Project

RECOMMENDATION:

That Council:

1. engages Central Launceston Marketing Inc. for the provision of services on the following basis:
 - a. the services to be provided by Central Launceston Marketing Inc. are detailed in a Draft Operational Agreement (Attachment 1);
 - b. the roles and responsibility of Central Launceston Marketing Inc. are detailed in a Draft Operational Agreement (Attachment 2);
 - c. the engagement is to commence on or about 1 July 2022 for a period of three years;
 - d. a Memorandum of Understanding will be developed to formalise mechanisms for collaboration between the City of Launceston and Central Launceston Marketing Inc; and
 - e. payment of \$563,862 exclusive of GST per annum to Central Launceston Marketing Inc. for the provision of services.
2. requests and authorises the Chief Executive Officer to determine the precise terms and conditions of the engagement of Central Launceston Marketing Inc. to be detailed in an Operational Agreement between the City of Launceston and Central Launceston Marketing Inc.

3. authorises the Chief Executive Officer to sign the Operational Agreement between the City of Launceston and Central Launceston Marketing Inc.

REPORT:

Background

Cityprom was formed in 1988 as an agreement between the City of Launceston (CoL) and a group of retailers to formulate a City marketing strategy to meet the needs of the central business district (CBD). The volunteer board and employed staff of Cityprom now work with member businesses to promote the Launceston CBD as a destination.

In the 34 years since Cityprom was created it is clear that the nature of retail and the CBD has shifted dramatically, along with the needs of the inner City retailers. In light of these changed retail conditions, Council, at its Meeting on 18 April 2019, resolved to complete a review of Cityprom to assess whether the needs of the CBD were being effectively addressed by the organisation.

The review of Cityprom was scoped in consultation with the Cityprom Board and Councillors. The scope included review of Cityprom to assess whether the organisation's purpose, as defined in the *CBD Marketing Services Grant Agreement 2018-2022*, was being achieved and whether the marketing needs of the Launceston CBD were being effectively addressed by the organisation.

Review of Cityprom

The review was completed and presented to the Council by the NOA Group on 10 September 2020, having been substantially delayed by COVID-19 pandemic restrictions. Importantly, both the *Shopping in the City Report* and the NOA Group's *Cityprom Review* concluded that marketing is an essential activity to create a vibrant Launceston CBD into the future.

The NOA Group's, *Cityprom Review*, examined the performance of Cityprom over the 32 years since it was established. Whilst the *Cityprom Review* found that marketing was core to demonstrating the competitive advantages of the CBD to potential markets, there were opportunities for improvement and several possible future directions. In broad terms, the NOA Group offered three ways to proceed: retain Cityprom and implement reforms, remove funding for Cityprom and let the private market respond, or bring the responsibility for CBD marketing in to the CoL.

In November 2020, Cityprom responded to the review, providing support to retain Cityprom and implement the majority of reforms identified in the NOA Group's *Cityprom Review*. This response also included support for a clarified roles and responsibilities list, outlining the roles, duties and responsibilities of Cityprom and the CoL.

Decision to retain Cityprom and implement reforms

On 17 June 2021, after several workshops and engagement with Cityprom and other stakeholders, Council passed a motion to create a working group between Cityprom, the

CoL and Launceston Chamber of Commerce to complete a series of identified reforms by June 2022, to be implemented 1 July 2022.

Since its formation, the project working group has collaborated closely with Cityprom to implement the changes outlined in Council's recommendation and prepare an agreement between the CoL and the future Central Launceston Marketing Inc. (CLM) to that effect.

Using a collaborative approach, the project working group has engaged with Cityprom and key stakeholders to develop a future model based on the set of reforms agreed to by Council.

In October 2021, following the findings of the NOA Group's *Cityprom Review* and Cityprom's response to this review, the working group set out to clearly define the roles and responsibilities of the new organisation. The process involved interviews with key stakeholders, followed by a survey and then a final workshop to identify and allocate roles to both CLM and CoL.

The CLM Operational Agreement is the culmination of this work, in conjunction with the changes to the funding model and the introduction of a memorandum of understanding between the two parties.

Memorandum of Understanding

A separate Memorandum of Understanding (MoU) will be created to guide the continual collaboration between CoL and CLM. This memorandum will allow for formalised collaboration and allow the CoL to be agile and respond to emerging situations, without the need to amend the Operational Agreement. Once finalised, the MoU will be authorised by the CoL's Chief Executive Officer.

The MoU will set out mechanisms that allow both organisations to efficiently communicate and collaborate, sharing relevant data and where possible, streamlining processes. This MoU will address some of the challenges identified in the NOA Group's *Cityprom Review*, such as the lack of clarity around place-making vs place-activation, difficulties in communication and forward planning for events.

Restructuring Cityprom as an organisation

In order to achieve some of the identified reforms, Cityprom has amended their constitution, changing the structure of their organisation to adapt to this future model. This was achieved through a special resolution, which was successfully put to a vote at the Special General Meeting held on 3 May 2022. These amendments included a spill of the current members and board, as well as establishing a new membership base consisting of the future board members of the new organisation.

As a result of the amendments to their constitution, Cityprom will now be known as Central Launceston Marketing Inc. (CLM)

To appoint the initial board members for CLM using a skills-based approach, an independent panel was established. This panel consisted of the Chief Executive Officer of CoL, the Chair of the Chamber of Commerce and the Chair of Visit Northern Tasmania.

After a competitive selection process, the following people were appointed to form the inaugural board of CLM:

- Monicka Plunkett (former chair of Cityprom)
- Taihlaura Denman-Francis (former director of Cityprom)
- Lisa Wright
- Nathalie Gower

The following table outlines the reforms identified by Council along with their current status:

Cityprom reforms agreed by Council	Current status of reform
Maintain Cityprom as an organisation to market and promote the Launceston central area and that the name and future structure of the organisation be revised to reflect a wider focus area.	<p>As outlined in the Operational Agreement, Cityprom's renewed focus will be the marketing and promotion of central Launceston. Priorities for the future organisation have been clearly defined in this agreement.</p> <p>Cityprom has revised its name, and will be known as Central Launceston Marketing Inc. from 1 July 2022.</p> <p>A rebranding exercise will commence after 1 July 2022, led by Central Launceston Marketing Inc.</p>
Work with Cityprom to establish a broader core service area within the Launceston central area with a boundary that is flexible enough to allow marketing and promotion activities in adjacent precincts when opportunities arise and an opt-out membership approach.	<p>A revised service area has been defined and agreed upon, and is detailed in Attachment 1. The new core service area encompasses the central Launceston activity district, with the flexibility to extend to adjacent precincts.</p> <p>A map of the core service area is provided within the Operational Agreement.</p> <p>Businesses will no longer be members of the incorporated association, removing the need for an opt-out approach.</p>
Engage with Cityprom to develop a clear documented understanding of Cityprom's roles and responsibilities as well as a formalised collaborative structure between the two organisations.	<p>After extensive consultation, clear roles and responsibilities for Cityprom have been established. These are detailed in Schedule 2 of the Operational Agreement (Attachment 2) and outline the priorities for Central Launceston Marketing Inc.</p> <p>Of note, the three priorities identified in the Operational Agreement are:</p> <ol style="list-style-type: none"> 1. Central Launceston Destination Marketing

	<p>2. Central Launceston Place Activation 3. Central Launceston Advocacy</p> <p>A formal collaboration has been established between the two organisations through a Memorandum of Understanding. This provides clearly defined communication channels and sets expectations for both organisations.</p>
<p>Uncouple the linkage between the Cityprom boundary and CBD Promotional Rate and complete a staged re-structure over four financial years to broaden the funding of Cityprom from Launceston CBD businesses to the general rate commencing in the 2022/2023 financial year.</p>	<p>The staged restructure of the CBD Promotional Rate commences from the start of financial year 2022/2023. This Rate will reduce by 25% of the original amount each year over four financial years.</p> <p>The Operational Agreement for Central Launceston Marketing Inc. will be funded from the general rate.</p>
<p>Develop a performance accountability framework for Cityprom which will ensure that Launceston Central City marketing and promotion can proceed with purpose and there can be appropriate reporting on performance.</p>	<p>Key performance indicators for the services outlined in the Operational Agreement are in place, to provide a measure of quality regarding the services Central Launceston Marketing Inc. will provide the City of Launceston.</p> <p>Attachment 3 includes the high level performance accountability framework, while more detailed measurements and metrics will be included in the memorandum of understanding.</p> <p>Examples of some of the measurements used to assess the quality of service are analysis of marketing campaign reach, people movement sensor information, and transactional spending data during campaigns.</p> <p>Key performance indicators will form part of Central Launceston Marketing Inc.'s annual reporting to the City of Launceston.</p>
<p>Work with Cityprom to review the future structure and board skills mix to emphasise areas relevant to the organisation's purpose. This review should also include whether to continue with automatic board membership of the Council, the Launceston Chamber of Commerce and Visit Northern Tasmania.</p>	<p>In accordance with independently sought legal advice, Cityprom proposed several amendments to their constitution, to ensure a skill's based board for the future organisation.</p> <p>At a Special General Meeting held on 3 May 2022, Cityprom members voted to spill their membership and amend their</p>

	<p>organisational structure to appoint the board members of Central Launceston Marketing Inc. as the members of their incorporated association. This change allows for the current board to appoint additional members based on skill and merit, rather than by vote of the previous members, being the retail members of Cityprom.</p> <p>The four core board members: Monica Plunkett, Taihlaura Denman-Francis, Lisa Wright and Nathalie Gower were selected by an independent panel. This panel consisted of the Chief Executive Officer of the City of Launceston, the Chair of the Chamber of Commerce and the Chair of Visit Northern Tasmania.</p>
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Roles and Responsibilities of Central Launceston Marketing Inc.

On Friday, 22 October 2021, a workshop to determine the roles and responsibilities of the restructured Cityprom organisation was conducted by consultant Tony Chapman, who delivered a summarised report of the findings. The process involved interviews with key stakeholders, followed by a survey and then a final workshop to identify and allocate roles to both CLM and the CoL. The agreed roles and responsibilities for CLM are outlined below. Further details can be found in Attachment 2.

Central Launceston Destination Marketing

- *Lead marketing and promotion activities to ensure that central Launceston is the premier destination that target market audiences visit for entertainment, food and beverage, tours, accommodation and attractions, social connection, unique experiences, services and shopping in Northern Tasmania.*
- *Target market audiences that will deliver the highest return on investment.*
- *Engage with central Launceston stakeholders including the business community to build campaign recognition and effectiveness.*

Central Launceston Place Activation

- *Promote events and place activation in central Launceston.*
- *Pilot and deliver events where they are connected to core campaigns and necessary to trigger behavioural change in target markets.*
- *Support hardware place making initiatives by the City of Launceston by focusing on the software component (such as marketing and promoting the benefits of City Heart Project to Central Launceston).*

Central Launceston Advocacy

- *Maintain an advocacy role to ensure central Launceston remains competitive and marketable at a local, regional and national level.*
- *Connect stakeholders and businesses, on tactical matters, with peak advocacy organisations.*

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

The *Greater Launceston Plan (2014)* states that the Launceston CBD is the most significant employment and commercial precinct in Tasmania, outside of central Hobart. The area is the region's commercial, administrative and social heart and the leading destination for a wide range of goods and services.

As noted previously, both the *Shopping in the City Report* and the NOA Group's *Cityprom Review* concluded that marketing is an essential activity to create a vibrant Launceston CBD into the future.

The *Shopping in the City Report* listed marketing as a significant challenge for small and independent retailers. Dr Grimmer indicates in her report that an agency focussing on a fully integrated marketing campaign to encourage visitation and to provide a sense of *pride* and *place* would provide sustainable economic benefits for retailers. Dr Grimmer suggests that such a campaign run throughout the year would increase footfall, sales and repeat shopping for retailers in Launceston.

In the NOA Group's *Cityprom Review*, marketing is identified as a core activity for City growth. Marketing not only results in economic impacts, but helps to build a brand for our City and develop loyalty. The *Cityprom Review* suggests that CBD marketing can result in a community wide benefit and can be considered a public good.

The benefits of integrated city marketing are discussed at length in Dr Erik Braun's book *City Marketing: Towards an Integrated Approach*. Dr Braun suggests that city marketing encourages higher aspiration levels among residents and businesses within the city. Dr Braun also found that city marketing played a key role when people make choices between competing cities in a region.

Further to this, City branding was examined in relation to the UNESCO Creative Cities Network and found to have demonstrated tangible brand and economic benefits to cities. A paper entitled *The UNESCO Creative Cities Network: A Case Study of City Branding* by Constanze Gathen, Wilhelm Skoglund and Daniel Laven suggests that developing an attractive brand and marketing was important for cities in attracting labour, investors and visitors. While city branding includes other aspects, a strong CBD marketing function is a key enabler of a successful city brand. The paper summarises that branding and creativity is a crucial factor for economic growth.

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.

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

BUDGET AND FINANCIAL IMPLICATIONS:

The Operational Agreement proposes to fund Central Launceston Marketing Inc. \$563,862 per year for three years, for the provision of services outlined in the Operational Agreement. This figure is consistent with previous funding for Cityprom and includes provision for adjustment in-line with the Consumer Price Index.

The staged restructure of the CBD Promotional Rate commences from the start of financial year 2022/2023. This Rate will reduce by 25% of the original amount each year over four financial years. The remaining balance will be funded from the general rate. After four years, the CBD Promotional Rate will cease and the Operational Agreement will be funded from the general rate.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Central Launceston Marketing Inc. Operational Agreement 2022 - Schedule 1: Core Service Area [15.6.1 - 1 page]
2. Central Launceston Marketing Inc Operational Agreement 2022 - Schedule 2: Roles and Responsibilities [15.6.2 - 4 pages]
3. Central Launceston Marketing Inc Operational Agreement 2022 - Schedule 3: Key Performance Indicators [15.6.3 - 6 pages]

16. CLOSED COUNCIL

This decision requires an absolute majority of Council

RECOMMENDATION:

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

16.1 Confirmation of the Minutes

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.

16.2 Councillor's Leave of Absence

Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015* states that a part of a meeting may be closed to the public to discuss:

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

16.3 End of Closed Session

To be determined in Closed Session.

17. MEETING CLOSURE

18. NEXT COUNCIL MEETING DATE

The next Ordinary Meeting of Council will be held at 1.00pm on 30 June 2022 at the Council Chambers, Town Hall, 18-28 St John Street, Launceston.