



City of
LAUNCESTON

COUNCIL AGENDA

**COUNCIL MEETING
THURSDAY 17 NOVEMBER 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: 17 November 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

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

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

PUBLIC COMMENT ON AGENDA ITEMS

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

Please note the following important information:

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

Your respectful contribution is welcome and appreciated.

LEGISLATIVE TERMINOLOGY - GENERAL MANAGER

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

ORDER OF BUSINESS

1.	OPENING OF MEETING - ATTENDANCE AND APOLOGIES	1
2.	MAYORAL ACKNOWLEDGEMENTS	1
3.	DECLARATIONS OF INTEREST	1
4.	CONFIRMATION OF MINUTES	1
5.	COUNCIL WORKSHOPS.....	2
5.1	Council Workshops - 10 November 2022	2
6.	COUNCILLORS' LEAVE OF ABSENCE APPLICATIONS	4
7.	COMMUNITY REPORTS	4
7.1	Community Report - Kaye Dowling (President) - Queen Victoria Museum and Art Gallery Friends.....	4
8.	PUBLIC QUESTION TIME	5
8.1.	Public Questions on Notice	5
8.1.1	Public Questions on Notice - Brian Khan - Launceston Flood Authority.....	5
8.1.2	Public Questions on Notice - Ray Norman - Queen Victoria Museum and Art Gallery	6
8.1.3	Public Questions on Notice - Ray Norman - External Consultancies	7
8.1.4	Public Questions on Notice - Ray Norman - Council Committees.....	8
8.2	Public Questions Without Notice	9
9.	PETITIONS	10
9.1	Petition - Bronwyn Thompson - Reduction of Plane Trees in Norwood Avenue, Norwood	10
10.	PLANNING AUTHORITY	12
10.1	DA0557/2022 - 6 Georgina Court, West Launceston - Residential - Construction of Two Dwellings	12
10.2	DA0545/2022 - 27 Abbott Street, East Launceston - Residential - Partial Demolition of an Existing Dwelling, Construction of Alterations and Additions to an Existing Dwelling and Construction of an Outbuilding.....	22

11.	ANNOUNCEMENTS BY THE MAYOR	31
11.1	Mayor's Announcements	31
12.	COUNCILLORS' REPORTS	33
13.	QUESTIONS BY COUNCILLORS	33
13.1	Councillors' Questions on Notice	33
13.1.1	Councillors' Questions on Notice - Councillor A G Harris - North Esk Flood Issues	34
13.1.2	Councillors' Questions on Notice - Councillor T G Walker - Control of Street Lighting	35
13.2	Councillors' Questions Without Notice	36
14.	COMMITTEE REPORTS	37
14.1	Tender Review Committee - 27 October 2022	37
15.	CREATIVE ARTS AND CULTURAL SERVICES NETWORK.....	39
15.1	Queen Victoria Museum and Art Gallery Annual Report 2021/2022	39
16.	ORGANISATIONAL SERVICES NETWORK	41
16.1	City of Launceston Annual Plan 2022/2023 - Progress Against Annual Plan Actions for Period Ending 30 September 2022	41
16.2	Record Keeping for Councillors Policy (17-Plx-006)	52
16.3	Council Appointments to Internal and External Committees	57
16.4	Council Meetings (Frequency and Commencement Time) Policy	63
16.5	2023 Councillors' Meeting Schedule.....	66
16.6	Petition Response - e-Scooters in Kings Meadows	69
17.	CHIEF EXECUTIVE OFFICER NETWORK	73
17.1	2022 Local Government Election - Declarations of Office	73
17.2	Notices of Motion - Annual General Meeting - 2 December 2021	75

18. MEETING CLOSURE78

19. NEXT COUNCIL MEETING DATE78

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 20 October 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 Workshops - 10 November 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 Council:

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

Workshops conducted on 10 November 2022:

Councillor Committee Representation

Councillors discussed Committee nominations.

Record Keeping for Councillors Policy

Councillors discussed the Record Keeping for Councillors Policy.

South Prospect Project Briefing

Councillors were provided with an overview of the City of Launceston's South Prospect project.

Community Engagement - Tomorrow Together

Councillors received a briefing on the City of Launceston's Community Engagement's Tomorrow Together program

City Heart Project

Councillors were provided with a briefing on the City of Launceston's City Heart Project.

Greater Launceston Plan

Councillors received an overview of the approach for review of the Greater Launceston Plan.

2. notes attendance at the Workshops conducted on 10 November 2022 was:

In Attendance: Mayor Councillor D C Gibson, Deputy Mayor Councillor M K Garwood, Councillor G Razay, Councillor J J Pentridge, Councillor D H McKenzie, Councillor A E Dawkins, Councillor A J Palmer, Councillor L M McMahon, Councillor A G Harris, Councillor T G Walker, Councillor S Cai and Councillor A J Britton

Apologies: Councillor D H McKenzie

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.

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

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

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)

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

7. COMMUNITY REPORTS

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

7.1 Community Report - Kaye Dowling (President) - Queen Victoria Museum and Art Gallery Friends

Kaye will provide Council with information on the Queen Victoria Museum and Art Gallery (QVMAG) Friends group, a volunteer group that, for over 30 years, has supported the development and care of the QVMAG's collections, supported activities and projects that enhance visitor experience, engaged with the community and provided an independent community voice advocating for the future of the QVMAG.

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 - Brian Khan - Launceston Flood Authority

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 20 October 2022 by Brian Khan, has been answered by Shane Eberhardt (General Manager Infrastructure and Assets Network).

Questions:

1. Has the Chief Executive Officer quantified the loss of those industries bounded by Goderich Street and the Tamar River?

Response:

With reference to this question, the assumption has been made it relates to the cost of the recent flood impact and business lost during that time. For businesses located on Kings Wharf, outside the flood levee, the Council does not collect or report on these costs.

ATTACHMENTS:

Nil

8.1.2 Public Questions on Notice - Ray Norman - Queen Victoria Museum and Art Gallery

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 31 October 2022 by Ray Norman, have been answered by Shane Fitzgerald (General Manager Creative Arts and Cultural Services Network).

Questions:

1. Given what now must be regarded as an extraordinary length of time that has passed in regard to initiating an appropriate governance and management model for the Queen Victoria Museum and Art Gallery, will Council present the current and final strategy for consideration by the Council's constituents and community for deliberation prior to the upcoming Annual General Meeting in regard to the actual number of company members to be appointed to make up the proposed Company Limited by Guarantee; and the method by which all company members will be appointed and by what criteria; and the number of governors/directors/trustees to be appointed by the company and by what criteria; and the tenure of governors/directors/trustees to be appointed by the company and the rationale for the proposal; and the level of program funding and in-kind support proposed to be provided by the City of Council in competition with other cultural institutions and organisations; and the level of funding secured, or to be secured, by all funding agencies including the Tasmanian State Government; and the proposed nomenclature for the Company Limited by Guarantee?

Response:

The Queen Victoria Museum and Art Gallery's Futures Plan was only endorsed at a Council Meeting on 30 June 2022 and the Council's Officers are currently progressing its implementation. It is not intended that there will be any outcomes of this work presented prior to the Council's Annual General Meeting on 1 December 2022.

ATTACHMENTS:

Nil

8.1.3 Public Questions on Notice - Ray Norman - External Consultancies

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 31 October 2022 by Ray Norman, have been answered by Louise Foster (General Manager Organisational Services Network).

Questions:

1. For the edification of new Councillors and the Council's constituency alike, will the Council please publish the number of external consultancies commissioned by the Council seeking expert advice for the calendar year 2022 up to the present, along with the average cost of such consultancies; the least expensive; the most expensive and the classes of external expert advice sought and received, prior to the Council's upcoming Annual General Meeting with an interim report provided beforehand?

Response:

The Council has previously developed a consultancy register for the period between 2014/2015 to 2019/2020 which was presented to Council on 11 March 2021.

The consultancy register was updated for 2020/2021 and is currently being reported to the Council's Audit Panel for consideration, prior to being presented to Council.

The Council's staff are currently compiling the data for the 2021/2022 financial year, which will be reported to the Audit Panel and Council following its completion.

Given the above, it is not intended that there will be any outcomes of this work presented prior to the Council's Annual General Meeting on 1 December 2022.

ATTACHMENTS:

Nil

8.1.4 Public Questions on Notice - Ray Norman - Council Committees

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following question, submitted in writing to the Council on 31 October 2022 by Ray Norman, has been answered by Michael Stretton (Chief Executive Officer).

Questions:

1. Given that the recent election drew as many candidates as it did for the City of Launceston and that many of them expressed an aspiration on behalf of the community for more meaningful engagement with Council in regard to decision making by the elected representatives, will the Council now instigate a policy supported by appropriate protocols that ensures that all the Council Committees formally publish their Agendas, Minutes and any recommendations at the next Council Meeting following their meetings irrespective of the provisions in the Local Government Act pertaining to the Chief Executive Officer's function and role as set in section 62(2) of *Local Government Act 1993 (Tas)*?

Response:

As is the current practice, the City of Launceston will continue to provide reports to Council Meetings as to the substantive matters discussed at Committees of Council established under the Local Government Act 1993 (Tas). Any decisions made by those Committees with delegated authority to make decisions will also continue to be reported to Council Meetings. Recommendations from Committees are presented to Council for consideration when they arise. At this stage there are no plans to modify this approach.

ATTACHMENTS:

Nil

8.2 Public Questions Without Notice

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

9. PETITIONS

9.1 Petition - Bronwyn Thompson - Reduction of Plane Trees in Norwood Avenue, Norwood

FILE NO: SF0097

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER APPROVAL: Michael Stretton

DECISION STATEMENT:

To receive a petition submitted by Bronwyn Thomson regarding the reduction of plane trees in Norwood Avenue, Norwood.

STATUTORY REQUIREMENTS:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council, pursuant to section 58(2) of the *Local Government Act 1993 (Tas)*, receives the petition regarding the reduction of plane trees in Norwood Avenue, Norwood tabled by the Chief Executive Officer and submitted by Bronwyn Thompson.

REPORT:

A paper petition containing 42 signatures was received from Bronwyn Thompson. This petition meets the general requirements of section 57(2) of the *Local Government Act 1993 (Tas)* (the Act).

The petition states:

We petition the Council in accordance with the Local Government Act 1993 (Tas) to reduce plane trees in Norwood Avenue in height and volume by two thirds - pruned bi-annually due to ongoing damage to property by roots, leaves and branches (plumbing, paving, building foundations, ceilings, depravation of sunlight, safety issues - tripping and slipping, falling branches, health issues - severe allergies (breathing difficulties), overhanging trees in property boundaries and continual and excessive tree litter.

This petition has been forwarded to Shane Eberhardt for action. As required under section 60(2)(b) of the Act, a report will be brought back to Council within 42 days for Council to determine any action to be taken in respect of the petition.

The General Manager Organisational Services Network will give reasonable notice to Bronwyn Thompson of when Council is to consider this petition.

RISK IMPLICATIONS:

There are no risk implications associated with receipt of a petition.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Petition - Bronwyn Thompson - Reduction of Plane Trees in Norwood Avenue, Norwood (Redacted) [9.1.1 - 2 pages]

10. PLANNING AUTHORITY

Under the provisions of the *Land Use Planning and Approvals Act 1993*, Council acts as a Planning Authority in regard to items included in Agenda Item 10 - Planning Authority.

10.1 DA0557/2022 - 6 Georgina Court, West Launceston - Residential - Construction of Two Dwellings

FILE NO: DA0557/2022

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

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

DECISION STATEMENT:

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

PLANNING APPLICATION INFORMATION:

Applicant:	6ty° Pty Ltd
Property:	6 Georgina Court, West Launceston
Zoning:	General Residential
Receipt Date:	12/09/2022
Validity Date:	19/09/2022
Further Information Request:	Not Applicable
Further Information Received:	Not Applicable
Deemed Approval (extension granted):	17/11/2022
Representations:	Seven

RELEVANT LEGISLATION:

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

STANDARDS REQUIRING PLANNING DISCRETION:

- 8.4.1 Residential density for multiple dwellings
- 8.4.2 Setbacks and building envelope for all dwellings

RECOMMENDATION:

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0557/2022 - Residential - Construction of two dwellings at 6 Georgina Court, West Launceston, subject to the following conditions:

1. ENDORSED PLANS AND DOCUMENTS

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

- a. Cover Sheet, prepared by 6ty°, project No. 22.095, Drawing No. Ap00, dated 12 September 2022;
- b. Site Plan, prepared by 6ty°, project No. 22.095, Drawing No. Ap01, dated 12 September 2022; and
- c. Floor Plan, prepared by 6ty°, project No. 22.095, Drawing No. Ap02, dated 12 September 2022.

2. LEGAL TITLE

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

3. TASWATER

The development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2022/01566-LCC and attached to the permit.

4. HOURS OF CONSTRUCTION

Construction works must only be carried out between the hours of:

Monday to Friday - 7am and 6pm

Saturday - 9am to 6pm

Sundays and Public Holidays - 10am to 6pm

5. FENCING

Prior to the commencement of the use, all side and rear boundaries must be provided with a solid (ie. no gaps) fence to provide full privacy between each dwelling and adjoining neighbours. The fence must be constructed at the developer's cost and to a height of:

- a. 1.2m within 4.5m of the frontage; and
- b. 1.8m - 2.1m elsewhere when measured from the highest finished level on either side of the common boundaries.

6. MULTIPLE DWELLINGS - SERVICE FACILITIES

Prior to the commencement of the use, the following site facilities for multiple dwellings must be installed:

- a. mail receptacles must be provided and appropriately numbered for each dwelling unit.
- b. each multiple dwelling must be provided with a minimum 6m³ exterior waterproof, lockable storage area or similar easily accessible area within the dwelling.
- c. either internal or external clothes drying facility to be provided for each dwelling to the satisfaction of the Council.

7. DRIVEWAY AND PARKING AREA CONSTRUCTION

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

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

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

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

8. DAMAGE TO THE COUNCIL'S INFRASTRUCTURE

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

9. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE

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

The explicit permission of General Manager Infrastructure and Assets Network is required prior to undertaking works where the works:

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

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

10. SINGLE STORMWATER CONNECTIONS

All proposed new pipelines must be connected to the existing internal drainage network for the property. It is not permitted to have multiple connections to the Council's stormwater mains.

11. APPLICATION TO ALTER A STORMWATER SERVICE

An application must be made using the Council's eServices web portal, or on the approved form and accompanied by the prescribed fee to install a new connection, or physically remove/relocate or alter an existing service connection. All work must be carried out by a suitably experienced contractor and in accordance with the Council's standards. All costs associated with these contractors are to be borne by the applicant.

12. TRENCH REINSTATEMENT FOR NEW/ALTERED CONNECTIONS

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

13. VEHICULAR CROSSINGS (AND ASSOCIATED FOOTPATH WORKS)

No works to install, remove or modify a vehicular crossing are to be undertaken without the issue of a Vehicular Crossing Permit for the works. Modification of a vehicular crossing includes any widening of the kerb layback or the driveway apron, in any form whatsoever.

An application for such work must be lodged electronically via the Council's eServices web portal or on the approved hard copy form.

All new works must be constructed to the Council's standards and include all necessary alterations to other services including lowering/raising pit levels, upgrading trenches non trafficable trenches to trafficable standard and/or relocation of services. Permission to alter such services must be obtained from the relevant authority (eg. TasWater, Telstra and TasNetworks, etc). Where applicable, any redundant crossovers and driveways must be removed once the new driveway and/or crossover works have been completed and use has commenced.

The construction of the new crossover and driveway and removal of the unused crossover and driveway will be at the applicant's expense. Where the driveway crossing works result in changes to existing parking restrictions (bay markings, linemarking and/or signage) these works must be undertaken by the Council under an approved Traffic Facilities Plan with the cost of these works to be invoiced to the applicant/developer for payment.

14. SOIL AND WATER MANAGEMENT PLAN

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

15. AMENITY

The construction of the development permitted by this permit must not adversely affect the amenity of the site and the locality by reason of the processes carried on; the transportation of materials, goods or commodities to or from the subject land; the appearance of any buildings, works or materials; the emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; the presence of vermin or otherwise.

16. NO BURNING OF WASTE

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

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0557/2022. You should contact the Council with any other use or developments, as they may require the separate approval of the Council. The Council's planning staff can be contacted on 6323 3000.

This permit takes effect after:

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

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

B. Restrictive Covenants

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

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

C. Appeal Provisions

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

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

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

D. Permit Commencement

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

REPORT:

1. THE PROPOSAL

It is proposed to construct two units on a 616m² lot, resulting in a density of one dwelling per 308m².

Unit 1 is a single storey, two-bedroom dwelling with a site coverage of 60m² and a finished floor level of less than 1m above existing ground level. It also proposes a roof over the entryway. The dwelling will be setback 3.65m from the front boundary, 10.75m from the rear boundary, 740mm from the northern side boundary and 4.5m from the southern side boundary. It will have a maximum height of 4m above ground level.

Unit 2 is a single storey, two-bedroom dwelling with a site coverage of 60m² and a finished floor level of less than 1m above existing ground level. A roof is also proposed along the pathway and entryway into the dwelling. The dwelling will be setback 10.55m from the frontage, 3.46m from the rear boundary, 740mm from the northern side boundary, 3.49m from the southern side boundary and 8.35m from the south eastern truncation, considered to be a side boundary. It will have a maximum height of 4m above ground level.

Each unit will contain more than 60m² of private open space, with 24m² dedicated in a paved outdoor area. Within these areas, clotheslines and screened bin storage is also proposed. Five car parking spaces are proposed, as well as new internal driveways and manoeuvring areas. A new 1.8m colorbond fence is proposed along the side and rear boundaries, noting that where the fence is within 4.5m of the frontage, a 1.8m high timber slate fence with minimum 30% transparency is proposed. Internal fencing to delineate between private and common areas is also proposed. Each unit will also contain a 6m³ outdoor shed for storage. Both dwellings will be constructed out of cement sheeting.

Landscaping is proposed within areas of private open space, as well as common areas, with minimal earthworks proposed to allow the development to occur.

2. LOCATION AND NEIGHBOURHOOD CHARACTER



6 Georgina Court, West Launceston (not to scale)

The site is located at 6 Georgina Court, West Launceston. Located at the end of a cul-de-sac, it is 616m² in size. It is zoned General Residential, contains no overlays, and is relatively flat. In 2020 a previous dwelling was destroyed by fire, leaving the site vacant, with minimal vegetation left. The site is connected into all reticulated services.

Surrounding land is predominantly residential, containing a mix of dwelling types and sizes, on land varying in shape and size. The First Basin Reserve is located 400m to the north.

3. PLANNING SCHEME REQUIREMENTS

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

4. REFERRALS

REFERRAL	COMMENTS
INTERNAL	
Infrastructure and Assets Network	Conditions recommended.
Environmental Health	Conditions recommended.
Heritage/Urban Design	N/A
Building and Plumbing	Standard notes recommended for the permit.
EXTERNAL	
TasWater	Application referred to TasWater and conditional consent provided by Submission to Planning Authority Notice TWDA 2022/0166-LCC.
State Growth	N/A
TasFire	N/A
Tas Heritage Council	N/A
Crown Land	N/A
TasRail	N/A
EPA	N/A
Aurora	N/A

5. REPRESENTATIONS

Pursuant to section 57 of the *Land Use Planning and Approvals Act 1993*, the application was advertised for a 14 day period from 28 September to 13 October 2022. Seven representations were received. The issues raised are summarised in the following table. Whilst the summary attempts to capture the essence of each issue raised it should be read in conjunction with the representations received which are attached to this report.

<p>Issue 1 The development is not in keeping with the area architecturally nor does it keep with the lifestyle values of the area. The dwellings are too small, the setbacks are inconsistent with surrounding properties, windows are too small and bedrooms are too small. There has been no consideration of aesthetic design.</p>
<p><i>Response 1</i> <i>The proposed units meet all relevant setbacks for the side and rear boundaries, however, Unit 1 is located within the front setback requirement. An assessment has determined that the front setback is not inconsistent with the properties of the surrounding area, taking into consideration existing setbacks. The dwelling sizes, architectural choices, window design, and bedroom sizes are not a consideration for planning assessment.</i></p>
<p>Issue 2 The surrounding area is a family-centric, middle-class suburb. The proposed housing development of units does not typically support housing or family.</p>
<p><i>Response 2</i> <i>The characteristics of the future residents of the units are not a consideration for planning assessment.</i></p>
<p>Issue 3 The 1.8m high fence is not in keeping with the surrounding properties as well properties within 200m of the site have low front boundary fences.</p>
<p><i>Response 3</i> <i>The proposed fencing is exempt from assessment under the planning scheme.</i></p>
<p>Issue 4 The density of the dwellings is too dense. The site is within an area substantially dominated by single dwelling properties. The proposal does not meet the requirements of 8.4.1 P1.</p>
<p><i>Response 4</i> <i>An assessment against the performance criteria of Clause 8.4.1 has been undertaken. It is considered that the provision of two units in this location is compatible with the criteria.</i></p>
<p>Issue 5 The front setback is not compliant.</p>
<p><i>Response 5</i> <i>It is acknowledged that the dwelling is located within the front setback. Notwithstanding, it is considered the setback is appropriate and compatible with the streetscape and therefore, complies with the planning scheme.</i></p>
<p>Issue 6 The side setbacks are not compliant.</p>
<p><i>Response 6</i> <i>All side setbacks meet the acceptable solution.</i></p>

Issue 7 The size of the dwellings is not consistent with the surrounding area, with the site being dominated by parking and driveways.
<i>Response 7</i> <i>The dwelling size is not a consideration for planning assessment, nor are proposed parking areas and driveways.</i>
Issue 8 The areas of private open spaces are minimal.
<i>Response 8</i> <i>The areas of private open spaces meet the acceptable solution.</i>
Issue 9 Frosted glass treatments should not be used, as they diminish residents' views and outlooks.
<i>Response 9</i> <i>The frosting of windows is a design choice and is not a consideration for planning.</i>
Issue 10 The height of the building is an issue, especially its potential for overshadowing.
<i>Response 10</i> <i>The dwellings are single storey, both with a maximum height above ground level of 4m. Due to their location and orientation, it is expected any overshadowing to be minimal.</i>
Issue 11 Tenants that utilise community housing properties have a tendency to cause stress and anxiety due to their behaviour. This is evident by the previous occupiers of the site and its eventual destruction through fire.
<i>Response 11</i> <i>The characteristics of the future residents of the units are not a consideration for planning assessment.</i>
Issue 12 The driveway position will result in late night noise to adjoining properties.
<i>Response 12</i> <i>The provision of a 1.8m high colorbond fence along the southern boundary will assist in the reduction of late night noise.</i>
Issue 13 Two new units will greatly increase street noise, both human form and motor vehicle noise.
<i>Response 13</i> <i>The provision of a large, multi-room dwelling would also have the same effect. Notwithstanding, noise generated by a residential use is not a consideration for planning assessment.</i>
Issue 14 If the City of Launceston is powerless to stop Housing Tasmania from proceeding with this development, I ask that the tenants be subjected to the same rules as private rentals - checking references to prove good character, matching respectful tenants to the respectful environment, with three monthly inspections and warnings for non-compliance.
<i>Response 14</i> <i>This is not a planning consideration. The planning process cannot condition how a rental property operates.</i>

Issue 15

Housing Tasmania has not consulted with the residents in the street.

Response 15

How Housing Tasmanian consults with the public is not a planning consideration. Consultation has occurred in accordance with the relevant provisions of the Land Use Planning and Approvals Act 1993.

6. CONCLUSION

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

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

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

STRATEGIC DOCUMENT REFERENCE:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. DA0557/2022 - 6 Georgina Court, West Launceston - Planning Scheme Assessment
[10.1.1 - 9 pages]
2. DA0557/2022 - 6 Georgina Court, West Launceston - Plans to be Endorsed
[10.1.2 - 3 pages]
3. DA0557/2022 - 6 Georgina Court, West Launceston - TasWater SPAN
[10.1.3 - 2 pages]
4. DA0557/2022 - 6 Georgina Court, West Launceston - Representations
[10.1.4 - 18 pages]
5. DA0557/2022 - 6 Georgina Court, West Launceston - Response to Representations
[10.1.5 - 6 pages]

10.2 DA0545/2022 - 27 Abbott Street, East Launceston - Residential - Partial Demolition of an Existing Dwelling, Construction of Alterations and Additions to an Existing Dwelling and Construction of an Outbuilding

FILE NO: DA545/2022

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

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

DECISION STATEMENT:

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

PLANNING APPLICATION INFORMATION:

Applicant:	Design To Live Pty Ltd
Property:	27 Abbott Street, East Launceston
Zoning:	General Residential
Receipt Date:	1/09/2022
Validity Date:	12/09/2022
Further Information Request:	09/09/2022
Further Information Received:	10/10/2022
Deemed Approval (extension granted)	17/11/2022
Representations:	Four

RELEVANT LEGISLATION:

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

STANDARDS REQUIRING PLANNING DISCRETION:

8.4.2 Setbacks and building envelope for all dwellings
8.4.6 Privacy for all dwellings

RECOMMENDATION:

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Tasmanian Planning Scheme - Launceston, a permit be granted for DA0545/2022 - Residential - partial demolition of an existing dwelling, construction of alterations and additions to an existing dwelling and construction of an outbuilding, at 27 Abbott Street, East Launceston, subject to the following conditions:

1. ENDORSED PLANS AND DOCUMENTS

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

- a. Cover Page, prepared by Design to live, Job No. ABBT27, Drawing 1/16, dated 31/08/2022; (Amended Plans Required);
- b. Existing site plan, prepared by Design to live, Job No. ABBT27, Drawing 2/16, dated 31/08/2022; (Amended Plans Required);
- c. Site plan, prepared by Design to live, Job No. ABBT27, Drawing 3/16, dated 31/08/2022; (Amended Plans Required);
- d. Existing/demo ground floor plan, prepared by Design to live, Job No. ABBT27, Drawing 4/16, dated 31/08/2022; (Amended Plans Required);
- e. Proposed ground floor plan, prepared by Design to live, Job No. ABBT27, Drawing 5/16, dated 31/08/2022; (Amended Plans Required);
- f. Proposed first floor plan, prepared by Design to live, Job No. ABBT27, Drawing 6/16, dated 31/08/2022; (Amended Plans Required);
- g. External services, prepared by Design to live, Job No. ABBT27, Drawing 7/16, dated 31/08/2022; (Amended Plans Required);
- h. Elevations North West, prepared by Design to live, Job No. ABBT27, Drawing 8/16, dated 31/08/2022; (Amended Plans Required);
- i. Elevations South East, prepared by Design to live, Job No. ABBT27, Drawing 9/16, dated 31/08/2022; (Amended Plans Required);
- j. Elevations North East, prepared by Design to live, Job No. ABBT27, Drawing 10/16, dated 31/08/2022; (Amended Plans Required);
- k. Elevations South West, prepared by Design to live, Job No. ABBT27, Drawing 11/16, dated 31/08/2022; (Amended Plans Required);
- l. Shed, prepared by Design to live, Job No. ABBT27, Drawing 12/16, dated 31/08/2022; (Amended Plans Required);
- m. Perspectives, prepared by Design to live, Job No. ABBT27, Drawing 13/16, dated 31/08/2022; (Amended Plans Required);
- n. Perspectives, prepared by Design to live, Job No. ABBT27, Drawing 14/16, dated 31/08/2022; (Amended Plans Required);
- o. Shadow Diagrams, prepared by Design to live, Job No. ABBT27, Drawing 15/16, dated 31/08/2022; (Amended Plans Required); and
- p. Building Envelope, prepared by Design to live, Job No. ABBT27, Drawing 16/16, dated 31/08/2022. (Amended Plans Required).

2. AMENDED PLANS REQUIRED

Prior to the commencement of any work, amended plans must be submitted to the satisfaction of the Manager City Development to replace plans annotated as *Amended Plans Required* and attached to the Permit. Once approved, these amended plans will be endorsed by the Council and will then form part of the Permit. The amended plans must show:

- a. The northern facing window of the living room, described as W2.5 and W2.6, must be made out of opaque glass or appropriately screened to a height of 1.7m, or have a sill height 1.7m above natural finished floor level.

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

3. LEGAL TITLE

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

4. HOURS OF CONSTRUCTION

Construction works must only be carried out between the hours of:

Monday to Friday - 7am and 6pm

Saturday - 9am to 6pm

Sundays and Public Holidays - 10am to 6pm

5. DAMAGE TO THE COUNCIL'S INFRASTRUCTURE

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

6. WORKS WITHIN/OCCUPATION OF THE ROAD RESERVE

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

The explicit permission of General Manager Infrastructure and Assets Network is required prior to undertaking works where the works:

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

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

7. SOIL AND WATER MANAGEMENT PLAN

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

8. VEHICULAR CROSSINGS (AND ASSOCIATED FOOTPATH WORKS)

No works to install, remove or modify a vehicular crossing are to be undertaken without the issue of a Vehicular Crossing Permit for the works. Modification of a vehicular crossing includes any widening of the kerb layback or the driveway apron, in any form whatsoever.

An application for such work must be lodged electronically via the Council's eServices web portal or on the approved hard copy form.

All new works must be constructed to the Council's standards and include all necessary alterations to other services including lowering/raising pit levels, upgrading trenches non trafficable trenches to trafficable standard and/or relocation of services. Permission to alter such services must be obtained from the relevant authority (eg. TasWater, Telstra and TasNetworks, etc). Where applicable, any redundant crossovers and driveways must be removed once the new driveway and/or crossover works have been completed and use has commenced.

The construction of the new crossover and driveway and removal of the unused crossover and driveway will be at the applicant's expense. Where the driveway crossing works result in changes to existing parking restrictions (bay markings, linemarking and/or signage) these works must be undertaken by the Council under an approved Traffic Facilities Plan with the cost of these works to be invoiced to the applicant/developer for payment.

9. DEMOLITION

The developer must:

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

10. PROTECTION OF STREET TREES

Existing street trees must be satisfactorily protected both by the design of the building and during construction work by barriers and similar devices in accordance with *Australian Standard 4970: Protection of Trees on Development Sites*. The protection works are to be installed prior to the commencement of any other works on the site and are to remain in place until the completion of all other works.

Notes

A. General

This permit was issued based on the proposal documents submitted for DA0545/2022. You should contact the Council with any other use or developments, as they may require the separate approval of the Council. The Council's planning staff can be contacted on 6323 3000.

This permit takes effect after:

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

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

B. Restrictive Covenants

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

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

C. Appeal Provisions

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

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

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

D. Permit Commencement

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

E. Fireplace or Woodheater Use

Use of the fireplace/wood heater will be subject to the Environmental Management and Pollution Control (Smoke) Regulations 2019 or any subsequent versions of this regulation.

F. No Approval for alterations to Driveway Crossover

No approval to install a new, or alter an existing, driveway crossover in any way has been granted or is implied by the issue of this Planning Permit.

REPORT:

1. THE PROPOSAL

It is proposed to partially demolish the rear section of the existing dwelling and reconstruct a modern extension. The demolition will remove the kitchen, laundry and bathroom. The new extension and internal modifications to the existing dwelling will result in a four bedroom dwelling with bathroom and laundry on the bottom floor. A new second storey will contain a dining area, kitchen, living area, study, bathroom and deck.

It is also proposed to demolish an old outbuilding and replace with a garage, accessible via Berean Street.

There will be no change to the front setback to Abbott Street. The dwelling will be setback more than 20m from Berean Street, 1.82m to the northern side boundary and 1.1m from the southern side setback. The maximum height of the dwelling will now be 7.48m.

The garage will measure 7m x 7.8m (54.6m²) with a maximum height of 4m above ground level, noting it will be built on a 699mm retaining slab. The new garage will be accessed via Berean Street through a crossover extension and will be setback 1.64m from Berean Street, 115mm from the southern side boundary, and 1m from the southern side boundary.

The deck will be setback 3.1m from the northern side boundary and 1.1m from the southern side boundary at its closest point. Minimal earthworks are required to facilitate the proposal due to the existing excavated nature of the site.

2. LOCATION AND NEIGHBOURHOOD CHARACTER



27 Abbott Street, East Launceston (not to scale)

The site is located at 27 Abbott Street, East Launceston. The site is zoned General Residential, is 563m² in size and is accessed via both Abbott Street and Berean Street. The site contains a single dwelling and associated outbuilding. There is planted vegetation on the site. The site contains significant slope, falling from 37m AHD along the Berean Street frontage, to 29.5m AHD along the Abbott Street frontage, over 45m.

Surrounding uses are primary residential in nature, with a mix of single and multiple dwelling development, on lots of varying size, shape, orientation and slope. The built environment is also a mixture of older houses, interspersed with modern design, as well as varying bulk size.

3. PLANNING SCHEME REQUIREMENTS

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

4. REFERRALS

REFERRAL	COMMENTS
INTERNAL	
Infrastructure and Assets Network	Conditions recommended.
Environmental Health	Conditions recommended.
Heritage/Urban Design	N/A
Building and Plumbing	Standard notes recommended for the permit.
EXTERNAL	
TasWater	N/A
State Growth	N/A
TasFire	N/A
Tas Heritage Council	N/A
Crown Land	N/A
TasRail	N/A
EPA	N/A
Aurora	N/A

5. REPRESENTATIONS

Pursuant to section 57 of the *Land Use Planning and Approvals Act 1993*, the application was advertised for a 14 day period from 15 October to 31 October 2022. Four representations were received. The issues raised are summarised in the following table. Whilst the summary attempts to capture the essence of each issue raised it should be read in conjunction with the representations received which are attached to this report.

<p>Issue 1 The design is unsympathetic to the existing landscape of Abbott Street.</p>
<p><i>Response 1</i> <i>The site is not on a heritage register nor is it within a heritage precinct. The design is an architectural choice and can only be considered within the scope of its impact when viewed from adjoining properties.</i></p>

Issue 2 The location of the windows on the upper floor will cause privacy issues to adjoining properties.
<i>Response 2</i> <i>The window to the dining area meets the setback requirements of the scheme in terms of privacy. However, the two windows to the living room do not. A condition has been recommended that will require the two windows to be made out of opaque glass or appropriately screened to a sill height of 1.7m, or to have a sill height of 1.7m above finished floor level.</i>
Issue 3 Due to the second storey being located above the fence line, there will be noise issues to adjoining properties.
<i>Response 3</i> <i>Noise is not a consideration under the planning scheme.</i>
Issue 4 The wood fire will cause smoke nuisances to surrounding properties.
<i>Response 4</i> <i>The proposed placement of a wood fire is not a planning consideration. Notwithstanding, a note has been added to the permit noting the use of a fireplace is subject to the requirements of Environmental Management and Pollution Control Agency.</i>
Issue 5 The master bedroom will look directly into the living space of an adjoining property.
<i>Response 5</i> <i>There is no change to the window placement of the master bedroom, which was previously a bedroom.</i>

6. CONCLUSION

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

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

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

STRATEGIC DOCUMENT REFERENCE:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. DA0545/2022 - 27 Abbott Street, East Launceston - Planning Scheme Assessment
[10.2.1 - 7 pages]
2. DA0545/2022 - 27 Abbott Street, East Launceston - Plans to be Endorsed
[10.2.2 - 16 pages]
3. DA0545/2022 - 27 Abbott Street, East Launceston - Updated Plans Showing NGL and Screening [10.2.3 - 17 pages]
4. DA0545/2022 - 27 Abbott Street, East Launceston - Representations
[10.2.4 - 12 pages]

11. ANNOUNCEMENTS BY THE MAYOR

11.1 Mayor's Announcements

FILE NO: SF2375

Wednesday 2 November 2022

- Participated in the *Clown Doctors* Roadside Appeal on the West Tamar Highway
- Participated in the City of Launceston Declarations of Office to undertake role of Councillor and Mayor

Friday 4 November 2022

- Participated in the City of Launceston Councillor Induction Program Day 1

Tuesday 8 November 2022

- Participated in the City of Launceston Councillor Induction Program Day 2
- Participated in the City of Launceston Declarations of Office Ceremony
- Attended *A Bush Tale* performance by Grades 1 and 2 at the Junior Campus, Launceston Church Grammar

Wednesday 9 November 2022

- Attended the 2022 Children's University Tasmania Graduation Ceremonies at the Sir Raymond Ferral Centre
- Officiated at the Veterans' Cricket Australia National Over 70 Championships Welcome at Country Club Tasmania
- Attended opening night of *Accidental Death of an Anarchist* by Three River Theatre at the Earl Arts Centre
- *AGRITourism Showcase* at Swinging Gate Vineyard (represented and attended by Councillor A E Dawkins)

Thursday 10 November 2022

- Attended the Youth Advisory Group Meeting
- Attended the Kings Meadows High School Visual and Performing Arts Program Evening at the Princess Theatre

Friday 11 November 2022

- Officiated at the Remembrance Day Service at the Launceston Cenotaph
- Attended the Communities for Children's Community Strategic Plan Launch at Macquarie House
- Attended the Launceston Festival of Dance 30 Year Celebration at the Princess Theatre

Saturday 12 November 2022

- Hosted a Civic Function to welcome participants of the National Final of the *Legacy Junior Public Speaking Award* at Town Hall

Tuesday 15 November 2022

- Attended the official book launch *From our Heart to Yours* at Launceston Library

Wednesday 16 November 2022

- Attended the National Book Club Tasmania November event at the Launceston Library
 - Attended a Launceston Chamber of Commerce hosted *Meet the Councillors* evening
-

12. COUNCILLORS' REPORTS

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

13. QUESTIONS BY COUNCILLORS

13.1 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).

**13.1.1 Councillors' Questions on Notice - Councillor A G Harris -
North Esk Flood Issues**

FILE NO: SF6381

AUTHOR: Anthea Rooney (Council and Committees Officer)

CHIEF EXECUTIVE OFFICER: Michael Stretton

QUESTIONS and RESPONSES:

The following questions, asked at the Council Meeting on 20 October 2022 by Councillor A G Harris, have been answered by Shane Eberhardt (General Manager Infrastructure and Assets Network).

Questions:

1. What has happened to the river trail between Henry Street and Hobler's Bridge and does it need to be resurfaced?

Response:

The trail was still under construction at the time of the flood and as such will be repaired.

2. With regard to the two recently constructed foot and cycle bridges across the North Esk River and affected by the recent flood event, were they damaged in any way?

Response:

There was some minor cosmetic damage to the Riverbend Bridge associated with the pontoons that came to rest against the bridge.

ATTACHMENTS:

Nil

**13.1.2 Councillors' Questions on Notice - Councillor T G Walker -
Control of Street Lighting**

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 20 October 2022 by Councillor T G Walker, has been answered by Shane Eberhardt (General Manager Infrastructure and Assets Network).

Questions:

1. Is there any ability for the Council to control street lighting and its effects on housing?

Response:

The Council provides the service of street lighting, whilst the assets are provided and maintained by TasNetworks in accordance with the Australian Energy Regulator requirements. As such, the Council, in partnership with TasNetworks, has the ability to influence some aspects of street lighting.

ATTACHMENTS:

Nil

13.2 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).

14. COMMITTEE REPORTS

14.1 Tender Review Committee - 27 October 2022

FILE NO: SF0100/CD.027/2022/CD.024/2022

AUTHOR: Anthea Rooney (Council and Committees Officer)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To receive a report from the Tender Review Committee Meeting held on 27 October 2022.

RECOMMENDATION:

That Council notes the decision of the Tender Review Committee to accept the tenders submitted by:

1. Crossroads Civil Contracting Pty Ltd for Sandown Road Rehabilitation, Contract No. CD.027/2022 at a cost of \$720,045.29 (exclusive of GST).
 2. Crossroads Civil Contracting Pty Ltd for Hillside Rehabilitation (Bourke Street - Canning Street), Contract No. CD.024/2022 at a cost of \$621,191.83 (exclusive of GST).
-

REPORT:

The Tender Review Committee Meeting, held on 27 October 2022, determined the following:

That the tenders submitted by:

1. Crossroads Civil Contracting Pty Ltd for Sandown Road Rehabilitation, Contract No. CD.027/2022 at a cost of \$720,045.29 (exclusive of GST); and
2. Crossroads Civil Contracting Pty Ltd for Hillside Rehabilitation (Bourke Street - Canning Street), Contract No. CD.024/2022 at a cost of \$621,191.83 (exclusive of GST).

be accepted.

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.
5. To maintain a financially sustainable organisation.

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. CREATIVE ARTS AND CULTURAL SERVICES NETWORK

15.1 Queen Victoria Museum and Art Gallery Annual Report 2021/2022

FILE NO: SF0958

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

DECISION STATEMENT:

To consider the Queen Victoria Museum and Art Gallery's Annual Report 2021/2022.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

1. adopts the Queen Victoria Museum and Art Gallery Annual Report 2021/2022 (ECM Doc Set ID 4809077); and
 2. pursuant to section 333 of the *Local Government Act 1993 (Tas)*, submits the Queen Victoria Museum and Art Gallery Annual Report 2021/2022 to the Minister for the Arts, Tasmanian State Government, to be laid before Parliament.
-

REPORT:

The Queen Victoria Museum and Art Gallery's Annual Report for 2021/2022 provides an overview of activities for the year ended 30 June 2022. It is a condition of the State Government funding that the Queen Victoria Museum and Art Gallery Annual Report 2021/2022 be presented to the Tasmanian Parliament by the Minister for the Arts. Once adopted, a copy will be forwarded to the Minister for the Arts and also presented at the City of Launceston's Annual General Meeting on 1 December 2022.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Queen Victoria Museum and Art Gallery Annual Report 2021/2022 [**15.1.1** - 74 pages]

16. ORGANISATIONAL SERVICES NETWORK

16.1 City of Launceston Annual Plan 2022/2023 - Progress Against Annual Plan Actions for Period Ending 30 September 2022

FILE NO: SF6812

AUTHOR: Courtney Osborne (Corporate Performance and Planning Officer)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider the progress against Council's 2022/2023 Annual Plan Actions for the period ending 30 September 2022.

PREVIOUS COUNCIL CONSIDERATION:

Council - 16 June 2022 - Agenda Item 15.3 - City of Launceston Annual Plan 2022/2023

RECOMMENDATION:

That Council notes progress against the 2022/2023 Annual Plan Actions for the period ending 30 September 2022.

Strategic Priority 1: We *connect with our Community and our Region* through meaningful engagement, cooperation and representation.

Our interactions with our community are authentic, timely, accurate and open. We want to build strong and productive relationships with our community and regional partners.

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: To develop and consistently utilise contemporary and effective community engagement processes.		
Action	Network	% Complete
Through the next iteration of the <i>Tomorrow Together</i> program engage with our community on the following: Theme one: A Social, inclusive and fair City: <ul style="list-style-type: none">• Trails and Network Strategy• Northern Regional Sports Facility Plan• Urban Tree Canopy Strategy• Smart Cities Strategy• Public Open Space Strategy• City Park and Punchbowl playground renewals• Preliminary Playspace Strategy consultation	Organisational Services	60

Theme two: A Mobile and Accessible City: <ul style="list-style-type: none"> Two-way traffic and more. <p>Launch of the new Community Engagement website.</p> <p>Implementation of compulsory <i>Closing the Loop</i> feedback on all projects.</p>		
Comment <ul style="list-style-type: none"> Draft report of engagement findings from <i>A Social, Inclusive and Fair City</i> is under review by the Community Engagement Team and due to be finalised by the end of October 2022. Upcoming theme - A well designed city is being scoped and engagement with community is scheduled to commence early November 2022 and run through until mid-January 2023. Launch of online engagement platform/website <i>Tomorrow Together</i> - completed. Closing the loop on engagement is being built into engagement processes across the organisation to ensure consistency with reporting back to community/stakeholders on how feedback/input has been used to influence decisions. 		
Focus Area: To advocate and collaborate to enhance regionally significant services and infrastructure for the benefit of our communities		
Action	Network	% Complete
Complete Regional Sports Facility Plan in conjunction with sporting clubs, the State Government and neighbouring councils.	Infrastructure and Assets	80
Comment <p>Community engagement and data analysis is complete and the draft plan is 90% complete and will be workshopped with elected members in February 2023.</p>		

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

We use our influence and resources to deliver the foundations for ongoing economic development. We want Launceston to be the heart of a thriving regional economy.

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

Focus Area: To actively market the City and region and pursue investment.		
Action	Network	% Complete
Develop and Implement Smart Cities Strategy	Organisational Services	25

- Initial engagement for the Smart City Strategy is complete. This phase was extensive and incorporated a series of events. Community and stakeholder feedback has been analysed and inputs are being incorporated into the development of the strategy.
- Implementation of Smart City initiatives continue and the data monitored.
- Flood sensors have been installed to support insights for the Water Team, particularly during flood emergencies.
- The provision of free Public Wifi, has been extended to Churchill Park and Rocherlea, the latter has been guided by *My Place My Future* and the *ABCDE* Learning site research.
- Continued development of the Council’s CBD shop survey, insights released in the *State of the City Report - August 2022*.
- Public charge station installations in the Brisbane Street Mall, partnering with the Parks team.
- The *State of the City Report - August 2022* was released which utilised data from a number of the data sets made available from the sensors and initiatives above.

Strategic Priority 3: We are a **Progressive Leader** that is accountable to our governance obligations and responsive to our community.

Our decision-making and actions are evidence-based, strategic, transparent and considered. We are ethical, fair and impartial in complying with and enforcing the law.

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

Focus Area: To fairly and equitably discharge our statutory and governance obligations.		
Action	Network	% Complete
Provide information and advice to prospective Councillor candidates and support the Tasmanian Electoral Commission in the delivery of the Local Government election.	Organisational Services	75
Comment		
A candidate information session was held in the Town Hall Reception Room on Thursday, 25 August 2022. This event was well attended by a diverse group of prospective candidates. Other activities undertaken to date in relation to the 2022 Local Government Election included accepting candidate nominations and certifying the General Manager’s Roll. At the time of writing, voting is underway and the Council continues to support the Tasmanian Electoral Commission by issuing supplementary ballot papers and responding to telephone, email and face to face enquiries from electors. The Tasmanian Electoral Commission will be on site at Town Hall 17-18 October 2022 for electors who seek impartial assisted voting.		
Focus Area: To fairly and equitably discharge our statutory and governance obligations.		
Action	Network	% Complete
Engage with the community and commence a review of the Corporate Strategic Plan.	Organisational Services	5

Comment		
Early stages of the review of the Corporate Strategic Plan have commenced with an outline of the overall approach being created and budget proposal for the 2023/2024 financial year being submitted through Council's internal budget processes.		
Focus Area: To ensure decisions are made on the basis of accurate and relevant information.		
Action	Network	% Complete
Deliver End of Term Report.	Chief Executive Officer	100
Comment		
The End of Term Report was completed and considered by Council at its Meeting on 21 September 2022. The End of Term Report will now be considered by the incoming Council in November.		
Focus Area: To ensure decisions are made on the basis of accurate and relevant information.		
Action	Network	% Complete
Level of Service Planning Stage 1 Develop a project plan to document service levels, review appropriateness of services, and engage with the community around expectations.	Organisational Services	10
Comment		
The Level of Service draft Framework and Policy has been completed and the Project Plan for trialing tools with select teams has been completed. The trial will commence shortly and will be used to refine both the tools and the process for further roll out across the organisation.		
Focus Area: To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.		
Action	Network	% Complete
Implement the Organisational Cultural Development Roadmap.	Organisational Services	40
Comment		
The Roadmap continues to be implemented with a review of the Leadership Development Program and Capabilities almost complete. The Values Champions continue to embed the values and are planning for the year ahead in terms of continuing initiatives to embed the values and commence promotion of our next value. The <i>Leaders Toolkit</i> is being uploaded onto the intranet (<i>ColConnect</i>). The Organisational Alignment Project Review has been completed and Executive Leadership Team and Senior Leadership Team are reviewing the report to integrate initiatives into Team Plans. An induction for new leaders has been incorporated into the new Induction and On-boarding Checklist. The Team Leader Cohort Quarterly Forum is scheduled for November and is being coordinated by the Senior Leadership Team as one of their Team priorities. The Internal Communications Framework development is underway.		
Focus Area: To continually improve our service delivery via a continuous improvement mindset, pursuing efficiency gains and adopting technological and other process innovations.		

Action	Network	% Complete
Undertake the Corporate Application Replacement Program	Organisational Services	50
Comment		
The Corporate Application Replacement Project will commence in early 2023. It is currently in the final phase of the procurement/market assessment process. The procurement process and appointment of a vendor partner are expected to be completed by the end of October 2022 and the project is to commence in January/February 2023.		
Focus Area: To maintain a financially sustainable organisation.		
Action	Network	% Complete
Implement the recommendations of the UTAS Stadium Future Direction Plan.	Chief Executive Officer	75
Comment		
Work on the transfer of the asset to Stadiums Tasmania is progressing as planned, with an employee engagement process occurring throughout October. The plans for the stadium re-development are being progressed in collaboration with Infrastructure Tasmania and key stakeholders.		
Focus Area: To maintain a financially sustainable organisation.		
Action	Network	% Complete
Implement recommendations of the QVMAG Futures Plan.	Chief Executive Officer	10
Comment		
An implementation plan is currently being developed to implement the recommendations of the QVMAG Futures Plan. The Council's Officers will be meeting with personnel from the Shepparton Art Museum (SAM) in October as the SAM has recently been through the ownership and governance changes proposed for the QVMAG.		

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.

We facilitate our community's sense of place by enhancing local identity. We want people to be proud to say that Launceston is *my City*.

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

Focus Area: To promote and enhance Launceston's rich heritage, culture and natural environment.		
Action	Network	% Complete
Launceston Heritage List Review and Precincts - continuing the review of the City of Launceston's local heritage list as part of the final stage of this five-year project.	Community and Place	20
Comment		
A detailed work plan has been developed to process the work done over recent years into a format suitable for the Planning Scheme and for public usage. Significant checking, formatting and confirmation of detail is required as part of this.		

Focus Area: To promote and enhance Launceston's rich heritage, culture and natural environment.		
Action	Network	% Complete
Launceston Place Brand implementation and commencement of monitoring of usage.	Community and Place	25
Comment		
Significant progress has been made with the implementation plan. Some great activation examples of the Launceston Place Brand in the last quarter include:		
<ul style="list-style-type: none"> • new imagery at the airport arrivals corridors and halls; • merchandise for the Special Olympics; • new imagery at the Launceston Visitor Information Centre; • incorporation of the Place Brand narrative into the Tourism Industry Council of Tasmanian Ambassador program; • roll out of various elements at football games at UTAS Stadium; • embedding of the narrative into the new Business Events Tasmania story; and • much of the distribution of merchandise. 		
Focus Area: To promote and enhance Launceston's rich heritage, culture and natural environment.		
Action	Network	% Complete
Continue to work with the newly formed Cultural Advisory Committee to implement the first four-year action plan from the Cultural Strategy.	Community and Place	20
Comment		
The four-year action plan has been developed with input from many stakeholders and is now guiding the work of the Cultural Development Officer.		
Focus Area: To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.		
Action	Network	%Complete
Undertake review of the City of Launceston Open Space Strategy.	Infrastructure and Assets	0
Comment		
Planned to commence in 2023.		
Focus Area: To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.		
Action	Network	% Complete
Continue the Albert Hall Renewal program.	Infrastructure and Assets	25
Comment		
Design is 80% complete and a contract has been awarded to a builder to work with City of Launceston and the architect to refine the design.		
Focus Area: To continue to offer an attractive network of parks, open spaces and facilities throughout Launceston.		
Action	Network	% Complete
Develop and implement an improvement plan for Princess Theatre and Earl Arts Centre upgrade implementation	Infrastructure and Assets	0

Comment		
Work to commence in the second quarter of the 2022/23 financial year.		
Focus Area: To support the central business district (CBD) and commercial areas as activity places during day and night.		
Action	Network	% Complete
Develop and commence implementation of Stage 2 Launceston City Heart Project which includes the following key areas of investment: Greening of our City Improved public transport infrastructure • Creating greater opportunities for pedestrianisation of the CBD	Community and Place	0
Comment		
Currently awaiting confirmation of Federal funding to support future actions.		

Strategic Priority 5: We **Serve and Care** for our Community by providing equitable and efficient services that reflects needs and expectations of our community.

We are invested in our community's long term health, well-being, safety and resilience. We want to be trusted and respected by 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 Area: To plan for and provide services and facilities that recognise the changing demographics and needs of our community.		
Action	Network	% Complete
Implement Council commitments from the My Place My Future Plan, and support State and Federal Governments on implementation of their actions.	Community and Place	10
Comment		
With a reduced budget this year, a change in approach will be needed and therefore will require more collaboration with stakeholders and potential grant applications. Meetings are underway with stakeholders and State Government to prioritise works for this year.		
Focus Area: To work in partnership with community organisations and other levels of government to maximise participation opportunities for vulnerable and diverse members of the community.		
Action	Network	% Complete
Continue to roll out the <i>ABCDE Learning Sites</i> community development program, with the Invermay learning site to commence in July 2022.	Community and Place	25
Comment		
The Invermay Learning Site is alive and well with the Community Connector based at the Invermay Bowls Club, making connections, meeting with stakeholders and planning for the Community Workshop on 25 October 2022.		

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

We strive to minimise the impact of our actions on the environment, while planning for, adapting to and managing the impact of climate change. We want to protect the special character and values of our city for future generations.

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

Focus Area: To contribute to air and river quality improvements in Launceston.		
Action	Network	% Complete
Participate and support the Tamar Estuary Management Taskforce.	Infrastructure and Assets	25
Comment		
Council staff are actively supporting the implementation of the kanamaluka/Tamar estuary vision, participating in working groups to progress the short and medium-term actions.		
Focus Area: To contribute to air and river quality improvements in Launceston.		
Action	Network	% Complete
Support TasWater and NRM North with the implementation of the \$157m River Health Action Plan to improve catchment management and reduce overflows from the combined system.	Infrastructure and Assets	25
Comment		
Council staff are providing technical support to inform detailed design of the Tamar Estuary River Health Action Plan infrastructure and supporting the catchment management works.		
Focus Area: To reduce our and the community’s impact on the natural environment.		
Action	Network	% Complete
Develop City of Launceston Sustainability Action Plan which sets out how the organisation will achieve sustainable outcomes for operations, service delivery and assets. The Sustainability Action Plan focuses on six key priority areas: <ul style="list-style-type: none"> • Leadership and Advocacy • Towards Zero Emissions • Adaption and Resilience • Material Efficiency, Recovery and Optimisation • Natural Capital • Smart Assets 	Infrastructure and Assets	100

Comment
The Sustainability Action Plan 2022-2030 was endorsed by Council in January 2022 and is the full implementation plan of the Sustainability Strategy. It sets out how the Council will improve environmental sustainability across the City of Launceston's operations, service delivery and assets and how the Council will support and advocate for the community. While development of the Sustainability Action Plan (SAP) is 100% complete, it is worth noting that the actions will be ongoing over the next eight years.

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

We play a leading role in balancing the enviable amenity of our municipality with the needs of future development and growth. We want to influence the delivery of the right investment for our City and Region.

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

Focus Area: To take a strategic approach to development sites and infrastructure investment within the municipality to maximise public benefit and encourage development and investment.		
Action	Network	% Complete
Participate in the Northern Regional Land Use Strategy Review.	Community and Place	5
Comment		
Work is being undertaken in partnership with regional Councils and the State Planning Office to advance the review. The required structure and content of the review has not yet been finalised pending adoption of the State planning policies. Work has commenced on a review of regional housing demand and supply to assist inform the review.		
Focus Area: To take a strategic approach to development sites and infrastructure investment within the municipality to maximise public benefit and encourage development and investment.		
Action	Network	% Complete
Develop a Placemaking Framework.	Community and Place	5
Comment		
The development of a Placemaking framework has been delayed while recruitment is underway for a new Team Leader of Placemaking. This is expected to commence over the coming months once an appointment is made.		
Focus Area: To improve and maintain accessibility, transport options and infrastructure within the Launceston area, including its rural areas.		
Action	Network	% Complete
Continue work on St Leonards Residential Growth Strategy and Masterplan and obtain Council endorsement for a structured plan and delivery framework for development within St Leonards and the Eastern Growth Corridor.	Community and Place	20

Comment		
No additional work has been undertaken this quarter.		
Focus Area: To improve and maintain accessibility, transport options and infrastructure within the Launceston area, including its rural areas.		
Action	Network	% Complete
Continue work on South Prospect Residential Growth Strategy and Masterplan and initiate planning scheme amendments to facilitate development with the South Prospect Growth Corridor.	Community and Place	80
Comment		
The master plan is being finalised and amendments to the planning scheme are anticipated to be prepared in the first quarter of 2022. Work is also progressing on the supporting infrastructure requirements and funding arrangements.		
Focus Area: To improve and maintain accessibility, transport options and infrastructure within the Launceston area, including its rural areas.		
Action	Network	% Complete
Implement the Launceston Transport Strategy with the following key actions: Support the new formed Transport Committee Develop implementation plan for traffic calming in the City Undertake the first stage of a review of speed limits Implementing the Network Operating Plan	Infrastructure and Assets	25
Comment		
Progress is continuing on the Launceston Transport Strategy 2020-2040. The new Transport Committee has been formed, including the selection of community representatives, and is meeting regularly. The Network Operating Plan has been implemented into operational maintenance and asset management plans and traffic calming implementation options are under investigation. Speed limit reviews have commenced.		
Focus Area: To ensure our suite of strategic planning initiatives are coordinated and representative of our community's needs and aspirations.		
Action	Network	% Complete
City Deal Agreement Continue to work with the Commonwealth and State Governments to successfully implement all of the City of Launceston's commitments under the City Deal program to deliver a range of economic and social benefits to the City	Chief Executive Officer	25
Comment		
Work on Launceston City Deal projects is continuing in collaboration with the Commonwealth and State Governments.		
The University of Tasmania's relocation to the City is progressing. Green spaces known collectively as the Urban Realm are continuing to emerge across the precinct. A new community garden and Esk activity space at Inveresk opened in August.		

The initial tender for the building and construction of the Albert Hall Renewal Project Stage 3 was approved at the Council Meeting on 5 October 2022.

Proposed Extension Projects are progressing and the City of Launceston continues to work with government partners to complete the determination of projects to enable the Implementation Plan to be developed. The Community and Business Advisory Group met on 8 July 2022 and the Executive Board met on 8 August 2022.

REPORT:

Progress against the 2022/2023 Annual Plan Actions for the period ending 30 September 2022 is summarised by the following table:

Action Status	No. of Actions	%
Not Started	4	14
In Progress	23	79
Complete	2	7
Recommended for deferral	0	0
Total Number of Actions	29	100%

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

16.2 Record Keeping for Councillors Policy (17-Plx-006)

FILE NO: SF0217

AUTHOR: Robyn Stott (Team Leader Information Services)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider the revised Record Keeping for Councillors Policy (17-Plx-006).

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 10 November 2022 - Record Keeping for Councillors Policy (17-Plx-006)

RECOMMENDATION:

That Council adopts the Record Keeping for Councillors Policy (17-Plx-006) as detailed below:

Record Keeping for Councillors Policy

PURPOSE

To provide guidelines to ensure complete and accurate records of the activities and decisions of Councillors, acting in their official role, are managed appropriately to meet the Council's statutory legislative record keeping obligations.

SCOPE

This policy applies to all Councillors when acting in an official capacity on behalf of the Council.

This policy does not apply when Councillors are not officially representing the Council during their interaction with the community on personal or general interest matters.

POLICY

The following sets of information (irrespective of the format) will be managed within the Council's corporate systems:

- Agenda and Minutes, which reflect the activities and decisions of standing Council Committees, Specific Purpose Internal Committees and External Committees (when a Councillor has been appointed a Committee Member, by a resolution of Council);
 - Media releases and formal speeches, for occasions and events when the Council is officially represented;
 - Service requests raised by Councillors on behalf of a community member, or raised for themselves;
 - All correspondence addressed to Councillors, received or sent via the Council's postal and email addresses, or Customer Service Centre (excluding invitations, newsletters, periodicals), when the content contains matters pertaining to a Councillor officially representing the Council;
-

- All social media comment when the content contains matters pertaining to a Councillor officially representing the Council;
- Any file note created to record a verbal conversation, which contained matters pertaining to a Councillor officially representing the Council.

There is no requirement to manage within the Council's corporate systems, any correspondence or communication, received or sent, whereby it is clearly evident the content:

- does not contain an agreement or commitment to undertake an action on behalf of the Council;
- is comment on matters of general interest rather than specific issues being considered by the Council;
- is relevant to a political stance or electoral matters;
- is personal in nature and not related to the Council;
- is a copy of a broader release communication.

Administrative support is provided to assist Councillors with the following:

- (a) understanding of what constitutes a record and when it needs to be managed within the corporate systems.
- (b) management of information in the corporate systems accordingly, to ensure the Council's obligations under the *Archives Act 1983 (Tas)* and *Local Government Act 1993 (Tas)* are met.

Management of Councillor's Records

Councillors must create and capture full and accurate records of any business undertaken in the course of their official duties for the Council.

Records, whether in electronic or paper format, should be forwarded by Councillors for registration in the Council's corporate recordkeeping system to the Executive Assistant, Mayor or the Personal Assistant, Councillors' Rooms. If records are of a sensitive or confidential nature, the Councillor should advise the Executive Assistant, Mayor or the Personal Assistant, Councillors' Rooms of this to enable application of appropriate security controls.

Any information required to be kept on record that is not in a suitable format, (e.g. details of any advice, commitments etc. made during telephone or verbal conversations or via SMS), must be recorded as a file note. File notes should be made as soon as possible after an event to ensure the information is accurate.

Disposal of Councillor's Records

Councillor's records are classed as State records. No records are to be disposed of before consulting Information Services staff. The Council is legally required to maintain a register of all records that are destroyed. An Information Services Officer will be required to complete entries in the Council's register of Records Destroyed detailing records Councillors wish to dispose of.

The Office of the State Archivist has developed Retention and Disposal Schedules to facilitate retention and disposal of State records. The *Disposal Schedule for Functional Records of Local Government (DA2200)* sets out how long many records of Councillors must be retained for. It has a section specifically for Councillors' records (Ref: 13.05.00).

Councillors' records can also be disposed of under other classes throughout the Schedule, for example under Addresses (Presentations) (Community Relations) (Ref: 04.01.00).

Not all records need to be recorded in the Register of Records destroyed when disposed of. The *Disposal Schedule for Short Term Value Records* (DA2158) authorises the disposal of records by any Council Officer or Councillor that is:

- a duplicate
- unimportant (eg. with compliments slips and telephone messages)
- of short term use (eg. advertising brochures or copies of circulars)

This applies unless it is required in relation to a Right to Information request.

Right to Information

Right to Information legislation provides for public access to records held by the Council, including those created by Councillors. The *Right to Information Act 2009* means that access must be given to records unless covered by an exemption under the *Right to Information Act 2009*.

Applications for assessed disclosure of information are assessed in line with the legislation and records kept by Councillors including emails may have to be disclosed.

Councillor Access to the Council's Records

Councillors need to have access to information held by the Council to help them make informed decisions on matters under their consideration. This information should be relevant and appropriate to the discharge of their obligations, eg. records relating to matters before Council. In accordance with the Council's obligations under the *Right to Information Act 2009*, access to publicly available information is provided on our website. To request access to records that are not publicly available, Councillors must contact the Executive Assistant, Mayor or the Personal Assistant, Councillors' Rooms.

Unauthorised Access or Disclosure of the Council's Records

The *Local Government Act 1993* (Tas) prohibits the disclosure of information obtained in connection with the administration or execution of the *Local Government Act 1993* (Tas), except in certain specific circumstances. Councillors are also bound by 14-Plx-032 *Code of Conduct for Councillors* to:

- only access or use the Council's information needed to perform his or her role and not for personal reasons or non-official purposes.
- only release the Council's information in accordance with established policies and procedures of the Council and in compliance with relevant legislation.

These rules help to ensure that the Council, its employees and the public are protected and that the requirements of relevant legislation, such as privacy legislation, are met.

PRINCIPLES

Council's Organisational Values apply to all activities.

RELATED POLICIES AND PROCEDURES

14-Plx-032 Code of Conduct for Councillors
17-PI-001 Information Resource Policy
17-HLPr-007 Right To Information Procedure
17-Plx-005 Personal Information Protection Policy

RELATED LEGISLATION

Archives Act 1983 (Tas)
Local Government Act 1993 (Tas)
Right to Information Act 2009 (Tas)
Personal Information Protection Act 2004
Commonwealth Privacy Act 1988

REFERENCES

Advice 49 Recordkeeping for Local Government Councillors
Disposal Schedule for functional records of Local Government (DA2200)
Disposal Schedule for Short Term Value Records (DA2158)

DEFINITIONS:

Record

- (a) anything on which words, figures, letters or symbols are marked and includes a map, plan, graph, drawing, painting or photograph; and
- (b) anything in which information is embodied so as to be capable of being reproduced;

State Record

- (a) a Crown record; or
- (b) a record of a State authority; or
- (c) record of a local authority; or
- (d) any other record that was at any time a record mentioned in paragraph (a), (b) or (c)
Part 1 section 3(1) *Archives Act 1983*.

REVIEW

This policy will be reviewed prior to the commencement of the new Council following elections to allow it to be voted on at the first Meeting of the new Council or more frequently, if dictated by operational demands and with Council's approval.

REPORT:

A draft of the Record Keeping for Councillors Policy was discussed with councillors at a Workshop on 10 November 2022. Councillors' feedback has been incorporated in the version of the policy to be considered for adoption by Council.

Council initially adopted 17-Plx-006 Record Keeping for Councillors on 25 August 2014 and reviews are scheduled to coincide with Council elections. Its content has been expanded to include sections on management and disposal of Councillors records; Right to Information; access to records and unauthorised access or disclosure of Council records. This is to provide greater clarity to Councillors on their record keeping responsibilities.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Record Keeping for Councillors Policy (17-Plx-006) (Tracked Changes)
[16.2.1 - 5 pages]

16.3 Council Appointments to Internal and External Committees

FILE NO: SF2233/SF0095

AUTHOR: Anthea Rooney (Council and Committees Officer)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To approve Council appointments in respect of Committees, Authorities, Specific Purpose Committees and External Organisations.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)
Emergency Management Act 2006 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Workshop - 10 November 2022 - Council Appointments to Internal and External Committees

RECOMMENDATION:

That Council:

1. in respect of the Events Sponsorship Assessment Panel, a special committee convened pursuant to section 24 of the *Local Government Act 1993 (Tas)*:
 - (i) notes that the Panel's terms of reference call for a Councillor to chair the Panel and two additional Councillors to be appointed by Council;
 - (iii) notes that nominations Deputy Mayor Councillor M K Garwood, Councillor A G Harris, Councillor L M McMahon and Councillor A J Palmer have been received; and
 - (ii) following a ballot, appoints *[name]* as Chair, and *[name]* and *[name]* as Committee members.

2. in respect of the Transport Committee, a special committee convened pursuant to section 24 of the *Local Government Act 1993 (Tas)*:
 - (i) notes that the Committee's terms of reference call for a Councillor to chair the Committee and one additional Councillor to be appointed by Council;
 - (iii) notes that nominations Councillor G Razay, Councillor J J Pentridge and Councillor A G Harris have been received; and
 - (ii) following a ballot, appoints *[name]* as Chair and *[name]* as Committee member.

3. in respect of the Homelessness Advisory Committee, a special committee convened pursuant to section 24 of the *Local Government Act 1993* (Tas):
- (i) notes that the Committee's terms of reference call for a Councillor to chair the Committee and one additional Councillor to be appointed by Council;
 - (iii) notes that nominations Councillor G Razay, Councillor L M McMahon and Councillor T G Walker have been received; and
 - (ii) following a ballot, appoints *[name]* as Chair and *[name]* as Committee member.
4. pursuant to section 85 of the *Local Government Act 1993* (Tas), makes the following appointments:

AUDIT PANEL
(convened under section 85 of the Local Government Act 1993 (Tas))

Committee	Number of Councillor Vacancies	Nomination
Audit Panel	2	Councillor T G Walker Councillor D H McKenzie

5. pursuant to section 24 of the *Local Government Act 1993* (Tas), makes the following appointments:

SPECIAL COUNCIL COMMITTEE
(convened under section 24 of the Local Government Act 1993 (Tas))

Committee	Number of Councillor Vacancies	Nomination
Cataract Gorge Advisory Committee	2 (including Chair appointed by Council)	Councillor L M McMahon Councillor T G Walker
Community Grants (Organisations) Program	3	Councillor A J Palmer Councillor L M McMahon Deputy Mayor Councillor M K Garwood
Cultural Advisory Committee	2 (including one as Chair)	Councillor A J Britton Councillor T G Walker
Heritage Advisory Committee	2 (including one as Chair)	Councillor S Cai Councillor J J Pentridge
Access Advisory Committee	2 (including one as Chair)	Councillor A E Dawkins
Launceston City Heart Reference Group	4	Councillor G Razay Deputy Mayor Councillor M K Garwood Councillor A G Harris

Committee	Number of Councillor Vacancies	Nomination
Launceston Sister City Committee	3 (including one as Chair)	Councillor A J Palmer Councillor J J Pentridge Councillor A J Britton
Northern Youth Coordinating Committee	1 (Chair)	Deputy Mayor Councillor M K Garwood
Queen Victoria Museum and Art Gallery Governance Advisory Board	2 (including Mayor of the Day and Deputy Mayor of the Day (proxy with voting rights))	Mayor Councillor D C Gibson Deputy Mayor Councillor M K Garwood
Scholarships and Bursary Committee	2	Councillor S Cai Councillor A J Palmer
Tender Review Committee	Minimum of 3 (including one as Chair)	Councillor D H McKenzie Councillor J J Pentridge Councillor A G Harris Councillor T G Walker
Youth Advisory Group	Maximum of 3	Deputy Mayor Councillor M K Garwood Councillor L M McMahan

6. pursuant to section 20(A) of the *Emergency Management Act 2006* (Tas), makes the following appointment:

SPECIAL COMMITTEE

(convened under section 20(A) of the *Emergency Management Act 2006* (Tas))

Committee	Number of Councillor Vacancies	Nomination
Municipal Emergency Management Committee	1 (including acting as Municipal Chair)	Councillor D H McKenzie

7. makes the following appointments to Committees and Organisations external to the Council:

**COUNCIL EXTERNAL COMMITTEE MEMBERSHIP
(resulting from resolutions of Council)**

Committee	Number of Councillor Vacancies	Nomination
Australian Pacific Airports Launceston	1	Councillor D H McKenzie
Enterprize Tasmania Limited	1	Nominated Council Representative to be Chief Executive Officer
Franklin House Management Committee	1	Councillor A G Harris
Launceston College Association	1	Mayor Councillor D C Gibson
Launceston Safer Communities Partnership	2	Councillor L M McMahon Councillor S Cai
Local Government Association of Tasmania	2 (Mayor of the Day and Deputy Mayor of the Day (as proxy))	Mayor Councillor D C Gibson Deputy Mayor Councillor M K Garwood
Newstead College Association	1	Councillor A E Dawkins
TasWater Owners Representative	1 (Mayor of the Day)	Mayor Councillor D C Gibson
Theatre North Inc.	1	Councillor D H McKenzie Deputy Mayor Councillor M K Garwood
University of Tasmania Northern Campus Engagement and Advisory Group	3	Councillor D H McKenzie Councillor S Cai Councillor A G Harris
Economic Development Working Group	4	Councillor A G Harris Councillor S Cai Councillor T G Walker Councillor A J Britton

8. approves the final nominations outlining all appointed representatives for incorporation in the Committee Representation Details Procedure (14-HLPr-003).

9. notes the Committee Representation Details Procedure (14-HLPr-003) is to be reviewed in two years, to provide an opportunity for Council to revisit the nominations and appointments to all committees, authorities, specific purpose committees and external organisations.
 10. notes that the Terms of Reference (or policy statement) for each of the Council Committees should be reviewed by the responsible General Manager and the Committees and brought to Council within 12 months for consideration.
-

REPORT:

The purpose of this report is to finalise Council's appointments of representatives to Committees, Authorities, Specific Purpose Committees and External Organisations.

Preliminary discussions were conducted at the Workshop Meeting held on 10 November 2022 and the tentative nominations require endorsement.

1. The Nominations Table, which includes tentative nominations for the Committees, Authorities, Specific Purpose Committees and External Organisations (Attachment 1) will be incorporated into the Minutes for this Agenda item and will become the Appointment Table.
2. The appointments to each individual committee and other body will be considered for approval consecutively in the order that they appear on the Appointment Table.
3. Appointments may be made based on the nominations, or, in the event that there are more nominations than vacancies available and consensus cannot be reached, a secret ballot process may be held to determine the representative(s).
4. When the Appointment Table is completed, it is recommended that the final Appointment Table is approved for inclusion into the Committee Representation Details Procedure (14-HLPr-003).

With the four year term for all Councillors, the opportunity to review appointments midterm can be integrated into a two-yearly review process for the Committee Representation Details Procedure (14-HLPr-003). This would enable Councillors to reassess appointments and enable further opportunities for Councillors to extend their understanding across other Committees and bodies during their term of office.

In view of the recommendation for the two-yearly review of the Committee Representation Details Procedure (14-HLPr-003), it is considered timely for each Council committee to review its Terms of Reference. This will provide the Committees with an opportunity to bring the Terms of Reference back to Council for approval prior to the reconsideration of nominations and appointments to Council Committees, Authorities, Specific Purpose Committees and External Organisations in two years.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

16.4 Council Meetings (Frequency and Commencement Time) Policy

FILE NO: SF0975

AUTHOR: Leanne Purchase (Manager Governance)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider the Council Meetings (Frequency and Commencement Time) Policy (14-Plx-001).

As per Regulation 6(1) of the Local Government (Meeting Procedures) Regulations 2015, this decision requires an absolute majority of Council.

RELEVANT LEGISLATION:

Local Government (Meeting Procedures) Regulations 2015

PREVIOUS COUNCIL CONSIDERATION:

Council Meeting - 22 November 2018 - Agenda Item 19.1 - Council Meetings (Frequency and Commencement Time) Policy (14-Plx-001)

Special Council Meeting - 2 April 2020 - Agenda Item 6.1 - Partial Suspension of Council Meetings (Frequency and Commencement Time) Policy (14-Plx-001)

RECOMMENDATION:

That Council adopts the Council Meetings (Frequency and Commencement Time) Policy (14-Plx-001) as follows:

Council Meetings (Frequency and Commencement Time) Policy

PURPOSE

The purpose of this policy is to set the:

- commencement times of Council and Council Committee Meetings;
- frequency of Council Meetings; and
- the start time and day of Council's Annual General Meeting.

SCOPE

This policy applies to Council Meetings, Council Committee Meetings and the Annual General Meeting.

POLICY

1. Council Meetings

- 1.1 The first meeting of the calendar year will be a Council Meeting held on the fourth Thursday in January.
- 1.2. Subsequent Council Meetings will be held on alternate Thursdays.
- 1.3. If the Council Meeting falls on a Thursday that is a public holiday, the Council Meeting will be held on the Wednesday of the same week as the public holiday.
- 1.4. The final scheduled Council Meeting will be on either the second or third Thursday in December.
- 1.5. Council Meetings commence at 1.00pm.

2. Council Committee Meetings

- 2.1 The first meeting of a Council Committee will be convened on a day and time to be determined by Council by an absolute majority.
- 2.2 The day and time of subsequent Council Committee Meetings will be determined by the Council Committee by simple majority.

3. Annual General Meeting

- 3.1 The Annual General Meeting will be held on the first Thursday in December commencing at 5.30pm.

PRINCIPLES

The Council's organisational values apply to all activities.

RELATED POLICIES AND PROCEDURES

Council Meeting and Workshop Schedule (14-Rfx-009)

RELATED LEGISLATION

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015

REFERENCES

Not applicable.

DEFINITIONS

Not applicable.

REVIEW

This policy will be reviewed after each ordinary Council election, as required by the *Local Government (Meeting Procedures) Regulations 2015*.

REPORT:

Regulation 6(2) of the *Local Government (Meeting Procedures) Regulations 2015* requires Council to review the times of commencement of its meetings. Further, Regulation 6(1) states that a meeting is not to start before 6.00pm unless otherwise determined by Council by an absolute majority.

Additionally, section 72B(1)(a) of the *Local Government Act 1993* (Tas), requires that the Council holds an Annual General Meeting on a date that is not later than 15 December in each year.

The Council Meetings (Frequency and Commencement Time) Policy supports Council's compliance with the above and guides the Council's Officers in the preparation of meeting schedules.

Changes to the policy since it was last considered by Council are marked up in Attachment 1. The most notable changes to the policy are:

- the inclusion of a statement in relation to Council Committee Meetings. The inclusion of this statement will encourage consistency in relation to the establishment of Council Committees by Council; and
- the removal of text relating to the COVID-19 public health emergency in Tasmania, which concluded on 1 July 2022.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Council Meetings Policy Frequency and Commencement Time (14- Plx-001) [16.4.1 - 2 pages]

16.5 2023 Councillors' Meeting Schedule

FILE NO: SF0975

AUTHOR: Leanne Purchase (Manager Governance)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider the 2023 schedule of Council Meetings and Workshops.

RECOMMENDATION:

That Council notes:

1. the 2023 schedule of Workshops and Council Meetings as per the table below, which has been prepared with reference to the Council Meetings (Frequency and Commencement Time) Policy:

DAY	DATE	MEETING	TIME
Council in Recess from 16 December 2022 to 18 January 2023			
JANUARY			
Thursday	19 January	Workshop	9.00am
Wednesday	25 January	Council	1.00pm
26 January - PUBLIC HOLIDAY - Australia Day			
FEBRUARY			
Thursday	2 February	Workshop	9.00am
Thursday	9 February	Council	1.00pm
Thursday	16 February	Workshop	9.00am
Thursday	23 February	Council	1.00pm
MARCH			
Thursday	2 March	Workshop	9.00am
Thursday	9 March	Council	1.00pm
Thursday	16 March	Workshop	9.00am
Thursday	23 March	Council	1.00pm
Thursday	30 March	Workshop	9.00am
APRIL			
Thursday	6 April	Council	1.00pm
Thursday	13 April	Workshop	9.00am
Friday 7 April to Tuesday 11 April - PUBLIC HOLIDAYS - Easter			
Thursday	20 April	Council	1.00pm
Thursday	27 April	Workshop	9.00am

MAY			
Thursday	4 May	Council	1.00pm
Thursday	11 May	Workshop	9.00am
Thursday	18 May	Council	1.00pm
Thursday	25 May	Workshop	9.00am
JUNE			
Thursday	1 June	Council	1.00pm
Thursday	8 June	Workshop	9.00am
Thursday	15 June	Council	1.00pm
Thursday	22 June	Workshop	9.00am
Thursday	29 June	Council	1.00pm
JULY			
Thursday	6 July	Workshop	9.00am
Thursday	13 July	Council	1.00pm
Thursday	20 July	Workshop	9.00am
Thursday	27 July	Council	1.00pm
AUGUST			
Thursday	3 August	Workshop	9.00am
Thursday	10 August	Council	1.00pm
Thursday	17 August	Workshop	9.00am
Thursday	24 August	Council	1.00pm
Thursday	31 August	Workshop	9.00am
SEPTEMBER			
Thursday	7 September	Council	1.00pm
Thursday	14 September	Workshop	9.00am
Thursday	21 September	Council	1.00pm
Thursday	28 September	Workshop	9.00am
OCTOBER			
Thursday	5 October	Council	1.00pm
12 October - PUBLIC HOLIDAY - Launceston Show Day			
Thursday	19 October	Council	1.00pm
Thursday	26 October	Workshop	9.00am
NOVEMBER			
Thursday	2 November	Council	1.00pm
Thursday	9 November	Workshop	9.00am
Thursday	16 November	Council	1.00pm
Thursday	23 November	Workshop	9.00am
Thursday	30 November	Council	1.00pm

DECEMBER			
Thursday	7 December	Workshop	9.00am
Thursday	7 December	Annual General Meeting	5.30pm
Thursday	14 December	Council	1.00pm

2. that pre-Council Meeting Workshops will be calendared prior to each Council Meeting in case they are required.

REPORT:

The schedule of 2023 Workshops and Council Meetings has been prepared for noting by Council. The schedule was prepared with reference to the Council Meetings (Frequency and Commencement Time) Policy.

Councillors are asked to note that pre-Council Meeting Workshops will be calendared prior to each Council Meeting in case they are required.

The Council's Officers will advertise the schedule of Council Meetings in *The Examiner*, on the website www.launceston.tas.gov.au and in the Customer Service Centre.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

16.6 Petition Response - e-Scooters in Kings Meadows

FILE NO: SF7422

AUTHOR: Sarah McRobbie (Team Leader Strategy Economic Development and Analytics)

GENERAL MANAGER APPROVAL: Louise Foster (Organisational Services Network)

DECISION STATEMENT:

To consider a response to a petition received in relation to e-scooters in Kings Meadows.

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas) - section 60(2)(b)
Traffic Act 1925 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 5 October 2022 - Agenda Item 10.2 - Petition - Steve Coull - e-Scooters in Kings Meadows

RECOMMENDATION:

That Council includes consideration of the concerns identified in the petition submitted by Steve Coull as part of the review of the e-scooter trial.

REPORT:

The petition, submitted by Steve Coull included 512 signatures and was received by the Council on 5 October 2022, stated:

We the undersigned, strongly object to the proposal to introduce e-Scooters to the footpaths of the shopping centre of Hobart Road and the Meadow Mews and those footpaths connecting these sites.

Under section 60(2)(b) of the *Local Government Act 1993 (Tas)* a report is to be considered by Council within 42 days of receipt of the petition in order that Council determine any action to be taken in respect to the petition.

Background

In November 2021, the Tasmanian Government Legislative Council passed an amendment to *Traffic Act 1925 (Tas)*, to legislate personal mobility devices (PMD) in Tasmania. This enabled devices such as e-Scooters and other personal mobility devices to be used by commercial *hire and ride* operators as well as private users on footpaths, shared paths and some local roads.

Permission to operate is through a local government commercial activity/business permit.

In anticipation of the legislative change and appreciating micromobility transport options align strategically with the Greater Launceston Transport Vision and Work Plan and the Draft Launceston Transport Strategy, the City of Launceston invited expressions of interest (EOI) from potential e-scooter *hire and ride* operators for a 12-month trial of e-scooters - sharing in the Launceston municipality. The EOI enabled the Council to have some level of control over which hire and ride providers initially entered the e-scooter rental market.

The *hire and ride* trial commenced on 17 December 2021 and began in a limited capacity in Launceston, with e-scooters continuing to be prohibited in the central CBD and in some key parks and trails.

The Council and operators have worked together throughout the trial and this has enabled community feedback and issues to be addressed collaboratively and solutions developed together. A review of the trial will be undertaken after 17 December 2022, with early indications that operators have been very responsive to requests to change speeds in areas of high pedestrian activity, relocate parking areas, offer rider workshops and positively respond to other requests. High pedestrian areas have been analysed and using the technology that allows *geo fences* to be created, automatic speed restrictions are in place to limit the speed of the hire and ride scooter and prevent them from parking in identified locations.

Response to Petition

The operators have chosen not to extend their operating zone to date. Accordingly, the Council has not yet undertaken analysis to consider and request controls to prohibit use or restrict speeds in specific Kings Meadows locations such as the *footpaths of the shopping centre of Hobart Road and the Meadow Mews and those footpaths connecting these sites*.

The operators have been made aware of the community feedback received through petition of 512 signatures and the feedback and this will be incorporated into the review of the trial when the trial ends on 17 December 2022. Throughout the trial the Council, has and continues to work with, the two operators to inform short and long-term solutions associated with *hire and ride* e-Scooter businesses operating in Launceston. The review is the appropriate place for changes to be recommended to the operation of e-Scooters if required.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

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

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

Focus Areas:

3. To provide an environment that is supportive to business and development within the municipality.

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

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

Focus Areas:

1. To provide for the health, safety and welfare of the community.
3. To ensure decisions are made on the basis of accurate and relevant information.

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

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

Focus Areas:

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.

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

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

Focus Areas:

3. To improve and maintain accessibility, transport options and infrastructure within the Launceston area, including its rural areas.

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

17 CHIEF EXECUTIVE OFFICER NETWORK

17.1 2022 Local Government Election - Declarations of Office

FILE NO: SF7456

AUTHOR: Leanne Purchase (Manager Governance)

CHIEF EXECUTIVE OFFICER APPROVAL: Michael Stretton

DECISION STATEMENT:

To acknowledge the making of declarations of office, as required by section 321 of the *Local Government Act 1993* (Tas).

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

RECOMMENDATION:

That Council:

1. notes the Certificate of Election issued to the City of Launceston on 1 November 2018 (ECM Doc Set ID 4806287).
 2. acknowledges that Matthew Garwood, George Razay, Joe Pentridge, Andrea Dawkins, Andrew Palmer, Lindi McMahon, Alan Harris, Tim Walker, Susie Cai and Alex Britton made their declarations of office at Town Hall on Tuesday, 8 November 2022 from 2.30pm.
 3. acknowledges that Danny Gibson made his declaration of office at Town Hall on 2 November 2022 at 1.00pm.
 4. acknowledges that Hugh McKenzie made his declaration of office at Town Hall on 3 November 2022 at 11.00am.
-

REPORT:

A Certificate of Election for the 2022 Local Government Elections was issued to City of Launceston on 1 November 2018 (Attachment 1).

Section 321 of the *Local Government Act 1993* (Tas) requires that:

- (1) Any person elected as councillor must make a prescribed declaration in a prescribed manner.
-

- (2) A person elected as a councillor who has not made a declaration must not-
 - (a) act in the office of councillor, mayor or deputy mayor; or
 - (b) take part in the proceedings of any meeting of the council or a committee.
- (3) A council is to acknowledge the making of a declaration at its meeting and the general manager is to record that fact in the minutes of that meeting.

The Councillors named in the Certificate of Election made their declarations of office at Town Hall on Tuesday, 8 November 2018 from 2.30pm with the exception of Councillor Danny Gibson who made his declaration of office before the Chief Executive Officer on 2 November 2022 at 1.00pm and Councillor Hugh McKenzie who made his declaration of office before the Chief Executive Officer on 3 November 2022 at 11.00am.

The Chief Executive Officer, Michael Stretton, was a witness to each declaration of office.

Council's resolution in respect of this report's Recommendation will be minuted, as is standard practice.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

1. Certificate of Election (Signed) - 2022 Launceston City [17.1.1 - 1 page]

17.2 Notices of Motion - Annual General Meeting - 2 December 2021

FILE NO: SF0098

CHIEF EXECUTIVE OFFICER APPROVAL: Michael Stretton

DECISION STATEMENT:

To provide an update on the progress of the investigation into the Notices of Motion raised at the City of Launceston's Annual General Meeting held on 2 December 2021, being:

That Council:

- (i) reviews those matters it is responsible for in connection with the operation of the social services (food distribution for the poor and those sleeping on the street) as operated in the Brisbane Street Mall.*
- (ii) reviews existing rules and signage as it relates to cycling in the Brisbane Street Mall.*

RELEVANT LEGISLATION:

Local Government Act 1993 (Tas)

PREVIOUS COUNCIL CONSIDERATION:

Council - 16 December 2021 - Agenda Item 20.1 - Report on Council's 2021 Annual General Meeting

Council - 16 December 2021 - Agenda Item 20.2 - Notice of Motion - Annual General Meeting - Mr Robin Smith - Cycling in the Brisbane Street Mall - 2 December 2021

Council - 16 December 2021 - Agenda Item 20.3 - Notice of Motion - Annual General Meeting - Mr Robin Smith - Brisbane Street Mall Social Services - 2 December 2021

RECOMMENDATION:

That Council, in respect of two Notices of Motion carried at the City of Launceston's Annual General Meeting held on 2 December 2021 (1. reviews those matters it is responsible for in connection with the operation of the social services (food distribution for the poor and those sleeping on the street) as operated in the Brisbane Street Mall and 2. reviews existing rules and signage as it relates to cycling in the Brisbane Street Mall) notes that investigations of these matters have concluded.

REPORT:

At the City of Launceston Annual General Meeting held on 2 December 2021, the following Notices of Motion, submitted by Mr Robin Smith, were passed:

1. That Council reviews those matters it is responsible for in connection with the operation of the social services (food distribution for the poor and those sleeping on the street) as operated in the Brisbane Street Mall.
-

2. That Council reviews existing rules and signage as it relates to cycling in the Brisbane Street Mall.

Section 72B(6) of the *Local Government Act 1993* (Tas) requires that a motion passed at the Annual General Meeting is to be considered at the next Meeting of Council (being 16 December 2022). As both Notices of Motion were endorsed and subsequently required further investigation, the Council's Officers were tasked with the responsibility to investigate and provide a report to Council at a future Meeting.

Accordingly, investigations into the Notices of Motion endorsed at the Council Meeting held on 16 December 2021 have concluded and details are provided below:

1. That Council reviews those matters it is responsible for in connection with the operation of the social services (food distribution for the poor and those sleeping on the street) as operated in the Brisbane Street Mall.

Officer Comment:

Tracey Mallett (Manager Liveable Communities)

The Council is not responsible for the provision of services such as food distribution for the poor and those sleeping on the street. Instead, the Council partners with multiple agencies to ensure a coordinated approach is provided to those members of our community sleeping rough or homeless. A regular working group of these agencies has been meeting for the past two years to coordinate all approaches and has seen great benefits from this approach. Recently, this working group was formalised into the Homelessness Advisory Group, a Section 24 Special Committee of Council. This will provide greater accountability and opportunities for advocacy to ensure equitable services are provided across the municipality to those in need of assistance.

2. That Council reviews existing rules and signage as it relates to cycling in the Brisbane Street Mall.

Officer Comment:

Kathryn Pugh (Manager Infrastructure and Engineering)

A desktop review of the use of bicycles and skateboards in the CBD was undertaken by external consultants, with the final report delivered in August 2022. The assessment identified that the current restrictions impacts very few cyclists and skateboarders, but that their removal may increase cyclists and skateboarders in highly pedestrianised areas, causing nuisance and loss of amenity. It was concluded that the current restrictions are suitable, and no changes are required.

RISK IMPLICATIONS:

Not considered relevant to this report.

ECONOMIC, ENVIRONMENTAL AND SOCIAL IMPACT:

Not considered relevant to this report.

STRATEGIC DOCUMENT REFERENCE:

City of Launceston Corporate Strategic Plan 2014 - 2024

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

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

Focus Areas:

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

BUDGET AND FINANCIAL IMPLICATIONS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

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

ATTACHMENTS:

Nil

18. MEETING CLOSURE

19. NEXT COUNCIL MEETING DATE

The next Ordinary Meeting of Council will be held at 1.00pm on 1 December 2022 at the Council Chambers, Town Hall, 18-28 St John Street, Launceston.