

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
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**George Town Council
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**Confirmed Minutes of Meeting of Council held on the 19th October 2016
Meeting Commenced at 10.02am**

AUDIO RECORDING OF COUNCIL MEETINGS

The public is advised that it is **Council Policy** to record the proceedings of meetings of Council on digital media to assist in the preparation of minutes, and to clarify any queries relating to the Minutes that is raised during a subsequent meeting under the section “Confirmation of Minutes”.

The recording does not replace the written minutes and a transcript of the recording will not be prepared.

All meetings of the Council shall be digitally recorded as provided for by Regulation 33 of the Local Government (Meeting Procedures) Regulations 2015 except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).

In accordance with the requirements of Council’s Audio Recording of Council Meetings Policy No. 40, members of the public are not permitted to make audio recordings of Council meetings.

The Chairperson reminded the public gallery that Council has a new Public Question Time policy which will give preference to those who have registered their intention to ask a question.

1. PRESENT

Cr Bridget Archer (Mayor) Chairperson
Cr Tim Harris (Deputy Mayor)
Cr Chris Ashley
Cr Heather Barwick
Cr Doug Burt
Cr Greg Dawson
Cr John Glisson
Cr Tim Parish
Cr Peter Parkes

1.1 APOLOGIES

Nil.

1.2 IN ATTENDANCE

Mr John Martin, General Manager
Mr Kim Barker, Director Corporate Services
Mrs Anne Cameron, Manager Community Development
Mr Paul O’Grady, Manager Infrastructure & Engineering
Ms Josie Higgins, Executive Officer (Governance)
Ms Louise Dickenson, Executive Assistant (Governance)

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2. CONFIRMATION OF MINUTES

251/16 2.1 - ORDINARY COUNCIL MEETING HELD 21ST SEPTEMBER, 2016

DECISION

Moved: Cr Harris
Seconded: Cr Ashley

That the Minutes of Council's Ordinary meeting held on the 21st September 2016 numbered 227/16 to 247/16 and 250/16 be confirmed.

Cr Barwick raised the following points relating to the unconfirmed minutes:

- The fourth paragraph referring to the Audio Recording of Council Meetings on Page 3 was not on the Agenda or mentioned at the September 2016 meeting and therefore should not appear in the Minutes.
- Cr Barwick stated that a Point of Order called by Cr Parish which appears on Page 11 only applies to calling a Point of Order on Councillors; a Councillor cannot call Points of Order on Public Question Time.

The Chairperson responded that Cr Parish had called a Point of Order with the belief that under the Meeting Procedures there is a meeting procedure in terms of it being a disruption to the meeting. The Chairperson agreed with Cr Barwick generally that the intention of a Point of Order is between Councillors during the course of a meeting. It has been recorded in the minutes that Cr Parish did raise a Point of Order. The Chairperson stated that for future reference the Point of Orders may be reconsidered.

Cr Parish explained that the Point of Order was not on the public gallery, it was on the disruption of the meeting and felt the Point of Order was a valuable mechanism at that particular time.

- Cr Glisson referred to Page 148 of the Minutes, which recalls a question asked by Cr Barwick in regard to the YMCA on non compliant confirmation and stated that he had actually tabled a document at the Council meeting however it did not get mentioned in the Minutes. Cr Glisson also stated that he had asked a couple of questions in relation to the document and this is not mentioned in the minutes and as it clearly happened it needs to be recorded.

The Chairperson referred Cr Glisson's comments to the General Manager who responded that for the purpose of the minutes, reference to the tabling of the document by Cr Glisson and Cr Glisson's questions asked at that meeting would be included in the minutes if Cr Glisson was happy with that.

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251/16 2.1 - ORDINARY COUNCIL MEETING HELD 21ST SEPTEMBER, 2016 (CONT.)

Cr Glisson responded by stating that it has to be recorded, it happened and the minutes are a record of what was tabled so it needs to be included.

The General Manager advised Cr Glisson that he had provided a suggestion as to what Cr Glisson wanted recorded in the minutes if the mover and seconder were agreeable. The General Manager further stated that not every single comment that is made at Council meetings is recorded in the minutes but was providing an option to include it if the mover and seconder agreed.

Cr Glisson responded that it was tabled and this was a record of what happened at the meeting.

The Chairperson reminded Cr Glisson that this was not a debate and called Cr Glisson to order at 10.11am, LG (MP)R 40(1)(b).

Following comment by Cr Glisson, the Chairperson reminded Cr Glisson that he had been called to order and requested Cr Glisson to refrain from the commentary at 10.12 am LG(MP)R 40(1)(c).

The Chairperson asked the mover and seconder if they were happy to include those amendments as alterations to the minutes. If not the Chairperson would have to seek an amendment.

Cr Glisson asked the Chairperson what exactly was being put in the minutes.

The Chairperson responded that it was the suggestion made to Cr Glisson by the General Manager and it would be up to the mover and seconder however if they were not happy with that suggestion it would require an amendment.

The Chairperson asked Cr Glisson if he had anything further.

Cr Glisson advised that the other matter related to Agenda Item 12.3 NTD New Governance Model. Cr Glisson stated that he had raised a couple of issues at the meeting in that Councillors had not been supplied with the documents they were supposed to be supplied with which included the Certificate of Incorporation and the SAI Global Extract which in the Agenda and the attachments was listed as being provided and it wasn't. Cr Glisson stated that he had asked for it, it was agreed that Council had not been supplied with it and we were told that we would get a copy and this was not recorded in the minutes.

The Chairperson responded that the documents were not missing they cannot be provided until the Corporation had been formed.

Cr Glisson stated that we just can't move on, this still has to be documented in the minutes.

The Chairperson called Cr Glisson for a third (3rd) time to order at 10.14 am in that the Chairperson had requested Cr Glisson not to debate an answer LG(MP)R 40(1)(b).

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251/16 2.1 - ORDINARY COUNCIL MEETING HELD 21ST SEPTEMBER, 2016 (CONT.)

The Chairperson again called Cr Glisson to order and advised Cr Glisson that if he was called to order again he would be suspended from the meeting LG(MP)R 40(2)(a).

Cr Glisson asked are the questions going to be recorded in the minutes.

The Chairperson responded yes however requested Cr Glisson to wait for an answer.

The General Manager stated that as he had previously advised that during discussion at a meeting not every comment and answer that is made is recorded in the minutes; that is normal procedure. In relation to the specific question that Cr Glisson had asked, there were not any documents missing; they haven't been produced yet pending the formation of the new corporation. The General Manager advised that in his view it was not necessary to record anything else, but that was entirely up to Council.

Cr Glisson stated that questions were asked about the documents and he wanted that recorded in the minutes.

AMENDMENT

Moved: Cr Glisson
Seconded: Cr Barwick

- (a) That the Minutes of Council's Ordinary meeting held on the 21st September 2016 numbered 227/16 to 247/16 and 250/16 be confirmed; and
- (b) That questions asked with regard to the annexure documents relating to point 12.3 NTD New Governance Model be recorded in the minutes and that the document tabled with regard to the YMCA and Worksafe Tasmania also be recorded in the minutes as having being tabled and questions asked about it.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris		✓	Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes		✓
Cr Burt		✓			

CARRIED

SUBSTANTIVE MOTION

Moved: Cr Glisson
Seconded: Cr Barwick

- (a) That the Minutes of Council's Ordinary meeting held on the 21st September 2016 numbered 227/16 to 247/16 and 250/16 be confirmed; and

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251/16 2.1 - ORDINARY COUNCIL MEETING HELD 21ST SEPTEMBER, 2016 (CONT.)

- (b) That questions asked with regard to the annexure documents relating to point 12.3 NTD New Governance Model be recorded in the minutes and that the document tabled with regard to the YMCA and Worksafe Tasmania also be recorded in the minutes as having being tabled and questions asked about it.

Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

3. PUBLIC QUESTION TIME

3.1 PUBLIC QUESTION TIME PROCEDURE

[Refer to Minute No. 243/16. The period set aside for public question time will be at least 15 minutes. Questions given on notice will be addressed first. Once questions on notice have been addressed, persons who have registered their interest to ask a question will be called to do so in the order in which they have registered. Persons attending Council meetings will have the opportunity to register their interest to ask a question without notice prior to the commencement of the meeting. Council staff will be on hand to assist with this process.

Participants cannot ask more than 2 questions in a row with a maximum of 2 minutes per question. If a person has more than (2) questions, they will be placed at the 'end of the queue' and may, if time permits, ask their further questions once all other persons have had an opportunity to ask questions. Persons who have not registered their interest to ask a question will be given an opportunity to do so following all those who have registered. All questions must be directed to the Chairperson.

For further information on Council's Public Question Time Rules and Procedure, please refer to George Town Council Public Question Time Policy No. 18.]

3.2 PUBLIC QUESTIONS ON NOTICE

Sue Neilsen, George Town

Q1. I refer to our family donation of a seat and the extraordinary 6 month delay in receiving approval last week. My question re this matter is that the response made to my question at the September 2016 meeting has proved to be incorrect. I respectfully ask what was the reason for the delay?

Response

I can confirm that Council staff had previously worked with you in relation to your family's donation of a memorial seat, which included a site visit and discussions on the final preparation of your application.

Due to the unforeseen weather events this year, which were experienced across the state, Council staff have been concentrating their efforts on undertaking urgent repairs to infrastructure damaged as a result of localised flooding over the past few months.

During this busy period, your letter of approval was unfortunately overlooked. This oversight was first made apparent by your question received during Public Question Time at the September 2016 Council meeting.

The Manager Infrastructure & Engineering has since followed up the matter with Mr Neilsen to clarify any misunderstanding. Council regrets any inconvenience this may have caused.

Q2. It has come to my attention that if a property owner seeks details from Council as to the owner of a neighbouring property for the purpose of a fence construction, tree issue etc Council will not provide that information thus putting the ratepayer to a cost to obtain this information. I do not require an explanation for this but perhaps Council could explore correcting this matter as the General Manager is on record stating that such information is on public record.

In complete contradiction to the aforementioned Council procedure I am aware that earlier this year the General Manager provided documentation not freely publicly available to elected members and most likely some staff that detailed properties owned by myself, some family members (other than my husband) the values of the properties and any encumbrances.

I respectfully request an explanation for the reason for disclosing my and other family member's details (other than my husband) in relation to our private property affairs?

Response

Your question concerns ongoing legal proceedings to which Council is a party.

Accordingly, I cannot elaborate any further or otherwise discuss the matter.

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3.3 PUBLIC QUESTION TIME

Commenced: 10.24 am
Concluded: 10.54 am

Cr Burt left the meeting at 10.28am.

Cr Dawson left the meeting at 10.47am.

Cr Dawson returned to meeting at 10.48am

Mr O’Doherty, George Town

Q1. Mr O’Doherty directed his question to the Chairperson and stated Mayor Archer, you have served two years as Mayor leading the George Town Council plus being involved with other Mayors throughout the region and state. Considering the turmoil of some councils such as Huon Valley, Glenorchy etc., I ask do you believe in broad terms that the powers of General Managers in Tasmania need review or are you satisfied with the status quo.

The Chairperson responded that Mr O’Doherty’s question was not a simple question and her answer to that. As Mr O’Doherty had directed his question to her personally she could therefore not speak for the Council in that regard. The Chairperson advised that there is currently a review being undertaken into the Local Government Act and she was aware that it has been an issue raised through that process across various councils and other parts of the Act as well. In regard to the functions of the General Manager she anticipated that it will be something that will be looked at in terms of the review of the Local Government Act. The Chairperson further stated that she was personally happy to wait and see what happens in that regard and felt it was an ongoing conversation at the moment around whether the current model best fits. The Chairperson advised, personally she thought it works well but was happy to reserve judgement pending review of Act.

Mr Austin, George Town

Q1. Mr Austin stated that he responded to the Chairperson’s articles in the paper on the 3rd and 4th October in which the Chairperson states that Mr Austin was particularly attacking this Council’s members on behalf of his Association. Mr Austin asked, when have any staff been threatened or intimidated by members of the public gallery when they come to work.

The Chairperson responded advising Mr Austin that she had no intention of providing specific examples and as she had previously indicated to Mr Austin but suffice to say that staff have reported that they feel threatened and intimidated in this environment and that was sufficient for the Chairperson to take the action that she had.

Mr Austin stated that the Chairperson was making an allegation with no proof.

The Chairperson advised Mr Austin that she would not enter into debate and had no further comment to make.

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3.3 PUBLIC QUESTION TIME (CONT.)

- Q2. Mr Austin stated that his next question related to the Hillwood meeting which was asked by Mr Waters of HARRA where Mr Waters was informed that the information that he asked for would be forthcoming from the General Manager. Mr Austin asked can we also as the Ratepayers and Residents Association be afforded the same privilege and have that information forwarded to us. Mr Austin stated at this present time, Mr Waters has received nothing.

The Chairperson responded that she was sure that would be possible and referred the question to the General Manager who had no further comment.

Mr Neilsen, George Town

- Q1. Mr Neilsen stated that at the last meeting he had detailed all contacts and associations over the last 12 months with staff of Council. Mr Neilsen also stated that given there have been no identifiable issues between himself and any staff member and that he had spoken directly to most with whom he had had association and that various public statements had been made by either the Chairperson, the General Manager and some Elected Members, he asked can you please confirm that he is not the subject of any allegations re Occupational Health & Safety issues within Council. Mr Neilsen stated that if the Chairperson could not confirm this, then could she please advise specifics of any allegation that is an OH&S issue that links him to such assertions and further please explain why the General Manager continues to refuse to have meaningful mediation with him which could result in positive outcomes (4 requests).

The Chairperson referred the question to the General Manager who advised that all those matters that Mr Neilsen had referred to had been raised in correspondence to Mr Neilsen. The General Manager advised that in response to Mr Neilsen's requests, these were similar types of requests and there would be no further correspondence entered into from the General Manager on those matters to Mr Neilsen and that he had no further comment to make.

Mr Neilsen asked if he could have an answer to his question.

The Chairperson responded there was no further comment stating that Mr Neilsen had been provided with the correspondence that he has and that no further comment was forthcoming.

Mr Neilsen stated that he would take that as support for an untrue comment.

- Q2 Mr Neilsen stated that the General Manager had identified himself as the appropriate person to administer OH&S issues within the Council organisation. Mr Neilsen directed his question, through the Chair to the General Manager and as a ratepayer Mr Neilsen asked if a staff member reports to the General Manager an action that the activity of another staff member is a danger to ratepayers, what action would be taken to ensure ratepayers' safety.

The Chairperson responded that it would be very much dependent upon the circumstances and that she believed there are procedures in place for various situations, but depending on the specifics of that type of situation as to what the appropriate response would be.

3.3 PUBLIC QUESTION TIME (CONT.)

Mr Neilsen stated that he was anxiously waiting for the General Manager's response as the Chairperson's response did not cover what he was asking.

The Chairperson referred Mr Neilsen's question to the General Manager who responded that the obligations of a General Manager in relation to workplace health and safety are quite clear. The General Manager has a duty of care and responsibility in relation to all legislation around workplace health and safety (occupational health and safety) and there are various operational procedures that staff undertake including training and professional development in relation to these types of matters. We take all due care and responsibility in the provision of Council's works and services to the public which includes public safety of our people and the general public. The General Manager stated that if there are any reports or allegations of issues that arise in relation to those matters from the members of the public or members of staff, they are treated very seriously, they are investigated, followed up and any necessary actions that are required will be undertaken. This would be a very standard across the board which would be made by all council General Managers. The General Manager advised he takes those responsibilities very seriously as do all of my managers and my staff and we are constantly looking at those types matters and addressing any issues that arise.

Mr Neilsen asked if it was a particular safety issue to ratepayers, would the actions that the General Manager takes be transparent and available to ratepayers?

The Chairperson responded that that would be dependent on the circumstances.

Mr Neilsen stated that if it is a safety issue to ratepayers then surely there should be some communication that ratepayers are satisfied that their OH&S issue has been addressed.

That Chairperson again stated that it would depend on the circumstances and the level of information. The Chairperson also advised that the broad answer may be that it may be communicated back to a ratepayer that their issue has been dealt with but no further information may be able to be forthcoming in that regard or it may be more specific than that.

Mr Neilsen stated that he had a problem with the Chairperson's response and stated that Council had to get its act together over occupational health and safety reporting to the community and individuals.

The Chairperson took Mr Neilsen's statement as a comment.

3.3 PUBLIC QUESTION TIME (CONT.)

Mrs Hepburn, George Town

- Q1. Mrs Hepburn stated that she would like to inform Council that Mr Martin General Manager, George Town Council was not threatened at her home on the 23 September. Mrs Hepburn stated that the General Manager was not at her place and that no one was threatened at her door apart from her asking Mr O’Grady to leave. Mrs Hepburn stated that she did not like being told that they would be reported for threatening Mr Martin and referred to a letter received from the Government in this regard.

The Chairperson referred the question to the General Manager who advised that he had not been threatened by Mrs Hepburn or anyone associated with her family and that he was not aware of the letter that Mrs Hepburn was referring to. The General Manager stated that he was not at Mrs Hepburn’s house and he had not made any allegations of being threatened by Mrs Hepburn whatsoever. The General Manager suggested that Mrs Hepburn provides him with a copy of the correspondence she was referring to and categorically stated that he had made no allegations of being threatened by Mrs Hepburn or members of her family.

Mrs Rainbow, George Town

- Q1. Mrs Rainbow referred to the recent force of water which ran through what used to be called the York Rivulet and asked as a matter of public health and safety, if a sign could be placed in the area alerting the public to potential flooding.

The Chairperson referred the question to Council’s Manager Infrastructure & Engineering who took the question on notice.

- Q2. Mrs Rainbow referred to parking issues at the east side of the car park at the Memorial Hall which she felt created havoc for pedestrians particularly when large vehicles are parked in that vicinity and requested that directional arrows be considered for that area.

The Chairperson referred the question to Council’s Manager Infrastructure & Engineering who took the question on notice.

Mr O’Doherty, George Town

- Q2. Mr O’Doherty referred to Page 86 of the agenda, review of Draft Audio Recording Policy No. 40 Version 04 and asked that Council please consider amendment the storage of audio recordings from at least six months to at the very least, a financial year.

The Chairperson responded that whilst she could not pre-empt Council’s decision she accepted mr O’Doherty’s comments.

Mr Austin, George Town

- Q3. Mr Austin referred to page 14 of the agenda, reserves and provisions and stated that the annual leave provision for 2015/16 is \$376,405 but in 2016/17 that jumps to \$480,318 which is a jump of \$103,000 plus.

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3.3 PUBLIC QUESTION TIME (CONT.)

The Chairperson referred the question to the Director Corporate Services who advised that this represents an increase in unpaid leave and value of that leave and would depend on what untaken leave the employees have.

Through the Chair, Mr Austin asked the Director Corporate Services, if employees were allowed to store up their leave?

The Director Corporate Services responded and advised that yes, staff are able to accrue a certain amount of leave.

Mr O’Doherty, George Town

Q3. Mr O’Doherty referred to Page 68, item 12.3 on the Agenda and the suggested changes to the provision of this policy. Mr O’Doherty stated that an employee or a councillor who happens to have 25 – 30 years service and currently they get \$30 for each year service and asked is it right if this change is voted for that staff or elected members may lose \$30 year and then it will become \$10 a year?

The Chairperson responded no, not strictly, but would not pre-empt debate on the issue. The Chairperson stated however as a point of clarification, the recommendation is to rescind this formal policy of prescribing certain amounts for people over certain times and that the value of the gift is not a dollar figure in terms of cash, it is not proposed that that this be scaled back or people not be recognised. The Chairperson further stated that the recommendation is just that this formal policy may not be the only way to recognise people service.

Mr O’Doherty asked if the recommendation was adopted would that be retrospective that people would be penalised if the recommendation passes.

The Chairperson responded advising that she did not think anyone would be disadvantaged however did not want to pre-empt debate.

Mr O’Doherty stated that in terms of fairness if this did pass, perhaps it could start from today and anybody that had a previous agreement would stay as it is and if Council does pass this today, and then it starts from now.

Mr O’Doherty referred to the paragraph at the bottom of page 69 where it states “it is considered more appropriate that the General Manager/Mayor determine on an individual, need to basis, the value/celebration of any recognition of service provided to a Council employee/Councillor rather than being restricted to the provisions of the Policy. Mr O’Doherty referred to Council Policy and the current review process and suggested that it should stay as a policy as into the future that he wouldn’t like to see the Mayor or General Manager accused of treating people differently.

The Chairperson accepted Mr O’Doherty’s comments.

3.4 QUESTIONS ON NOTICE FROM COUNCILLORS

Cr Barwick

Q. I would ask that Council be provided with an update on all public land titles within the municipal area including those transferred under the CLAC program plus those on current contractual leases.

Response

This appears to be a request for information rather than a question on notice and therefore will be considered by the General Manager in accordance with the requirements of Section 28A (1) through (5) of the Local Government Act (Information and documents relating to functions).

The General Manager will follow up with Cr Barwick.

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3.5 RESPONSE TO QUESTIONS FROM PREVIOUS PUBLIC QUESTION TIME

(Refer to Minute No. 425/00, which states in part, “that a copy of all written replies to questions from the Public Gallery be included in the following Council Agenda.”)

Mr Sarich, Hillwood

(Ordinary Council Meeting 21st September, 2016)

10th October 2016

Mr P Sarich

Dear Mr Sarich

RE: PUBLIC QUESTION TIME – 21ST SEPTEMBER 2016

I refer to your question taken on notice at the Council meeting held on the 21st September 2016 where you referred to car parking at Hillwood and asked:

Q1. Has Council got any intentions of fixing this problem caused through extremely poor planning and no prior consultation with the stakeholders it impacts on most?

Response

In responding to the above question, I refer you to my responses provided to your questions on notice submitted for the Council meeting held on the 21st September 2016, a copy of which are attached to this correspondence and recorded in the minutes of that meeting.

I also refer to an onsite meeting between yourself and Council officers on the 1st February 2016 and Council’s correspondence to you dated 1st February and the 4th February 2016 reaffirming Council’s intention in relation to the intersection of Hillwood Jetty Road and Leam Road, Hillwood.

I have recently held extensive discussion and consultation with the General Manager and Manager Infrastructure & Engineering on the matter.

From information provided it appears that Council officers, at all times, have gone to great lengths to discuss with you and the Hillwood Progress Association, the plans and works that have been undertaken in the vicinity of your Hillwood shop.

As also stated in the attached a considerable amount of additional independent professional expertise was also undertaken on the design, through Pitt & Sherry and the Department of State Growth, before construction works commenced.

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3.5 RESPONSE TO QUESTIONS FROM PREVIOUS PUBLIC QUESTION TIME
(CONT.)

Further, the General Manager also advises me to advise you that at no time had the General Manager ever stated that “your business is of no concern to us”, as you clearly indicated during Public Question Time on the 21st September 2016.

In regard to the car park behind the toilet block and the further works that are being undertaken, Council officers would be more than happy to discuss these works with you further.

Please contact me if you wish to discuss this matter further.

Yours sincerely

Bridget Archer
MAYOR

cc. *Councillors*

3.5 RESPONSE TO QUESTIONS FROM PREVIOUS PUBLIC QUESTION TIME (CONT.)

Extract from Unconfirmed Minutes of the Ordinary Council Meeting held on the 21st September 2016 – Public Question Time

3.2 PUBLIC QUESTIONS ON NOTICE

Mr Sarich, Hillwood Coffee Shop

Q1. Lack of parking in front of the Coffee Shop – what is the Council's intention to fix this problem?

Response

As per Council's previous correspondence, dated 4th February 2016, prior to the current works the paved road adjacent to the Coffee Shop had no marked delineation. There was also no signage or conditions imposed on users regulating parking. In effect, vehicle and pedestrian movements could be undertaken in an unrestricted manner.

Council has undertaken works as per Plan LN16103-P3 which was presented and endorsed at the Hillwood Progress Association Meeting on 14th June, 2016 and also approved by the Department of State Growth. Council have now formalised the area including parking zones to ensure both vehicle and pedestrian movements can be undertaken with less conflict and potential for harm.

Council's ultimate primary concerns have been from a public safety perspective for people in vehicles and safe pedestrian movement. Considerable professional, qualified and expert advice, including associated Australian Standards, were considered during finalisation of plans and works undertaken.

Additional signage will provide further direction and guidance to users of the area. For example, Council intends to install signage to identify additional parking in the picnic area near the water's edge which can accommodate most sized vehicles.

Q2. Is the Council willing to compensate our business for loss of income due to prolonged road works and changes at the intersection of Jetty and Leam Roads at Hillwood?

Response

Whilst it is recognised that municipal works do have the potential to cause disruption, Council does not accept that your business is entitled to compensation.

However, if you wish to further pursue this matter you may submit further information to Council in support of your claim for Council's consideration.

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES**

**3.5 RESPONSE TO QUESTIONS FROM PREVIOUS PUBLIC QUESTION TIME
(CONT.)**

3.3 PUBLIC QUESTION TIME

Mr Sarich, Hillwood

Q1. Mr Sarich referred to the purchase of his shop at Hillwood and stated that he and his wife had spent a lot of money making it into a home and a coffee shop which he believed was massive to the community. Mr Sarich stated that before opening the coffee shop, to comply with Council regulations he had to have a minimum of five car parking spots and one disabled parking spot plus a ramp for disabled access. Mr Sarich also stated that now with the new island and footpaths he had lost two parking bays outside the shop plus an area on the opposite side of the road which could park at least six vehicles, now only parks three. Mr Sarich stated that when he voiced his concerns with Council's Infrastructure Manager on the effect it would have on his business, the Manager's response was "your business is of no concern of mine". Mr Sarich also referred to a meeting with the General Manager a short time later to also voice his concerns over what had happened and what had been said and the General Manager's reply was "your business is of no concern to us". Mr Sarich asked if this was the response that a ratepayer should expect from two municipal leaders and very highly paid managers.

The Chairperson responded that she was happy to take Mr Sarich's comments on board and as she had previously advised Mr Sarich she was more than happy to have further correspondence with him in relation to the matter. The Chairperson offered to meet with Mr Sarich herself or to facilitate another meeting however advised that she would find it difficult to answer another question here tonight in any greater depth than had already been provided.

Mr Sarich referred to a meeting of the Progress Association and stated that the bottom car park behind the toilet block was suggested as a solution to the needs but it requires a lot of work to be of any use. It has limited parking, is full of pot holes and has no signage. Mr Sarich referred to the correspondence read out earlier in the meeting by the Chairperson, which stated that this matter was going to be addressed. Mr Sarich referred to stepping stones which come up on one side of the toilet block and stated that there is now a fence and a phone box blocking the exit point and is of no use whatsoever. Mr Sarich also stated that there is no place for delivery trucks to deliver supplies without blocking off one lane of traffic and there is one space for a car and trailer or campervan and no where really for buses.

Mr Sarich asked has Council got any intentions of fixing this problem caused through extremely poor planning and no prior consultation with the stakeholders it impacts on most.

The Chairperson took the question on notice for a response to Mr Sarich.

3.5 RESPONSE TO QUESTIONS FROM PREVIOUS PUBLIC QUESTION TIME (CONT.)

Mr Sarich, Hillwood

Q2. In July and August the coffee shop was closed for a month. This should have enabled the road works on the shop side of the road to be completed with no effect on shop trade. Mr Sarich stated that when the shop re-opened the Council decided to work directly in front of the shop entrance and these works are now into their 9th week. Mr Sarich asked is Council willing to compensate him for loss of income due to the prolonged works going on.

The Chairperson responded that in regard to the timing of the works or the length of time that the works have been undertaken, sometimes there is limitations over that due to weather and other unforeseen matters, which the Chairperson suggested was what had probably happened in regard to this issue. In relation to what inconvenience that may have been caused in regard to Mr Sarich's business, as responded to in the previous answer to Mr Sarich's question, that if Mr Sarich wanted to provide some further details in writing to the General Manager or to make an appointment with the General Manager to discuss the matter, then that would be the best way to resolve that issue.

**George Town Council
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4. DECLARATIONS OF INTEREST

A Declaration of Interest was received from Cr Parkes relating to Agenda item 10.2.

5. GENERAL MANAGER'S DECLARATION

I certify that with respect to all advice, information or recommendations provided to Council with this Agenda:

- the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- where any advice is given directly to Council by a person who does not have the required qualifications of experience, that person has obtained and taken into account in that person's general advice, the advice from an appropriately qualified or experienced person.



**John Martin
GENERAL MANAGER**

LOCAL GOVERNMENT ACT 1993 – SECTION 65

65. Qualified persons

- (1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.
- (2) A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council or council committee.
- (3) The Minister by order may determine the qualifications and experience required by a person to be a qualified person.
- (4) If the Minister does not make an order under subsection (3), the general manager may determine the qualifications and experience required by a person to be a qualified person.

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6. PLANNING AUTHORITY

The Council will act as a planning authority under the provisions of the *Land Use Planning and Approvals Act 1993* in respect of any items included in this section of the agenda.

Local Government (Meeting Procedures) Regulations 2015

25. Acting as a planning authority

- (1) If a council or council committee intends to act at a meeting as a planning authority under the Land Use Planning and Approvals Act 1993, the chairperson is to advise the meeting accordingly.*
- (2) The general manager is to ensure that the reasons for a decision by a council or council committee acting as a planning authority are recorded in the minutes of the meeting.*

Nil.

7. PLANNING AND DEVELOPMENT

Nil.

8. INFRASTRUCTURE AND ENGINEERING SERVICES

Nil.

**George Town Council
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9. CORPORATE SERVICES

252/16 9.1 - CASH POSITION

REPORT AUTHOR: Director Corporate Services – Mr Kim Barker

REPORT DATE: 30 September 2016

FILE NO: 32.1

ATTACHMENT: Nil.

SUMMARY

Cash position of Council as at 30 September 2016.

BACKGROUND

Council at its meeting of 17 November 1998 resolved that the Cash Position form part of the Agenda.

STATUTORY REQUIREMENTS

Part 8 of the Local Government Act 1993 deals with the Financial Management of Councils. There are no specific provisions in relation to monthly cash transaction reporting.

<u>Cash and Reserves</u>	\$ <u>2015/2016</u>	\$ <u>2016/2017</u>
<u>Cash</u>		
Reconciled cash at bank	283,308	499,732
Bank investments	4,987,506	5,176,729
Cash available to meet reserves, provisions and council budget items	5,270,813	5,676,461
<u>Reserves and Provisions</u>		
Deposits and trust funds	362,576	353,195
Annual leave provision	376,405	480,318
Long service leave provision (current)	165,141	170,995
Personal leave provision (current)	64,049	81,415
Plant replacement reserve	167,297	26,965
Public open space reserve	7,125	21,753

**George Town Council
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252/16 9.1 - CASH POSITION (CONT.)

	<u>2015/2016</u>	<u>2016/2017</u>
Footpath reserve	-	909
Road development reserve	-	5,483
Airport maintenance reserve	113,253	4,253
Private works reserve	11,519	11,519
Loan reduction reserve	80,000	-
Special projects/Windmill Point grant	-	-
Waste site rehabilitation reserve	147,151	-
Financial assistance grants in advance reserve	-	-
Working capital/general reserve	443,000	231,029
Total	1,937,516	1,387,835
Surplus/(Deficit) after funding reserves and provisions above and available to meet Council budget items	3,333,298	4,288,626

Performance measures (adopted as part of Council's financial strategy)

Performance measure	Cash Balance		
Performance calculation	Cash held excluding unspent specific purpose grant funds		
Aim	Positive balance		
Target	Cash balance > Current liabilities		
Outcome	\$5,676,461	>	\$1,475,718
Percentage %	384.66%		
Performance measure	Current ratio		
Performance calculation	Current assets/current liabilities		
Aim	100%		
Target	101%		
Outcome	\$10,184,458	/	\$1,475,718
Percentage %	690.14%		

OFFICER'S COMMENT

Cash balance is higher than same time last year by \$405,648 than at the same time last year.

Major movement in Reserves for this month:

- Annual, Long Service and Personal Leave provisions are updated on a monthly basis to reflect movements in staff entitlements.

**George Town Council
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252/16 9.1 - CASH POSITION (CONT.)

- Deposits and trust funds are updated on a monthly basis to reflect movements in balances held.
- Plant replacement reserve is increased monthly by plant and equipment depreciation and reduced when funds are expended on budgeted plant items.
- Special projects reserve held the balance of the reserved Windmill Point grant received and reserved in 2016 now released to fund the budgeted project.

RISK CONSIDERATIONS

No significant risk with this matter is identified.

CONCLUSION

The balance of cash after funding reserves and provisions is that balance of cash remaining to fund Councils operating and capital budgets. It is not to be interpreted as uncommitted cash as it is committed to the extent that it is needed to fund the remaining expenditure required to fund Council's approved budget.

Projects considered outside the approved budget will require additional external funding or reallocation of the existing budget commitments following due consideration by Council.

OFFICER'S RECOMMENDATION

That the report of Council's cash position from the Director Corporate Services be received and the information noted.

DECISION

Moved: Cr Parish

Seconded: Cr Harris

That the report of Council's cash position from the Director Corporate Services be received and the information noted.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

**George Town Council
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CONFIRMED MINUTES**

253/16 9.2 - OUTSTANDING RATES

REPORT AUTHOR: Director Corporate Services – Mr Kim Barker

REPORT DATE: 30 September 2016

FILE NO: 32.1

ATTACHMENTS: Nil.

SUMMARY

This report is provided to update the Council on the progress of rates recovery as at 30 September 2016.

BACKGROUND

The Council has been provided with regular reports on the progress of the recovery of rates arrears, since a request at its meeting of 16 October 1996.

STATUTORY REQUIREMENTS

Part 9 of the Local Government Act specifies the provisions in regard to rating.

STRATEGIC PLAN

Goal 5

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

FINANCES

Rates Analysis		
For the period ended 30 September 2016		
	<u>2015/2016</u>	<u>2016/2017</u>
Rates Arrears - 1 st July	72,490	13,015
Annual Rates Levy - CURRENT	7,420,076	7,755,319

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES**

253/16 9.2 - OUTSTANDING RATES (CONT.)

	<u>2015/2016</u>	<u>2016/2017</u>
Supplementaries ,Penalty & Interest	11,912	7,789
Total Rates Payable	7,504,478	7,776.123
Payments & Remissions	(3,370,678)	(3,480,532)
Total Rates Outstanding	4,133,800	4,295,591
Percentage Collected	44.9%	44.8%
<i>Ratepayers in Credit</i>	65,230	67,536
<i>Rates Overdue</i>	254,087	220,686

OFFICER'S COMMENT

Total rates overdue at \$220,686 is \$33,401 less than 2015/2016

Officers are continuing to follow up outstanding rates, including taking collection action, as appropriate. It is not considered that there is any cause of concern regarding outstanding rates collections.

No change is expected to be made in current practices and processes used for rates collection.

RISK CONSIDERATIONS

No significant risk with this matter is identified.

OFFICER'S RECOMMENDATION

That the report of Council's outstanding rates from the Director Corporate Services be received and the information noted.

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES**

253/16 9.2 - OUTSTANDING RATES (CONT.)

DECISION

Moved: Cr Parish
Seconded: Cr Dawson

That the report of Council's outstanding rates from the Director Corporate Services be received and the information noted.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES

254/16 9.3 - FINANCIAL REPORT

REPORT AUTHOR: Director of Corporate Services – Mr Kim Barker

REPORT DATE: 30 September 2016

FILE NO: 32.1

ATTACHMENTS: Nil.

SUMMARY

This report is provided to update Council on the progress of actual income and expenditure against budget on a year to date basis. Comments are provided for significant variances.

BACKGROUND

The Council has been provided with regular monthly financial reports in the previous format, since May 1999. The Local Government Review Board, suggested as part of its recommendations in the October 2005 review that Council consider changing its internal monthly management reporting to align more closely with the format of accounts as they are presented for audit and appear in the annual report. Council subsequently adopted the present format of reporting in November 2005. At the Council meeting held on the 18 December 2013 Council made a decision (minute 370/13) to further amend monthly financial reporting in order to reflect the underlying operating surplus/deficit to highlight Councils financial position in terms of long term financial sustainability.

STATUTORY REQUIREMENTS

There is no requirement under the Local Government Act that specifies monthly financial reporting format or content.

STRATEGIC PLAN

Goal 5

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES**

254/16 9.3 - FINANCIAL REPORT (CONT.)

INCOME STATEMENT

	<u>Annual Budget</u>	<u>September</u> <u>Actual YTD</u>	<u>September</u> <u>Actual YTD</u>	<u>Var To</u> <u>Annual</u> <u>Budget</u>	<u>%</u> <u>Annual</u> <u>Budget</u>
	<u>2017</u>	<u>2016</u>	<u>2017</u>		
<u>Operating Revenue</u>					
Contributions	60,000	17,872	1,490	58,510	2.48%
Grants operational	2,006,102	222,564	445,046	1,561,056	22.18%
Investment Income	429,000	57,060	39,488	389,512	9.20%
Other Revenues	27,506	2,188	23,251	4,255	84.53%
Rates	7,778,008	7,261,281	7,569,455	208,553	97.32%
Reimbursements	76,682	20,742	13,271	63,411	17.31%
Statutory Charges	255,826	64,825	56,303	199,523	22.01%
User Charges	178,976	35,242	44,855	134,121	25.06%
<u>Operating Revenue Total</u>	10,812,100	7,681,775	8,193,159	2,618,941	75.78%
<u>Operating Expenses</u>					
Contracts	2,075,242	448,924	463,053	1,612,189	22.31%
Depreciation Amortisation	2,969,280	801,393	739,169	2,230,111	24.89%
Employee Costs	3,869,404	1,015,124	977,685	3,631,174	25.27%
Finance Costs	139,232	29,144	23,768	115,464	17.07%
Impairment/bad debts	140,000	0	0	140,000	0.00%
Materials	672,061	229,871	172,071	499,990	25.60%
Other Expenses	1,578,947	578,984	528,548	1,297,200	33.47%
<u>Operating Expenses Total</u>	11,444,166	3,103,440	2,904,295	8,539,871	25.38%
<u>Operating Surplus(Negative) / Deficit</u>	-632,066	4,578,335	5,288,864	-5,920,930	

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES

254/16 9.3 - FINANCIAL REPORT (CONT.)

Operating Statement by Activity

<u>Notes</u>	<u>Operating Revenue</u>	<u>September</u>		<u>September</u>		
		<u>Annual Budget 2017</u>	<u>Actual YTD 2016</u>	<u>Actual YTD 2017</u>	<u>Var Annual Budget To Actual YTD</u>	<u>Annual Budget %</u>
	Admin/Customer Services	445	54	550	-105	123.62%
	Airport	10,949	2,658	2,658	8,291	24.27%
	Animal Control	22,934	4,503	4,812	18,122	20.98%
5	Bridges	66,564	8,745	17,998	48,566	27.04%
	Building Control	86,536	35,639	16,697	69,839	19.29%
	Cemetery	16,790	2,821	6,173	10,617	36.76%
	Community & Social Development	0	909	0	0	0.00%
	Council Administration Buildings	0	0	4,571	-4,571	0.00%
6	Domestic Refuse Collection	-39	-30	90	-129	-230.77%
	Information Centre	35,350	4,819	11,153	24,197	31.55%
	Environmental Protection	858	3,139	2	856	0.23%
	Events Promotion	7,112	0	0	7,112	0.00%
8	Financial Control	429,502	57,060	49,488	380,014	11.52%
1	Fire Control	256,509	234,552	250,622	5,887	97.70%
	Food Standards & Inspections	10,000	667	2,195	7,805	21.95%
7	General Purpose Funding	1,042,720	125,992	244,886	797,834	23.49%
9	Halls & Community Centres	16,331	3,986	5,319	11,012	32.57%
	Human Resources	1,077	394	0	1,077	0.00%
	Immunisation	1,170	0	0	1,170	0.00%
	Parks & Reserves	16,485	17,930	1,560	14,925	9.46%
	Plant & Workshop Operating	12,000	0	0	12,000	0.00%
	Private Works	0	1,091	0	0	0.00%
	Public Amenities & Toilets	0	0	121	-121	0.00%
2	Rates Revenue	6,690,987	6,194,818	6,443,527	247,460	96.30%
	Rental Properties	5,521	0	0	5,521	0.00%
	Roads	1,001,033	91,059	185,262	815,771	18.51%
3	Sport Grounds & Recreation Facilities	10,000	0	8,621	1,379	86.21%
	Swimming Pool	5,659	860	-2,408	8,067	-42.56%
	Watch House	5,411	1,211	969	4,442	17.91%
	Town Planning	94,246	23,269	14,565	79,681	15.45%
10	Waste Disposal Site	68,000	15,724	26,063	41,937	38.33%
4	Waste Management	897,950	849,905	897,666	284	99.97%
	<u>Operating Revenue Total</u>	10,812,100	7,681,775	8,193,159	2,618,941	75.78%
	<u>Operating Expenses</u>					
	Admin/Customer Services Expenditure	300,201	68,963	78,059	222,142	26.00%
1	Airport Expenditure	4,573	6,365	4,377	196	95.72%
	Animal Control Expenditure	85,827	23,147	24,953	60,874	29.07%

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES

254/16 9.3 - FINANCIAL REPORT (CONT.)

		<u>September</u>	<u>September</u>			
		<u>Annual</u>		<u>Actual YTD</u>	<u>Actual YTD</u>	<u>Var Annual</u>
		<u>Budget</u>	<u>Actual YTD</u>	<u>2016</u>	<u>2017</u>	<u>Budget To</u>
		<u>2017</u>				<u>Actual YTD</u>
						<u>Annual</u>
						<u>Budget %</u>
6	Area Promotion Expenditure	64,481	44,949	44,847	19,635	69.55%
	Bridges Maintenance Expenditure	216,545	95,346	47,795	168,750	22.07%
7	Building & Other Structure Expenditure	121,601	30,619	140,099	-18,498	115.21%
	Building Control Expenditure	205,838	46,983	36,847	168,991	17.90%
13	Cemetery Operations Expenditure	73,305	17,564	25,009	48,296	34.12%
	Community & Social Development Expenditure	84,852	71,102	21,816	63,036	25.71%
14	Council Admin Buildings Expenditure	144,424	60,895	53,951	90,473	37.36%
	Domestic Refuse Collection Expenditure	547,186	127,290	114,190	432,996	20.87%
	Elected Members Expenditure	194,271	44,138	51,033	143,238	26.27%
	Election Expenditure	4,000	2,839	0	4,000	0.00%
	Emergency Services Expenditure (Council)	33,118	172	3,717	29,401	11.22%
8	Employee oncosts	318,325	105,203	158,272	160,053	49.72%
15	Engineering Operations Expenditure	67,630	5,859	21,964	45,666	32.48%
	Environmental Protection Expenditure	53,588	14,020	12,454	41,134	23.24%
	Events Staging & Promotion Expenditure	159,249	15,751	22,490	136,759	14.12%
	Financial Control	425,184	50,829	74,909	350,275	17.62%
	Financial Planning Expenditure	195,483	19,991	25,684	169,799	13.14%
	Fire Control Expenditure	249,139	59,779	62,044	187,095	24.90%
	Footpaths & Bike Track Expenditure	189,418	46,074	33,621	155,797	17.75%
2	Foreshores & Beaches Maintenance Expenditure	3,823	2,843	3,643	180	95.28%
	Furniture & Fittings Expenditure	51,939	13,562	13,881	38,058	26.73%
	General Managers Office Expenditure	213,379	49,567	56,982	156,397	26.70%
	Halls & Community Centres Expenditure	398,207	89,314	88,310	309,897	22.18%
	Human Resources Expenditure	302,316	40,121	65,099	237,217	21.53%
16	Immunisation Expenditure	853	650	486	367	56.98%
	Information Centre Expenditure	118,362	18,455	27,093	91,269	22.89%
17	IT Services Expenditure	222,911	83,356	76,559	146,352	34.35%
18	Kerb & Gutter Expenditure	76,782	21,053	29,707	47,075	38.69%
	Land Transfer & Development Expenditure	0	1,908	0	0	0.00%
	Light Pole Expenditure	20,587	5,352	5,322	15,265	25.85%
	Loan Repayment Interest	139,232	29,144	23,768	115,464	17.07%
3	Noxious Weeds Expenditure	16,270	13,059	13,059	3,211	80.26%
4	Parking Facilities Expenditure	4,231	2,038	2,073	2,158	49.00%
	Parks & Reserves Expenditure	517,733	149,620	99,675	418,058	19.25%
	Plant Hire Cost Recovery	-755,802	-223,255	-203,824	-551,978	26.97%

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES

254/16 9.3 - FINANCIAL REPORT (CONT.)

		<u>September</u>		<u>September</u>		
		<u>Annual Budget 2017</u>	<u>Actual YTD 2016</u>	<u>Actual YTD 2017</u>	<u>Var Annual Budget To Actual YTD</u>	<u>Annual Budget %</u>
19	Plant Operating Expenditure	719,933	260,234	263,320	456,613	36.58%
	Policy & Public Participation Expenditure	145,053	72,549	31,649	113,404	21.82%
	Private Works Expenditure	2,439	773	0	2,439	0.00%
	Public Amenities Expenditure	48,073	11,253	6,404	41,669	13.32%
9	Public Toilets Expenditure	88,418	18,534	20,347	68,071	23.01%
	Rates Section Operations Expenditure	48,154	30,905	3,426	44,728	7.11%
	Records Management Expenditure	54,252	0	6,811	47,441	12.55%
	Regional Development Expenditure	125,470	7,558	15,480	109,990	12.34%
5	Rental Properties Expenditure	2,848	2,047	2,917	-69	102.43%
	Roads Maintenance Expenditure	2,901,363	844,334	651,637	2,249,726	22.46%
	Sport Grounds & Recreation Facilities Expenditure	208,715	57,048	46,228	162,487	22.15%
	State Emergency Service Expenditure (SES)	14,925	3,341	269	14,656	1.81%
	Stormwater Drainage Maintenance Expenditure	246,351	76,608	63,308	183,043	25.70%
	Street Lighting Expenditure	165,000	28,189	41,851	123,149	25.36%
	Swimming Pool Expenditure	203,059	49,883	39,141	163,918	19.28%
	Tourism Operations Expenditure	107,983	24,319	19,004	88,979	17.60%
	Town Planning Expenditure	338,346	76,618	57,845	280,501	17.10%
	Waste Disposal Site Expenditure	404,616	92,590	102,366	302,250	25.30%
20	Waste Management Expenditure	14,348	2,609	5,005	9,343	34.88%
10	Watch House Expenditure	29,167	9,595	10,137	19,030	34.76%
11	Water & Sewerage Expenditure	55,548	8,092	12,991	42,557	23.39%
	Water Sampling Expenditure	1,865	0	191	1,674	10.25%
12	Works Depot Operations Expenditure	449,179	171,694	144,001	305,178	32.06%
	<u>Operating Expenses Total</u>	11,444,166	3,103,440	2,904,295	8,539,871	25.38%
	<u>Operating Surplus (Deficit) Total</u>	632,066	4,578,335	5,288,864	-5,920,930	

OFFICER'S COMMENT

Overall Comment

Operating income to 31 August 2016 is \$8,193,159 or 75.78% of budget.

Operating expenditure is \$2,904,295 or 25.38% of budget on target for the 3 months to September 2016.

George Town Council
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254/16 9.3 - FINANCIAL REPORT (CONT.)

Explanations are provided below for operating accounts with significant variances either over or approaching 100% of the annual budget allocation or where there is concern that this may occur.

Performance Measures (adopted as part of Council's financial strategy)

Performance measure	Underlying surplus ratio
Performance calculation	Underlying surplus or deficit/total operating revenue
Aim	>0%
Target	>0.5% per financial strategy
Outcome Year to Date this month	\$5,288,864/\$8,193,159 = 64.5%

Note

Income

R.1 Fire Control

Fire levy raised for Tas Fire Services is recognised as income at the start of the financial year and paid to Tas Fire Services during the course of the financial year.

R.2 Rates Revenue

Rates revenue raised is recognised as income at the start of the year once raised.

R.3 Sports Ground and Recreation Income

NBN lease income received late in 2016 a portion of which is attributable to 2017.

R.4 Waste Management

Waste management charges are recognised as income at the start of the year once raised.

R.5 Bridges

Quarterly Federal Assistance Grant received.

R.6 Domestic Refuse Collection

Bin fees received in excess of budget estimates.

R.7 General Purpose Funding

Quarterly Federal Assistance Grant received.

R.8 Financial Control

TasWater dividends to be received during the financial year.

R.9 Halls & Community Centres

Related to the timing of usage.

254/16 9.3 - FINANCIAL REPORT (CONT.)

- R.10 Waste Disposal Site**
Related to the timing of usage.

Expenses

- E1 Airport Expenditure**
Expenditure to date includes insurances which are paid at the beginning of the financial year.
- E2 Foreshores & Beaches Maintenance Expenditure**
Expenditure to date includes insurances which are paid at the beginning of the financial year.
- E3 Noxious Weeds Expenditure**
Payment to Tamar NRM made at the start of the financial year.
- E4 Parking Facilities Expenditure**
Rates payable on property cnr Macquarie and Main Streets charged to parking per agreement.
- E5 Rental Properties Expenditure (78 Anne Street)**
Expenditure to date includes insurances which are paid at the beginning of the financial year.
- E6 Area Promotion Expenditure**
LGAT full year and NTD half year subscriptions paid.
- E7 Building & Other Structures Expenditure**
Building depreciation in excess of budget estimates due to buildings revaluation.
- E8 Employee Oncosts**
Workers compensation insurance paid as a lump sum in July.
Annual leave and personal leave accruals are higher than anticipated for the year to date as at September, however movements in the next 9 months of the financial year may mitigate.
- E9 Public Toilets Expenditure**
Insurance paid as a lump sum in July.
- E10 Watch House Expenditure**
Insurance paid as a lump sum in July.
- E11 Water & Sewerage Expenditure**
First quarter invoices paid.

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254/16 9.3 - FINANCIAL REPORT (CONT.)

- E12 Works Depot Operations Expenditure**
Materials purchases trend of expenditure higher than budget estimates, and sick leave costs higher than anticipated for the year to date.
- E13 Cemetery Operations Expenditure**
Cost aligns with increased usage and revenue.
- E14 Council Admin Buildings Expenditure**
Insurance paid as a lump sum in July
- E15 Engineering Operations Expenditure**
Capitalised employee costs are less than budget estimates for the year to date.
- E16 Immunisation Expenditure**
Software update required for immunisation software.
- E17 IT Services Expenditure**
Annual software licences paid.
- E18 Kerb & Gutter Expenditure**
Additional maintenance required.
- E19 Plant Operating Expenditure**
Insurance and registrations paid as a lump sum in July.
- E20 Waste Management Expenditure**
Depreciation expense in excess of budget estimates.

RISK CONSIDERATIONS

Underlying surplus is a key indicator of the risk associated with long term financial sustainability. The budget estimates an underlying deficit of \$632,066 at 30 June 2017; this is impacted by increased depreciation charges based on a significant asset revaluation. Council will need to consider future expenditures and levels of service provided, especially in relation to its asset portfolio in order to determine a pathway towards the generation of an underlying surplus for the 2017/2018 financial year as continued underlying deficits cannot be financially sustained. An important part of this process is the consideration of Council's revised asset management plans that will form part of council's consideration in the coming months.

OFFICER'S RECOMMENDATION

- (a) That the report Financial Report from the Director Corporate Services be received and the information noted.
- (b) That no new initiatives or projects are authorised or undertaken without a review and report of available funding and the impact on the underlying surplus being presented to Council.

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254/16 9.3 - FINANCIAL REPORT (CONT.)

DECISION

Moved: Cr Harris
Seconded: Cr Dawson

- (a) That the report Financial Report from the Director Corporate Services be received and the information noted.
- (b) That no new initiatives or projects are authorised or undertaken without a review and report of available funding and the impact on the underlying surplus being presented to Council.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

Q.1 Cr Barwick requested a breakdown on the categories included in the lump sum on the following:

Income Statement P. 30
- Operating Expenses:
- Other Expenses

Operating Statement by Activity P.32
- Operating Expenses:
- Employee oncosts
- Human Resources Expenditure

The Chairperson took the question on notice.

Q2. Cr Barwick queried the lease arrangements for the rates payable on the property at the cnr of Macquarie and Main Streets charged to parking per the agreement. Why has this item not been returned to Council?

The Chairperson took the question on notice.

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255/16 9.4 - SUNDRY DEBTORS

REPORT AUTHOR: Director of Corporate Services – Mr Kim Barker

REPORT DATE: 30 September 2016

FILE NO: 32.1

ATTACHMENT: Nil.

SUMMARY

This report is provided to update Council on the progress of sundry debtor collections on a year to date basis.

BACKGROUND

The Council has been provided with regular monthly financial reports, in this format since May 1999 and recently request further details of actions taken on debts in the over 90 days category should the balance of these debts be more than \$10 000.

STATUTORY REQUIREMENTS

There is no requirement under the Local Government Act that specifies monthly reporting format on sundry debtor balances.

STRATEGIC PLAN

Goal 5

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

SUNDRY DEBTOR AGED BALANCES AS AT 30 September 2016

Current	30 Days	60 Days	90+ Days	Total Due
12725	16694	890	6639	36948

**George Town Council
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255/16 9.4 - SUNDRY DEBTORS (CONT.)

RISK CONSIDERATIONS

Excessive levels of sundry debt will influence Council's long term financial sustainability however the low levels of aged and the careful management of the balances above indicate that there is no significant risk associated with this matter.

OFFICER'S COMMENT

90-day report – balances over \$10,000:

Nil

OFFICER'S RECOMMENDATION

That the Sundry Debtors report from the Director Corporate Services be received and noted.

DECISION

Moved: Cr Parkes

Seconded: Cr Ashley

That the Sundry Debtors report from the Director Corporate Services be received and noted.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

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256/16 9.5 - CAPITAL PROJECTS REPORT

REPORT AUTHORS: General Manager – Mr John Martin
Director Corporate Services – Mr Kim Barker

REPORT DATE: 11th October 2016

FILE NO: 32.1

ATTACHMENT: Nil.

SUMMARY

This report is provided to update Council on the progress of actual expenditure against budget for the current financial year. Comments are also provided for the status of each project.

BACKGROUND

This report is provided to update Council on the progress of actual expenditure against budget allocations for the currently financial year. Comments are also provided for the status of each project.

The Council has been provided with regular monthly project expenditure reports on capital items, in a similar format since May 1999, with improvements being made since that time in accordance with Council requirements.

Capital Projects Approval Process

Council's capital works budget is itemised and discussed by Council as part of Council workshops and approved as part of the Council resolution in setting the budget on an annual basis.

Policy Application

Council management undertake capital works projects in accordance with relevant Council policies (e.g. Council's tendering and contracts policy), accounting requirements and any associated legislative and regulatory requirements.

Capital Project Scheduling

Council's Manager Infrastructure and Engineering undertakes extensive internal operational and managerial discussions and reviews as to the programming, scheduling, timing and arrangements as to the commencement and completion of capital works projects with consideration to the operational service requirements of Council. These arrangements are quite often subject to change for many reasons, e.g. availability of contractors and works personnel, weather, changing circumstances and priorities of Council works and services, unexpected events, unexpected works that arise from the Council/community, additional unexpected resources for certain projects, unexpected Council resolutions.

256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

Capital Project Funding Reallocations

Major changes to unexpended/reallocated amounts/changing priorities/deferred/cancelled/new projects of Council capital works may be made by Council resolutions during the year. This includes a report to Council including the reasoning behind any such recommendations (refer to the Budget Reallocations heading of this report).

Capital Funding Carried Forward

Capital works projects unexpended during the year are carried forward to the next financial year and included in the capital works item that Council considers and resolves to approve as part of the budget approval process. Note: Carried Forward amounts are finalised following completion of Annual Financial Statements for the previous financial year.

Capital Project Selection Criteria

There are multi criteria for the selection of capital projects within the capital works program. Of significance are the following criteria:

Strategic, economic and social development

In developing the operating and capital budgets priority consideration has been given to projects and or initiatives that support and further enhance the strategic, economic and social development of the George Town Council local government area.

Community safety

In developing the operating and capital budgets priority consideration has also been given to those projects and or initiatives that support and further enhance community safety and the safety of those maintaining community facilities.

Capital Project Overheads

Capital projects generally consist of the following project phases, planning, build up, implementation (in progress) and close out/finalisation. The planning and build up phases occur prior to the actual implementation of the project. Any construction works of the project will be obvious during the implementation/in progress phase of the project. Project costs are incurred over the life of the project and are generally allocated as administrative/engineering overheads (including indirect labour), direct labour and direct costs (including contractor costs and direct expenses where applicable).

Indirect labour costs are allocated to projects as overheads so that the labour costs involved in the scoping of requirements, determination of relevant specifications, preparation of tender documents, review and selection of tenders (where relevant), budget determination and ongoing project supervision and administration are captured.

256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

COMMUNITY CONSULTATION

Each year Council write to a number of community organisations in an attempt to determine community priorities especially in relation to the construction of the estimated capital works program and community facilities generally. In addition officers are in consultation with community groups and members on a number of matters and input from Councillors is received as part of the workshops held for budget deliberations.

STATUTORY REQUIREMENTS

There is no requirement under the Local Government Act that specifies monthly financial reporting format or content.

STRATEGIC PLAN

Goal 5: Ensure Council listens to and understand community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4: Consistently achieve a high standard of internal financial and governance arrangements.

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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

CAPITAL WORKS REPORT 01/07/2016-30/06/2017

Carried Forward 01/07/2016

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1081	Beechford Public BBQ Facility	10,000	0	10,000	0.00%	On hold/Insufficient information / project detail available
1166	Mandurama Reserve (Swimming Pool)-New Stormwater Pipe	15,000	0	15,000	0.00%	Planning/design/scoping stage
1174	Lulworth-BBQ (50:50 contribution)	2,431	159	2,272	6.52%	Reinstated - expected payroll costing to come
1184	Infants Wading Pool Renewal	11,000	0	11,000	0.00%	In progress/Works being re scoped
1216	(48) Hillwood - Bridge - Renew Deck and Bearers, Blast, Repaint Ladder and Steel work	31,670	10,586	21,083	33.43%	In progress
1217	(47) York Cove Pontoon - Renew Deck and bearers. Blast and repaint ladder and other Steel Work - Tas Span recommendation	30,900	5,912	24,987	19.13%	In progress
1218	(48) Hillwood Pontoon - Inspection and replacement Anchor Chains	46,376	2,053	44,323	4.43%	In progress
1224	(7) York Cove Centre - Fence line	3,300	0	3,300	0.00%	On hold
1225	(31) Bellingham Shelter Shed - Replace Roof and Water Tank	6,578	577	6,002	8.77%	In progress/Works being re scoped-Shelter shed works completed; water tank replacement in progress - Order placed for pump

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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1226	(19) Hillwood Hall - Air Conditioner, Heat Pump, Bar Sink, Acoustic abatement (if funds are available)	3,190	0	3,190	0.00%	In progress-Part completed. Acoustic abatement being investigated
1227	Bellingham Hall - upgrade to disability toilet, wheel chair access to Main Door	37,288	0	37,288	0.00%	In progress
1231	Capital Costs - Land Transfers	3,927	0	3,927	0.00%	In progress - Allocated for legal fees on past subdivisions which have land that has not already been transferred to Council
1232	Improve Streetscape between Anne and Elizabeth Streets - Replant with more suitable species	14,662	1,827	12,836	12.46%	In progress
1233	Safety signage for Community working bees - Lulworth	2,200	0	2,200	0.00%	In Progress- signs have been ordered
1234	Fire fitting for the water tank & fire extinguisher	5,000	0	5,000	0.00%	In progress - Permission required from CLS, linked to accessible toilet. Interim fire fighting provision on existing tank provided
1238	(49) Secure Exercise area for dogs at Pound	3,615	3,290	325	91.02%	Completed
1239	(27) Upgrade Toilets including disabled access - Weymouth	39,846	0	39,846	0.00%	In progress
1240	(26) Upgrade Toilets including disabled Access - Lulworth	40,588	0	40,588	0.00%	In progress
1241	(22) Upgrade toilets including disabled access - Hillwood	28,088	0	28,088	0.00%	In progress

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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1242	Advisory Signage, Installation of additional Speed Advisory Signage - The Glen Road	4,594	0	4,594	0.00%	In progress - Carried forward from 2016
1243	(53) Guard Rail Renewal - East Arm Road	32,452	32,997	-545	101.68%	Completed
1244	(122) Traffic Calming and installation traffic Islands - Franklin Street	14,137	291	13,846	2.06%	In progress
1246	(10) Football Club - repaint fascia boards, replace roof screws, colourbond gutter, new glazing all windows, clad interchange boxes with colourbond, treated pine seating, replace damaged floor, new locking mechanism, leveller to toilet floor	5,315	0	5,315	0.00%	In progress
1248	Top Dress and core Football/Cricket Ground to improve playing surface	4,142	4,314	-172	104.14%	Completed
1249	(52) Rebuild existing toilet block to include a unisex disabled toilet - George Town Sports Complex	37,998	0	37,998	0.00%	In progress - Linked to review of Sports Complex Development
1250	Replace and upgrade older playground equipment to meet Australian Standards. Includes re mulching and re edging. Those impacted - Boongala, Parish Crescent. Regent Square	22,299	13,398	8,901	60.08%	In progress - Regent Square upgrade linked to other project WO1326
1252	Private Power Poles - Renewal	5,105	1,201	3,904	23.52%	In progress

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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1257	Waste Transfer Station update - Includes additional 2016-2017 Gatehouse and Security \$45,000 Additional allocations \$285,000, original budget 2015-2016 \$750,000	1,009,631	3,361	1,006,270	0.33%	In progress - Purchase orders for Gatehouse weighbridges have been issued
1258	Depot - Upgrades following safety audit, roller blinds and window tinting, materials storage area upgrade, flammable liquids storage upgrade, chemicals storage area upgrade, plant storage area upgrade, identified floor areas upgrade, grinder	7,644	505	7,139	6.60%	In progress
1303	Directional Signage - Anne Street and Watch House	7,124	0	7,124	0.00%	In progress - Planning approved - signs to be ordered
1304	Gateway/Arterial Signage - Bridport Road, Batman Bridge, Mount Direction	5,858	405	5,453	6.92%	In progress - Planning approved - signs to be ordered
1307	Solar Lighting - Low Head Boat Ramp	219	0	219	0.00%	In progress
1320	Investigation scoping design and costing for future capital works projects	66,608	0	66,608	0.00%	In progress
1325	Street Light Replacement Programme - \$150,000 2016, \$150,000 - 2017	298,050	0	298,050	0.00%	In progress - Investigation underway as to type of lighting required. Expected to commence 2017
1326	Regent Square-Skate Park Precinct Initial Scoping /Concept design/Costing preliminary capital works	150,000	0	150,000	0.00%	Planning/design/scoping stage

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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1327	Lefroy Playground - New Equipment	13,750	13,070	680	95.05%	Completed
1330	George Town Aerodrome - Drainage Works	13,000	0	13,000	0.00%	Planning/design/scoping stage
1331	CCTV Cameras	10,400	200	10,200	1.92%	In progress
<i>Programme</i>	Footpaths Renewal Programme	25,746	17,865	7,881	69.39%	In Progress
<i>Programme</i>	Culverts Renewal Programme	2,742	0	2,742	0.00%	In Progress
<i>Programme</i>	Kerb Renewal Programme	9,676	14,618	-4,941	151.07%	In Progress
<i>Programme</i>	Sealed Roads Programme	201,010	30,803	170,207	15.32%	In Progress
<i>Programme</i>	Stormwater Drainage Renewal Programme	39,109	601	38,507	1.54%	In Progress
<i>Programme</i>	Software Renewal Programme	42,875	0	42,875	0.00%	In Progress
<i>Programme</i>	Plant Renewal Programme	59,350	3,344	56,007	5.63%	In Progress
<i>Programme</i>	Update to Council Offices	126,628	2,550	124,078	2.01%	In Progress - Combines WO 1171, 1172 and 1219
	<i>Subtotal Carried Forward Projects</i>	2,551,122	163,925	2,387,197	6.43%	

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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

2017 Financial Year

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
<i>Programme</i>	Footpaths Renewal Programme	120,000	2,307	117,693	1.92%	In Progress
<i>Programme</i>	Culverts Renewal Programme	25,000	960	24,040	3.84%	In Progress
<i>Programme</i>	Kerb Renewal Programme	20,000	22,510	-2,510	112.55%	In Progress
<i>Programme</i>	Sealed Roads Programme	2,004,875	144,969	1,859,906	7.23%	In Progress
<i>Programme</i>	Stormwater Drainage Renewal Programme	65,000	1,249	63,751	1.92%	In Progress
<i>Programme</i>	Software Renewal Programme	10,000	192	9,808	1.92%	In Progress
<i>Programme</i>	Plant Renewal Programme	183,500	59,814	123,686	32.60%	In Progress
1332	York Cove Pontoon Refurbishment	10,520	202	10,318	1.92%	Underway- purchase order issued to Hunters Marine and Civil for supply and installation of components for the refurbishment
1334	Hillwood Hall sub floor drainage, grey water and storm water plumbing	10,000	192	9,808	1.92%	Not commenced
1335	Cycling Club - demolition of condemned building including asbestos removal	30,000	1,369	28,631	4.56%	In Progress - Planning application submitted
1336	Works Depot - Roof repairs	13,000	250	12,750	1.92%	Planning/design/scoping stage
1337	Memorial Hall - Floor Recoat	13,000	250	12,750	1.92%	Not commenced
1338	Community Development - Demountable Staging	9,818	9,390	428	95.64%	In progress
1339	Weymouth Hall - Concrete Apron for disability access	26,000	500	25,500	1.92%	Not commenced - Linked to accessible toilet at Weymouth project
1340	Macquarie Room - Roof Replacement	10,700	206	10,494	1.92%	Planning/design/scoping stage

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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1341	Football Club Toilets (lack of fall)	5,000	96	4,904	1.92%	Not commenced
1342	Scouts - purchase and installation of storage container	4,700	4,509	191	95.94%	Completed
1343	Sports Complex - provision of disabled toilet additional funding	80,000	1,617	78,383	2.02%	In Progress- Planning application submitted
1344	Solar panel installation - George Town Football Club	7,146	137	7,009	1.92%	Planning/Design/Scoping - Waiting for Football Club to contact Council
1345	Additional funding for existing dog pound project (refer WO1238) to include an undercover section	6,000	115	5,885	1.92%	In progress - Drawings underway
1346	Cemetery Rose Garden - irrigation scheme \$5,000, New Plants \$1,0000, refurbishment \$9,500	24,500	12,148	12,352	49.58%	In Progress - New roses planted , new kerbing in lawn cemetery
1347	Council Chambers - Additional to WO1172	50,000	4,485	45,515	8.97%	In Progress
1348	Switchboard and associated work George Town Football Club	6,554	126	6,428	1.92%	Planning/design/scoping stage - Waiting for Football Club to contact Council
1349	Replacement Street Banners, design, production, installation	6,000	115	5,885	1.92%	Planning/design/scoping stage
1350	Windmill Point Recreation Area	150,000	1,922	148,078	1.28%	Planning/design/scoping stage
1351	Replacement of Playground Equipment to Australian Standards	60,000	1,153	58,847	1.92%	Planning/design/scoping stage
1352	York Cove Walkway - continuation of landscaping	30,000	577	29,423	1.92%	Planning/design/scoping stage
1353	Council Chambers Anne Street - improve back fence landscaping	7,000	135	6,865	1.92%	Planning/Scoping/Design Stage

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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1354	Off leash dog area - Fencing, Water Supply, water trough, bench seats, rubbish bin dispenser	25,000	481	24,519	1.92%	In Progress - Fencing quotes are being obtained
1355	Ground irrigation Sports Complex Stage 1 following investigation	10,000	192	9,808	1.92%	Planning/design/scoping stage
1356	Seats for York Cove/Esplanade South	7,000	135	6,865	1.92%	Planning/design/scoping stage
1357	East Beach disability access	15,000	288	14,712	1.92%	Planning/design/scoping stage
1358	Placement of RSL guns	15,000	288	14,712	1.92%	In Progress
1380	Solar Street Light - Hillwood Bus Stop 2016-2017	15,000	288	14,712	1.92%	Planning/design/scoping stage
1403	2016-2017 Scoping - Sports ground water supply investigation, Other scoping and design works	65,000	3,439	61,561	5.29%	In Progress
1407	Beverage Container Recycling Bin Grant 2016	8,400	0	8,400	0.00%	Planning/Scoping/Design Stage - Waiting for grant funds to be paid to Council
<i>Subtotal Current Year (2017) Projects</i>		<i>3,148,713</i>	<i>276,608</i>	<i>2,872,105</i>	<i>8.78%</i>	
<i>Total All Projects</i>		<i>5,699,835</i>	<i>440,533</i>	<i>5,259,302</i>	<i>7.73%</i>	

George Town Council
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256/16 9.5 - CAPITAL PROJECTS REPORT (CONT.)

OFFICER'S COMMENTS

The current report has been reviewed and updated in accordance with recent comments received by Councillors as to some administrative errors and changes outlined to Councillors by the General Manager at a Council Workshop on 5th October, 2016.

Basically the report has been slightly reformatted to provide:

- An identifier number (Work Order No.);
- Project Description;
- Estimate;
- Expenditure to Date;
- Funds available;
- % of Budget Spent; and
- Project Status/Comments.

The report outlines actual expenditure incurred for the current financial year.

BUDGET REALLOCATION

None recommended this report.

OFFICER'S RECOMMENDATION

That the report on Council's Capital Projects be received and the information noted.

DECISION

Moved: Cr Parkes

Seconded: Cr Dawson

That the report on Council's Capital Projects be received and the information noted.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

George Town Council
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10. COMMUNITY SERVICES

257/16 10.1 - COMMUNITY GRANTS/ASSISTANCE

REPORT AUTHOR: Rhonda O'Sign, Community Events Officer

REPORT DATE: 10 October 2016

FILE NO: 23.2

ATTACHMENT: (A) Grant Application (Services) – George Town Scout Group
(B) Grant Application (Services) – Doing Life Together
(C) Grant Application (Services) – George Town RSL Sub Branch
(D) Grant Application (Services) – Lighthouse Regional Arts

SUMMARY

This report provides a summary and recommendations relating to requests for community grants or assistance.

STRATEGIC PLAN 2016 - 2026

Goal 02:

Support an active, vibrant and culturally diverse community life that enjoys liveable and amenity rich neighbourhoods.

Key Objective 1

Support and advocate for organisations and community groups to grow community capacity.

FINANCES

The 2016/2017 budget allocation for Community Grants is \$12,000

The following allocations for the financial year 2016/2017 have been made:

Organisation	Grant Category	Amount \$	Minute #
Myra Donnelly	Young Achiever	\$200	177/17
Getasew Ferguson	Young Achiever	\$200	178/16
Di.Cocco-Grant	Young Achiever	\$200	178/16
Lachlan Hicks	Young Achiever	\$200	209/16
Jack Harris	Young Achiever	\$200	209/16
Leah Renton	Young Achiever	\$200	209/16
Holli Geeves	Young Achiever	\$200	236/16

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257/16 10.1 - COMMUNITY GRANTS/ASSISTANCE (CONT.)

Organisation	Grant Category	Amount \$	Minute #
Star of Sea College	Community Grant - Services	\$500	176/16
George Town Saints Netball Team	Community Grant – Services	\$300	181/16
George Town RSL Sub Branch	Community Grant – Services	\$300	180/16
Gordon Square Childhood Services	Community Grant – Services	\$500	182/16
Hillwood Area & Residents Association	Community Grant – Services	\$120	179/16
Wilted Quilters	Community Grant – Services	\$200	209/16
Launceston Triathlon	Community Grant -	\$950	235/16
Northern Tasmanian Game Fishing Club		\$1000	237/16
TOTAL		\$5,270	
GRANT FUNDING REMAINING		\$ 6,730	

1. George Town Scout Group

A Community Grant application (Services & Charges) has been received from the George Town Scout Group to cover the cost of hall hire for a fundraising event being held on the 18th November 2016.

OFFICER’S COMMENT

The completed Grant Application forms an attachment to this report.

The request conforms to Council's Community Grants / Assistance Policy in the Council Service Fees and Charges Assistance.

The George Town Scouts Group is holding a Christmas Shopping Night Expo in the Graham Fairless Centre on Friday 18th November 2016 to raise funds for the organisation. A community grant of \$75 is sought to cover the cost of the hire of the Graham Fairless Centre for this event.

The Scouts Group are very proactive in the community, often attending events to promote their activities.

RISK ASSESSMENT

No risk identified.

2. Doing Life Together

Doing Life Together is a community event which is being held by volunteer members of the community to raise awareness of mental illness. The organising committee is seeking a Council Grant to assist with costs associated with road closures and waste management services for their event which is scheduled for Saturday 12th November 2016.

George Town Council
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257/16 10.1 - COMMUNITY GRANTS/ASSISTANCE (CONT.)

OFFICER’S COMMENT

The completed Grant Application forms an attachment to this report.

The request conforms to Council’s Community Grants / Assistance Policy in the Council Service Fees and Charges Assistance.

“Doing Life Together” event is a local community event organised by local resident Tammy McLean which is aimed at raising awareness of mental illness and suicide prevention amongst the community of George Town and the Northern Region, and to raise awareness of the mental health organisations in the State.

The Family Fun Day will be held on Saturday 12th November 2016 and will provide an afternoon of free activities for families, music, food and displays. Tammy has dedicated many hours to this event, and is dedicated in her commitment to raise awareness of mental illness.

Insurance for the event is under the auspice of the George Town Rotary Club.

As part of the event’s risk management, to ensure the safety of pedestrians, the section of Low Head Road from Gunn Parade to Lagoon Beach Road will be closed to through traffic from 10.00am to 1.30pm. Qualified traffic management personnel will be in place during this time.

The organising committee is seeking a Grant of \$900 to cover Council service and charges required to host the Family Fun Day - Road Closures and associated waste management services.

RISK ASSESSMENT

Risk in relation to this item is considered minimal. All risks will be identified in the Doing Life Together Risk Management Plan.

3. George Town RSL Sub Branch

A Community Grant application (Services) has been received from the George Town RSL Sub Branch for a grant to cover costs associated with Depot staff time required to assist with the setting up for the 2016 Remembrance Day Service.

OFFICER’S COMMENT

The completed Grant Application forms an attachment to this report.

On November 11th 2016, the George Town RSL Sub Branch will be holding a Remembrance Day Service. Approximately 50 people are expected to attend the service which will be held in the Max Harris Reserve. Anzac Parade, between Main Road and Friend Street will be closed to through traffic from 10.00am to 12.30pm.

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
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257/16 10.1 - COMMUNITY GRANTS/ASSISTANCE (CONT.)

A community grant (services) of \$600 is sought to cover the costs associated with Council's Depot staff time for the delivery and return of chairs, and for advertising of road closure for the event.

RISK ASSESSMENT

Risk in relation to this item is considered minimal

4. Lighthouse Regional Arts

A Community Grant (Services) application has been received from Lighthouse Regional Arts for a grant to cover the cost of the hire of the Jim Mooney Gallery in the Memorial Hall which will be the venue for the organisation's Art Works – In The Pink Exhibition.

OFFICER'S COMMENT

The completed Grant Application forms an attachment to this report.

Lighthouse Regional Arts are holding an Arts Exhibition – In the Pink, in the Jim Mooney Gallery for the period 11th November to 18th November 2016. The exhibition will commence on the 11th November with an opening night function.

The Organisation is seeking a grant of \$201.35 which is the hire cost for the Jim Mooney Gallery for the period of the exhibition and opening function.

RISK ASSESSMENT

Risk in relation to this item is considered minimal

OFFICER'S RECOMMENDATION

That the report of the Community Services Events officer be received and that Council:

1. Provides a community grant (Services) of \$75 to the George Town Scouts Group to cover the cost of hall hire fees for the Christmas Shopping Night Expo.

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
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257/16 10.1 - COMMUNITY GRANTS/ASSISTANCE – GEORGE TOWN SCOUT GROUP

DECISION

Moved: Cr Harris
Seconded: Cr Dawson

That the report of the Community Services Events officer be received and that Council provides a community grant (Services) of \$75 to the George Town Scouts Group to cover the cost of hall hire fees for the Christmas Shopping Night Expo.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

258/16 10.1 - COMMUNITY GRANTS/ASSISTANCE – DOING LIFE TOGETHER

DECISION

Moved: Cr Dawson
Seconded: Cr Parkes

That Council provides a community grant (Services) of \$900 to cover the cost of Council service and charges required to host the Doing Life Together George Town Family Fun Day.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
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259/16 10.1 - COMMUNITY GRANTS/ASSISTANCE – GEORGE TOWN RSL SUB BRANCH

DECISION

Moved: Cr Barwick
Seconded: Cr Dawson

That Council provides a Community Grant (Services) to the George Town RSL Sub Branch of \$600 to cover the cost of road closures and chair hire for the purpose of hosting the 2016 Remembrance Day Service.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

260/16 10.1 - COMMUNITY GRANTS/ASSISTANCE – LIGHTHOUSE REGIONAL ARTS

DECISION

Moved: Cr Barwick
Seconded: Cr Parkes

That Council provides a Community Grant (Services) to Lighthouse Regional Arts of \$201.35 to cover the hire cost of the Jim Mooney Gallery for the purpose of hosting the organisation's In the Pink Art Exhibition and opening function.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt					

CARRIED

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
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261/16 10.2 - MINOR COMMUNITY EVENTS PROGRAM & PROJECTS SPONSORSHIP FUND

Cr Parkes left the meeting 11.41 am

REPORT AUTHOR: Community Events Officer – Mrs Rhonda O’Sign

REPORT DATE: 19th October 2016

FILE NO: 23.2

ATTACHMENT: Minor Sponsorship Application – George Town Street Party

SUMMARY

This report provides a summary and recommendations related to requests for sponsorship under Council’s Minor Community Events Program & Projects Sponsorship Fund.

STRATEGIC PLAN

Goal 02:

Support an active, vibrant and culturally diverse community life that enjoys liveable and amenity rich neighbourhoods

Key objective 2

Promote events and festivals that showcase George Town’s community

FINANCES

The 2016 / 2017 budget allocation for the Minor Events & Sponsorship fund is \$10,000

The following allocations for the financial year 2016/2017 has been made :

Organisation	Amount \$
GTR Events	5,500
TOTAL	5,500

1. George Town Street Party

Council has received a community sponsorship application from the George Town Street Party Group seeking sponsorship for a Street Party to be held in Macquarie Street on Friday 3rd March 2017.

OFFICER’S COMMENT

The completed Minor Community Events Programs and Projects Sponsorship Fund Application Form is an attachment to this report.

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES

261/16 10.2 - MINOR COMMUNITY EVENTS PROGRAM & PROJECTS SPONSORSHIP FUND (CONT.)

Background

A local community committee has been formed, George Town Street Party, to organise an evening street party on Friday 3rd March 2016.

The committee is a group of community based organisations and individuals who have come together to organise a Street Party for March 2017.

The objectives of the group are to establish a festival atmosphere in the George Town Community, to provide an opportunity for local organisations and vendors to participate in a local community event, and to provide an event which is conducive to family involvement.

Sponsorship Proposal

The George Town Street Party is seeking sponsorship from George Town Council to assist with costs to run the event. The Street Party has been modelled on a similar event which has been held successfully in Bridport. It is anticipated that the event will attract attendees from the local community and the northern region.

The event will provide an opportunity for the community to attend a family orientated event which is low cost and offers a social atmosphere. Elements of the event will include live music, circus performers, stalls, pop up wine stalls, jumping castle and various children's entertainment.

Local community groups and organisations will be provided with an opportunity to be participate in the Street Party by way of operating a stall.

Sponsorship is sought from Council of \$3,000.

RISK ASSESSMENT

Risk in relation to this item is considered minimal.

OFFICER'S RECOMMENDATION

That the report of the Community Services Events officer be received and that Council provides sponsorship of \$3,000 (inclusive of GST) to the George Town Street Party to assist with the costs associated with hosting a community Street Party on Friday 3rd March 2017.

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES**

**261/16 10.2 - MINOR COMMUNITY EVENTS PROGRAM & PROJECTS SPONSORSHIP
FUND (CONT.)**

PROCEDURAL MOTION

Moved: Cr Harris
Seconded: Cr Dawson

That this item be deferred to the next workshop.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes		
Cr Burt					

CARRIED

Cr Parkes returned to the meeting at 11.42 am

**George Town Council
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CONFIRMED MINUTES**

**262/16 10.3 - GEORGE TOWN COMMUNITY SAFETY COMMITTEE – PEDESTRIAN
CROSSING AT THE EASTERN END OF MACQUARIE STREET**

REPORT AUTHOR: Manager Community Development – Anne Cameron

REPORT DATE: 10th October 2016

FILE NO: 22.24

ATTACHMENT: Nil.

SUMMARY

This report provides information to enable Council to respond to the George Town Community Safety Committee resolution from its meeting on 10th October 2016

That the Safety Committee recommend to Council that Council investigates the provision of a pedestrian crossing at the eastern end of Macquarie Street.

BACKGROUND

The George Town Community Safety Committee (the Committee) is a Special Committee of Council created pursuant to s.24 of the Local Government Act 1993.

The issue of older pedestrian and mobility scooter users was raised by the Chair of the George Town Community Safety Committee after the matter was brought to her attention by Cr Ashley.

STRATEGIC PLAN

Goal 02

Support an active, vibrant and culturally diverse community life that enjoys liveable and amenity rich neighbourhoods.

Key Objective 6

Participate in community safety initiatives.

FINANCIAL IMPLICATIONS

The Committee has no budget to implement programs, activities or projects. The Committee is resourced by Council with administrative support for meetings only.

RISK ASSESSMENT

No risk assessment in relation to the Committee's resolution and its consideration by Council has been undertaken.

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
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**262/16 10.3 - GEORGE TOWN COMMUNITY SAFETY COMMITTEE – PEDESTRIAN
CROSSING AT THE EASTERN END OF MACQUARIE STREET (CONT.)**

OFFICER’S COMMENTS

An investigation into older person safety when crossing Macquarie Street at the eastern end would assist Council when considering capital works proposals when setting the 2017-18 Budget.

OFFICER’S RECOMMENDATION

That Council requests an investigation be undertaken into the provision of a pedestrian crossing at the eastern end of Macquarie Street in preparation for capital works proposals for the next financial year.

DECISION

Moved: Cr Barwick
Seconded: Cr Ashley

That Council requests an investigation be undertaken into the provision of a pedestrian crossing at the eastern end of Macquarie Street in preparation for capital works proposals for the next financial year.

Cr Burt returned to the meeting at 11.44 am.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson		✓
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES

263/16 10.4 - LEASE FROM CROWN LAND SERVICES – LAND AT HILLWOOD

REPORT AUTHOR: Manager Community Development- Anne Cameron

REPORT DATE: 4th October 2016

FILE NO: 22.47; 52.1

ATTACHMENT: (A) Hillwood Progress Association Letter of Request
(B) Location map – proposed area to be leased

SUMMARY

This report provides information in relation to a request from the Hillwood community to Council to purchase land at Hillwood for community use.

BACKGROUND

In February 2016 the Hillwood Progress Association wrote to Council requesting that Council purchase an area of land on the eastern side of the junction of Hillwood Jetty Rd and Craighburn Rd for community recreation purposes, an area of approximately 1.5 ha.(See attached letter location map).

The land is owned by the Crown and managed by DPIPWE.

The land is part of a larger parcel of land which extends to Egg Island Point.

In 2011, and again in February 2012, the Hillwood Progress Association wrote to Council requesting that Council lease the Egg Island Reserve, and in particular the area bounded by Craighburn Rd, Hillwood Jetty Rd and Hillwood Recreation Reserve.

In January 2012, in response to this request, Council resolved not to lease any part of the nominated area due to the cost of increased maintenance. (Res 019/12)

Currently Crown Land Services maintains the land. The community has noted that blackberries and wattles are encroaching on the area, and it is generally not maintained in a state suitable for general recreational use. The community has expressly requested that Council purchase the land, and introduce a maintenance regime that will make the space available for safe informal recreation.

The Regional Property Officer North for Crown Land Services has been contacted about a possible lease to Council of the subject site. Informally he has advised that he doesn't anticipate any objection, should Council decide to apply to lease the area.

Council's Planning and Infrastructure and Engineering departments were consulted in the preparation of this report.

George Town Council
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263/16 10.4 - LEASE FROM CROWN LAND SERVICES – LAND AT HILLWOOD (CONT.)

This matter was discussed at the Council workshop held on the 5th October 2016.

STATUTORY REQUIREMENTS

Local Government Act 1993 s 175 provides for the purchase or lease of land by Council for any purpose which it considers to be of benefit to the council or community.

STRATEGIC PLAN

Goal 04: Strengthen the vibrancy of our towns and enhance the benefits of living in a rural setting and living close to the river and coast

Key Objective 1

To identify and respond to changing needs for infrastructure and facilities

FINANCIAL IMPLICATIONS

Increasing the public open space managed by Council will require Council to commensurately increase its maintenance budget.

An estimate of annual maintenance for mowing has been calculated at \$3000.

RISK ASSESSMENT

Risk identified is that generally pertaining to land management, which includes extraordinary cost which might arise as a result of unforeseen damage.

No other risk has been identified at this time.

OFFICER'S COMMENTS

The request from the Hillwood Progress Association on behalf of the Hillwood community is that Council purchase that area of Crown land bounded by Hillwood jetty Road, Craighburn Road and the Hillwood Recreation area for use by the community.

That the community has consistently requested that Council assume management of the area indicates the value the community places on having access to informal recreation space. At present the Hillwood community has use of a small reserve and barbeque at the Hillwood Pontoon, playground equipment within a fenced playground at the Hillwood Hall, the Hillwood Football oval which is use specific, and land around the river edge including Egg Island Reserve.

Whilst the community has requested that Council purchase the land, an alternative would be that Council lease the area. This would obviate the need for Council to allocate capital for survey, issue of title, valuation and subsequent purchase of an asset. Maintenance costs will be similar irrespective of whether Council purchases or leases the land. These would include maintaining the fence and slashing/mowing on a regular basis, sufficient to permit safe use for informal recreation activities. An estimated cost for annual mowing is \$3000.

**George Town Council
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263/16 10.4 - LEASE FROM CROWN LAND SERVICES – LAND AT HILLWOOD (CONT.)

The draft Hillwood Structure Plan (the Plan) supports increased provision of public open space, based on an anticipated 50% increase in population over the life of the Structure Plan (20 years). In relation to facilities and services the Plan states that Strategies are:

- Encourage the provision of a range of social and community services commensurate with the size and role of the settlement.
- Improve vehicle linkages throughout the settlement.
- Support the ongoing upgrading of open space, leisure and recreation areas including provision of pedestrian and bicycle linkages

Improved maintenance of this centrally located open space would deliver outcomes in line with these strategies and the Implementation Plan.

The land is in an environmental management zone. Passive recreation is a permitted use within this zone but must be in accordance with a Reserve Activities Assessment pursuant to the relevant reserves management legislation.

The land is accessible and would provide the community with a safe, open area for large community activities or individual recreation opportunities, at minimal annual cost to Council.

OFFICER’S RECOMMENDATION

That Council resolves to apply to Crown Land Services for a lease over the land bounded by Craighburn Rd, Hillwood Jetty Rd and Egg Island Creek.

DECISION

Moved: Cr Harris
Seconded: Cr Parkes

That Council resolves to apply to Crown Land Services for a lease over the land bounded by Craighburn Rd, Hillwood Jetty Rd and Egg Island Creek.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson		✓
Cr Ashley	✓		Cr Parish		✓
Cr Barwick		✓	Cr Parkes	✓	
Cr Burt	✓				

CARRIED

The Chairperson adjourned the meeting for 15 minutes for a short break at 12.00 noon and to reconvene at 12.15 pm.

George Town Council
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The Chairperson resumed the meeting at 12.15 pm.

11. MAYOR

264/16 11.1 - MATTERS OF INVOLVEMENT – MAYOR

FILE NO.: 14.11

REPORT DATE: 12th October, 2016

Mayor Bridget Archer		
<i>September</i>	21	Chaired Ordinary Meeting of Council
	30	Attended NTD 2016 AGM
	30	Met with Senator Helen Polley re Election Commitments
<i>October</i>	3	Met with Senator David Bushby re Election Commitments
	5	Attended Council Workshop
	8	Chaired the Suicide Prevention Action Group
	10	Attended the Mental Health Week Event (TCCI)
	12	Attended LGAT Presentation by Susan Law on Organisational Change
	17	Met with the Star of the Sea Principal
	17	Met with a ratepayer at Hillwood
	18	Attended a civic function in honour of Their Excellencies, Governor-General of the Commonwealth of Australia and Lady Cosgrove

OFFICER'S RECOMMENDATION

That the information report from the Mayor on Matters of Involvement be received and the information noted.

DECISION

Moved: Cr Parkes
Seconded: Cr Dawson

That the information report from the Mayor on Matters of Involvement be received and the information noted.

Cr Barwick raised a Point of Order against Cr Dawson as an issue raised was irrelevant to the motion being discussed LG(MP)R 23(1)(a).

**George Town Council
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264/16 11.1 - MATTERS OF INVOLVEMENT – MAYOR (CONT.)

Cr Glisson requested that in the future, Elected Members receive a list of correspondence that the Mayor has signed on behalf of Council.

The Chairperson advised that it is not necessarily appropriate to attach correspondence to the Council agenda but was happy to accede to Cr Glisson's request.

The General Manager advised that most of the correspondence that is sent out by the Mayor is placed on the Elected Members intranet as discussed at the last Council workshop.

Cr Glisson continued to make comment on the matter.

The Chairperson cautioned Cr Glisson to refrain from being argumentative at 12.20 pm LG(MP)R 40(1)(b).

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
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12. GENERAL MANAGER

265/16 12.1 - COUNCILLOR MOTION UPDATE

REPORT AUTHOR: General Manager – Mr John Martin

REPORT DATE: 12th October 2016

FILE NO: 14.12

ATTACHMENT: Nil.

PLANNING AND DEVELOPMENT			
Min No.	Date	Motion	Action
135/16	15/06/16	<p>Proposed Urgent Amendments (Section 30IA of LUPAA) to the George Town Interim Planning Scheme 2013 That, in relation to the proposed Urgent Amendments, Council requests the Tasmanian Planning Commission under Section 30IA of the <i>Land Use Planning and Approvals Act 1993</i>, to consider making a planning purposes notice to the minister:</p> <p>a) Specifying that the Commission is of the opinion that an authorisation under 30IA (2) is urgently required; and b) recommending to the Minister that the authorisation be issued.</p> <p>GEO UA2-2016</p>	Approved 23/9/2016.
199/16	17/08/16	<p>Section 33 – Rezone 411-437 Low Head Road, Low Head, From Environmental Management Zone to Particular Purpose Zone – Low Head Pilot Station That in accordance with Section 35 of the <i>Land use Planning and Approvals Act 1993</i>, the Planning Authority consider the merits of this report and resolve to certify the draft amendment, thereby progressing the application through to exhibition with the knowledge that any representations received will be presented to the Planning Authority for further consideration at the next possible Council meeting. To include as a permitted use Port and Shipping with clarification: for existing use, (example Pilot Vessel).</p>	Awaiting decision from Tas. Planning Commission.
228/16	21/09/16	<p>Section 33 & 43A Report – Combined Application for Amendment to a Local Provision of the George Town Interim Planning Scheme 2013, and a 2 lot Subdivision – Hillwood, 14 Brownrigg Street That the Planning Authority consider the merits of this report and resolve to support the combined amendment and subdivision application, thereby progressing the application through to exhibition with the knowledge that any representations received will be presented to the Planning Authority for further consideration.</p> <p>With the knowledge that any permit issued, associated with the proposed subdivision will be done so by the Tasmanian Planning Commission, the recommended conditions for the draft development permit are as follows:</p>	Currently on advertising until 26/10/2016.

George Town Council
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		<p>1. Endorsed Plans The use and/or development must be carried out as shown on the endorsed plans by Rebecca Green and Associates dated 22nd July 2016 and described in the endorsed documents to the satisfaction of the Council. Any other proposed development and/or use will require a separate application to and assessment by the Council.</p> <p>2. Part 5 (Section 71) Agreements Prior to this permit becoming effective, a Section 71 agreement must be executed, that provides for the following:</p> <ul style="list-style-type: none">a) Structures must be of a light weight design, articulated and flexible. Consideration must be given to founding the dwelling on a relatively stiff footing and light weight super structure.b) A new dwelling can only be constructed within the suitable building area identified in the report by Tasman Geotechnics, reference number TG16109/1.c) Default site classification (to AS2870) for the new lot is Class P, due to the site being mapped on a landslide. Notwithstanding, the footings may be designed for a natural soil profile, provided recommendations of the Tasman Geotechnics report (reference number TG16109/1) are adopted.d) Permanent excavation anywhere on the site shall be no deeper than 0.5m (vertical) unless approved by a Geotechnical Engineer. Permanent excavations for the house must be no deeper than 1.5m depth and retained by an engineered designed retaining system.e) The final surface or fill for excavations shall be shaped such that surface runoff does not collect in low-lying points but is allowed to flow down slope.f) Where possible, vegetation or mulch shall be maintained on the cut or fill slopes to prevent erosion of surface soils. Vegetation should be established on the site, preferably with relatively deep rooted shrubs or trees.g) Wastewater must be disposed downhill of the dwelling and preferably in the flatter areas in the middle of the site. Shallow trenches (such as AES or Transpiration beds) or surface application of waste water are recommended rather than typical trenches (0.6 deep with trench arches).h) Construction of dams for holding water is not permitted.i) Good hillside construction practices must be followed. <p>Once executed, the agreement must be lodged and registered in accordance with Section 78 of the <i>Land Use Planning and Approvals Act 1993</i>.</p> <p>All cost associated with preparing and registering the Agreement must be borne by the applicant.</p> <p>3. Subdivision works required</p>	
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		<p>Prior to the final plans and associated title documentation being lodged with Council for sealing, the following works must be completed:</p> <ul style="list-style-type: none">a) Before the commencement of the use, a new vehicular crossover must be provided and all unused crossovers and driveways removed. All these works must be at expense of the person responsible.b) The development must be provided with an adequate all weather access from the edge of the road pavement to the property boundary in accordance with Council's standard drawing. <p>All minor works in the road reserve must be undertaken by, or under the supervision of a tradesman/contractor who is registered with Council as a "Registered Contractor". Prior to the commencement of any works Council's Manager of Infrastructure and Engineering must be notified of the contractors name and registration number. Council's Manager of Infrastructure and Engineering must also be informed of the commencement date, duration and nature of the works.</p> <p>4. <i>Bushfire Safety</i> The development must be in accordance with the recommendations of the Bushfire Hazard Management Report submitted with the application, prepared by Rebecca Green and Associates on 22nd July 2016, Job number RGA-B421.</p> <p>5. <i>No Vegetation Removal</i> Due to the land being mapped as potentially prone to landslip, no tree or vegetation is to be felled, lopped, topped, ring-barked, uprooted or otherwise wilfully destroyed or removed without the further written consent of Council.</p> <p>6. <i>Reticulated Services</i></p> <ul style="list-style-type: none">a) Underground power mains and electrical services must be provided to each lot in accordance with a design approved by TasNetworks. A copy of the approved design must be submitted to Council upon approval by TasNetworks.b) Telecommunications services must be provided to the development in accordance with requirements of the relevant service authority. <p>7. <i>Payment of Public Open Space</i> Prior to the sealing of the Final Plan, the developer must pay to the Council a sum equivalent to 5% of the unimproved value of the approved lots as determined by a registered land valuer procured at the subdivider's expense.</p> <p>8. <i>Covenants on Subdivisions</i> Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision permitted by this permit unless:</p> <ul style="list-style-type: none">a) Such covenants or controls are expressly authorised by the terms of this permit; or	
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**George Town Council
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		<p>b) Such covenants or similar controls are expressly authorised by the consent in writing of the Council.</p> <p>c) Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.</p> <p>9. TasWater The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2016/01147-GTC). A copy of this notice is attached to the permit.</p> <p>10. Sealing of Final Plan All conditions of this permit must be completed to the satisfaction of Council, prior to signing and sealing of the Final Plan of Survey by Council for the subdivision on the subject site.</p> <p style="text-align: center;">Permit Notes</p> <p>Advisory Notes:</p> <ol style="list-style-type: none"> 1. This permit is granted pursuant to the <i>Land Use Planning and Approvals Act 1993</i> and does not imply that any other approval required under any other by-law or legislation has been granted. 2. This permit is valid for two (2) years only from the date of approval by the Tasmanian Planning Commission and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date. 3. If any Aboriginal relics are uncovered during works; <ol style="list-style-type: none"> a. All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction, b. The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au; and c. The relevant approval processes will apply with state and federal government agencies. 	
INFRASTRUCTURE AND ENGINEERING			
229/16	21/09/16	<p>Lulworth Community Association Concern – Hurst Street Speeding That Council receive and note the report and approve undertaking of community consultation including holding a public meeting at Lulworth on 6th November 2016 at 10.00am when the Lulworth Community Association next meets.</p>	In progress.
CORPORATE			
019/15	21/01/15	<p>Council Facilities Future Use and Development – Strategic Development That</p> <ol style="list-style-type: none"> a) Council approves an extension to the final facilities report completion date sought in minuted resolution 336/14 to reflect 	Completed.

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		<p>Council's intention to review the Strategic Plan 2012-17, and adopt the revised Plan, and</p> <p>b) Council is presented with updated report progress at workshops, with a view to further consideration of timelines at future Council meetings.</p>	In progress.
249/15	15/07/15	<p>Internal Audit Function That Council receives and endorses the Audit Panel Committee's Recommendation; and</p> <p>(a) Authorises the General Manager to make arrangements with other Council's participating in the Internal Audit Project for the exchange of trained internal audit officers to undertake an internal audit program; and</p> <p>(b) That progress reports regarding internal audit, findings and any recommendations are reported to the Audit Panel for consideration at each meeting of the Audit Panel.</p>	Fraud and credit card internal audit completed. Report to the Audit Panel.
250/15	15/07/15	<p>Risk Management That Council receives and endorses the Audit Panel Committee's Recommendation that:</p> <p>(a) Risk management progress reports are submitted to Council on a 6 monthly basis.</p> <p>(b) Council's internal working group continue to update the risk register and risk treatment processes on a regular basis.</p> <p>(c) That an audit of risk management skills and knowledge is conducted initially involving all managers and supervisors.</p> <p>(d) Should any gaps be determined in risk management skills and training from the audit in (c) that training be sourced and provided to the relevant individuals.</p> <p>(e) That a risk analysis is performed and documented prior to any project being undertaken by Council.</p>	Update to Audit Panel at quarterly meetings.
COMMUNITY			
235/16	21/09/16	<p>Community Grants/Assistance – Launceston Triathlon Club That the report of the Community Development Events Officer be received and that Council provides a community grant of \$950 to the Launceston Triathlon Club for costs associated with the hosting of two triathlons in George Town; 21st January and 26th February 2017.</p>	Completed.
236/16	21/09/16	<p>Community Grants/Assistance – Holli Geeves Provides a community grant (Achievers) of \$200 to Holli Geeves to assist with costs associated with her selection to compete in the Australian Junior Motorcross championships being held in South Australia from 24th September 2016.</p>	Completed.
237/16	21/09/16	<p>Community Grants/Assistance – Game Fishing Club of Northern Tasmania Provides a community grant of \$1,000 to the Game Fishing Club of Northern Tasmania to assist with costs associated with their Tamar River Family Fun Day, being held on Sunday 16th October 2016.</p>	Completed.
238/16	21/09/16	<p>Rural Primary Health Consortium Model – In Principle Agreement to Participate That Council provides in-principle support to pursue the consortium model consisting of King Island, Flinders Island, Dorset, George Town, Break O' Day Councils and the Royal Flying Doctors Service to deliver Rural Primary Health services in those LGA communities and prepare the tender documentation.</p>	Completed.

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GENERAL MANAGER			
350/12	19/12/12	<p>Landscape Management Plan Regent Square That Council recognises the sentiment of the motion and resolves to consult with the whole community in developing and adopting a landscape management plan for Regent Square that promotes the heritage values in harmony with the visual and environmental values and the cultural public use aspects of the Square.</p>	In progress.
395/13	18/12/13	<p>Rates Recovery – Outstandings over 3 years – Lefroy Unknown Owner Address</p>	Properties have been listed with a local Real Estate Agent.
339/14	15/10/14	<p>Notice of Motion – Council Layout Any changes to the operation and or layout of the Council Offices and Council Chambers be submitted to and approved by Council prior to implementation.</p>	Report to Council when plans are designed. Proposed plans presented at 6 th July 2016 workshop.
071/15	18/02/15	<p>Light Industrial Subdivision That the facilitation of an extended Light Industrial Subdivision be investigated by Council Officers and a brief presented to an elected members workshop.</p>	In Progress. Included in the Bell Bay Structure Plan.
072/15	18/02/15	<p>Extension of South Street That a report on the extension of South Street eastward to Old Bell Bay Road adjacent to the Council Depot and Thompson Avenue precinct be investigated and a brief presented to an elected members workshop.</p>	In Progress. Included in the Bell Bay Structure Plan.
110/15	18/03/15	<p>Economic Development</p> <ol style="list-style-type: none"> 1. That Council receive and acknowledge the information contained in this report. 2. That Council continue their efforts to facilitate and participate with key stakeholders towards furthering an economic prospectus initiative to outline the opportunities for economic, social and liveability development investment in this scenic and beautiful area of Tasmania. 3. That Council progress these discussions with our political representatives and their agencies, private enterprises and our local community organisations. 	Completed. Ongoing. Ongoing.
187/15	20/05/15	<p>Local Government Reform – Resource Sharing, Shared Services, Benchmarking & Voluntary Amalgamation That Council:</p> <ol style="list-style-type: none"> 1. Agrees to collaborate with West Tamar Council, Meander Valley Council and the Northern Midlands Council in a benchmarking exercise of financial and other service delivery measures utilising the services of an independent consultant. 2. Authorises the General Manager to engage a project consultant with local government experience. 3. Writes to the Minister for Planning and Local Government the Hon. Peter Gutwein MP and outlines the George Town Council's intentions in regards to participating with the West Tamar Council, Meander 	In progress. In progress. Completed.

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		<p>Valley Council and the Northern Midlands Council in undertaking this benchmarking and service delivery review project.</p> <p>4. That the George Town Council also inform the Minister for Local Government that they indicate their willingness to participate in exploring options of feasibility studies for voluntary amalgamation/shared services models/standalone Councils with their adjacent neighbouring Councils, ie. Dorset, Flinders, Launceston City Council and West Tamar Council, subject to the following:</p> <ul style="list-style-type: none"> (i) Informing and requesting support from the State Government of the staged benchmarking and shared services modelling being undertaken by George Town Council, Meander Valley Council, West Tamar Council and Northern Midlands Council. (ii) That neighbouring Councils agree to participating in other feasibility studies; (iii) That the State Government fund the costs of other feasibility studies/modelling that is undertaken including any facilitation and community consultation costs that occur; (iv) That Council's contribution be of an "in-kind" nature through their officers participation and associated expenses. (v) That Council and participating Councils, prior to any other feasibility studies/modelling taking place, agree to any protocols and Terms of Reference; (vi) That consideration of employee related issues be considered and referenced in any protocols and Terms of Reference. <p>5. That Motion 341/14 (15th October 2014) as follows, be rescinded: "Resource Sharing</p> <ul style="list-style-type: none"> • That no further discussions take place or meetings are held with any parties with regard to resource sharing or potential for amalgamations until such times as the Council is provided with the following information: <ul style="list-style-type: none"> 1. the objectives of the discussion or meeting 2. the parties to the discussion 3. the expected impact on service levels to the community 4. the potential estimated costs 5. the potential estimated savings 6. the expected impact on the Councils employment levels, and 7. a community consultation plan relevant to associated issues <p style="margin-left: 40px;">And Council approves the meeting or discussions and the community consultation plan</p> • That this motion be read in conjunction with 241/14." 	<p>Completed.</p> <p>Completed.</p>
319/15	19/08/15	<p>Local Government Reform That Council:</p> <ul style="list-style-type: none"> 1) Receive and note the information presented in this report; and 2) Agree to collaborate with participating Northern Councils to undertake a benchmarking process involving Councils in northern Tasmania which establishes a standardised evidence base providing data on both quantitative and qualitative 	<p>Completed. In progress.</p>

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		<p>aspects of operations and which additionally identifies from the data areas of potential for resource sharing and other collaboration between the Councils; and</p> <p>3) Authorise the Mayor and General Manager to participate in these investigations and projects as outlined and in accordance with Council's resolutions; and</p> <p>4) That George Town Council will continue to participate in the benchmarking/shared services investigation project with the four panel members as outlined or an expanded panel as agreed with the State Government and participating Councils.</p>	<p>In progress.</p> <p>In progress.</p>
157/16	15/06/16	<p>Notice of Motion – Policy No. 17 Disability Access Policy That General Manager bring to the next workshop of Council, Council Policy No. 17 disability access policy, and that this policy be workshopped with the staff on a whiteboard before going to the Council table for adoption by council.</p>	<p>In progress. Presented to July workshop.</p>
243/16	21/09/16	<p>Northern Tasmania Development – New Governance Model That Council:</p> <ol style="list-style-type: none"> 1. Supports the winding up of Northern Tasmania Development Inc. and the transfer of assets and liabilities to a successor organisation. 2. The successor organisation shall be titled the Northern Tasmania Development Corporation Limited (NTDC) a company limited by guarantee. 3. That Council become a member of NTDC on and from 1st January 2017. 4. The Constitution of NTDC shall be as attached as an annexure (Attachment (C)). 5. The Shareholder Agreement shall be as attached as an annexure (Attachment (D)). 6. Funding commitments shall be for the contribution amount over a period of three (3) consecutive years from the date that the membership commences. At the end of each three (3) year cycle a review will be undertaken. 	<p>In progress.</p>
244/16	21/09/16	<p>Draft Public Question Time Policy – Policy No. 18 – Version 01 – Resubmitted That Council:</p> <ol style="list-style-type: none"> (a) Receives the report; and (b) Rescinds the existing Public Question Time Procedures adopted November 2013 (Council Resolution 349/13); and (c) Adopts the Public Question Time Policy No. 18 as attached to this report, effective 21st September 2016. 	<p>Completed.</p>

OFFICER'S RECOMMENDATION

That Council receives the report from the General Manager and notes the information provided.

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265/16 12.1 - COUNCILLOR MOTION UPDATE (CONT.)

DECISION

Moved: Cr Harris
Seconded: Cr Parkes

That Council receives the report from the General Manager and notes the information provided.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

Cr Dawson requested an update on 199/16 - Rezone of 411-437 Low Head Road, Low Head, from Environmental Management Zone to Particular Purpose zone – Low Head Pilot Station and an expectation on how long it may take with the Tasmanian Planning Commission.

The Chairperson took this question on notice.

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266/16 12.2 - COUNCIL WORKSHOP – OCTOBER 2016

REPORT AUTHOR: General Manager – Mr John Martin

REPORT DATE: 12th October 2016

FILE NO: 14.10

ATTACHMENT/S: Nil

SUMMARY

The purpose of this report is to provide a record of workshops held in accordance with the requirements of section 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*.

DATE AND PURPOSE OF WORKSHOP/S HELD

Wednesday 5th October 2016

- Community Grants Policy Review
- Regent Square Landscape Master Plan
- Regent Square Play Space
- Hillwood Crown Land Leases
- Windmill Point
- Delegations Register
- LGAT Workshop – TasWater Owner Representatives Workshop
- LGAT – Audit Panel Forum
- Review of Existing Council Policies
 - Customer Service Charter Policy No. 8
 - Recognition of Service Policy No. 12
 - Acknowledgement of Death of a Councillor Policy No. 20
 - Audio Recording of Council Meetings Policy No. 40
- LGAT State Budget Submission

Present: Mayor Bridget Archer, Cr Chris Ashley, Cr Heather Barwick, Cr Doug Burt, Cr Greg Dawson, Cr John Glisson, Cr Tim Parish, Cr Peter Parkes

Apologies: Deputy Mayor Tim Harris

In Attendance: General Manager – Mr John Martin
Manager Community Development – Mrs Anne Cameron
Manager Infrastructure and Engineering – Mr Paul O’Grady
Statutory Planner – Mr James Stewart
Executive Officer (Governance) – Ms Josie Higgins

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266/16 12.2 - COUNCIL WORKSHOP – OCTOBER 2016 (CONT.)

OFFICER’S RECOMMENDATION

That Council receives the report from the General Manager and notes the information.

DECISION

Moved: Cr Burt

Seconded: Cr Parkes

That Council receives the report from the General Manager and notes the information.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

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267/16 12.3 - REVIEW OF RECOGNITION OF SERVICE POLICY NO. 12

REPORT AUTHOR/S: General Manager – Mr John Martin
Executive Officer (Governance) – Ms Josie Higgins

REPORT DATE: 10th October 2016

FILE NO: 14.13

ATTACHMENT: (A) Existing Recognition of Service Policy No. 12 – Version 4
(B) Recognition of Service Policy (superseded 2012)

SUMMARY

To recommend to Council that the existing Recognition of Service Policy No. 12 be rescinded effective 19th October 2016.

BACKGROUND

It is intended that all Council's existing policies will be reviewed in relation to their purpose, objective and alignment with current legislation, Council's newly adopted Strategic Plan and the requirements of Council's Policy Development, Approval and Review Policy No. 09.

The review is also in accordance with Council's 2016-2017 Annual Plan.

This Policy was discussed at the Council workshop held on the 5th October 2016.

STRATEGIC PLAN

Goal 05

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 1

Consistently achieve a high standard of internal financial and governance arrangements.

GEORGE TOWN COUNCIL POLICY

- Policy Development, Approval and Review Policy No. 9
- Risk Management Policy No. 33

TYPE OF POLICY & APPROVAL AUTHORITY

This Policy was adopted by Council in 1995 and reviewed in 2012.

In its current form the Policy is recognised as a "Council Governance" Policy in accordance with the requirements of Council's Policy Development, Approval and Review Policy No. 9. The approval authority for this Policy is the Council.

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267/16 12.3 - REVIEW OF RECOGNITION OF SERVICE POLICY NO. 12 (CONT.)

FINANCIAL IMPLICATIONS

No financial implications are recognised in reviewing this Policy.

RISK CONSIDERATIONS

No risks are identified in reviewing this Policy.

OFFICER'S COMMENTS

Council adopted the original Policy No. 12 Recognition of Service Policy in 1995. The Policy at that time referred only to recognition of service of employees upon termination.

In 2012 the current Policy was amended to incorporate elected members. The Policy provides Council the option of recognising the service of elected members or staff upon leaving the service of Council, with an appropriate gift.

The Policy also stipulates that eligibility for recognition of service, upon cessation of an elected term or employment, commences after 4 years of services to the value of \$30 per year of service.

It is suggested that 4 years is restrictive in that the General Manager/Mayor may wish to recognise, for a number of reasons, the service of an individual employee/Councillor who has served less than 4 years.

There are also other milestones that are not recognised in the Policy such as celebrating an employee's service of 25 years, etc. Generally this has been left to the discretion of the General Manager.

It is considered more appropriate that the General Manager/Mayor determine on an individual, need to basis, the value/celebration of any recognition of service provided to a Council employee/Councillor rather than being restricted to the provisions of the Policy.

Criticism was also made by Elected Members of the arrangements undertaken in recent times when the policy has been utilised.

Comments have also been received from some Elected Members questioning the need for such a Policy.

Due to the preceding comments, it is recommended that this Policy is no longer required and that it be rescinded effective 19th October 2016; and

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267/16 12.3 - REVIEW OF RECOGNITION OF SERVICE POLICY NO. 12 (CONT.)

OFFICER’S RECOMMENDATION

That Council:

- (a) Receives the report; and
- (b) That the Recognition of Service Policy No. 12 be rescinded effective 19th October 2016; and
- (b) That recognition of service for Council Elected Members/Employees be undertaken on an as needs basis as determined by the Mayor/General Manager.

DECISION

Moved: Cr Dawson

Seconded: Cr Parish

That Council:

- (a) Receives the report; and
- (b) That the Recognition of Service Policy No. 12 be rescinded effective 19th October 2016; and
- (b) That recognition of service for Council Elected Members/Employees be undertaken on an as needs basis as determined by the Mayor/General Manager.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson		✓
Cr Ashley		✓	Cr Parish	✓	
Cr Barwick		✓	Cr Parkes	✓	
Cr Burt	✓				

CARRIED

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268/16 12.4 - REVIEW OF ACKNOWLEDGEMENT OF DEATH OF A COUNCILLOR
POLICY NO. 20

REPORT AUTHOR/S: General Manager – Mr John Martin
Executive Officer (Governance) – Ms Josie Higgins

REPORT DATE: 10th October 2016

FILE NO: 14.13

ATTACHMENT: Existing Acknowledgement of Death of a Councillor Policy No. 20

SUMMARY

To recommend to Council that the existing Acknowledgement of Death of a Councillor Policy No. 20 be rescinded effective 19th October 2016.

BACKGROUND

It is intended that all Council's existing policies will be reviewed in relation to their purpose, objective and alignment with current legislation, Council's newly adopted Strategic Plan and the requirements of Council's Policy Development, Approval and Review Policy No. 09.

The review is also in accordance with Council's 2016-2017 Annual Plan.

The existing Acknowledgement of Death of a Councillor Policy No. 20 was discussed at the Council workshop held on the 5th October 2016.

STRATEGIC PLAN

Goal 05

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 1

Consistently achieve a high standard of internal financial and governance arrangements.

GEORGE TOWN COUNCIL POLICY

- Policy Development, Approval and Review Policy No. 9
- Risk Management Policy No. 33

TYPE OF POLICY & APPROVAL AUTHORITY

This Policy was adopted by Council in 2007. A revised Policy was submitted to the Council meeting held on the 16th April 2014 whereby it was resolved that the policy lay on the table for discussion at the next workshop. The Policy was referred to the next workshop, however was not progressed.

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268/16 12.4 - REVIEW OF ACKNOWLEDGEMENT OF DEATH OF A COUNCILLOR POLICY
NO. 20 (CONT.)

FINANCIAL IMPLICATIONS

No financial implications are recognised in reviewing this Policy.

RISK CONSIDERATIONS

No risks are identified in reviewing this Policy.

OFFICER'S COMMENTS

The existing Policy is limited in relation to providing guidance to Council / staff in respect to appropriate tributes and formalities in recognising and acknowledging the death of a local dignitary and is restrictive in comparison to appropriate and acceptable current day practices.

There have been a continuing number of difficulties associated with administering the current policy including the interpretation of "local dignitaries", awareness of policy applicability and timing and personal requests.

It is therefore suggested that the existing Policy be rescinded but in the event that Council becomes aware of the death of a local dignitary that an acknowledgement be made in accordance with the following procedures and protocol or as determined otherwise by the Mayor/General Manager:

- A funeral notice on behalf of Council and Staff; and/or
- A card to the family; and/or
- The laying of a wreath at the service; and/or
- Flying of the Australian Flag outside the Council Office in Anne Street at half-mast on the morning of the funeral service; and/or
- Address by Councillors in the Chamber; or

OFFICER'S RECOMMENDATION

- (a) That Council receives the report; and
- (b) That the proposed Acknowledgement of the Death of a Dignitary of the Council or Local Dignitary Policy No. 20 be rescinded effective 19th October 2016; and
- (c) In the event that Council becomes aware of the death of a local dignitary that an acknowledgement be made in accordance with the following procedures and protocol or as determined otherwise by the Mayor:
 - A funeral notice on behalf of Council and Staff; and/or
 - A card to the family; and/or
 - The laying of a wreath at the service; and/or

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268/16 12.4 - REVIEW OF ACKNOWLEDGEMENT OF DEATH OF A COUNCILLOR POLICY NO. 20 (CONT.)

- Flying of the Australian Flag outside the Council Office in Anne Street at half-mast on the morning of the funeral service; and/or
- Address by Councillors in the Chamber.

DECISION

Moved: Cr Parish
Seconded: Cr Parkes

- (a) That Council receives the report; and
- (b) That the Acknowledgement of the Death of a Councillor Policy No. 20 be rescinded effective 19th October 2016; and
- (c) In the event that Council becomes aware of the death of a local dignitary that an acknowledgement be made in accordance with the following procedures and protocol or as determined otherwise by the Mayor:
- A funeral notice on behalf of Council and Staff; and/or
 - A card to the family; and/or
 - The laying of a wreath at the service; and/or
 - Flying of the Australian Flag outside the Council Office in Anne Street at half-mast on the morning of the funeral service; and/or
 - Address by Councillors in the Chamber.

PROCEDURAL MOTION

That this item be deferred to a workshop.

	For	Against		For	Against
Cr Archer		✓	Cr Dawson		✓
Cr Harris		✓	Cr Glisson	✓	
Cr Ashley		✓	Cr Parish		✓
Cr Barwick	✓		Cr Parkes		✓
Cr Burt		✓			

MOTION LOST

Moved: Cr Parish
Seconded: Cr Parkes

- (a) That Council receives the report; and
- (b) That the Acknowledgement of the Death of a Councillor Policy No. 20 be rescinded effective 19th October 2016; and

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**268/16 12.4 - REVIEW OF ACKNOWLEDGEMENT OF DEATH OF A COUNCILLOR POLICY
NO. 20 (CONT.)**

(c) In the event that Council becomes aware of the death of a local dignitary that an acknowledgement be made in accordance with the following procedures and protocol or as determined otherwise by the Mayor:

- A funeral notice on behalf of Council and Staff; and/or
- A card to the family; and/or
- The laying of a wreath at the service; and/or
- Flying of the Australian Flag outside the Council Office in Anne Street at half-mast on the morning of the funeral service; and/or
- Address by Councillors in the Chamber.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick		✓	Cr Parkes	✓	
Cr Burt	✓				

CARRIED

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269/16 12.5 - DRAFT CUSTOMER SERVICE CHARTER POLICY NO. 8

REPORT AUTHOR/S: General Manager – Mr John Martin
Executive Officer (Governance) – Ms Josie Higgins

REPORT DATE: 10th October 2016

FILE NO: 14.13

ATTACHMENT: Draft Customer Service Charter Policy No. 08 – V3

SUMMARY

To submit the revised Draft Customer Service Charter Policy No. 08 – V3 to Council for review.

BACKGROUND

It is intended that all Council's existing policies will be reviewed in relation to their purpose, objective and alignment with current legislation, Council's newly adopted Strategic Plan and the requirements of Council's Policy Development, Approval and Review Policy No. 09.

The review is also in accordance with Council's 2016-2017 Annual Plan.

The revised Draft Customer Service Charter Policy No. 8 – V3 was discussed at the Council workshop held on the 5th October 2016.

STRATEGIC PLAN

Goal 05

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 1

Consistently achieve a high standard of internal financial and governance arrangements.

GEORGE TOWN COUNCIL POLICY

- Policy Development, Approval and Review Policy No. 9
- George Town Personal Information Protection Policy No. 2
- George Town Information Disclosure Policy No. 28

TYPE OF POLICY & APPROVAL AUTHORITY

This Policy is a Statutory Policy. The approval authority for this Policy is the Council.

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269/16 12.5 - DRAFT CUSTOMER SERVICE CHARTER POLICY NO. 8 (CONT.)

FINANCIAL IMPLICATIONS

No financial implications are recognised in reviewing this Policy.

RISK CONSIDERATIONS

No risks are identified in reviewing this Policy.

OFFICER'S COMMENTS

This Policy was adopted by Council in 2005 and last reviewed in 2013. In accordance with the requirements of s.339F(4) of the Local Government Act 1993 (the Act), a council is to review its customer service charter at least once every 2 years.

In reviewing the existing Policy the following minor administrative updates and amendments have been made (as highlighted):

- Updated to reflect Council's 2016-2026 Strategic Plan;
- Reformatted in accordance with the requirements of Council's Policy Development, Approval and Review Policy No. 9;
- Updated to reflect current contact details for the Department of Premier and Cabinet (Local Government Division) and the Office of the Ombudsman, Tasmania;
- Update to Council's contact details (fax number) and the inclusion of emergency after hour contact details; and
- Updated to reflect relevant associated Council Policies.

In reviewing the existing Policy it was also considered that the stipulated timeframe of 3 days to acknowledge written correspondence could in some circumstances, not be practical. Changes to Australia Post's delivery timeframe also can affect acknowledgement timeframes.

Whilst every endeavour is made to acknowledge written correspondence, either verbally or in writing within the first few days of receipt, a timeframe of 5 days is more considered to be more practical, reasonable and achievable.

The Policy will be reviewed again in 2018 in accordance with the requirements of the Act.

OFFICER'S RECOMMENDATION

That Council:

- (a) Receives the report; and
- (b) That the Draft Customer Service Charter Policy lay on the table until the next ordinary meeting of Council and public comment be invited on the proposed Policy during that time.

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269/16 12.5 - DRAFT CUSTOMER SERVICE CHARTER POLICY NO. 8 (CONT.)

DECISION

Moved: Cr Glisson
Seconded: Cr Dawson

That Council:

- (a) Receives the report; and
- (b) That the Draft Customer Service Charter Policy lay on the table until the next ordinary meeting of Council and public comment be invited on the proposed Policy during that time.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES

270/16 12.6 - REVISED DRAFT DELEGATIONS REGISTER – OCTOBER 2016

REPORT AUTHOR/S: General Manager – Mr John Martin
Executive Officer (Governance) – Ms Josie Higgins

REPORT DATE: 10th October 2016

FILE NO: 14.2

ATTACHMENT/S: Revised Draft Delegations Register (October 2016)

SUMMARY

To submit the revised Delegations Register pursuant to Sections 22 and 64 of the Local Government Act 1993 to Council for review and adoption.

BACKGROUND

Section 22 of the Local Government Act 1993 provides for a Council to delegate its powers and functions under any Act to the General Manager, apart from some express exceptions that are outlined in the section. It also provides that the Council may authorise the General Manager to further sub-delegate those powers and functions to other officers as necessary.

The review of Delegations is an ongoing process, providing further information updates to Council as legislation changes and operational requirements.

Council last reviewed its Delegations Register in July 2015.

The revised Delegations Register was discussed at the Council workshop held on the 5th October 2016.

STATUTORY REQUIREMENTS

Local Government Act 1993 Section 22. Delegation by council

- (1) Subject to subsection (2), a council, in writing, may delegate with or without conditions to the general manager, controlling authority, a council committee or a special committee, any of its functions or powers under this or any other Act, other than–*

 - (a) this power of delegation, unless authorised by the council; and*
 - (b) the powers referred to in subsection (3).*
- (2) A council, in writing, may delegate any of the following powers only to the general manager or a council committee and only on condition that the council has determined appropriate policies and procedures to be followed in relation to those powers:*

 - (a) the collection of rates and charges under Part 9;*
 - (ab) the postponement of rates and charges;*
 - (b) the remission or rebate of rates and charges;*
 - (ba) the writing off of any debts owed to the council;*
 - (c) the making of grants or the provision of benefits.*

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- (3) *A council must not delegate any of its powers relating to the following:*
- (a) *the borrowing of money or other financial accommodation;*
 - (b) *the determination of the categories of expenses payable to councillors and any member of any committee;*
 - (c) *the establishment of council committees, special committees, controlling authorities, single authorities or joint authorities;*
 - (d) *the revision of the budget or financial estimates of the council;*
 - (e) *the revision of the strategic plan and the annual plan of the council;*
 - (f) *the appointment of the general manager;*
 - (fa) *the sale, donation, exchange or other disposal of land or public land;*
 - (fb) *the decision to exercise any power under section 21(1);*
 - (g) *the making of by-laws;*
 - (h) *the making of rates and charges under Part 9;*
 - (i) *any other prescribed power.*
- (4) *The general manager is to –*
- (a) *keep a register of any delegation; and*
 - (b) *make the register available for inspection at a public office.*

Local Government Act Section 64. Delegation by general manager

The general manager, in writing, may delegate to an employee of the council-

- (a) *any functions or powers under this or any other Act, other than this power of delegation; and*
- (b) *any functions or powers delegated by the council which the council authorised by the general manager to delegate.*

Land Use Planning and Approvals Act 1993 (6)

- (3) *A planning authority may, by resolution, delegate any of its functions or powers under this Act other than this power of delegation to a person employed by the authority.*

Section 124 of the Local Government (Highways) Act 1982

124. Delegation of powers, &c., by corporations

- (1) *The corporation may, by special resolution, delegate to one or more officers of the corporation or to a committee consisting of members of the council the exercise or performance of such of its powers or functions under this Act (except this power of delegation) as are specified in the resolution and may, by resolution, revoke wholly or in part any such delegation.*
- (2) *A resolution for the purposes of subsection (1), other than a resolution revoking a delegation, shall be passed by a majority of at least two-thirds of the members of the council present at the meeting at which it is moved.*
- (3) *A power or function, the exercise or performance of which has been delegated under this section, may, while the delegation remains unrevoked, be exercised or performed from time to time in accordance with the terms of the delegation.*

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- (4) *A delegation under this section may be made subject to such conditions or limitations as to the exercise or performance of any of the powers or functions delegated, or as to time or circumstance, as are specified in the resolution.*
- (5) *Notwithstanding any delegation under this section, the corporation may continue to exercise or perform all or any of the powers or functions delegated.*
- (6) *Any act or thing done by or to a delegate while acting in the exercise of a delegation under this section shall have the same force and effect as if the act or thing had been done by or to the corporation and shall be deemed to have been done by or to the corporation.*
- (7) *An instrument purporting to be signed by a delegate of the corporation in his capacity as such a delegate shall in all courts and before all persons acting judicially be received in evidence as if it were an instrument executed by the corporation under seal and, until the contrary is proved, shall be deemed to be an instrument signed by a delegate of the corporation under this section.*

STRATEGIC PLAN

Goal 05

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

RISK CONSIDERATIONS

To minimise any risk, the General Manager, through delegation by the Council in accordance with the Requirements of S22 and S64 of the Local Government Act and the Schedule of Conditions in each Instrument of Delegations listed within the Delegations Register, is to communicate any sub-delegation to officers to ensure continued understanding and compliance.

FINANCIAL IMPLICATIONS

No financial implications are recognised.

OFFICER'S COMMENTS

Delegations are a matter for determination at the discretion of a Council, a General Manager or both but ultimately the efficiency and effectiveness of a Council's operations will be reflected in the extent to which its officers are properly empowered to carry out their roles in a timely manner.

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270/16 12.6 - REVISED DRAFT DELEGATIONS REGISTER – OCTOBER 2016 (CONT.)

To assist Council with the review of the Delegations Register, the following information on the insertion or removal of any delegations since the July 2015 review is provided:

Local Government Act 1993

The following existing delegation has been amended to reflect Council's Policy and practices both in relation to delegated authority to the General Manager to approve a pecuniary or non pecuniary benefit or grant and the reporting of any such benefit or grant in a monthly information report to Councillors.

Section	Description
77	Power to approve a pecuniary or non pecuniary benefit or grant.

Environmental Management and Pollution Control Act 1994 (EMPCA)

Under the EMPCA the power of delegation is provided to the council in Section 21 "*A council may appoint an employee of the council to be a council officer for the purposes of this Act*" and the powers delegated are provided in Section 92 of the EMPCA.

It is not necessary, unless Council wishes to limit the powers delegated, to specify particular sections of the Act. Therefore, references to previous delegations under the EMPCA have been deleted from the Delegations Register.

The following delegation has been inserted into the Delegations Register.

Section	Description
21	Power to appoint an employee of the council to be a council officer for the purposes of this Act.

Public Health Act 1996 (PHA)

Under Section 11 of the PHA the general manager of a council may appoint persons with approved qualifications as environmental health officers. Section 30 of the PHA provides a person authorised by and acting on behalf of a council various powers in relation to entry, inspection and seizure. Council's Environmental Health Officer is appointed as an authorised officer for the purposes of this Act.

It is not necessary, unless the General Manager wishes to limit the powers delegated, to specify particular sections of the Act. References to previous delegations under the PHA have therefore been deleted from the Delegations Register.

Burial and Cremation Act 2002 (BACA)

The following delegation has since been inserted into the register as these powers require delegation from council to the general manager under the provisions of the Burial and Cremation Act 2002.

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Section	Description
51	Power of authorised officers to enter premises.

Land Use Planning and Approvals Act 1993 (LUPA)

The following delegations have since been removed from the register as S.30V has been repealed and replaced with S.33 (Amendments to the Planning Scheme) and S.64 has been amended. Council cannot apply for a S.64 now but can have a S.64 taken against Council.

Section	Description
30(v)(3), (4) & (6)	Representations and reports in relation to applications for dispensations and permits.
64	Power to apply to the Resource Management and Planning Appeal Tribunal for an order regarding the contravention of Part 4.

Land Use Planning and Approvals Act 1993 (LUPA)

The following delegations have since been inserted into the register as these powers require delegation from council to the general manager under the provisions of the Land Use Planning and Approvals Act 1993.

Section	Description
30IA	Urgent Amendments
33	Amendments to the Planning Scheme
39(2)	Representations in respect of Draft Amendments
43A	Applications for a permit when amendment requested
53(5A)	Power to Extend a Permit **
65A	Infringement Notices
65B	Notice of Intention to Issue Enforcement Notice
65C	Enforcement Notice
65F	Notice of Intention to Cancel a Permit to be issued before a Permit Cancelled
65G	Cancellation of Permit
65I	Delegation to Authorised Officer under LUPA
71 Part 5	Agreements

**** 53(5A) Addition of condition to existing delegation**

Roads and Jetties Act 1935 (RAJA)

The following delegations have since been inserted into the register as these powers require delegation from council to the general manager under the provisions of the RAJA.

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Section	Description
41	Timber growing near roads may be cut down: Consent of owner required in certain cases
42	Hedges. &c., obstructing view of traffic to be cut or trimmed
47	Road metal, & c., may be placed on side of road
47A	Warning gantries for bridges with overhead members
48A	Removal and disposal of abandoned articles
49	Obstructing roads: Notice to remove obstructions
50	Scaffolding
50B	Excavations

Building Act 2000 (BA)

The following delegations have been removed from the Delegations Register as these delegations are within the power of the council's Permit Authority, not the council. The role of the council is only to appoint a Permit Authority. Council's Admin Officer – Technical is appointed as Council's Permit Authority.

“Permit Authority” means a person or body authorised for that purpose by the council of the municipal area in which the relevant building work, building, plumbing work or plumbing installation is located or, if the council has not made such an authorisation, the general manager of the council.

Section	Description
70	Form of Application for Building Permit
72	Granting Building Permit
73	Refusing Building Permit
80	Form of Application for Plumbing Permit
82	Granting Plumbing Permit
83	Refusing Plumbing Permit
85	Carrying out Building Work
86	Carrying out Plumbing Work
89	Inspections
90	Powers in Relation to Inspections
91	Directions in relation to Building & Plumbing Work
112	Completion of Building Work
113	Completion of Plumbing Work
114	Defective Plumbing Work
157	Contaminated or Undrainable Sites
161	Protection of Service Easements
178	Application for Permit to Proceed
180	Granting Permit to Proceed
181	Refusing Permit to Proceed
186	Application for Permit of Substantial Compliance

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Section	Description
188	Granting Permit of Substantial Compliance
189	Refusing Permit of Substantial Compliance
210	Appeal Relating to Occupancy
214	Appeal Relating to Building Surveyor
Part 14 Division 4	Authorised Persons

Building Regulations (BR)

The following delegation has been removed from the Delegations Register as this delegation is within the power of the council's Permit Authority appointed in accordance with the requirements of the Building Act 2000.

Section	Description
55	Heating Appliances

Plumbing Regulations

The following delegations have been removed from the Delegations Register as these delegations are within the power of the council's Permit Authority appointed in accordance with the requirements of the Building Act 2000.

Section	Description
8	Trade Waste
12	Sewerage Inlets and Flood Levels
14	Permit for Staged Works
15	Modifications to Permit Application
17	Distribution of Documents
18	Variations to Permits
19	Variations to Special Plumbing Permit – Trade Waste
20	Suspension of Special Plumbing Permit
21	Cancellation of Special Plumbing Permit
22	Transfer of Special Plumbing Permit
25	Conditions on Permit for Trade Waste System or Onsite Waste Water Management System
37	Issue and Refusal of Start Work Authorisations
42	Non Inspection at Mandatory Notification Stage
43	Consent to Proceed
44	Direction to Uncover Plumbing Work
52	Backflow Prevention Devices

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270/16 12.6 - REVISED DRAFT DELEGATIONS REGISTER – OCTOBER 2016 (CONT.)

Food Act 2003 (FA)

Section 40(1)(a)through(r) of the FA provides a person authorised by and acting on behalf of a council various powers for the purposes of this Act. Section 101(2) of the FA provides that a council may appoint a person to be an authorised officer for the purposes of this Act.

It is not necessary, unless the General Manager wishes to limit the powers delegated, to specify particular sections of the FA. Therefore references to previous delegations under the FA have been deleted from the Delegations Register.

The following delegation has been inserted into the Delegations Register.

Section	Description
101(2)	Power to appoint an authorised officer for the purposes of this Act.

Miscellaneous Powers and Functions to the General Manager

As a monthly Information Report is now provided to Councillors detailing the Use of Council's Seal (as discussed at the August and September 2015 workshops – Agenda Rationalisation), Delegation No. 19.3 of the Miscellaneous Powers and Functions to the General Manager, has been amended from “*All use of the Seal must be reported to Council at its next Ordinary meeting*” to “*A monthly Information Report detailing the Use of Council's Seal is to be made available to Councillors.*” This amendment is also in accordance with the requirements of Council's recently reviewed and adopted Use of Council Seal Policy No. 25.

OFFICER'S RECOMMENDATION

That Council:

- (a) Receives the report; and
- (b) Delegates those powers and functions contained in the revised George Town Council Delegations by Council (dated October 2016) as attached to this report to the General Manager effective 19th October 2016.

DECISION

Moved: Cr Burt
Seconded: Cr Parkes

That Council:

- (a) Receives the report; and

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- (b) Delegates those powers and functions contained in the revised George Town Council Delegations by Council (dated October 2016) as attached to this report to the General Manager effective 19th October 2016.

AMENDMENT

Moved: Cr Glisson
Seconded: Cr Barwick

That Council:

- (a) Receives the report; and
- (b) Delegates those powers and functions contained in the revised George Town Council Delegations by Council (dated October 2016) as attached to this report to the General Manager effective 19th October 2016.
- (c) And continues to report the detailed use of the Council seal to the Ordinary Council meeting.

	For	Against		For	Against
Cr Archer		✓	Cr Dawson		✓
Cr Harris		✓	Cr Glisson	✓	
Cr Ashley		✓	Cr Parish		✓
Cr Barwick	✓		Cr Parkes		✓
Cr Burt		✓			

MOTION LOST

Moved: Cr Burt
Seconded: Cr Parkes

That Council:

- (a) Receives the report; and
- (b) Delegates those powers and functions contained in the revised George Town Council Delegations by Council (dated October 2016) as attached to this report to the General Manager effective 19th October 2016.

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	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson		✓
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick		✓	Cr Parkes	✓	
Cr Burt	✓				

CARRIED

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**271/16 12.7 - REVIEW OF DRAFT AUDIO RECORDING OF COUNCIL MEETINGS
POLICY NO. 40 – VERSION 04**

REPORT AUTHOR/S: Mr John Martin – General Manager
Ms Josie Higgins – Executive Officer (Governance)

REPORT DATE: 10th October 2016

FILE NO: 14.13

ATTACHMENT: Draft Audio Recording of Council Meetings Policy No. 40 – Version 04

SUMMARY

To submit the revised Draft Audio Recording of Council Meetings Policy No. 40 – Version 04 (the Policy) to Council for review and adoption.

BACKGROUND

It is intended that all Council's existing policies will be reviewed in relation to their purpose, objective and alignment with current legislation, Council's newly adopted Strategic Plan and the requirements of Council's Policy Development, Approval and Review Policy No. 09.

The review is also in accordance with Council's 2016-2017 Annual Plan.

This Policy was reviewed by Elected Members at the Council workshops held on the 3rd August 2016 and the 5th October 2016.

STRATEGIC PLAN

Goal 05

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 1

Consistently achieve a high standard of internal financial and governance arrangements.

LEGISLATION

- Local Government (Meeting Procedures) Regulations 2015
- Local Government Act 1993
- Personal Information Protection Act 2004
- Tasmanian Archive & Heritage Office (Records Retention & Disposal Schedule for Local Government in Tasmania)

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271/16 12.7 - REVIEW OF DRAFT AUDIO RECORDING OF COUNCIL MEETINGS POLICY
NO. 40 – VERSION 04 (CONT.)

GEORGE TOWN COUNCIL POLICY

- Policy Development, Approval and Review Policy No. 9
- Public Question Time Policy No. 18
- Risk Management Policy No. 33

TYPE OF POLICY & APPROVAL AUTHORITY

This Policy is recognised as a “Council Governance” Policy in accordance with the requirements of Council’s Policy Development, Approval and Review Policy No. 9. Council is the approval authority for this Policy.

FINANCIAL IMPLICATIONS

No financial implications are recognised other than minor administrative costs in the preparation and provision of copies of the audio recordings.

RISK CONSIDERATIONS

No risks are recognised in the review and purpose of this Policy.

OFFICER’S COMMENTS

Council’s Audio Recording of Council Meetings Policy No. 40 (the Policy) was due for review in November 2015.

The Policy, a copy of which is attached to this brief has been updated and reformatted to reflect the requirements of Policy No. 9, Council’s 2016-2026 Strategic Plan and the Local Government (Meeting Procedures) Regulations 2015 (the Regulations).

Regulation 33(2) of the Regulations stipulates:

If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –

- (a) retained by the council for at least 6 months; and
- (b) made available free of charge for listening on written request by any person.

The Draft Policy has also been updated in regard to 8.4 Storage of Recordings and 8.6 Copies of Recordings (see Yellow highlighted area). The area highlighted as green reflects the existing Policy requirements.

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NO. 40 – VERSION 04 (CONT.)

It is recommended to Council that it continues to charge the appropriate fee for an audio recording of a meeting in accordance with its recently adopted Fees & Charges Schedule for the 2016-2017 period, being \$10 per copy. *(Note: This fee contributes towards the cost of materials and Council resources in preparing and copying one copy of an audio recording which can take up to 30 minutes for each set depending on the file size and length of the Council meeting).*

The Appendix to the Policy has also been amended to remove the requirement for the General Manager to authorise a request to obtain a copy of an audio recording. This amendment will allow for a more efficient processing of a request.

As most changes to the Policy are administrative in nature with no significant changes to the objective of the Policy it is not considered necessary that the Policy be advertised for public comment. A copy of the final adopted Policy will be made publicly available via Council's website.

OFFICER'S RECOMMENDATION

That the existing Audio Recording of Council Meetings Policy No. 40 – Version 03 be rescinded and replaced with the Audio Recording of Council Meetings Policy No. 40 – Version 04 effective 19th October 2016.

DECISION

Moved: Cr Burt
Seconded: Cr Dawson

That the existing Audio Recording of Council Meetings Policy No. 40 – Version 03 be rescinded and replaced with the Audio Recording of Council Meetings Policy No. 40 – Version 04 effective 19th October 2016.

AMENDMENT

Moved: Cr Barwick
Seconded: Cr Glisson

That the existing Audio Recording of Council Meetings Policy No. 40 – Version 03 be rescinded and replaced with the Audio Recording of Council Meetings Policy No. 40 – Version 04 effective 19th October 2016 with the following amendments:

- 8.4 The General Manager is to retain the audio recording of a Council meeting.
- 8.6 A copy of an archived audio recording of a Council meeting held will be made available to the public upon request, subject to at least one working days notice.

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**271/16 12.7 - REVIEW OF DRAFT AUDIO RECORDING OF COUNCIL MEETINGS POLICY
NO. 40 – VERSION 04 (CONT.)**

	For	Against		For	Against
Cr Archer		✓	Cr Dawson		✓
Cr Harris		✓	Cr Glisson	✓	
Cr Ashley		✓	Cr Parish		✓
Cr Barwick	✓		Cr Parkes		✓
Cr Burt		✓			

MOTION LOST

Moved: Cr Burt
Seconded: Cr Dawson

That the existing Audio Recording of Council Meetings Policy No. 40 – Version 03 be rescinded and replaced with the Audio Recording of Council Meetings Policy No. 40 – Version 04 effective 19th October 2016.

AMENDMENT

Moved: Cr Ashley
Seconded: Cr Barwick

That the existing Audio Recording of Council Meetings Policy No. 40 – Version 03 be rescinded and replaced with the Audio Recording of Council Meetings Policy No. 40 – Version 04 effective 19th October 2016 with the following amendments:

- 8.4 The General Manager is to retain the audio recording of a Council meeting for twelve (12) months.
- 8.6 A copy of an archived audio recording of a Council meeting held within twelve (12) months of the date of the Council meeting will be made available to the public upon request, subject to at least one working days notice.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson		✓
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish		✓
Cr Barwick	✓		Cr Parkes		✓
Cr Burt	✓				

CARRIED

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**271/16 12.7 - REVIEW OF DRAFT AUDIO RECORDING OF COUNCIL MEETINGS POLICY
NO. 40 – VERSION 04 (CONT.)**

SUBSTANTIVE MOTION

Moved: Cr Ashley
Seconded: Cr Barwick

That the existing Audio Recording of Council Meetings Policy No. 40 – Version 03 be rescinded and replaced with the Audio Recording of Council Meetings Policy No. 40 – Version 04 effective 19th October 2016 with the following amendments:

- 8.4 The General Manager is to retain the audio recording of a Council meeting for twelve (12) months.
- 8.6 A copy of an archived audio recording of a Council meeting held within twelve (12) months of the date of the Council meeting will be made available to the public upon request, subject to at least one working days notice.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

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13. PETITIONS

Nil.

14. NOTICES OF MOTIONS

Nil.

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15. COUNCILLORS QUESTIONS WITHOUT NOTICE TAKEN ON NOTICE FROM PREVIOUS ORDINARY COUNCIL MEETING

[Refer to Minute No. 362/15 which states "At any Ordinary Meeting of Council when a 'without notice' question from a councillor is accepted, and when this question is taken on notice',

- a) *The General Manager is to record in the minutes of that meeting the 'question', and that the question was 'taken on notice'.*
- b) *Provide the answer to the question 'taken on notice, at the next Ordinary Meeting of Council, in writing.']*

Cr Barwick

Q1. That the Special Projects Reserve \$100,000 was not included in last month's Council report and requested details on this line item.

Response

The special projects reserve represents the grant funds received for the Windmill Point project. These were reserved at 30 June 2016 for that project and will be subsequently released to fund the project i.e. the reserve will be reduced to nil as the funds are now made available for project implementation.

Q2. Cr Barwick requested further information on the following Work Orders:

1. WO 1154 balance of \$46,000 was to be reprioritised to upgrade the path along York Cove from Elizabeth to Wellington Street. It is not included in this month Capital Projects report .

Response - *WO1154 is included on the report as part of the footpaths renewal program.*

2. Which work order includes the Hillwood Structure Plan allocation of \$10,000.

Response - *Hillwood Structure plan costs for 2016 are part of the expenditure in WO1186.*

3. WO 1219 is missing off the report which had a balance of \$93,628 and is not carried forward.

Response – *WO1219 is located in Program – Upgrade to Council Offices on the Capital Projects report.*

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15. COUNCILLORS QUESTIONS WITHOUT NOTICE TAKEN ON NOTICE FROM PREVIOUS ORDINARY COUNCIL MEETING (CONT.)

4. WO 1186 and WO 1320 are they the same and does it include the Hillwood Structure Plan?

Response - These allocations are as per approved budget for their respective years, WO1186 is an allocation for 2015/2016 scoping and investigation funds, WO1320 is the scoping and allocation funding allocation from the 2016/2017 budget allocation. In 2016/2017 separate funding was provided for the Hillwood Structure plan finalization as part of operating expenditure for Town Planning.

5. WO 1320 had a description of Three (3) Bridge Assessments on Dalrymple Road and the description has now been changed.

Response - WO1320 includes expenditure for bridge assessments and investigation, the allocation of funds for this work order is for scoping and investigation works of all kinds in order to facilitate and prepare for future capital projects as per the budget explanation and subsequent approval.

Cr Glisson

- Q1. Requested an explanation on the Airport Maintenance Reserve expenditure as it differed over the last few reporting months.

Response

As has been previously explained the Airport Reserve funds have been reduced as these funds have now been allocated to fund capital projects at the Airport. The projects were for runway drainage and sealing works.

- Q2. Believed that WO 1350 was 1178 Windmill Point Recreation Area. Do work order numbers change at the end of the financial year?

Response

WO1350 includes the original allocation of funds for the Windmill Point plus the addition of an additional \$50,000 allocated from loan borrowings for the project. WO1178 has been closed with the budget consolidated into WO1350. Where additional funding may be allocated for the same project, new work orders may be opened and old work orders closed in order to consolidate reporting so that multiple work orders are not open for a single project.

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15. COUNCILLORS QUESTIONS WITHOUT NOTICE TAKEN ON NOTICE FROM PREVIOUS ORDINARY COUNCIL MEETING (CONT.)

Q3. Requested an update on the following:

1. 249/15 Council's participation in the Internal Audit Project and how many staff have been trained in internal audit; and

Response - Internal audit work has been performed by Corporate Services Managers whom have audit training included within their qualifications or by staff under their direction.

2. 250/15 has a Risk Management audit of risk management skills and knowledge conducted of involving all managers and supervisor.

Response - This initiative was to take up a free offer from council's public liability insurer, however at the time it became more urgent to have a specialist risk audit performed on the upgraded skate park which was undertaken instead of the above audit. The free initiative is on an annual basis and it is expected that this audit may be taken up in a future years offer.

Q4. Requested a copy of the MOUs between Council and the sporting groups at the George Town Sports Complex.

Response

Copies of the MOUs between Council and sporting groups at the George Town Sports Complex were provided electronically to Cr Glisson in April 2015, as per the minutes of the George Town Sports Complex Advisory Committee Meeting, 4th May 2015.

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16. COUNCIL COMMITTEE REPORTS

**272/16 16.1 - GEORGE TOWN SPORTS COMPLEX ADVISORY COMMITTEE MEETING
HELD 3RD OCTOBER, 2016**

REPORT AUTHOR: Executive Assistant – Infrastructure (Projects) – Trischelle Lowry

REPORT DATE: 10th October, 2016

FILE NO: 29.7

ATTACHMENT/S: (A) George Town Sports Complex Advisory Committee Confirmed Minutes – 5th September, 2016
(B) George Town Sports Complex Advisory Committee Agenda – 3rd October, 2016
(C) George Town Sports Complex Advisory Committee Unconfirmed Minutes – 3rd October, 2016

DECISION

Moved: Cr Parkes
Seconded: Cr Harris

That the confirmed minutes of the George Town Sports Complex Advisory Committee meeting held 5th September, 2016; and agenda and unconfirmed minutes of the George Town Sports Complex Advisory Committee meeting held on 3rd October, 2016 as attached to this report be received.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES**

**273/16 16.2 - GEORGE TOWN COMMUNITY SAFETY GROUP COMMITTEE MEETING
HELD 4TH OCTOBER 2016**

REPORT AUTHOR: Manager Community Development – Mrs Anne Cameron

REPORT DATE: 10th October, 2016

FILE NO: 22.24

ATTACHMENT/S: (A) George Town Community Safety Group Committee Confirmed Minutes – 6th September, 2016
(B) George Town Community Safety Group Committee Unconfirmed Minutes – 4th October, 2016

DECISION

Moved: Cr Barwick

Seconded: Cr Parish

That the confirmed minutes of the George Town Community Safety Group Committee meeting held 6th September, 2016; and unconfirmed minutes of the George Town Community Safety Group Committee meeting held on 4th October, 2016 as attached to this report be received.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES**

17. CLOSED MEETING

274/16 17.1 - INTO CLOSED MEETING

DECISION

Moved: Cr Parkes

Seconded: Cr Harris

That Council move into closed meeting at 1.26 pm to discuss the following items:

Item No. 1 Confirmation of Confidential Minutes of Council's Ordinary meeting held on the 21st September, 2016 LG(MP)R 15(2)(g) and LG(MP)R 34(6)

Item No. 2 Legal Expenditure LG(MP)R 15(2)(i)

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

**George Town Council
COUNCIL MEETING – 19TH OCTOBER 2016
CONFIRMED MINUTES**

277/16 17.4 - OUT OF CLOSED MEETING

DECISION

Moved: Cr Parkes
Seconded: Cr Dawson

That Council moves out of the Closed Meeting and endorse those decisions taken while in Closed Meeting and the information remains Confidential.

	For	Against		For	Against
Cr Archer	✓		Cr Dawson	✓	
Cr Harris	✓		Cr Glisson	✓	
Cr Ashley	✓		Cr Parish	✓	
Cr Barwick	✓		Cr Parkes	✓	
Cr Burt	✓				

CARRIED

There being no further business, the meeting closed at 1.39 pm.

**Cr Bridget Archer
MAYOR**