

Employment Information Package



Environmental Health Officer

Position number: POS0130

Enquiries:

*Position enquires must be submitted by 23 December 2024, or after 1 January 2025.

Name: Nikki Folo

Position: Acting Team Leader Environmental Health

Phone: 03 6323 3216

Email: nikki.folo@launceston.tas.gov.au

Application closing date: 3:00PM, FRIDAY, 10 JANUARY 2025



City of
LAUNCESTON

Town Hall, 18-28 St John Street Launceston

T 03 6323 3000

E contactus@launceston.tas.gov.au

www.launceston.tas.gov.au

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Address all correspondence to:

Manager People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston organisational chart

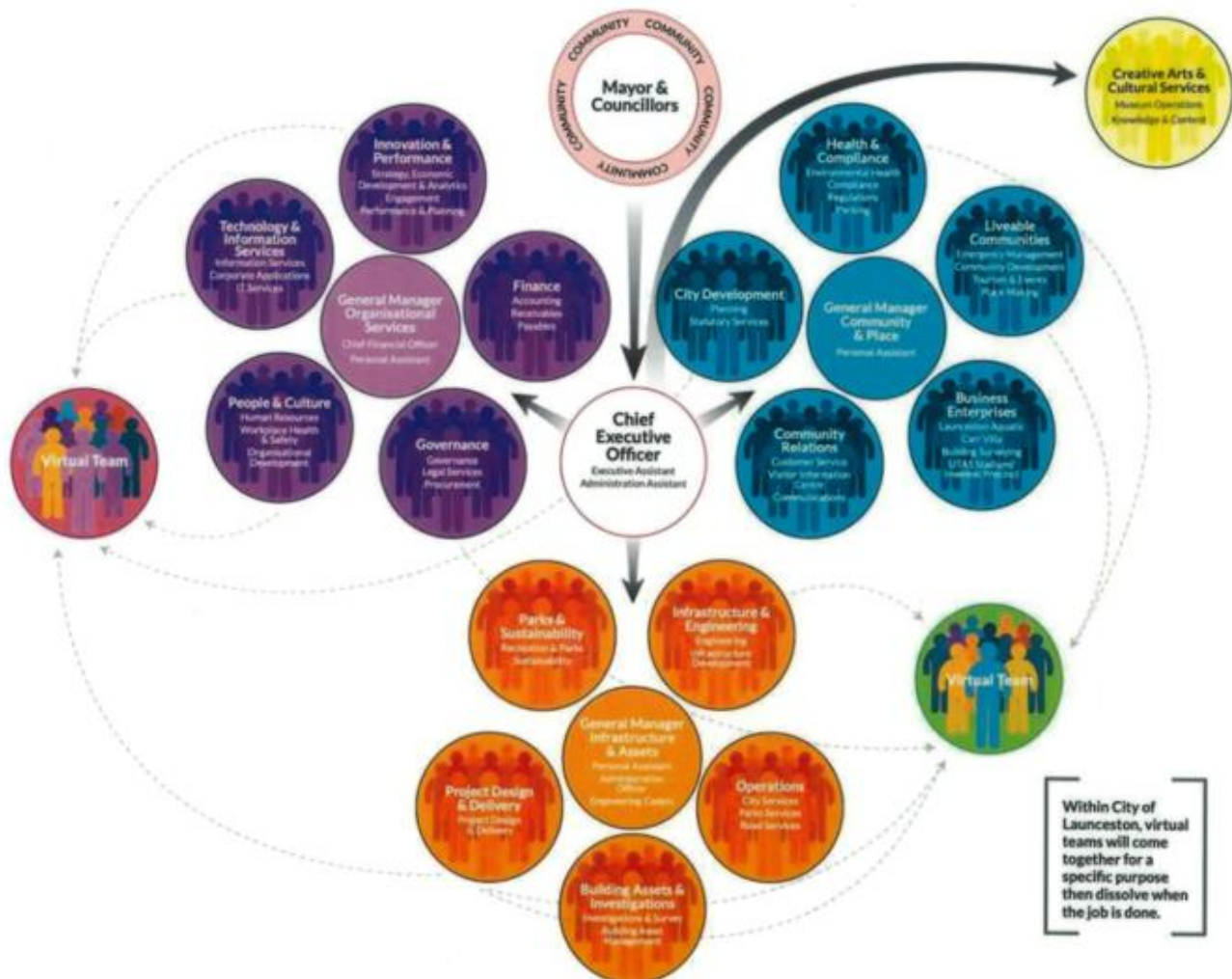
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

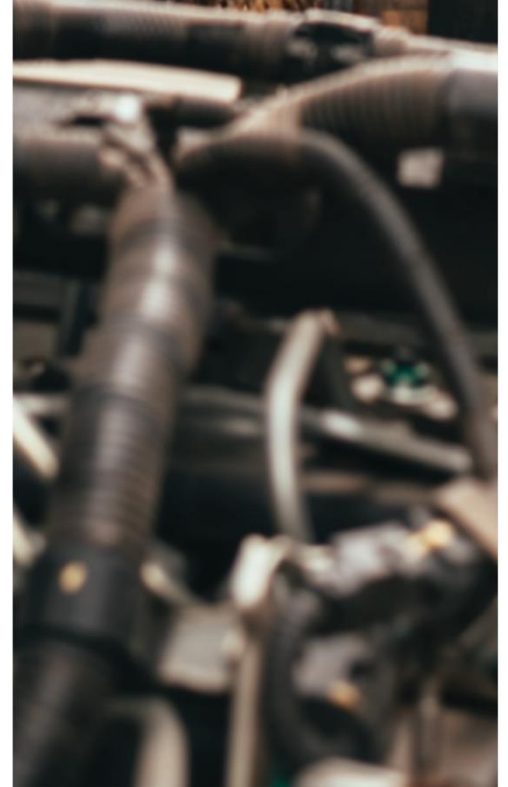
Recruitment steps

1. Application received
2. Shortlisting
 - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
 - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
 - Reference Check
 - Police Check
 - Medical Assessment
 - Drug and Alcohol screening

All costs covered by City of Launceston
5. Suitability determination and preferred candidate identified
6. Letter of Offer

Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.



Some words from the team

Get to know us a little and come and join our team!

A friendly work culture where staff are always happy to collaborate to work through the varied scenarios found in the Environmental Health field.

Good work culture which enables EHO's to be effective in our role of providing essential services to the community.

Flexible working arrangements to balance work and personal life. Importantly, the ability to take time for family or personal events when needed and either work from home or make up the time or have the time off.

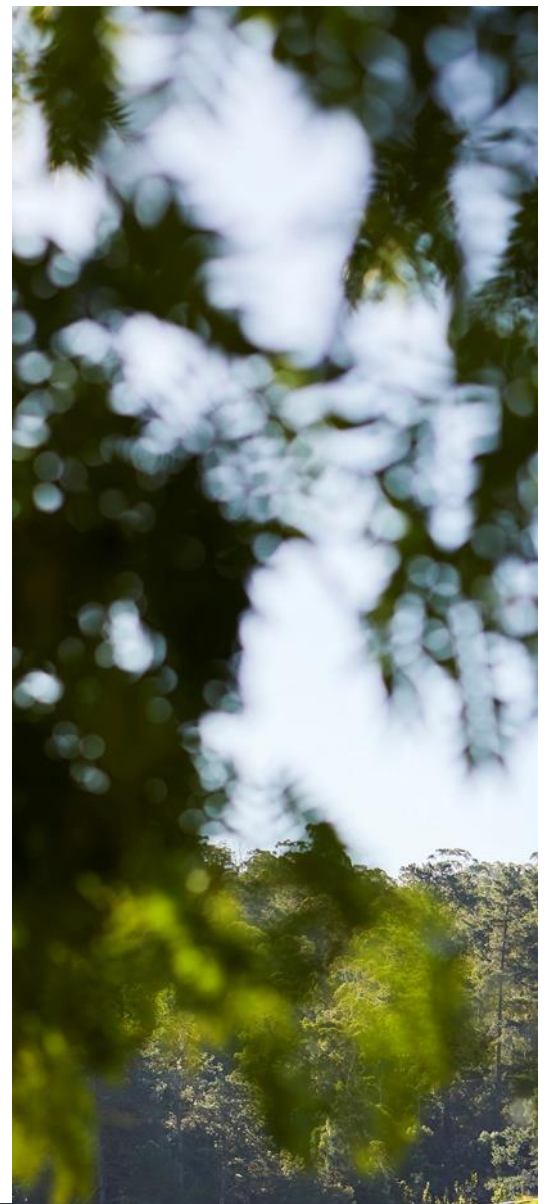
Great team who gets along, cares for and respects each other.

Leaders who are approachable, empathetic and fair, have your back and are there to help.

Training opportunities always offered.

Being able to sit outside or go for a walk to have meetings or 1:1's

Not only are the whole team friendly and welcoming, but I feel like a valued member of the team. The culture amongst both the direct team and the organisation is very supportive and they care about you as a person and not just as an employee. Even though I have been here a short period of time I have experienced the organisational values in all aspects of Council. In short, working for Council is the best decision I have made!





A variety of both city and rural environmental health activities.

Part of a larger team of EHOs and support staff.

Team excursions and activities to provide balance and support team relationships, extend our professional knowledge and strengthen our team culture.

An organisation that puts emphasis on both physical and mental health.

Council covers full EHA memberships.

Realistic expectations on workloads and capacity to undertake tasks.

Encouragement to learn new skills.

A central location in Tasmania, day trips to the south, east, north and west.

A close working relationship with Public Health Services at Department of Health.

The team acknowledges our different working styles and personalities, allowing us to have open communication and conversations to achieve an open minded and accepting work environment.





What we offer:

Join a team that puts people first with a **Values driven culture**.

Enjoy a **19-day month** (with an RDO) to give you the balance you deserve.

Generous Superannuation with a competitive **15.25% super contribution**.

Work-Life Balance - Flexible working conditions and supportive team environment.

Work for a **community-focused** organisation and make a positive difference.

Relocation Support - Relocation assistance for interstate candidates

Enjoy discounted employee parking and a range of employee benefits

Exciting Employee Benefits, including discounted health insurance and gym access

General conditions of employment

Position title	Environmental Health Officer
Employment terms	Permanent, Full-time
Working pattern	19-day month
Total remuneration	<p>Remuneration commensurate with industry experience Grade 4/5</p> <p>Range within Grade 4: \$87,447 - \$92,007* <i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$75,876 - \$79,833</p> <p>Grade 5: \$93,282 - \$106,239* <i>*Total remuneration includes superannuation, as detailed below</i></p> <p>Base salary \$80,939 - \$92,182</p>
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

PF NUMBER:		POS NUMBER:	POS0130
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POSITION TITLE:	Environmental Health Officer
AWARD CLASSIFICATION:	Grade 4/5
EMPLOYEE:	
TEAM:	Health and Compliance
NETWORK:	Community and Place
REPORTS TO:	Team Leader Environmental Health
PREPARED BY:	Natasha Tempest
DATE:	November 2024

APPROVED BY:	
NAME:	Michelle Ogulin
POSITION:	Acting General Manager Community and Place
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

The purpose of the Environmental Health team is to create and maintain a healthy and sustainable environment for our community through the promotion and protection of public and environmental health.

The role of the Environmental Health Officer (EHO) is to directly influence the community to protect and improve public and environmental health by delivering, enforcing, and educating people in statutory food, public and environmental health risk and evidence based programs. Ensuring the City of Launceston provides best practice compliance services to the community in conserving, enhancing, and promoting our environment for the health, wellbeing, and amenity of our community.

This role will see an EHO:

- Make recommendations and decisions, and implement enforcement actions within the principles of natural justice to ensure compliance with statutory requirements under state legislation and regulations, and council by-laws, policies, and procedures;
- Provide accurate and timely specialist advice on environmental management and public health matters;
- Proactively inspect and investigate public and environmental health activities, applying risk and evidence-based judgement to determine and undertake appropriate enforcement action to regulate and prosecute in the event of non-compliance;
- Interpret professional reports and provide specialist expert advice in the field of Environmental Health to inform decision making, consult with stakeholders, and take required action;

- Educate and provide specialist expert advice within the organisation and to stakeholders, and our community in public and environmental health;
- Use sound judgement and strong communication skills to problem solve and deliver a customer-focused outcome; and
- Assist in maintaining and developing a constructive continuous improvement culture within the team and organisation by actively identifying and participating in opportunities for improvement and growth.

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of our values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across networks. Support delivery of the Network's strategic and annual plan actions. Work with horizontal teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback. Collaborative opportunities are sought across Networks.
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network.	Improved work practices and projects.
Technical		
Teamwork and leadership	Participate as a member of the team in striving for continuous improvement in our processes and practices. Provide assistance to other EHOs, and specialist expert advice to the Team Leader Environmental Health and Council teams when required. Promote Council's values by displaying appropriate behaviours that align with Council's values. Continually contribute to improving Council's culture. Work collaboratively with external agencies and stakeholders and multidisciplinary technical experts. As required provide assistance to graduate and student placements.	An effective and efficient team that are engaged in their work and welcome the opportunity for feedback. Collaborate with internal and external stakeholders. Representation and specialist technical advice on working groups, technical committees and submissions. Provide feedback to Team Leader on development of graduates and students.
Customer service	Be responsible for managing your workload and address customer complaints with a can-do attitude and achieve outcomes in a timely manner. Work to deliver a customer-focussed outcome whilst enforcing and educating people on the requirements of state legislation and Council by-laws. Undertake actions and provide regulatory direction and guidance in an emergency. Undertake pro-active, customer focused initiatives.	Inspections, reports and investigations are actioned in compliance with statutory obligations, and Council policies and procedures. Community and businesses are aware of and align with their environmental duties.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Development and delivery of educational and promotional programs and initiatives.</p> <p>Participate in the development and implementation of evidence based prevention and control resources for internal and external customers.</p>	<p>Manage customer expectations and keep customers informed. Proactively identify opportunities for educational activities and deliver community education initiatives.</p> <p>Resources are provided in a timely manner, customers are informed, and processes are verified.</p>
Environmental Health	<p>Undertake environmental health and/or environmental investigations, inspections and tasks in line with statutory requirements.</p> <p>Provide specialist expert advice that may be relied upon as guidance and part justification for adopting a particular course of action that impacts and influences internal teams, external agencies and customers.</p> <p>Prepare and maintain records, Council database and complete operational documentation and register documents in Council's record keeping systems.</p> <p>Develop, document and review procedures, policies, and strategies.</p> <p>Maintain a current working knowledge of relevant industry developments, legislation and technical practices.</p> <p>Undertake after hours work as required.</p> <p>Identify risks within our workplace and the community and work with the team to develop and implement evidence based prevention and control programs.</p>	<p>Undertake functions and activities as a delegated / authorised Council Officer within specified timeframes and provide informed, accurate and timely specialised advice to the Team Leader, Council staff, external agencies, and the community.</p> <p>Records are maintained, and accurate and high quality documentation is completed and recorded in accordance with Council Policy and legislative requirements.</p> <p>Assist the team leader with identifying areas for continuous improvement of processes and systems.</p> <p>Identify and participate in CPD opportunities.</p> <p>Work after hours as required.</p>
Communication	<p>Advise the Team Leader of any developing contentious or politically sensitive issues that may be arising.</p> <p>Update the Team Leader on complex and escalated complaints and issues.</p> <p>Provide proficient verbal and written communication to all internal and external customers.</p> <p>Investigate, research and write technical reports.</p>	<p>Team Leader is aware of developing issues and complaints in a timely manner.</p> <p>Develop written material for publication or distribution.</p>
Represent Council	Attend Council/Committee meetings as required.	As required and to a professional standard.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Represent Council at meetings and seminars et cetera and serve on community and technical committees and working groups as required.</p> <p>Appear in court to give evidence in prosecutions.</p>	<p>Representation and specialist technical advice on working groups, technical committees and submissions.</p>
<p>Liaise with external agencies</p>	<p>Form and maintain good relationships with external customers including:</p> <ul style="list-style-type: none"> • Community and businesses • Department of Justice • Department of Natural Resources and Environment • Department of Health • TasWater • Environment Protection Authority • Tasmania Police • Local Government Association of Tasmania • University Institutions • Environmental Health Australia • Local Governments 	<p>Good working relationships are developed and maintained.</p>
<p>Work Safely with a Duty of Care for fellow employees and ensure procedural compliance</p>	<p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: While the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	Yes
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
<ul style="list-style-type: none"> • Community Focussed: considers community/customers in decision making
<ul style="list-style-type: none"> • Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
<ul style="list-style-type: none"> • Create and Innovate: displays initiative & considers different ideas and perspectives
<ul style="list-style-type: none"> • Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific
<ul style="list-style-type: none"> • Comprehensive knowledge and demonstrated application of all current public and environmental health legislation, guidelines, Australian Standards, by-laws and codes of practice, coupled with a proven ability to adopt emerging responsibilities within the governing framework.
<ul style="list-style-type: none"> • Understanding of court practices and procedures, and ability to interpret state legislation, regulation and council by-laws and policies.
<ul style="list-style-type: none"> • Strong interpersonal skills including: <ul style="list-style-type: none"> ○ Written and verbal communication ○ Conflict resolution and negotiation skills ○ Ability to work autonomously and in a team ○ Customer service ○ Problem solving
<ul style="list-style-type: none"> • Demonstrated ability to professionally and autonomously undertake regulation and compliance with diverse client groups that is proactive and customer orientated, displaying strong interpersonal skills and the ability to make and communicate decisions, manage conflict and influence outcomes, whilst being resilient and flexible.
<ul style="list-style-type: none"> • Demonstrate strong personal management skills to consistently achieve high quality work outputs, the ability to prioritise, meet deadlines and capacity to embrace technological advancements and improvements in regulatory methods.
<ul style="list-style-type: none"> • Manage and achieve objectives, multi-task and effectively coordinate inputs from stakeholders.
<ul style="list-style-type: none"> • Strong computer skills in a range of specialist software programs and the ability to learn new corporate software programs.
<ul style="list-style-type: none"> • Immunised against Tetanus and Hepatitis B (preferred options). Also preferable to be immunised against Hepatitis A and Whooping Cough.
<ul style="list-style-type: none"> • Current driver's licence.
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> • Bachelor of Health Science (Environmental Health) or equivalent qualifications to the satisfaction of the Director of Public Health, with the ability to accept authorisations and delegations as an Environmental Health Officer. • Demonstrated experience working as an EHO including: <ul style="list-style-type: none"> ○ Proficient in the assessment of food premises, environmental nuisances, on-site wastewater treatment systems and other relevant areas of environmental and public health. ○ Comprehensive knowledge, understanding and application of all relevant legislation pertaining to the role of an Environmental Health Officer.

- Professionally, proactively, and autonomously undertake regulation and compliance activities with diverse stakeholders with strong interpersonal skills and the ability to independently make and communicate decisions, manage conflict, and influence outcomes.

REPORTING STRUCTURE

Manager	Manager Health & Compliance
Team Leader	Team Leader Environmental Health
Direct Reports	Nil

KEY RELATIONSHIPS

(External and Internal Customers, Supplier, Colleagues, etc)

Internal	Nature of Relationships
Other City of Launceston staff	Working relationship
External	Nature of Relationships
State Government Departments	Information and advice
Contractors	Contract Management
Medical Officer	Service Agreements
Developers: <ul style="list-style-type: none"> • Surveyors • Builders • Plumbers • Architects • Engineers 	Regulatory and advisory
Food Business and Place of Assembly Operators	Regulatory and advisory
Operators of other businesses (Level 1 under the Environmental Management & Pollution Control Act)	Regulatory and advisory
Operators of other businesses that require a licence/registration/permit under the Public Health Act and Food Act	Regulatory and advisory

DELEGATIONS & AUTHORISATIONS

(Local Government Act, By-Laws etc.)

Purchasing Approvals	Limit \$0
Public Health Act 1997	S11(1) & 31 Authorised Officer S30 Entry, inspection and seizure S32 Production of records S33 Production of things (for purpose of evidence) S34 Production of licence S35 Photographs, sketches, measurements and recordings S36 Information requirements S84 Over crowding S86 Unhealthy buildings S131 Taking of water samples S148 Requirement to provide information S158 Proceedings S169 Service of infringement notices

	<p>S176 Withdrawal of infringement notice S190 Sale or disposal of forfeited things S191 Return of and access to seized things S192 Sale or disposal of seized things S92 Serve rectification notice for unhealthy premises S119 Issue note to comply with directions in relation to any regulated system S181 Renew licence of a place of assembly S82 Vary a place of assembly licence S97 Grant registration of public health risk activity S101 Renew registration of a premises - health risk activity S102 Vary certificate of registration for a premises - health risk activity S110 Renew a licence to carry out a health risk activity S111 Vary licence conditions to carry out a health risk activity S115 Grant registration for a regulated system S121 Renew registration for a regulated system S122 Vary conditions of registration for a health risk activity S129 Issue notices and orders in relation to water quality S135 Issue certificate of registration for private water supplier S67C Smoking in smoke-free areas prohibited S67D Offence by occupiers in smoke-free areas</p>
Food Act 2003	<p>S101(2) & 102 Authorised Officer S24 Defence relating to publication of advertisement S33 Orders to prevent danger to public health S40 Entry, inspection and seizure S41 Search Warrants S44 Interference with seized items S46 Seized items S47 Notification of seizure S49 Return of seized items S48 Destruction of filthy, decomposed or putrid matter S62 Prohibition Notice S59 Improvement Notices S104 Institute proceedings S73 Procedure for taking food samples S118 Infringement Notice S113 Proceeding relating to third persons</p>
Local Government Act 1993	<p>S200 Authority to sign an abatement notice S201 Authority to take action to abate a nuisance S237 Sign any summons notice or other document requiring authentication by the Council S240 Appear before any court or instigate any proceedings</p>
Litter Act 2007	
Environmental Management & Pollution Control Act 1994	<p>S21 Appointment Council Officer</p>
Documents on behalf of Council (authorised to sign)	<p>Notices and Orders under Food Act 2003 Notices and Infringement Notices under Public Health Act 1997 Infringement Notices under Environmental Management and Pollution Control Act 1994</p>

	Notices under the Local Government Act 1993 Section 200 – Abatement Notices
Legal action/miscellaneous Appeals	Give Expert Witness in Court Assist in prosecutions/appeals

Confidentiality

Staff are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> • Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism; • Seeks feedback broadly and asks others for help with own development areas; and • Translates feedback into an opportunity to develop.



City of
LAUNCESTON

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