



City of
LAUNCESTON

STRATEGIC PLANNING & POLICY COMMITTEE AGENDA

**COMMITTEE MEETING
MONDAY 20 FEBRUARY 2017**

**10.00am
COMMITTEE ROOM, TOWN HALL, ST JOHN STREET, LAUNCESTON**

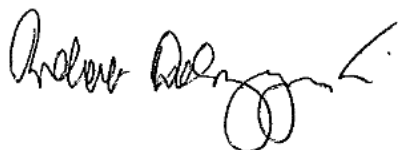
Section 65 Certificate of Qualified Advice

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 Agenda Items for this Meeting.



Robert Dobrzynski
General Manager

Venue: Committee Room, Town Hall, St John Street, Launceston

Time: 10.00am

ORDER OF BUSINESS

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1 OPENING OF MEETING - ATTENDANCE AND APOLOGIES

2 DECLARATIONS OF INTEREST

3 CONFIRMATION OF MINUTES

DECISION STATEMENT:

To resolve that the Minutes of the previous meeting are a true and correct record.

RECOMMENDATION:

That the Minutes of the Strategic Planning and Policy Committee Meeting held on 6 February 2017 be accepted as a true and correct record.

4 AGENDA ITEMS

4.1 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 Community Grants Assessment Panel Terms of Reference (05-Plx-019).

RECOMMENDATION:

That the Committee receives and considers the 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 (Tas) 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:

- 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.

4.1 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.

4.1 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.

REPORT:

The Community Grants Assessment Panel is a Special Committee, established under section 24 of the *Local Government Act 1993 (Tas)*. The primary purpose of the Panel is to review and assess community grant applications in accordance with the Community Grants (Organisations) Policy and Guidelines.

A Community Grants Assessment Panel Terms of Reference has been prepared in line with requirements that all Special Committees operate in accordance with a Council endorsed Terms of Reference.

The event sponsorship assessment process has been reviewed in conjunction with the Community Grants (Organisations) Policy. Good governance is required to ensure a robust transparent process surrounds the assessment of event sponsorship requests.

ECONOMIC IMPACT:

Consideration contained in report.

ENVIRONMENTAL IMPACT:

Consideration contained in report.

SOCIAL IMPACT:

Consideration contained in report.

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

STRATEGIC DOCUMENT REFERENCE:

Priority Area 8 - A secure, accountable and responsive Organisation

Ten-year goals - To communicate and engage consistently and effectively with our community and stakeholders; to seek and champion collaboration to address major issues for Northern Tasmania; to ensure decisions are made in a transparent and accountable way; to continue to meet our statutory obligations and deliver quality services; to continue to ensure the long-term sustainability of our Organisation

Key Directions -

3. To ensure decisions are made on the basis of accurate and relevant information
4. To continually improve our service delivery and supporting processes

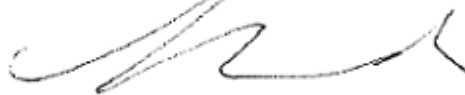
BUDGET & FINANCIAL ASPECTS:

Not considered relevant to this report.

DISCLOSURE OF INTERESTS:

The officer has no conflict of interest in this item.

I certify that I have reviewed and approved this advice and recommendation.



Leanne Hurst: Director Development Services

5 GENERAL BUSINESS

6 CLOSED ITEMS

No Closed Items have been identified for this Agenda

7 CLOSE OF MEETING

UNCLASSIFIED AGENDA ITEMS: