



City of  
**LAUNCESTON**

# **COUNCIL MINUTES**

**COUNCIL MEETING  
MONDAY 22 OCTOBER 2018  
1.00pm**

# City of Launceston

COUNCIL MINUTES

Monday 22 October 2018

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

Date: 22 October 2018

Time: 1.00pm

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## 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.

A handwritten signature in black ink, appearing to be 'Michael Stretton', written over a circular stamp or seal.

**Michael Stretton**  
General Manager

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# City of Launceston

COUNCIL MINUTES

Monday 22 October 2018

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

**In Attendance:**                    **Mr M Stretton (General Manager)**  
**Mr S G Eberhardt (Director Infrastructure Services)**  
**Mrs L M Hurst (Director Development Services)**  
**Mr B Maclsaac (Director Facilities Management)**  
**Ms T Puklowski (Director Creative Arts and Cultural Services)**  
**Ms L Foster (Director Corporate Services)**  
**Mr P Gimpl (Chief Financial Officer)**  
**Mrs A Rooney (Committee Clerk)**

**Apologies:**                    **Alderman**            **J G Cox**

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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 8 October 2018 be confirmed as a true and correct record.

**DECISION: 22 October 2018****MOTION**

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

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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**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.)*

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**7.1.1 Public Questions on Notice - Mr Paul Spencer - Council Meeting - 8 October 2018****FILE NO:** SF6381**AUTHOR:** Anthea Rooney (Committee Clerk)**GENERAL MANAGER:** Mr Michael Stretton (General Manager)

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**QUESTION and RESPONSE:**

The following question was asked at the Council Meeting held on 8 October 2018 by Mr Paul Spencer and has been answered by Mr Shane Eberhardt (Director Infrastructure Services).

**Questions:**

1. What was the cost of the Tasmanian Tiger sculptures in the Mall? How much will it cost to raise the sculptures or take them down?

**Response:**

*The Thylacine sculptures in the Brisbane Street Mall were procured as part of the public tender process for the overall project. The total tendered price for this element of the project was \$249,850.00 and total expenditure to date is \$223,810.00.*

*Council has not investigated the cost of making any alterations to the Thylacine sculptures as designed by the commissioned artists and installed by the principal contractor.*

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**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.)*

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**7.2.1 Mr Basil Fitch - Invermay Traffic Masterplan**

- 1. Has the Council purchased the existing service lane between Bunnings and Mr Errol Stewart's land to construct the link road between Lindsay and Gleadow Streets?**

**The Mayor, Alderman A M van Zetten, responded by saying that Council has purchased the land.**

- 2. What price was paid for the land?**

**The Mayor, Alderman A M van Zetten, responded that the land had been purchased for valuation and as the matter was dealt with in Closed Council the sum is treated as commercial in confidence.**

- 3. Has Mr Stewart contributed to the cost of construction of the link road?**

**Mr M Stretton (General Manager) responded by saying that as the developer of the land in question, Mr Stewart will make appropriate contributions, as all developers are required to do, for the development of the subdivision. The construction and development of the link road will be funded by Council and State Growth as it services a broader precinct not just the subdivision.**

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**7.2.2 Mr Jim Dickenson - Invermay Traffic Masterplan**

- 1. Why is Council not making any changes to the existing Lindsay Street and Charles Street intersection? Why is there no proposal to have a double right hand turn lane at the intersection?**

**The Mayor, Alderman A M van Zetten, responded by saying that Council is continuing to have discussions with the State Government as the bridge and that part of the road is owned by the State Government. Council is continuing to work on roads controlled by the Council. Both the Director Infrastructure Services and the General Manager will continue to have discussions with State Growth regarding the traffic issues in the area.**

**Mr M Stretton (General Manager) added that discussions will continue with State Growth to progress the plan into the future and to find an outcome for the bridge issues and the resultant intersection that can be discussed with the community.**

- 2. Did the proposal for the traffic lights at Gleadow and Goderich Streets originate from State Growth or the Council?**

**The Mayor, Alderman A M Zetten, responded by saying that the proposal was forwarded from State Growth, however, discussions had occurred with the Council.**

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## 7.2.3 Mr Jim Dickenson - CBD Building Heights Feedback

1. For those people who made submissions regarding the building heights study, can those people expect feedback prior to Council consideration?

**Mrs L Hurst (Director Development Services) responded by saying that the intention is to provide feedback to those who engaged in the consultation process, however, it is proposed to brief the incoming Council in the first instance.**

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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 233A Charles Street, Launceston - Sports and Recreation - Change of Use to Fitness Studio**

**FILE NO:** DA0341/2018

**AUTHOR:** Iain More (Town Planner)

**DIRECTOR:** Leanne Hurst (Director Development Services)

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#### **DECISION STATEMENT:**

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

#### **RECOMMENDATION:**

That, in accordance with sections 51 and 57 of the *Land Use Planning and Approvals Act 1993* and the Launceston Interim Planning Scheme 2015, a permit be granted, for DA0341/2018 - Sports and Recreation - Change of use to fitness studio at 233A Charles Street, Launceston subject to the following conditions:

#### **1. ENDORSED PLANS & DOCUMENTS**

The use 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) Planning Application Report - including signage plans, prepared by Richard Edwards, dated 02/08/2018 (to be amended); and
- (b) Potters House Environmental Noise Emission Assessment, prepared by Tarkarri Engineering, Reference: 5152\_AC\_R, dated 02/08/2018.

#### **2. AMENDED PLANS REQUIRED**

Prior to the commencement of any work and/or use, amended plans must be submitted to the satisfaction of the Manager Planning Services 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) Reduce the size of the awning fascia sign to match the northern entry panel; and
  - (b) Remove the north facing wall sign
-

**8.1 233A Charles Street, Launceston - Sports and Recreation - Change of Use to Fitness Studio ...(Cont'd)**

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**3. NOISE**

The use must not cause unreasonable noise or interference to adjoining sensitive uses. The development must comply with all recommendations specified in 'Potters House Environmental Noise Emission Assessment, prepared by Tarkarri Engineering, Reference: 5152\_AC\_R, dated 02/08/2018.

**4. CLASS SIZE LIMITATIONS**

Classes are restricted to a maximum of 12 participants at any one time.

**5. 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.

**6. TASWATER**

The development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2018/01003-LCC, dated 29/06/2018 and attached to the permit.

**7. BUSINESS HOURS**

The operation of the fitness studio must be confined to the hours of:

5:15am - 7.30am - Monday to Friday for classes

5:00pm -7:00pm - Monday to Friday for classes

7:00am - 10:00am - Sunday for classes

8:00am - 5:00pm - Monday to Friday for Personal Training

**8. SIGNAGE CONTENT**

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) The content of the signage relating to the site.
- (c) Compliance with the requirements of the planning scheme.

**9. NO SIGN ILLUMINATION**

The signs must not be floodlit or otherwise internally illuminated.

**10. REMOVAL OF EXISTING SIGNS**

Prior to the erection or display of the sign(s) approved by this permit, all other signs on the subject land must be removed.

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**8.1 233A Charles Street, Launceston - Sports and Recreation - Change of Use to Fitness Studio ...(Cont'd)**

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**11. SIGN MAINTENANCE**

The sign(s) must be constructed and maintained in good condition to the satisfaction of the Council.

**12. ENDORSED PLANS & DOCUMENTS**

The use 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) Planning Application Report - including signage plans, prepared by Richard Edwards, dated 02/08/2018 (to be amended); and
- (b) Potters House Environmental Noise Emission Assessment, prepared by Tarkarri Engineering, Reference: 5152\_AC\_R, dated 02/08/2018.

**13. 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.

**14. HOURS OF CONSTRUCTION**

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

7.00am to 6.00pm Monday to Friday

8.00am to 5.00pm Saturday

No works on Sunday or Public Holidays

Notes**A. Occupancy Permit Required for Changed Use**

*Prior to the occupation of the premises, in the case where building work is not required, the applicant is required to attain an Occupancy Permit for the changed use of the building pursuant to the Building Act 2016 section 55.*

**B. General**

*This permit was issued based on the proposal documents submitted for DA0341/2018. 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 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 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.*
-



**8.1 233A Charles Street, Launceston - Sports and Recreation - Change of Use to Fitness Studio ...(Cont'd)**

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*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.*

**C. 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 enquires 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.*

**D. 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) <<http://www.rmpat.tas.gov.au>>*

**E. 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.*

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**Mrs L Hurst (Director Development Services), Mr R Jamieson (Manager City Development) and Mr I Moore (Town Planner) were in attendance to answer questions of Council in respect of this Agenda Item.**

**Mr M Stretton (General Manager) withdrew the Agenda Item at the request of the applicant. A report will be brought back to Council at a future Meeting.**

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**8.2 38A Faulkner Road, Ravenswood - Rezone the Land From Rural Resource to Rural Living****FILE NO:** SF6852**AUTHOR:** Iain More (Town Planner)**DIRECTOR:** Leanne Hurst (Director Development Services)

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**DECISION STATEMENT:**

To determine the rejection or initiation of Amendment 47 to the Launceston Interim Planning Scheme 2015, to rezone the land at 38A Faulkner Road, Ravenswood from Rural Resource and General Residential to Rural Living.

**RECOMMENDATION:**

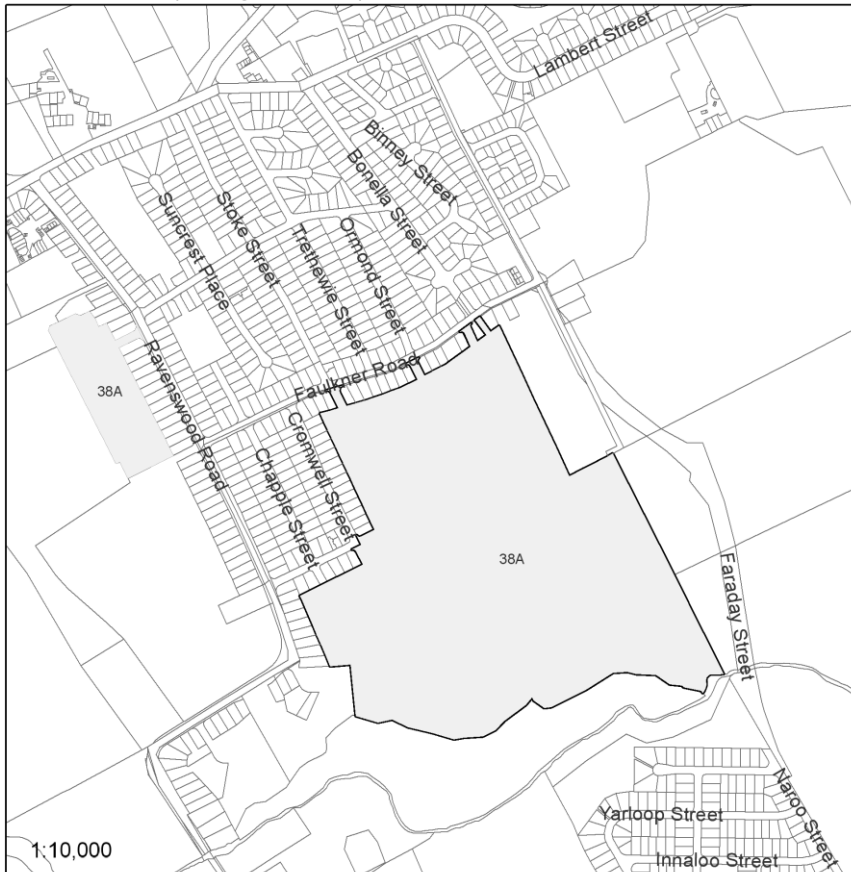
That Council:

1. pursuant to the former sections 33(3) and 34 of the *Land Use Planning and Approvals Act 1993*, initiates Amendment 47 to change the zoning at 38A Faulkner Road, Ravenswood from Rural Resource and General Residential to Rural Living.
  2. pursuant to the former section 35 (1)(a) of the *Land Use Planning and Approvals Act 1993*, certify the draft amendment as shown below:
-

8.2 38A Faulkner Road, Ravenswood - Rezone the Land From Rural Resource to Rural Living ...(Cont'd)

Launceston Interim Planning Scheme 2015  
AMENDMENT 47

Amend the interim planning scheme maps as below:



Rezoning from Split Zone, 26.0 Rural Resource and 10.0 General Residential to 13.0 Rural Living  
(38A Faulkner Road, RAVENSWOOD (PID: 6918832 - 127363/1))

THE COMMON SEAL  
of the Launceston City  
Council was  
hereunto affixed in the  
presence of: -

Louise Foster  
Director  
Corporate Services

Leanne Hurst  
Director  
Development Services

Date

**8.2 38A Faulkner Road, Ravenswood - Rezone the Land From Rural Resource to Rural Living ...(Cont'd)**

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**Mrs L Hurst (Director Development Services), Mr R Jamieson (Manager City Development) and Mr I Moore (Town Planner) were in attendance to answer questions of Council in respect of this Agenda Item.**

**DECISION: 22 October 2018**

**MOTION**

**Moved Alderman D H McKenzie, seconded Alderman J Finlay.**

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

**The Mayor, Alderman A M van Zetten, announced that Council no longer sits as a Planning Authority.**

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

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**Monday 8 October 2018**

- Attended the Women's Legal Service Tasmania office official opening

**Tuesday 9 October 2018**

- Attended the Historic Snippets from Tasmania's Past book launch at City Park Radio
- Officiated at the launch of the Young Advisory Groups podcast "Shout: Stories Untold" at Albert Hall

**Wednesday 10 October 2018**

- Officiated at the Active Launceston 10 year Anniversary at QVMAG, Inveresk
- Attended the Project Esther's Annual Gala Dinner at the Tailrace Centre

**Thursday 11 October 2018**

- Attended the Royal Launceston Show as Vice Patron
- Officiated at the Hupmobile Car Show at the Royal Launceston Show
- Attended the celebration of 25 Years of the Earl Arts Centre

**Saturday 13 October 2018**

- Attended the Tamar Sustainable Living Expo at Albert Hall

**Tuesday 16 October 2018**

- Attended the Official Launch of Women's Art Prize Tasmania at the School of Creative Arts

**Wednesday 17 October 2018**

- Attended the Pink Breakfast at the Launceston General Hospital Cafe
  - Attended the Public Citizenship Ceremony at the Albert Hall
  - Officiated at the Poverty Week Expo at Civic Square
-

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

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**Thursday 18 October 2018**

- Officiated at the Senior's Week Senior's Morning Tea and Information Centre at Civic Square
- Officiated at the Order of Australia Association Reception at the Town Hall
- Attended the 2018 Department of Education Together We Inspire Awards at the Country Club Tasmania

**Friday 19 October 2018**

- Attended the Metro Tasmania Bus 812 Launch at the Tiger Bus Park and Ride Facility outside the QVMAG Entrance
- Attended the Rocherlea Football Club Annual Dinner and Presentation evening at the Rocherlea Football Club Rooms
- Attended the ABCDE Learning site public art launch at Ravenswood

**Saturday 20 October 2018**

- Officiated at the BMX National Series Round 7 at the Launceston BMX Club
  - Attended the Official Dinner to Mark the 50<sup>th</sup> Anniversary of Lifelink Samaritans at the Albert Hall
- 

- **The Mayor also announced that the Council has recently received four Certificates of Recognition from Keep Australia Beautiful to recognise its work in the areas of litter prevention and waste resource recovery (FOGO); litter prevention and waste resource recovery (solar compaction bins at Lilydale); environmental sustainability for work relating to solar power and youth leadership and activities for the co-operative public art installation in Royal Park.**
  - **Saturday, 20 October 2018 attended a cocktail party to recognise the 50<sup>th</sup> Anniversary of Lifelink Samaritans.**
  - **Did not attend the Pink Breakfast at the Launceston General Hospital Cafe on Wednesday, 17 October 2018.**
-

**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 S R F Wood**

- **Highlighted the success of Fiesta on George activities over the weekend, noting the extensive public support and congratulated Cityprom for its organisation.**

**10.2 Alderman D H McKenzie**

- **Congratulated the Earl Arts Centre on its 25<sup>th</sup> Anniversary celebrations highlighting the contribution of the theatre sector to Launceston.**
- **Attended the Northern Suburbs Community Centre 35<sup>th</sup> Annual General Meeting.**

**10.3 Alderman D C Gibson**

- **Congratulated Council on the newly opened Civic Square creating a diverse area for community events, for example Poverty Week and Seniors Week Morning Tea activities held last week.**
- **Extended thoughts and wishes for a speedy recovery to the family of Inspector Darren Hopkins on behalf of the Launceston Safer Communities Partnership and Council as a result of an accident over the weekend.**

**10.4 Alderman E K Williams**

- **Congratulated the Youth Advisory Group for its participation in the Mental Health Week Expo at the Albert Hall.**

**10.5 Alderman R L McKendrick**

- **Attended the Launceston College Annual General Meeting noting the community attendance and parental support.**
-

**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.)*

**No Aldermen's Questions Without Notice were identified as part of these Minutes**

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**12 COMMITTEE REPORTS****12.1 Audit Panel Meeting - 27 September 2018****FILE NO:** SF3611**AUTHOR:** Paul Gimpl (Chief Financial Officer)**DIRECTOR:** Louise Foster (Director Corporate Services)

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**DECISION STATEMENT:**

To receive a report from the Audit Panel following the Meeting on 27 September 2018.

**RECOMMENDATION:**

That Council receives the report from the Audit Panel Meeting held on 10 May 2018.

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**Ms L Foster (Director Corporate Services) was in attendance to answer questions of Council in respect of this Agenda Item.**

**DECISION: 22 October 2018****MOTION**

**Moved Alderman J Finlay, seconded Alderman D H McKenzie.**

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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**12.2 Tender Review Committee Meeting - 1 October 2018****FILE NO:** SF0100/CD023/2018/CD018/2018**AUTHOR:** Anthea Rooney (Committee Clerk)**DIRECTOR:** Louise Foster (Director Corporate Services)

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**DECISION STATEMENT:**

To receive a report from the Tender Review Committee (a delegated Authority Committee).

**RECOMMENDATION:**

That Council:

1. accepts the tender submitted by Jonathan Hearn Landscaping Design and Construction Pty Ltd, Contract No CD023/2018 for a cost to Council of \$260,209.82 (exclusive of GST).
  2. accepts the tender submitted by BridgePro Engineering Pty Ltd, Contract No CD018/2018 for a cost to Council of \$183,700.00 (exclusive of GST).
- 

**Ms L Foster (Director Corporate Services) was in attendance to answer questions of Council in respect of this Agenda Item.**

**DECISION: 22 October 2018****MOTION**

**Moved Alderman S R F Wood, seconded Alderman D H McKenzie.**

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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## **13 COUNCIL WORKSHOPS**

Council Workshops conducted on 15 October 2018 were:

- Pipers River Catchment
  - TasPolice Update
  - Proposed Location of Turf Practice Wickets
  - Event Procurement at UTAS Stadium
  - Kerbside Collection Contract
  - Heritage Interpretation Report
  - Storytelling Feasibility Study
-

**14 NOTICES OF MOTION**

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

**14.1 Notice of Motion - Alderman D C Gibson - Establishment of a Public Art Committee**

**FILE NO:** SF5547

**AUTHOR:** Anthea Rooney (Committee Clerk)

**GENERAL MANAGER:** Michael Stretton (General Manager)

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**DECISION STATEMENT:**

To consider the establishment of a Public Art Committee.

**RECOMMENDATION:**

That:

1. Council agrees in principle to the establishment of a Public Arts Committee to provide strategic oversight of the development, implementation and maintenance of all Council public art projects and commissions; and
  2. following the completion of the City of Launceston Cultural Strategy, the roles and responsibilities of the committee be further defined to enable the Council to deliver on the Cultural Strategy and that the General Manager be requested to prepare a report using internal resources for Council consideration by mid-2019, addressing the following matters:
    - a. A review of current strategies and policies relating to public art;
    - b. Consideration and recommendations as to the strategic, policy and operational matters that should form the basis of an integrated and contemporary approach to creative art and cultural development (including public art) within the City of Launceston; and
    - c. Preparations of a draft Terms of Reference for the new committee, including consideration of the committee membership, scope, philanthropic and grant opportunities, etc.
- 

**Mr M Stretton (General Manager) was in attendance to answer questions of Council in respect of this Agenda Item.**

**Mr Neil Grose (on behalf of the Launceston Chamber of Commerce) spoke for the item**

**Mr Steve Henty (on behalf of Cityprom) spoke for the item**

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**14.1 Notice of Motion - Alderman D C Gibson - Establishment of a Public Art Committee ...(Cont'd)**

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**DECISION: 22 October 2018**

**MOTION**

**Moved Alderman D C Gibson, seconded Alderman J Finlay.**

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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**15 DEVELOPMENT SERVICES DIRECTORATE ITEMS****15.1 Community Grants (Individuals/Teams/Groups) Policy Review****FILE NO:** SF0488**AUTHOR:** John Davis (Team Leader Community Development)**DIRECTOR:** Leanne Hurst (Director Development Services)

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**DECISION STATEMENT:**

To consider proposed changes to the Community Grants (Individuals/Teams/Groups) Policy.

**PREVIOUS COUNCIL CONSIDERATION:**

Council - 27 February 2017 - Agenda Item 15.4 - Community Grants (Individuals/Teams/Groups) Policy

Workshop - 20 August 2018 - Community Grants Guidelines and Policy review

**RECOMMENDATION:**

That Council approves the Community Grants (Individuals and Teams/Groups) Policy (ECM Reference: 05-PI-017).

## **Community Grants (Individuals and Teams/Groups) Policy**

***PURPOSE***

The purpose of the Individuals and Teams/Groups Grant Program is to provide assistance to individuals and teams/groups for sporting, academic or cultural endeavours.

***SCOPE***

This policy applies to applications for funding for individuals and teams/groups.

**Funding Overview**

Funding assistance is available for individuals and teams/groups who are 18 years and under, who reside within the City of Launceston municipality and who have been selected to represent Australia, Tasmania or Northern Tasmania.

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## 15.1 Community Grants (Individuals/Teams/Groups) Policy Review ...(Cont'd)

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### Amounts to be allocated:

#### Individuals

If activity is overseas	\$300 per individual
If activity is interstate/intrastate	\$100 per individual

#### Teams/Groups

If activity is overseas	\$150 per individual (max \$900 per team/group)
If activity is interstate/intrastate	\$75 per individual (max \$450 per team/group)

### Applications

Applications from individuals or teams/groups must be received at least two weeks prior to the event commencing. Applications will be assessed in the order in which they are received. Allocation of funds is subject to the available budget, with no more than half of the annual budget to be allocated between July and December and the remainder to be allocated between January and June in any financial year.

A representative from a team/group (e.g. group leader, coach or parent) 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. The Director Development Services will make the funding decisions.

The Council will be informed of these decisions twice annually when the Community Grants for Organisations applications are presented for approval.

### Funding Limitations

A member of a team/group is 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 or teams/groups that apply for funding after the event has commenced or completed will be ineligible.

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

### **PRINCIPLES**

The Council's Organisational Values apply to all activities.

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**15.1 Community Grants (Individuals/Teams/Groups) Policy Review ...(Cont'd)**

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***RELATED POLICIES & PROCEDURES***

05-PI-018 Community Grants (Organisations) Policy

05-Rfx-024 Community Grants (Individuals/Teams/Groups) Guidelines

05-Rfx-025 Community Grants (Organisations) Guidelines

***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.

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**Mrs L Hurst (Director Development Services), Ms T Mallet (Manager Community and Economic Development) and Mrs C Homes (Grants and Sponsorship Officer) were in attendance to answer questions of Council in respect of this Agenda Item.**

**DECISION: 22 October 2018****MOTION**

**Moved Alderman D C Gibson, seconded Alderman K P Stojansek.**

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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**15.2 Community Grants (Organisations) Policy Review****FILE NO:** SF0488**AUTHOR:** John Davis (Team Leader Community Development)**DIRECTOR:** Leanne Hurst (Director Development Services)

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**DECISION STATEMENT:**

To consider proposed changes to the Community Grants (Organisations) Policy.

**PREVIOUS COUNCIL CONSIDERATION:**

Council - 27 February 2017 - Agenda Item 15.4 - Community Grants (Organisations) Policy

Workshop - 20 August 2018 - Community Grants Guidelines and Policy Review

**RECOMMENDATION:**

That Council approves the following Community Grants (Organisations) Policy (ECM Reference: 05-PI-018).

**Community Grants (Organisations) Policy*****PURPOSE***

To support community projects held in the City of Launceston municipality that result in community, social, cultural and environmental benefits for our community.

***SCOPE***

This policy applies to applications for funding for community projects held within the City of Launceston municipality.

***POLICY***

Funding Overview

Applications for funding assistance for 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).

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## 15.2 Community Grants (Organisations) Policy Review ...(Cont'd)

### 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 July	31 August	September	October
Round 2	1 February	31 March	April	May

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

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

### Eligibility

Funding is available for community and/or not for profit organisations that are recognised legal entities, such as an incorporated organisation. Community and/or not for profit groups that are unincorporated organisations may also be eligible, if they are auspiced by an incorporated organisation or other legal entity.

Applicants are required to co-contribute at least 20% towards the project in addition to the funding requested. The co-contribution can be either in-kind or financial.

Projects that have been funded within the current financial year are not eligible for further funding in the same financial year.

### Funding Assessment

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

Funding decisions will be made by the Council, following recommendations from the Community Grants 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 the conditions and reporting requirements.

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.

**15.2 Community Grants (Organisations) Policy Review ...(Cont'd)**

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If funding agreement obligations are not met the City of Launceston will decline future funding requests.

***PRINCIPLES***

The Council's Organisational Values apply to all activities.

***RELATED POLICIES & PROCEDURES***

05-PI-001 Mayoral Community Assistance Policy

05-PI-006 Community Member Recognition and Civic Functions Policy

05-PI-012 Events Sponsorship Policy

05-PI-017 Community Grants (Individuals/Teams/Groups) Policy

05-Rfx-024 Community Grants (Individuals/Teams/Groups) Guidelines

05-Rfx-025 Community Grants (Organisations) Guidelines

***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.

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**Mrs L Hurst (Director Development Services), Ms T Mallet (Manager Community and Economic Development) and Mr J Davis (Team Leader Community Development) were in attendance to answer questions of Council in respect of this Agenda Item.**

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15.2 Community Grants (Organisations) Policy Review ...(Cont'd)

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**DECISION:** 22 October 2018

**MOTION**

Moved Alderman D C Gibson, seconded Alderman K P Stojansek.

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

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## 15.3 Community Grants (Round 2) 2018/2019

**FILE NO:** SF6646

**AUTHOR:** Cherie Holmes (Grants and Sponsorship Officer)

**DIRECTOR:** Leanne Hurst (Director Development Services)

### DECISION STATEMENT:

To consider applications for Community Grants received in Round 2, 2018/2019.

### RECOMMENDATION:

1. That the following organisations receive the recommended grant amounts:

Organisation	Project/Activity	Score	Requested \$	Recommended \$	Page#
Northern Suburbs Community Centre Inc.	Backyard Buddy System for Sustainable Food Growing	85%	\$5,000	\$5,000	1-14
Neighbourhood Watch Mowbray	Mowbray Family Fun Safety Day	84%	\$1,500	\$1,500	15-25
Northern Early Years Group (Tas) Inc.	Skills for Kids Cafes	78%	\$5,000	\$3,750	26-37
Parents Beyond Breakup	Establish Support Group in Launceston	73%	\$4,900	\$3,675	38-49
Gateway Baptist Launceston Inc.	Veggie Garden Project	70%	\$5,000	\$3,750	50-62
Multiple Sclerosis Limited	MS: Pilates in Launceston	67%	\$4,800	\$3,600	63-80
	<b>TOTAL REQUESTED</b>		<b>\$26,200</b>	<b>\$21,275</b>	

## 15.3 Community Grants (Round 2) 2018/2019 ...(Cont'd)

2. That the following individuals/teams/groups receive the recommended grant amounts:

Individual/Team/Group	Activity	\$ Requested
Individual (Under 15 category)	Cycling Australia Junior Road Nationals Bunbury, WA, 21-23 September 2018	\$100
Individual (Under 17 category)	Cycling Australia Junior Road Nationals Bunbury, WA, 21-23 September 2018	\$100
Individual	National Youth Science Forum Year 12 Program, Canberra, ACT, 2-13 January 2019	\$100
Girl Guides (McIntyre Region – Tasmanian Troupe) (One member)	Girl Scout Camp (Tokyo and Ikeda, Japan) 27 December 2018 – 10 January 2019	\$100
Athletics - Tasmanian State Team (Primary) (One team member)	School Sports National Cross Country Championships Sunshine Coast, QLD, 24-27 August 2018	\$50
Athletics - Tasmanian State Team (Secondary) (One team member)	School Sports National Cross Country Championships Sunshine Coast, QLD, 24-27 August 2018	\$50
Hockey Tasmania State Under 13 Team (One team member)	2018 Australian Hockey Championships Hobart, TAS, 3-10 October 2018	\$50
Metal Minds Robotics Inc. (Four team members)	National FIRST Tech Challenge Robotics Competition, Sydney, NSW, 30 November 2018	\$200
Launceston Christian School National Science & Engineering Challenge Team (Nine members)	National Science and Engineering Challenge, Darwin, NT, 26 October 2018	\$300
Northern Tasmania Junior Soccer Association Under 14 Girls Representative Team (Eight members)	Oceania Cup, Alstonville, NSW, 29-30 September 2018	\$300
Northern FDP Under 14 Boys National Basketball Team	Under 14 National Club Championship, Kilsyth, VIC, 1-6 October 2018	\$250
Aphrodite (Cheerleading Squad)	Australian All Star Cheerleading Federation Cheerleading Nationals and Pinnacle, Gold Coast, QLD, 23-26 November 2018	\$250
Pony Club Australia (One team member)	Pony Club Australia - Caballero - China October 2018	\$100
	<b>TOTAL REQUESTED</b>	<b>\$1,950</b>

**15.3 Community Grants (Round 2) 2018/2019 ...(Cont'd)**

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Mrs L Hurst (Director Development Services), Ms T Mallet (Manager Community and Economic Development) and Mrs C Holmes (Grants and Sponsorship Officer) were in attendance to answer questions of Council in respect of this Agenda Item.

**DECISION: 22 October 2018**

**MOTION**

Moved Alderman D C Gibson, seconded Alderman K P Stojansek.

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

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**16 FACILITIES MANAGEMENT DIRECTORATE ITEMS**

No Items were identified as part of these Minutes

**17 CREATIVE ARTS AND CULTURAL SERVICES DIRECTORATE ITEMS**

No Items were identified as part of these Minutes

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**18 INFRASTRUCTURE SERVICES DIRECTORATE ITEMS****18.1 Invermay Traffic Masterplan****FILE NO:** SF6773**AUTHOR:** Rob Anderson (Manager Technical Services)**DIRECTOR:** Shane Eberhardt (Director Infrastructure Services)

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**DECISION STATEMENT:**

To consider the Invermay Traffic Masterplan and note feedback from public/stakeholder consultation held during 30 April to 8 June 2018.

**PREVIOUS COUNCIL CONSIDERATION:**

Council - 23 April 2018 - Agenda Item 18.1 - Draft Invermay Traffic Masterplan - Stage 1 Major Initiatives

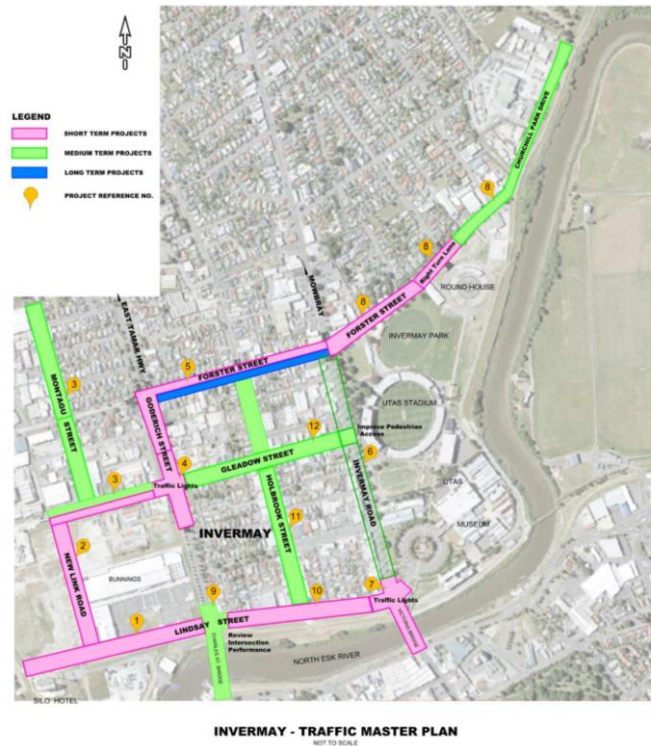
Workshop - 3 September 2018 - Invermay Traffic Masterplan

**RECOMMENDATION:**

That Council:

1. notes the results of community consultation completed during May/June 2018; and
  2. adopts the following Traffic Masterplan (Major Initiatives):
    - (a) Invermay Traffic Masterplan
-

18.1 Invermay Traffic Masterplan ...(Cont'd)



(b) Invermay Traffic Masterplan Project Delivery Timeframes

*Short Term (1 - 3 years)*

1. Lindsay Street (West) - street improvements
2. New Link Road - connects Lindsay Street to Gleadow Street
3. Gleadow Street - street improvements (South side)
4. Goderich Street/Gleadow Street - new traffic lights
5. Forster Street - improved traffic flow (Stage 1 – North side): Goderich Street to Invermay Road
7. Invermay Road/Lindsay Street - new traffic lights (including changes to Esplanade/Boland Street lights)
8. Forster Street - carpark right turn lane
10. Lindsay Street (East) - street improvement
13. Churchill Drive - road widening and on-street car parking opportunities (new project)

*Medium Term (3 - 5 years):*

3. Gleadow Street (North side) and Montagu Streets - street improvements
6. Invermay Road - Corridor Review - pedestrian/cycling connectivity across Invermay Road (completed post Inveresk Masterplan and University of Tasmania building design complete)

**18.1 Invermay Traffic Masterplan ...(Cont'd)**

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9. Lower Charles Street Bridge, Goderich Street/Lindsay Street intersection and The Esplanade intersection adjustments
11. Holbrook Street (South) - bike lanes and street improvement
12. Gleadow Street (East) - bike trail and street improvement

*Long Term (6+ years)*

5. Forster Street - improved traffic flow (Stage 2 - South side)
- 

**Mr S Eberhardt (Director Infrastructure Services) and Mr R Anderson (Manager Technical Services) were in attendance to answer questions of Council in respect of this Agenda Item.**

**Mr Alf Walters (on behalf of the Tasmanian Truck Owners) spoke against the item  
Mr Basil Fitch spoke against the item**

**The Mayor, Alderman A M van Zetten, handed the Chair to the Deputy Mayor, Alderman R I Soward at 1:47pm.**

**The Mayor, Alderman A M van Zetten, resumed the Chair at 1.49pm.**

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**18.1 Invermay Traffic Masterplan ...(Cont'd)**

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**DECISION: 22 October 2018****MOTION****Moved Alderman R L McKendrick, seconded Alderman R I Soward.****That Council:**

- 1. receives the information contained in the report and defers consideration of the recommendations to the newly formed Council following the current election process.**
- 2. requests the General Manager to complete further investigation and provide advice on matters such as traffic and pedestrian movement changes relating from the University of Tasmania relocation as well as the progress and details of traffic light signal upgrades committed to by the Department of State Growth for consideration by the Council.**

**CARRIED 10:0****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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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**19 CORPORATE SERVICES DIRECTORATE ITEMS****19.1 Budget Amendments 2018/2019****FILE NO:** SF6640**AUTHOR:** Paul Gimpl (Chief Financial Officer)**DIRECTOR:** Louise Foster (Director Corporate Services)

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**DECISION STATEMENT:**

To consider changes to the Council's 2018/2019 Statutory Estimates.

*This decision requires an absolute majority of Council in accordance with section 82(4) of the Local Government Act 1993.*

**RECOMMENDATION:**

That Council, by absolute majority:

1. pursuant to section 82(4) of the *Local Government Act 1993*, approves the following amendments to the 2018/2019 Statutory Estimates:
    - (a) Revenue
      - (i) the net decrease in revenue from external grants and contributions of \$128,246.
      - (ii) the decrease in revenue of \$1,150,000.
    - (b) Expenditure
      - (i) the net increase in expenditure from transfers from capital to operations of \$622,594.
      - (ii) the net increase in expenditure from transfers from capital to operations of \$305,436 as well as additional funding required of \$165,800 adding to a combined total of \$471,236.
      - (iii) the net increase in operating expenditure of \$220,000.
    - (c) Capital Works Expenditure
      - (i) the net decrease in expenditure from external funds of \$128,246.
      - (ii) the increase in capital expenditure of \$476,923 funded from insurance recovery in 2017/2018 financial year.
      - (iii) the decrease in expenditure from net transfers between capital and operations of \$622,594.
      - (iv) the decrease in expenditure from net transfers from capital of \$36,187.
      - (v) the decrease in expenditure from net transfers from capital to operations of \$305,436.
-

**19.1 Budget Amendments 2018/2019 ...(Cont'd)**

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2. notes that amendments from item 1 result in:
- (a) the operating surplus being amended to \$13,470,039 (including capital grants of \$15,747,423) for 2018/2019.
  - (b) the capital budget being increased to \$34,960,129 for 2018/2019.
- 

**Ms L Foster (Director Corporate Services) and Mr P Gimpl (Chief Financial Officer) were in attendance to answer questions of Council in respect of this Agenda Item.**

**Mr Basil Fitch spoke against the item**

**DECISION: 22 October 2018**

**MOTION**

**Moved Alderman D H McKenzie, seconded Alderman J Finlay.**

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

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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**19.2 Investment Policy (12-PI-002)****FILE NO:** SF3611**AUTHOR:** Paul Gimpl (Chief Financial Officer)**DIRECTOR:** Louise Foster (Director Corporate Services)

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**DECISION STATEMENT:**

To consider the updated Investment Policy (12-PI-002).

**PREVIOUS COUNCIL CONSIDERATION:**

Audit Panel - 27 September 2018 - Agenda Item 11.1 - Investment Policy Review

**RECOMMENDATION:**

That Council approves changes to the Investment Policy (12-PI-002).

**Investment Policy (12-PI-002)****PURPOSE:**

To set the objectives for the investment of cash assets and provide the framework and risk profile for the formulation of Council's investment strategy by:

- Providing an authorising framework for control and security over cash assets.
- Mandating risk and diversification parameters for the investment of Council's cash assets
- Ensuring funds are invested in accordance with the requirements of the *Local Government Act 1993*.

**SCOPE:**

This policy applies to all cash funds owned or controlled by Council, with the following exceptions:

- Loans made and authorised by Council to external bodies.
- Investments other than for the management of cash funds.
- Cash held by special committees.
- Superannuation Funds.
- Trust funds administered under separate deeds.

**POLICY:****OBJECTIVE**

The investment objective for Council's cash assets will be to optimise the investment return within the risk parameters of this policy.

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**19.2 Investment Policy (12-PI-002) ...(Cont'd)**

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**AUTHORISING FRAMEWORK****Authorities****Policy**

Council is the approving authority for the formulation of and variations to the Investment Policy.

Cash assets will be invested consistent with this policy.

**Strategy**

The General Manager is the approving authority for the Investment Strategy.

**Changes to Strategy**

The Director Corporate Services may authorise a strategy review in response to changes of market conditions or market products

**Legislation**

Under section 75, *Local Government Act 1993*, a Council may invest any money:

- (a) In any manner in which a trustee is authorised by law to invest trust funds; and
- (b) In any investment the Treasurer approves.

**Controls****Transfer of funds**

Each investment will have a minimum of five and require two, authorised signatures before funds are transferred.

Funds held other than in the trading account must, where possible, be on the condition that any redemption will only be transferred into Council's trading account.

Where institutions are unable to provide this facility the Director Corporate Services is to ensure adequate controls exist to protect the Council's cash assets.

**Signatories**

Signatories are to be divided into signing officers and counter signing officers. The transfer of funds is to require two signing officers or one signing and one counter signing officer.

The signatories are to be as specified in 12-PI-027 Bank Signatory Policy.

**Separation of Duties**

The Council Officer responsible for the monitoring, reconciling and reporting of Council's cash resources must not be a signatory to any account.

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## 19.2 Investment Policy (12-PI-002) ...(Cont'd)

### RISK

#### Approach to Risk

Council officers will take a conservative approach to assessing risk. The assessment of risk will extend beyond the investment rating of the institution. Schedule 1 outlines some of the risks and the approach Council will take. The supply of investment products is an ever developing market, and as such the risks outlined should not be regarded as exhaustive.

#### Investment Advisor

Council staff will use the services of appropriately qualified investment advisors to assist with monitoring of investment performance, strategy development and choice of investments whenever investments are made in managed funds or similar. An investment advisor is not required when cash funds are invested as direct (or term) deposits as set out below.

#### Investment Parameters

Council's cash assets will only be invested in cash investments, that is they are not to be:

- (a) invested in equities.
- (b) invested in structured products

When assessing investment products Council officers will be vigilant for products that meet the legal requirements to be sold as a cash product while the underlying investments is equities, structured debt or other non-cash assets.

#### Duration

When assessing fixed term investments Council officers will determine the cash flow requirements to ensure that sufficient liquidity remains for Council to meet its obligations.

#### Diversification

The amount invested with any one financial institution or managed fund should not exceed the following percentages of funds invested:

### Direct Deposits

<u>Long Short Term</u> Rating (Standard and Poors)	Maximum Percentage of Total Investments	Single Institution Maximum Percentage of Total Investments
AA	100%	<u>65%</u>
A	Nil	Nil
BBB and below	Nil	Nil

## 19.2 Investment Policy (12-PI-002) ...(Cont'd)

### Managed funds

(Standard and Poors)	Single Fund Maximum Percentage of Total Investments	Single Institution Maximum Percentage of Total Investments
AAA	30%	45%
AA	30%	30%
A	<i>Nil</i>	<i>Nil</i>
<i>BBB and below</i>	<i>Nil</i>	<i>Nil</i>

Where Council invests with an institution both directly and/or via a managed fund a single maximum will apply to the total invested (ie. 45% not 90%).

### STRATEGY

#### ***Methodology***

Council staff in conjunction with the Council's independent investment advisor (if appointed) will monitor investment performance, strategy development and choice of investments within this policy.

As part of the budget process the Council will each year perform an analysis of cash needs both current and future. An Investment Strategy will be formulated to allocate cash resources in a manner that optimises return over the allocation duration within the confines of the risk profile defined in this policy.

#### *Investment Strategy*

The investment strategy will be reviewed each year and submitted to the General Manager for approval.

The Investment Strategy will contain:

- A breakdown of Council funds by class according to:
  - Trading funds
  - Working Capital
  - Conditional Funding
  - Cash backed reserves
  - Strategic funds
- The target investment duration
- How funds will be invested
- The target return for funds
- The name of Council's investment advisor (if appointed)

Once formulated the Investment Strategy must be approved by the General Manager before any changes in investments can be made.

**19.2 Investment Policy (12-PI-002) ...(Cont'd)**

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Choice of investment

Investing officers may invest differently from advisers recommendations provided that:

- (a) The investment complies with all other requirements of this policy
- (b) The investment is in accordance with the Investment Strategy
- (c) The investment is approved by the Director Corporate Services

Any variation from the adviser's recommendations shall be reported to the next meeting of the Audit Panel.

Market conditions

The Director Corporate Services may authorise a strategy review in response to changes of market conditions or market products.

**REPORTING**

The Manager Finance is responsible for the preparation each month of a report of cash investment balances, returns and performance to benchmark for the month and financial year to date.

- (a) A regular report will be provided to the Audit Panel, detailing the investment performance to strategy and counterparty percentage exposure of total portfolio.
- (b) Investment performance shall be measured against the Official Cash Rate.

For audit purposes, certificates must be obtained from the banks/fund managers confirming the amounts of investment held on Council's behalf at 30 June each year.

**PRINCIPLES:**

Council's Organisational Values apply to all activities

**RELATED POLICIES & PROCEDURES:**

12-PI-015 Investment Strategy

**RELATED LEGISLATION:**

*Trustee Act 1898* – As Amended

*Local Government Act 1993*

**REFERENCES:**

Common law responsibilities - The *Local Government Act 1993* permits investment in any investment which a trustee is authorised by law to invest trust funds.

The *Trustee Act 1898* Part II Investments, requires that all investments are to be made exercising the care, diligence and skill that a prudent person of business would exercise in managing the affairs of another person. The interpretation of these is a matter of common law.

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## 19.2 Investment Policy (12-PI-002) ...(Cont'd)

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Section 75, *Local Government Act 1993*

Standard and Poors Credit Ratings Definitions

### **DEFINITIONS:**

#### **Authorised deposit-taking institution (ADI)**

A body corporate in relation to which an authority under Section 9 (3) of the *Banking Act* (No 6 of 1959 as amended) is in force. At the time of producing this policy these included prescribed banks, building societies and credit unions.

#### **Conservative Approach to Risk**

An investing strategy that seeks to preserve an investment portfolio's value by investing in lower risk products.

#### **Equities**

Investments in the share capital of firms either directly or through managed funds or derivatives.

#### **Financial institution**

Any authorised deposit-taking institution authorised under the *Trustee Act 1898* to receive deposits.

#### **Investment arrangement**

Any authorised deposit taking institution or the manager of any authorised deposit taking institution, authorised under the *Trustee Act 1898* to receive fixed deposits.

#### **Standard and Poors**

A rating agency that assesses capacity of an obligor to meet its financial obligations.

#### **Stress testing**

Analysis of the institution or product to determine its ability to maintain the investment balance during a down turn in market factors that affect the investment product.

#### **Structured products**

Managed Funds or Floating Rate Notes where the underlying investment is a securitised instrument.

#### **Official Cash Rate (OCR)**

The Official Cash Rate is the interest rate paid by banks in the overnight money market in Australia and is regulated by the Reserve Bank of Australia.

#### **Sector**

The asset class in which funds are invested eg. government, corporate, asset backed etc.

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**19.2 Investment Policy (12-PI-002) ...(Cont'd)**

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**REVIEW:**

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

**SCHEDULE 1****RISKS****Risk Profile**

Council officers will take a conservative approach to assessing risk.

Diversification Risk

The risk associated with the size of loss relative to the total portfolio from placing investments with a single or relatively small number of funds, notes or product styles.

Council officers will be diligent when placing investments such as managed funds or floating rate notes to avoid products that have invested in the same underlying assets.

Duration Risk

When selecting investment products with a duration beyond 48 hours, particular attention is to be given to what is being rated, principal and interest, principal or principal at maturity. For products where the rating is for principal only or principal at maturity, the risk of losing income can increase with long duration products. The particular product should be assessed on the probability of capital loss, return loss and inflation erosion.

Council funds will not be invested in long duration products with a high principal on maturity rating based on a third party underwriting.

Institution Risk

The risk associated with concentrating the portfolio with one institution.

Finance staff will actively monitor the portfolio to identify both the fund manager and the investing institution for investments held and maintain the portfolio within the investment parameters.

Product Risk

A number of State Governments have strict statutory controls on the type of products and markets that local government may invest in. As a result there are products in the market structured so that they fit the definition of a highly rated cash investment while the fund has a high (up to 100%) exposure to equities or structured debt products. Council funds will not be invested in these products.

Any product offering significantly higher return than its peers must have undergone stress testing for both return and capital loss and the product endorsed in writing by the Council's investment advisor, before any funds are invested.

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**19.2 Investment Policy (12-PI-002) ...(Cont'd)**

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All investment products should also be reviewed on the basis that the investment adheres to the intent as well as the letter of this policy.

**Sector Risk**

Sector Risk refers to the risk associated with having a high portion of a portfolio exposes to the same market sector.

A portfolio can be diversified across institutions but if they have all invested in the same market sector the level of exposure to that market is increased.

The Finance Department will also monitor the total asset allocations of the portfolio across all investments to ensure sector risk allocations are identified and managed.

**SCHEDULE 2****Standard and Poors Credit Ratings Definitions**

From the Standard and Poors Website 2017

**What are credit ratings?**

Credit ratings are opinions about credit risk. Our ratings express our opinion about the ability and willingness of an issuer, such as a corporation or state or city government, to meet its financial obligations in full and on time.

Credit ratings can also speak to the credit quality of an individual debt issue, such as a corporate or municipal bond, and the relative likelihood that the issue may default.

Credit ratings are not absolute measure of default probability. Since there are future events and developments that cannot be foreseen, the assignment of credit ratings is not an exact science. Credit ratings are not intended as guarantees of credit quality or as exact measures of the probability that a particular issuer or debt issue will default.

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19.2 Investment Policy (12-PI-002) ...(Cont'd)

<b>Long-Term Issue Credit Ratings*</b>	
<b>Category</b>	<b>Definition</b>
AAA	An obligation rated 'AAA' has the highest rating assigned by S&P Global Ratings. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.
BBB	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
BB; B; CCC; CC; and C	Obligations rated 'BB', 'B', 'CCC', 'CC', and 'C' are regarded as having significant speculative characteristics. 'BB' indicates the least degree of speculation and 'C' the highest. While such obligations will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposures to adverse conditions.
BB	An obligation rated 'BB' is less vulnerable to non-payment than other speculative issues. However, it faces major ongoing uncertainties or exposure to adverse business, financial, or economic conditions which could lead to the obligor's inadequate capacity to meet its financial commitment on the obligation.
B	An obligation rated 'B' is more vulnerable to non-payment than obligations rated 'BB', but the obligor currently has the capacity to meet its financial commitment on the obligation. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitment on the obligation.
CCC	An obligation rated 'CCC' is currently vulnerable to non-payment, and is dependent upon favourable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation. In the event of adverse business, financial, or economic conditions, the obligor is not likely to have the capacity to meet its financial commitment on the obligation.

19.2 Investment Policy (12-PI-002) ...(Cont'd)

<b>Long-Term Issue Credit Ratings*</b>	
<b>Category</b>	<b>Definition</b>
CC	An obligation rated 'CC' is currently highly vulnerable to non-payment. The 'CC' rating is used when a default has not yet occurred, but S&P Global Ratings expects default to be a virtual certainty, regardless of the anticipated time to default.
C	An obligation rated 'C' is currently highly vulnerable to non-payment, and the obligation is expected to have lower relative seniority or lower ultimate recovery compared to obligations that are rated higher.
D	An obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless S&P Global Ratings believes that such payments will be made within five business days in the absence of a stated grace period or within the earlier of the stated grace period or 30 calendar days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.
NR	This indicates that no rating has been requested, or that there is insufficient information on which to base a rating, or that S&P Global Ratings does not rate a particular obligation as a matter of policy.

Note: Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

<b>Short-Term Issue Credit Ratings</b>	
<b>Category</b>	<b>Definition</b>
A-1	A short-term obligation rated 'A-1' is rated in the highest category by S&P Global Ratings. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.
A-2	A short-term obligation rated 'A-2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.



19.2 Investment Policy (12-PI-002) ...(Cont'd)

<b>Short-Term Issue Credit Ratings</b>	
<b>Category</b>	<b>Definition</b>
A-3	A short-term obligation rated 'A-3' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
B	A short-term obligation rated 'B' is regarded as vulnerable and has significant speculative characteristics. The obligor currently has the capacity to meet its financial commitments; however, it faces major ongoing uncertainties which could lead to the obligor's inadequate capacity to meet its financial commitments.
C	A short-term obligation rated 'C' is currently vulnerable to non-payment and is dependent upon favourable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation.
D	A short-term obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless S&P Global Ratings believes that such payments will be made within any stated grace period. However, any stated grace period longer than five business days will be treated as five business days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of a similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.

**Ms L Foster (Director Corporate Services) and Mr P Gimpl (Chief Financial Officer) were in attendance to answer questions of Council in respect of this Agenda Item.**

**19.2 Investment Policy (12-PI-002) ...(Cont'd)**

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**DECISION: 22 October 2018****MOTION****Moved Alderman D H McKenzie, seconded Alderman J Finlay.****That the Motion, as per the Recommendation to Council, be adopted.****CARRIED 10:0****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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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**19.3 Quarterly Progress Against 2018/2019 Annual Plan Actions for Period Ending 30 September 2018****FILE NO:** SF6324**AUTHOR:** Leisa Hilkmann (Corporate Planning Administration Officer)**DIRECTOR:** Louise Foster (Director Corporate Services)

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**DECISION STATEMENT:**

To consider the report on progress against Council's 2018/2019 Annual Plan Actions for the period ending 30 September 2018.

**RECOMMENDATION:**

That Council notes progress against 2018/2019 Annual Plan Actions for the period ending 30 September 2018.

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**Ms L Foster (Director Corporate Services) was in attendance to answer questions of Council in respect of this Agenda Item.**

**DECISION: 22 October 2018****MOTION****Moved Alderman R L McKendrick, seconded Alderman D H McKenzie.****That the Motion, as per the Recommendation to Council, be adopted.****CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek

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**20 GENERAL MANAGER'S DIRECTORATE ITEMS****20.1 End of Term Report****FILE NO:** SF0008**GENERAL MANAGER:** Michael Stretton (General Manager)

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**DECISION STATEMENT:**

To consider the End of Term Report for the City of Launceston's 2014-2018 Council.

**RECOMMENDATION:**

That Council receives the End of Term Report (ECM document ID 4514889).

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**Mr M Stretton (General Manager) was in attendance to answer questions of Council in respect of this Agenda Item.**

**DECISION:** 22 October 2018**MOTION**

**Moved Alderman J Finlay, seconded Alderman R I Soward.**

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

**CARRIED 10:0**

**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 S R F Wood, Alderman E K Williams and Alderman K P Stojansek

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**21 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**

**22 CLOSED COUNCIL**

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

**22.1 Confirmation of the Minutes**

*The Local Government (Meeting Procedures) Regulations 2015 - Regulation 34(6) states that at the next closed meeting, the minutes of a closed meeting, after any necessary correction, are to be confirmed as the true record by the council or council committee and signed by the chairperson of the closed meeting.*

**22.2 Event Procurement at UTAS Stadium**

*Regulation 15(2)(g) information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.*

**DECISION: 22 October 2018****MOTION**

**Moved Alderman R L McKendrick, seconded Alderman J Finlay.**

**That Council move into Closed Session.**

**CARRIED 10:0**

**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 D C Gibson, Alderman J Finlay, Alderman S R F Wood, Alderman E K Williams and Alderman K P Stojansek**

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**Council moved into Closed Session at 2.08pm.**

**Council returned to Open Session at 2.10pm.**

## **23 MEETING CLOSURE**

**The Mayor, Alderman A M van Zetten, closed the Meeting at 2.10pm.**

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