



City of
LAUNCESTON

COUNCIL MINUTES

**COUNCIL MEETING
MONDAY 27 FEBRUARY 2017
1.00pm**

City of Launceston

COUNCIL MINUTES

Monday 27 February 2017

The Ordinary Meeting of the City of Launceston Council was held at the Council Chambers, Town Hall, St John Street, Launceston:

Date: 27 February 2017

Time: 1.00pm

Section 65 Certificate of Qualified Advice

Background

Section 65 of the *Local Government Act 1993* requires the General Manager to certify that any advice, information or recommendation given to Council is provided by a person with appropriate qualifications or experience.

Declaration

I certify that persons with appropriate qualifications and experience have provided the advice, information and recommendations given to Council in the Minutes Items for this Meeting.



Robert Dobrzynski
General Manager

City of Launceston

COUNCIL MINUTES

Monday 27 February 2017

Present: **Alderman** **A M van Zetten (Mayor)**
R I Soward (Deputy Mayor)
R L McKendrick
R J Sands
D H McKenzie
J G Cox
D C Gibson
J Finlay
D W Alexander
S R F Wood
E K Williams
K P Stojansek

In Attendance: **Mr R S Dobrzynski (General Manager)**
Mr S G Eberhardt (Acting Director Infrastructure Services)
Mrs L M Hurst (Director Development Services)
Mr R K Sweetnam (Director Facilities Management)
Mr R Mulvaney (Director Queen Victoria Museum and Art Gallery)
Mr M J Tidey (Director Corporate Services)
Mr D E Sinfield (Director Major Projects)
Mr J A Davis (Manager Corporate Strategy)
Mrs A Rooney (Committee Clerk)

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City of Launceston

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1 OPENING OF MEETING - ATTENDANCE AND APOLOGIES

The Mayor, Alderman A M van Zetten, opened the Meeting at 1.00pm.

2 DECLARATIONS OF INTEREST

Local Government Act 1993 - Section 48

(A councillor must declare any interest that the councillor has in a matter before any discussion on that matter commences.)

No Declarations of Interest were identified as part of these Minutes

3 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 13 February 2017 be confirmed as a true and correct record.

DECISION: 27 February 2017

MOTION

Moved Alderman D H McKenzie, seconded Alderman R I Soward.

That the Motion, as per the Recommendation to Council, be adopted.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

4 DEPUTATIONS

No Deputations were identified as part of these Minutes

5 PETITIONS

Local Government Act 1993 - Sections 57 and 58

No Petitions were identified as part of these Minutes

6 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 Minutes Items; that opportunity exists when that Minutes Item is about to be considered. Speakers are not to request funding or ask questions of Council. Printed documentation may be left for Aldermen.)

No Community Reports were registered with Council as part of these Minutes

7 PUBLIC QUESTION TIME

Local Government (Meeting Procedures) Regulations 2015 - Regulation 31

7.1 Public Questions on Notice

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

(Questions on Notice must be in writing and should be received by the General Manager at least seven days before the relevant Council Meeting. Questions on Notice will be researched by Council Officers and both the Question on Notice (as received) and the response will be provided at the Council Meeting and a reply in writing will also be provided.)

No Public Questions on Notice were identified as part of these Minutes

7.2 Public Questions without Notice

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

(Members of the public who ask Questions without Notice at a meeting will have both the question and any answer provided recorded in the Minutes. Council Officers will endeavour to answer the question asked at the meeting, however, that is not always possible and more research may be required. If an answer cannot be provided at the Meeting, the question will be treated as a Question on Notice. A response will be provided at the next Council Meeting.)

7.2.1 Mr Basil Fitch - Code of Conduct

- 1. With reference to the Council's decision to approve the relocation of the University of Tasmania to the Inveresk site, could the General Manager investigate whether any Aldermen have business interests in the CBD?**
- 2. With reference to the use of an external Code of Conduct Panel, could Council consider amending the Model Code of Conduct for Aldermen to enable a Code of Conduct Panel to be set up as an internal Council Panel.**

The Mayor, Alderman A M van Zetten, noted that these questions would be taken as Questions on Notice and responses to these questions will be included in the Council Agenda for 20 March 2017.

7.2.2 Mr Basil Fitch - C H Smith Site

Are Aldermen aware that five development application have been made for the C H Smith site and the Heritage Protection Society has been involved in an appeal for each application?

The Mayor, Alderman A M van Zetten, indicated that Aldermen would be well aware of the history of the C H Smith site.

The Mayor, Alderman A M van Zetten, announced that 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 8 - Planning Authority.

8 PLANNING AUTHORITY

8.1 132-134 Hobart Road, Kings Meadows - Bulky Goods Sales - Showroom; Advertising Signage - Moving Illuminated Building Fascia Sign

FILE NO: DA0608/2016

AUTHOR: Marilyn Burns (Urban Design Planner)

DIRECTOR: Leanne Hurst (Director Development Services)

DECISION STATEMENT:

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

RECOMMENDATION:

That, in accordance with Section 51 and Section 57 of the *Land Use Planning and Approvals Act 1993* and the Launceston Interim Planning Scheme 2015, a permit be granted, for DA0608/2016 - Bulky Goods Sales - showroom; advertising signage - moving illuminated building fascia sign at 132-134 Hobart Road, Kings Meadows, subject to the following conditions:

1. ENDORSED PLANS & DOCUMENTS

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

- a. Elevation, prepared by Claude Neon, Design No. 7545, LED Screen, Rev A, Page No 01, dated 23/11/2016.
- b. Site Plan, prepared by Claude Neon, LED screen, undated.
- c. Specifications, prepared by Claude Neon, XD6/XD10 SMD HD Outdoor LED Display, Page No 1 - 4, undated.

2. LEGAL TITLE

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

3. HOURS OF CONSTRUCTION

Construction works must only be carried out between the hours of 7.00am to 6.00pm Monday to Friday and 8.00am to 5.00pm Saturday and no works on Sunday or Public Holidays.

8.1 132-134 Hobart Road, Kings Meadows - Bulky Goods Sales - Showroom; Advertising Signage - Moving Illuminated Building Fascia Sign ...(Cont'd)

4. SIGNAGE CONTENT

The LED screen must have a minimum dwell time of 30 seconds. The images displayed must be static and change between static images must be instantaneous. The sign must not be coloured like an official traffic sign, imitate a traffic control device or give instructions to traffic such as 'give way' or 'stop.' Apart from this, content of the sign may be updated or changed without separate approval of Council, subject to:

- a. The structure, location and size of the signage not changing.
- b. There is no third party signage.
- c. Compliance with the requirements of the planning scheme in place at the time.

5. ILLUMINATION

The LED screen must have a maximum luminance level of 2900 nits. The screen must be dimmed to a level to the satisfaction of the Manager Planning Services when in use outside of daylight hours. The screen must only be active during the hours of 6.00am and 10.00pm.

6. REMOVAL OF EXISTING SIGN

Prior to the erection or display of the sign approved by this permit, the sign nominated for removal on the subject land must be removed.

7. SIGN MAINTENANCE

The sign must be constructed and maintained in good condition to the satisfaction of the Council. The LED screen must incorporate an automatic error detection system which will turn the display off or switch to a blank, black screen should the screen or system malfunction.

Notes**A. General**

This permit was issued based on the proposal documents submitted for DA0608/2016.

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

This permit takes effect after:

- a. *The 14 day appeal period expires; or*
 - b. *Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned 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.*
-

**8.1 132-134 Hobart Road, Kings Meadows - Bulky Goods Sales - Showroom;
Advertising Signage - Moving Illuminated Building Fascia Sign ...(Cont'd)**

This permit is valid for two years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted subject to the provisions of the Land Use Planning and Approvals Act 1993 as amended, by a request to Council.

B. Appeal Provisions

A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal.

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 Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au <<http://www.rmpat.tas.gov.au>>

C. Permit Commencement

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

Mrs L Hurst (Director Development Services), Mr R Jamieson (Manager Planning) and Ms M Burns (Urban Design Planner) were in attendance to answer questions of Council in respect of this Agenda Item.

DECISION: 27 February 2017**MOTION**

Moved Alderman R L McKendrick.

That, in accordance with Section 51 and Section 57 of the *Land Use Planning and Approvals Act 1993* and the Launceston Interim Planning Scheme 2015, a permit be granted, for DA0608/2016 - Bulky Goods Sales - showroom; advertising signage - moving illuminated building fascia sign at 132-134 Hobart Road, Kings Meadows, subject to the following conditions:

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**8.1 132-134 Hobart Road, Kings Meadows - Bulky Goods Sales - Showroom;
Advertising Signage - Moving Illuminated Building Fascia Sign ...(Cont'd)**

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- b. Site Plan, prepared by Claude Neon, LED screen, undated.
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2. LEGAL TITLE

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

3. HOURS OF CONSTRUCTION

Construction works must only be carried out between the hours of 7.00am to 6.00pm Monday to Friday and 8.00am to 5.00pm Saturday and no works on Sunday or Public Holidays.

4. SIGNAGE CONTENT

The LED screen must have a minimum dwell time of 15 seconds. The images displayed must be static and change between static images must be instantaneous. The sign must not be coloured like an official traffic sign, imitate a traffic control device or give instructions to traffic such as 'give way' or 'stop.' Apart from this, content of the sign may be updated or changed without separate approval of Council, subject to:

- a. The structure, location and size of the signage not changing.
- b. There is no third party signage.
- c. Compliance with the requirements of the planning scheme in place at the time.

5. ILLUMINATION

The LED screen must have a maximum luminance level of 2900 nits. The screen must be dimmed to a level to the satisfaction of the Manager Planning Services when in use outside of daylight hours. The screen must only be active during the hours of 6.00am and 10.00pm.

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- 8.1 132-134 Hobart Road, Kings Meadows - Bulky Goods Sales - Showroom;
Advertising Signage - Moving Illuminated Building Fascia Sign ...(Cont'd)
-

Notes

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LAPSED DUE TO WANT OF A SECONDER

**8.1 132-134 Hobart Road, Kings Meadows - Bulky Goods Sales - Showroom;
Advertising Signage - Moving Illuminated Building Fascia Sign ...(Cont'd)**

During debate a further motion was foreshadowed.

DECISION: 27 February 2017

MOTION

Moved Alderman J Finlay, seconded Alderman E K Williams.

That the Motion, as per the recommendation to Council be adopted.

CARRIED 11:1

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

AGAINST VOTE: Alderman R L McKendrick

DECISION: 27 February 2017

MOTION

Moved Alderman J Finlay, seconded Alderman D H McKenzie.

In order to enable the Council in its role as a Planning Authority to develop policy to consider Development Applications for illuminated signage an item be prepared for a Workshop to allow Council Officers an opportunity to advise Aldermen on the best course of action to prepare a policy in regards to this type of signage within our municipality.

CARRIED 11:1

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

AGAINST VOTE: Alderman R L McKendrick

9 ANNOUNCEMENTS BY THE MAYOR**9.1 Mayor's Announcements****FILE NO:** SF2375

Thursday 16 February 2017

- Attended the Hawthorn Football Club Luke Batty Foundation Breakfast at Peppers Seaport

Friday 17 February 2017

- Attended the Tour de Cure Breakfast at the Tramsheds

Sunday 19 February 2017

- Attended the Legana Christian Church Birthday Celebration Day

Tuesday 21 February 2017

- Assisted in judging the Senior Photography Competition at Village Gardens

Wednesday 22 February 2017

- Attended the 2017 Launceston Cup Luncheon and Cup Race at the Mowbray Turf Club

Thursday 23 February 2017

- Attended the 75th Anniversary of the Tasmanian World War II 2/40th AIF Battalion March and Service at the Royal Park 2/40th Memorial Garden
- Attended the Mayoral Croquet Challenge at the Launceston Croquet Centre

Friday 24 February 2017

- Attended the New Horizons Club Awards Night at the Boathouse

Saturday 25 February 2017

- Presented medals at the Riverside Aquatic Regional Medal Meet at Riverside
 - Attended the RACT Symphony Under the Stars concert and pre-concert reception at the City Park
-

9.1 Mayor's Announcements ...(Cont'd)

- **The Mayor conveyed the thanks to Council on behalf of the 2/40th AIF Battalion supporters for the work associated with the Memorial Garden in Royal Park.**
 - **The Mayor indicated he did not attend the Mayoral Croquet Challenge on Thursday, 23 February 2017.**
 - **The Mayor indicated he did not officiate at the Riverside Aquatic Meeting on Saturday, 25 February 2017.**
-

10 ALDERMEN'S REPORTS

(This item provides an opportunity for Aldermen 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.)

10.1 Alderman D C Gibson

- Expressed thanks to Council for conducting the recent Grant Writing Information Session hosted by Rebecca King with over 70 participants
- Advised that applications now open for Council supported small event sponsorship, major events sponsorship and start-up events sponsorship with applications closing on 15 March 2017. Thanks was also expressed to Mrs Eve Gibbons for her work in the grants and sponsorship area over the last two years

10.2 Alderman E K Williams

- Attended a Launceston gathering of Women in Science, Technology, Engineering and Mathematics event and noted Queechy High Schools teams participating in the upcoming Golden Diversity F1 in Schools competition

10.3 Alderman S R F Wood

- Noted that Cityprom activities for the year are well underway for 2017 and highlighted an upcoming Little Italy event to be held on Sunday, 15 March 2017 in Charles Street
 - On 31 March 2017 York Town Night Market and Cityprom will be partnering with Epilepsy Tasmania for epilepsy awareness month activities
 - Attended the TasLeaders graduation activities
 - Mentioned the Australian Tourism Awards held in Darwin where Tasmanian businesses were successful. Advised that River Fly 1864 was awarded gold in specialist tourist services category; Tasmanian Walking Company was awarded gold in the Eco-Tourism category and Joseph Chromy Wines was awarded a silver medal
 - Attended the Franklin House Committee Meeting and highlighted the upcoming Franklin House Fair to be held on Sunday, 19 March 2017. The Committee also conveyed their thanks to Alderman McKendrick for his work over the last eight years
-

11 QUESTIONS BY ALDERMEN**11.1 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 General Manager of a question in respect of which the councillor seeks an answer at that Meeting. An answer to a Question on Notice will be in writing.)

No Aldermen's Questions on Notice were identified as part of these Minutes

11.2 Questions without Notice

Local Government (Meeting Procedures) Regulations 2015 - Regulation 29

(Questions without Notice, and any answers to those questions, are not required to be recorded in the Minutes of the Meeting.)

12 COMMITTEE REPORTS**12.1 Tender Review Committee - 23 January 2017****FILE NO:** SF0100**AUTHOR:** Louise Foster (Asset Management and Delivery Manager)**DIRECTOR:** Shane Eberhardt (Acting Director Infrastructure Services)

DECISION STATEMENT:

To receive and consider a report from the Tender Review Committee Meeting (a delegated authority Committee).

RECOMMENDATION:

That Council receives the report from the Tender Review Committee Meeting held on 23 January 2017.

Mr S Eberhardt (Acting Director Infrastructure Services) was in attendance to answer questions of Council in respect of this Agenda Item.

DECISION: 27 February 2017**MOTION**

Moved Alderman D H McKenzie, seconded Alderman J G Cox.

That the Motion, as per the Recommendation to Council, be adopted.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

12.2 Pedestrian and Bike Committee Meeting - 7 February 2017**FILE NO:** SF0618**AUTHOR:** Cathy Williams (Built Environment Officer)**DIRECTOR:** Shane Eberhardt (Acting Director Infrastructure Services)

DECISION STATEMENT:

To receive and consider a report from the meeting of the Pedestrian and Bike Committee Meeting held on 7 February 2017.

RECOMMENDATION:

That Council receives the report from the Pedestrian and Bike Committee Meeting held on 7 February 2017.

Mr S Eberhardt (Acting Director Infrastructure Services) was in attendance to answer questions of Council in respect of this Agenda Item.

Mr Basil Fitch spoke to the item.

DECISION: 27 February 2017

MOTION

Moved Alderman D H McKenzie, seconded Alderman R L McKendrick.

That the Motion, as per the Recommendation to Council, be adopted.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

13 COUNCIL WORKSHOPS

Council Workshops conducted on 20 February 2017 were:

- LCH Civic Square
 - Food Vans - St Georges Square
 - Launceston Show Society
 - Launceston Economic Profile and Economic Development Strategy
 - 1 York Street - Collapsed retaining wall
 - QBR Confidential Event
 - Metro Update
-

14 NOTICES OF MOTION

Local Government (Meeting Procedures) Regulations 2015 - Regulation 16(5)

14.1 Notice of Motion - Alderman E K Williams - Container Deposit Scheme**FILE NO:** SF5547**AUTHOR:** Leanne Purchase (Governance and Planning Coordinator)**GENERAL MANAGER:** Robert Dobrzynski (General Manager)

DECISION STATEMENT:

To consider action in respect of a state-wide container deposit scheme.

RECOMMENDATION:

That Council writes to the Premier's office expressing support for investigation into the delivery of a state-wide container deposit scheme.

Mr R Dobrzynski (General Manager) was in attendance to answer questions of Council in respect of this Agenda Item.

DECISION: 27 February 2017**MOTION**

Moved Alderman E K Williams, seconded Alderman R I Soward.

That the Motion, as per the Recommendation to Council, be adopted.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

15 DEVELOPMENT SERVICES DIRECTORATE ITEMS**15.1 Special Event Sponsorship Application - Netball Tasmania****FILE NO:** SF5892**AUTHOR:** Eve Gibbons (Grants and Sponsorship Officer)**DIRECTOR:** Leanne Hurst (Director, Development Services)

DECISION STATEMENT:

To consider an application received by City of Launceston's Special Event Sponsorship Program from Netball Tasmania.

RECOMMENDATION:

That Council pre-commits funds of \$22,500 from the 2017/2018 Special Event Sponsorship Program budget for the International Netball Festival 2018.

Mrs L Hurst (Director Development Services), Ms W Newton (Manager Community, Tourism and Events) and Mrs E Gibbons (Grants and Sponsorship Officer) were in attendance to answer questions of Council in respect of this Agenda Item.

DECISION: 27 February 2017**MOTION**

Moved Alderman J Finlay, seconded Alderman K P Stojansek.

That Council defer Agenda Item 15.1 - Special Event Sponsorship Application - Netball Tasmania to a future Workshop and bring with it the Event Sponsorship Policy in order to allow further consideration and review of this application and the Special Event Sponsorship Program category.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

15.2 Community Grants Assessment Panel Terms of Reference**FILE NO:** SF0488**AUTHOR:** Eve Gibbons (Grants and Sponsorship Officer)**DIRECTOR:** Leanne Hurst (Director Development Services)

DECISION STATEMENT:

To consider the draft Community Grants Assessment Panel Terms of Reference (05-Plx-019).

RECOMMENDATION:

That Council approves the proposed Community Grants Assessment Panel Terms of Reference (05-Plx-019) as set out below.

Community Grants Assessment Panel Terms of Reference

The Community Grants Assessment Panel is a Special Committee of Council as defined under section 24 of the Local Government Act 1993.

PURPOSE:

The primary purpose of the City of Launceston (CoL) Community Grants Assessment Panel is to review and assess grant applications in accordance with the Community Grants Policy and Guidelines.

The Assessment Panel recommendations will allow for informed decision making by Council when approving funding allocation for projects.

ROLE:

The primary role of the Community Grants Assessment Panel is to:

- To consider, review and assess grant applications against the Community Grants (Organisations) assessment criteria.*
- Provide recommendations to Council on grants to be approved for funding.*

The Aldermen nominated to the Assessment Panel will have a secondary role by providing input into the annual recommendation to Council for Community Organisations seeking assistance via the Concessional Entry to the Council's Waste Disposal Facilities.

15.2 Community Grants Assessment Panel Terms of Reference ...(Cont'd)

MEMBERSHIP:

The Assessment Panel will consist of representatives from the City of Launceston (Aldermen) and external stakeholders.

- *City of Launceston Aldermen (three), nominated and endorsed by Council*
- *External stakeholder representatives (three)*

The external stakeholder representatives will be appointed by a decision of Council.

Council officers will provide advice to the Assessment Panel.

MEETING ARRANGEMENTS:

The Panel will meet at least three times a year to coincide with the grant rounds and at other times as necessary. All grant applications will be assessed in the first instance via an online assessment process. Panel meetings will provide an opportunity for discussion and review of assessments and to confirm recommendations to Council.

MEETING QUORUM:

An absolute majority is considered a quorum for meetings of the Community Grant Assessment Panel.

HOW THE PANEL WILL OPERATE:

- *The Grants and Sponsorship Officer will coordinate the Community Grants assessment process;*
- *The Panel will assess all Grant applications through an online assessment process prior to a Panel meeting;*
- *Panel members will independently review and assess each grant application in accordance with the Community Grant assessment criteria;*
- *Once applications have been pre-scored, the Panel will meet to finalise assessment scoring which will determine the applicant's eligibility for funding, and form the Panel's recommendation to Council; and*
- *All final decisions on Community Grant funding will be made by Council and are subject to the available budget available for that round.*

CODE OF CONDUCT:

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

CONFLICT OF INTEREST:

If a Panel member has a declared interest in an event they must declare prior to assessment of the application.

15.2 Community Grants Assessment Panel Terms of Reference ...(Cont'd)

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

RESOURCES:

Grants and Sponsorship Officer will coordinate the assessment process ensuring panel members have all the necessary support to undertake the assessment process.

HONORARIUMS:

Council will not pay any honorariums or expenses to any member on the panel.

REVIEW:

The Terms of Reference including membership will be reviewed in conjunction with the review of the City of Launceston Community Grants Policy.

Mrs L Hurst (Director Development Services), Ms W Newton (Manager Community, Tourism and Events) and Mrs E Gibbons (Grants and Sponsorship Officer) were in attendance to answer questions of Council in respect of this Agenda Item.

DECISION: 27 February 2017

MOTION

Moved Alderman D C Gibson, seconded Alderman J Finlay.

That the Motion, as per the Recommendation to Council, be adopted.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

15.3 Community Grants (Individuals/Teams/Groups) Policy**FILE NO:** SF0488**AUTHOR:** Eve Gibbons (Grants and Sponsorship Officer)**DIRECTOR:** Leanne Hurst (Director Development Services)

DECISION STATEMENT:

To consider a revised Community Grants (Individuals/Teams/Groups) Policy (05-PI-017).

PREVIOUS COUNCIL CONSIDERATION:

Council - 29 November 2010 - Agenda Item 13.4 - Proposed Community Grants (Individuals/Teams/Groups) Policy (05-PI-011)

SPPC - 22 November 2010 - Agenda Item 4.9 - Proposed Community Grants (Individuals/Teams/Groups) Policy (05-PI-011)

RECOMMENDATION:

That Council approves the revised Community Grants (Individuals/Teams/Groups) Policy (05-PI-017) as set out below.

PURPOSE

The purpose of the Individual/Team/Group Grant Program is to provide assistance to individuals/teams/groups for sporting, academic or cultural endeavours.

SCOPE

Does not apply to funding assistance for any other purpose.

POLICY**Funding Overview**

Individual/team/group grants will be provided to individuals/teams/groups who are 18 years or under, living in the Launceston Municipal area, who have been selected to represent Australia, Tasmania or Northern Tasmania.

15.3 Community Grants (Individuals/Teams/Groups) Policy ...(Cont'd)

Individuals

If activity is overseas \$200 per individual
 If activity is interstate/intrastate \$100 per individual

Teams/Groups

If activity is overseas \$100 per individual
 (max \$600 per team/group)
 If activity is interstate/intrastate \$50 per individual
 (max \$300 per team/group)

Funding Rounds

The timeframe for community grant applications to be considered is as follows:

Round	Applications Open	Applications Close	Applications Assessed	Council Decision
Round 1	1 April	31 May	June	July
Round 2	1 July	31 August	September	October
Round 3	1 February	31 March	April	May

Applications from individuals/teams/groups must be received a minimum of two weeks prior to the event. Individuals/teams/groups that apply for funding after this will be ineligible. Allocations of funds will take place three times per year (as above) and as a result, funding may be received after the event.

A representative from the team/group (e.g. group leader, coach) is to complete the application form on behalf of the team/group. It is the responsibility of that representative to distribute the funds to the team/group in an appropriate manner. The City of Launceston takes no responsibility for this.

Funding Assessment

Applications will be reviewed by the City of Launceston Grants and Sponsorship Officer to ensure all relevant information has been provided and to check the applicant's eligibility.

During the City of Launceston Community Grants Assessment Panel meeting an overview of applicants eligible for a funding will be presented. Eligible applicants will be included in a report to Council in conjunction with Community Grants for Organisations.

Funding decisions will be made by the Council, following recommendations from the assessment panel. Funding endorsement will be subject to the budget available.

15.3 Community Grants (Individuals/Teams/Groups) Policy ...(Cont'd)

Funding Limitations

A member of a team/group are ineligible to apply for an individual grant and must apply for a team/group grant. A team/group consists of two or more people participating in the same event with a common link, e.g. organisation.

Individuals/teams/groups can only receive one grant from Council each financial year with any one individual to receive a maximum of three grants only.

PRINCIPLES

DRAFT Community Grants Individual/Team/Group Guidelines 05-Rfx-013

DRAFT Community Grants (Organisations) Policy 05-PI-011

DRAFT Community Grants (Organisations) Guidelines 05-Rfx-014

REVIEW

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

Mrs L Hurst (Director Development Services), Ms W Newton (Manager Community, Tourism and Events) and Mrs E Gibbons (Grants and Sponsorship Officer) were in attendance to answer questions of Council in respect of this Agenda Item.

DECISION: 27 February 2017

MOTION

Moved Alderman D C Gibson, seconded Alderman J Finlay.

That the Motion, as per the Recommendation to Council, be adopted.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

15.4 Community Grants (Organisations) Policy**FILE NO:** SF0488**AUTHOR:** Eve Gibbons (Grants and Sponsorship Officer)**DIRECTOR:** Leanne Hurst (Director Development Services)

DECISION STATEMENT:

To consider a revised Community Grants (Organisations) Policy (05-PI-018).

PREVIOUS COUNCIL CONSIDERATION:

Council - 12 December 2011 - Agenda Item 13.3 - Community Grants (Organisations) Policy (05-PI-010)

Council - 28 March 2011 - Agenda Item 13.3 - Community Grants (Organisations) Policy (05-PI-010)

Council - 29 November 2010 - Agenda Item 13.3 - Proposed Community Grants (Organisations) Policy (05-PI-010)

SPPC - 22 November 2010 - Agenda Item 4.8 - Proposed Community Grants (Organisations) Policy (05-PI-010)

RECOMMENDATION:

That Council approves the revised Community Grants (Organisations) Policy (05-PI-018) as set out below.

PURPOSE

To support community projects held in the Launceston municipality which result in community, social, cultural and environmental benefits for the Launceston community.

SCOPE

Applies to applications for funding assistance for local community projects held within the Launceston municipality. Support for community events is provided via the City of Launceston Event Sponsorship Program.

POLICY***Funding Overview***

All applications for funding assistance for local community projects will be assessed under this Policy against the relevant criteria.

The limit of any one grant under this Policy will be up to \$5,000 (plus GST if applicable).

15.4 Community Grants (Organisations) Policy ...(Cont'd)

Funding under the Organisations Grants Program is for one off projects/activities. There will be no annual recurring funding.

Funding Rounds

The timeframe for community grant applications to be considered is as follows:

Round	Applications Open	Applications Close	Applications Assessed	Council Decision
<i>Round 1</i>	<i>1 April</i>	<i>31 May</i>	<i>June</i>	<i>July</i>
<i>Round 2</i>	<i>1 July</i>	<i>31 August</i>	<i>September</i>	<i>October</i>
<i>Round 3</i>	<i>1 February</i>	<i>31 March</i>	<i>April</i>	<i>May</i>

There will be three funding rounds per year. Normally, no more than one-third of the budget will be recommended for approval in each funding round. Any funds left from one funding round will be allocated in the remaining funding rounds for that financial year.

Available grants in any given year will be subject to budget allocation by Council for that financial year.

Funding Assessment

Assessment of all eligible applications will be made by the City of Launceston Community Grants Assessment Panel and will operate under a Council endorsed Terms of Reference.

Funding decisions will be made by the Council, following recommendations from the assessment panel. Funding endorsement will be subject to the budget available.

Funding Agreement

Successful applicants will be required to sign a funding agreement which will outline in detail the conditions and reporting requirements required of the grant program.

If project details change or the project is cancelled, the City of Launceston must be advised promptly in writing as soon as possible. The City of Launceston reserves the right to reconsider any funding decision if variations to a project are made after an application is submitted.

Funding Limitations

No funding will be granted for projects that have commenced or completed prior to or during the application and assessment process.

Projects under this program will generally be ineligible to receive funding or in-kind support from any other City of Launceston funding program (e.g. event sponsorship or incentive).

15.4 Community Grants (Organisations) Policy ...(Cont'd)

PRINCIPLES

The Council's Organisational Values apply to all activities.

RELATED POLICIES & PROCEDURES

DRAFT Individual/Team/Group Policy 05-PI-017

DRAFT Community Grants Individual/Team/Group Guidelines 05-Rfx-013

DRAFT Community Grants (Organisations) Guidelines 05-Rfx-014

Events Sponsorship Policy 05-PI-012

Approval of Holding Civic Events (receptions/functions) Policy 05-PL-006

Mayoral Community Assistance Fund Policy 05-PI-001

RELATED LEGISLATION

N/A

REFERENCES

N/A

DEFINITIONS

N/A

REVIEW

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

Mrs L Hurst (Director Development Services), Ms W Newton (Manager Community, Tourism and Events) and Mrs E Gibbons (Grants and Sponsorship Officer) were in attendance to answer questions of Council in respect of this Agenda Item.

15.4 Community Grants (Organisations) Policy ...(Cont'd)

DECISION: 27 February 2017**MOTION****Moved Alderman D C Gibson, seconded Alderman J Finlay.****That the Motion, as per the Recommendation to Council, be adopted.****CARRIED 12:0****FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

16 FACILITIES MANAGEMENT DIRECTORATE ITEMS

No Items were identified as part of these Minutes

17 QUEEN VICTORIA MUSEUM AND ART GALLERY DIRECTORATE ITEMS

No Items were identified as part of these Minutes

18 INFRASTRUCTURE SERVICES DIRECTORATE ITEMS**18.1 Lease - Launceston Rugby Union Football Club Incorporated****FILE NO:** SF4513**AUTHOR:** Tricia De Leon-Hillier (Parks Lease Management Officer)**DIRECTOR:** Shane Eberhardt (Acting Director Infrastructure Services)

DECISION STATEMENT:

To consider leasing an area of land at Royal Park (part of Certificate of Title Vol 138979 Folio 10) to the Launceston Rugby Union Football Club Incorporated.

This decision requires an absolute majority of Council.

PREVIOUS COUNCIL CONSIDERATION:

Council - 28 November 2011 - Agenda Item 16.1 - Lease Launceston Rugby Football Club Inc - Lease approved

RECOMMENDATION:

Pursuant to the provisions of Section 179 of the *Local Government Act 1993*, Council approves the lease of public land situated at Royal Park (part of Certificate of Title Vol 138979 Folio 10) to the Launceston Rugby Union Football Club Incorporated under the following terms:

- the term shall be five years commencing on 1 March 2017;
 - the lease amount shall be \$1 per annum if demanded;
 - tenant to be responsible for:
 - energy costs;
 - volumetric and connection charges for water; and
 - other service charges (if any)
 - tenant shall continuously maintain:
 - building in good and reasonable order; and
 - public liability insurance of at least \$10 million
-

Mr S Eberhardt (Acting Director Infrastructure Services) was in attendance to answer questions of Council in respect of this Agenda Item.

18.1 Lease - Launceston Rugby Union Football Club Incorporated ...(Cont'd)

DECISION: 27 February 2017

MOTION

Moved Alderman D H McKenzie, seconded Alderman J G Cox.

That the Motion, as per the Recommendation to Council, be adopted.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

19 MAJOR PROJECTS DIRECTORATE ITEMS**19.1 Civic Square - Design Proposal****FILE NO:** SF0598**AUTHOR:** Dale Sinfield (Director Major Projects)

DECISION STATEMENT:

To consider endorsement of the final design for Civic Square and seek approval to proceed to tender.

PREVIOUS COUNCIL CONSIDERATION:

Council - 14 December 2015 - Agenda Item 15.1 - Launceston City Heart Masterplan Stage 1 (Public Realm - Major Public Spaces)
Workshop - 8 November 2016 - Update on Civic Square
Workshop - 20 February 2017 - Approval of Final Design for Civic Square

RECOMMENDATION:

That Council:

1. Notes the outcomes of the final public engagement for Civic Square;
2. Endorses the design for Civic Square as part of the Launceston City Heart Project (ECM Document Numbers 3996229, 3996239, 3996244).

Mr D Sinfield (Director Major Projects) and Mr D Fitzgerald (Project Manager Investigation and Design) were in attendance to answer questions of Council in respect of this Agenda Item.

19.1 Civic Square - Design Proposal ...(Cont'd)

DECISION: 27 February 2017

MOTION

Moved Alderman R I Soward, seconded Alderman J Finlay.

That the Motion, as per the Recommendation to Council, be adopted.

NO VOTE WAS TAKEN AS AN AMENDMENT WAS PUT

DECISION: 27 February 2017

AMENDMENT

Moved Alderman D W Alexander, seconded Alderman D H McKenzie.

That Council:

1. Notes the outcomes of the final public engagement for Civic Square;
2. Endorses the design in principle for Civic Square as part of the Launceston City Heart Project (ECM Document Numbers 3996229, 3996239, 3996244) in order to enable its consideration as a development application.

CARRIED 12:0

FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

THE AMENDMENT BECOMES THE MOTION

19.1 Civic Square - Design Proposal ...(Cont'd)

DECISION: 27 February 2017**MOTION****Moved Alderman D W Alexander, seconded Alderman D H McKenzie.****That Council:**

- 1. Notes the outcomes of the final public engagement for Civic Square;**
- 2. Endorses the design in principle for Civic Square as part of the Launceston City Heart Project (ECM Document Numbers 3996229, 3996239, 3996244) in order to enable its consideration as a development application.**

CARRIED 12:0**FOR VOTE: Mayor Alderman A M van Zetten, Deputy Mayor Alderman R I Soward, Alderman R L McKendrick, Alderman R J Sands, Alderman D H McKenzie, Alderman J G Cox, Alderman D C Gibson, Alderman J Finlay, Alderman D W Alexander, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

20 CORPORATE SERVICES DIRECTORATE ITEMS

No Items were identified as part of these Minutes

21 GENERAL MANAGER'S DIRECTORATE ITEMS

No Items were identified as part of these Minutes

22 URGENT BUSINESS

Regulation 8(6) of the Local Government (Meeting Procedures) Regulations 2015, states that a council, by absolute majority at an ordinary council meeting, may decide to deal with a matter that is not on the Minutes.

No Urgent Items were identified as part of these Minutes

23 CLOSED COUNCIL

Local Government (Meeting Procedures) Regulations 2015 - Regulation 15(2)

No Closed Items were identified as part of these Minutes

24 MEETING CLOSURE

The Mayor, Alderman A M van Zetten, closed the Meeting at 2.15pm.
