

**George Town Council**  
**COUNCIL MEETING – 26<sup>TH</sup> NOVEMBER 2019**  
**AGENDA**

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**Meeting Commencing at 1.00pm**

**Acknowledgement of Country**

*The George Town Council pays its respect to the traditional and original owners of the land in which we meet, their elders past, present and emerging and we pay respect to those that have passed before us and acknowledge today's Tasmanian Aboriginal people who are the custodians of this land.*

**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.

**1. PRESENT**

**1.1 APOLOGIES & LEAVE OF ABSENCE**

**1.2 IN ATTENDANCE**

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**2. CONFIRMATION OF MINUTES**

**2.1 ORDINARY COUNCIL MEETING HELD 22<sup>ND</sup> OCTOBER 2019**

**DECISION**

Moved:

Seconded:

That the Minutes of Council's Ordinary meeting held on the 22<sup>nd</sup> October 2019 numbered 182/19 to 194/19 and 198/19 as circulated to Councillors be received and confirmed as a true record of proceedings.

**VOTING**

For:

Against:

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**3. LATE ITEMS**

Nil.

**4. PUBLIC QUESTION TIME**

**4.1 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.]*

*Questions asked and answers provided may be summarised in the minutes of the meeting.*

**4.2 PUBLIC QUESTIONS ON NOTICE**

Nil.

**4.3 PUBLIC QUESTION TIME**

Commenced at:

Concluded at:

**4.4 QUESTIONS ON NOTICE FROM COUNCILLORS**

Nil.

**4.5 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.”)*

**Mrs S. Neilsen, George Town**  
**(Annual General Meeting 14<sup>th</sup> November, 2019)**

Stage 1 of the playground is now in place. My question relates to the acquisition of this equipment. Page 33 of the Annual Report refers to the reporting of Non Application of Public Tender Process stating that a public tender process was not undertaken for the purchase of items of play equipment given extenuating circumstances and unavailability of competitive tenders. My question is two-fold.

- Q1. What were the extenuating circumstances?; and
- Q2. Why were competitive tenders unavailable or not sought?

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20 November 2019

Mrs S Neilsen  
51 Tamar Ave  
George Town TAS 7253

Dear Mrs Neilsen

**RE: PUBLIC QUESTION TIME – 14<sup>th</sup> NOVEMBER, 2019 – ANNUAL GENERAL MEETING.**

Thank you for your attendance at the 14<sup>th</sup> November, 2019 Annual General Meeting where you presented the following questions;

*Stage 1 of the playground is now in place. My question relates to the acquisition of this equipment. Page 33 of the Annual Report refers to the reporting of Non Application of Public Tender Process stating that a public tender process was not undertaken for the purchase of items of play equipment given extenuating circumstances and unavailability of competitive tenders. My question is two-fold.*

- Q1. *What were the extenuating circumstances? and*  
Q2. *Why were competitive tenders unavailable or not sought?*

I bring to your attention agenda item 13.3 (and subsequent minutes) that was considered by Council at its November 2018 meeting. This report (and subsequent minutes) are available on Council's website, however we can provide with hardcopies should you wish. The report presented Council with information to consider for the purchase and installation of Stage 1 and 2 of the Regent Square playground project. The following extract from the report provides:

*"The purchase of the principal components of the playground are valued at greater than \$150,000 hence a trigger in the Council Policy for a public tendering process. However given the history of the project and consultation with the reference group and the community, this has narrowed the favoured play equipment items to a single supplier. An alternate supplier will result in equipment of different configuration, style and type. It is considered appropriate that the Council use the provisions of Regulation 27 [Local Government (General) Regulations 2015] to approve an exemption from the implementation of the Council policy requiring the application of a public tender process."*

Having considered the report Council resolved (182/18) to:

*(a) To deliver the project in two stages with stage 1 within the FY 2018/19 and stage 2 also within the FY 2018/19 should funding sources be raised or alternatively referred to the FY 2019/20 budget for consideration. The stages are as shown in the plan enclosed as Attachment 5.*

*(b) That in accordance with Regulation 27 clause ix of the Local Government (General) Regulations 2015 that a public tender process is not undertaken for the purchase of the items of play equipment identified as items 1 – 6 and 10 – 12 inclusive in Table 1 above (items listed in stage 1), given extenuating circumstances and unavailability of competitive tenders. Such purchase shall be in accordance with a quote received from the supplier 'Adventure+' dated 15 June 2018 enclosed as Attachment 6. Should stage 2 be undertaken in FY*



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*2018/19 then the items mentioned above shall also include items 7, 8 & 9 in Table 1 above (items listed in stage 2).*

I trust this information satisfies your questions.

Yours sincerely,



Shane Power  
General Manager

**5. DECLARATIONS OF INTEREST**

**6. 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.



Shane Power  
**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 –
  - (a) the general manager certifies, in writing –
    - (i) that such advice was obtained; and
    - (ii) that the general manager took the advice into account in providing general advice to the council or council committee; and
  - (b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.

**7. PLANNING AUTHORITY**

Nil.

**8. PLANNING AND DEVELOPMENT**

Nil.

## **9. WORKS AND INFRASTRUCTURE**

### **9.1 WASTE TRANSFER STATION OPERATION**

**REPORT AUTHOR:** Team Leader Works and Infrastructure

**REPORT DATE:** 12 November 2019

**FILE NO:** 73.19

**ATTACHMENT/S:** Nil

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#### **SUMMARY**

This report is to provide Council with a 12 month update of the operation of the George Town Waste Transfer Station (WTS) for consideration.

#### **BACKGROUND**

In October 2018 Council agreed to continue operating the George Town Council Waste Transfer Station (WTS) in-house for a period of 12 months to allow for the collection of data once the weighbridge was operational. This was agreed to enable council to make an informed decision on the benefits of council operating the WTS or consider the option of contracting out the operations to a private service provider.

#### **Operation of the WTS**

The WTS operations include the following services:

##### Site Management:

1. Toll gate entry and exit operations, including receiving entry fees, issuing of receipts and recording of all transactions;
2. Managing all putrescible waste operations, including the collection, compaction, and transporting of waste to a licenced landfill;
3. Managing all recycling operations, including liaising with recycling collectors to schedule pick-ups of recyclables, drop-offs of replacement containers, baling of recyclables (currently cardboard, soft plastics and polystyrene);
4. Managing the green waste area, including mulching as required;
5. Developing and creating an efficient area for the disposal and storage of inert waste;
6. Regular monitoring of site during opening hours and providing advice to customers on recycling and receptacles to be used;
7. Development and operation of a recycling centre (within the existing building);
8. General site maintenance, including weed and litter control; and
9. Security management, including responding to security, break-ins and vandalism issues, and working with the Council's security operator.

##### Governance:

10. Ongoing development of all operating procedures, safe work method statements, site management plans; and
11. Development of a WTS site and map guide for customers.

## **9.1 WASTE TRANSFER STATION OPERATION**

Regulatory:

12. Manuals required to comply with all relevant legislations, regulations, compliances and codes of practice; and
13. Management, maintenance and compliance of all testing requirements set by the EPA (sampling, testing and monitoring of leachate pond) and TasWater (sampling and testing).

### **Contracting out services**

Council put out an expression of interest for the operation and Management of the WTS in 2017. There was only one private service provider that submitted a proposal and costing to undertake the Management of the WTS at that time.

The offer received for the proposed Management of the site was:

- \$270,000 per annum to operate the WTS in accordance with practices current at the time which involved frequent small load truck movements to and from the Launceston landfill facility; OR
- \$326,000 per annum which would utilise the waste compactor and involve less frequent bulk load transport to and from the Launceston landfill facility and establishment a tip shop.

The cost of transportation of the waste compactor trailer on an as needs basis to Launceston waste facility for emptying was \$420 per load – which is dependent on the quantities received and peak times. The waste disposal fees charged by Launceston City Council would be an additional cost and has cost (\$70,829 for the last 12 months). It is approximated that the total cost if a contractor operated the site under current conditions would be \$430,000 per annum. This estimate excludes costs associated with site security, EPA and crown licence fees, Tas -Water trade waste agreement charges, water testing costs and asset depreciation.

The historical cost to operate the waste transfer station at George Town and Pipers River calculates to be \$375,000 (averaged out over the previous 2 years). However in 2018/2019 the following changes were made which has reflected a downward trend in costs:

- Staffing levels went from 3 per day to 2 per day for George Town.
- Pipers River WTS now only opens one afternoon per week, previously three afternoons.
- 2017/18 tip vouchers were introduced for George Town which saw a reduction in income of around 40%. 2018/19 introduction of two free days at both facilities. The last open day for hard and green waste combined resulted in 540 visits and a total of 127.6 tonnes of waste received.

### **Current Situation**

- Implemented and strengthened facility operational manuals, policies and procedures.
- Ensured the robust collection of data - waste collection and disposal statistics, including recyclables.
- Separation of operational costs, including fees, tests, water, power, sewer, plant and facilities maintenance and repairs.

## **9.1 WASTE TRANSFER STATION OPERATION**

- The commissioning of the general waste shed, and compactor trailer has seen a major improvement to the site operations.
- A reliable local sub-contractor has been providing transport of the trailer to Launceston averaging 16-17 tonnes of waste being transported to landfill approx. once every 2 weeks this has resulted in reduced operational costs due to not using the previous method of transporting hook bins almost daily to Launceston.
- Providing onsite education to customers on increased recycling and waste diversion initiatives.
- Removing several confusing and challenging charges that are now based on a true user pay system by being weighed and removing potential for perceived inconsistent charging of fees by operators.

Council's Leading Hand Waste Services has taken on the task of operation and managing the WTS. This initiative has resulted in better ownership of the service and a corresponding resolution of a number of outstanding issues. These include:

- A total clean up and organisation of the WTS site
- Resolving outstanding compliance issues relating to permits and licences
- Ensuring staff and customers are familiar with operational and safety requirements at the site
- Establishment of safe working methods and systems
- Site security
- Implementation of recycling initiatives (scrap steel, cardboard, glass, polystyrene etc.)
- Commissioning of the weighbridge
- Ensuring Council plays an active role in participating as a member of the Northern Tasmania Waste Management group

The Main Shed on the site has recently been commissioned.

To commission the 'Main Shed' required the:

- Purchase of a wheel loader to push rubbish along the tipping floor and then into the hopper of the waste compactor trailer. Allowance has been provided in the 10 year Plant Replacement program for purchase; and
- Engagement of a suitable sub-contractor to transport the trailer as required to the Launceston waste centre – however this is envisaged to be once every 2-3 weeks. On this basis, owning a prime mover is unable to be justified and had been sold, particularly given the availability of private equipment within the town. A competitive rate has been negotiated given the non-critical timing.

There is every confidence that the changes have resulted in a better managed and cleaner site and a positive experience for users.

Anecdotal evidence provided from site operators suggests that there has been a significant decrease in complaints relating to the WTS operations (including charges) over the past 12 months.

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**9.1 WASTE TRANSFER STATION OPERATION**

Operating result for the twelve months to 30 September 2019, shows an improvement on the overall cost to Council of approximately \$173,000.

<b>Waste Transfer Station - George Town</b>	<b>Total Oct17- Sept18</b>	<b>Total Oct18- Sept19</b>	<b>Improvement/ Variance</b>
Depreciation	\$ 35,297	\$ 79,057	\$ 43,759
Sign straighten, replace & install	\$ 3,217	\$ 1,956	-\$ 1,261
Herbicide spraying	\$ 320	\$ 2,877	\$ 2,558
Skip Bin Transport/Cartage	\$ 52,561	\$ 34,757	-\$ 17,804
Skip Bin Disposal Fees-LCC	\$ 109,507	\$ 70,830	-\$ 38,677
License Fees	\$ 4,659	\$ 4,749	\$ 90
Vandalism repair	\$ 154	\$ -	-\$ 154
Building maint - structure	\$ 328	\$ 15,791	\$ 15,463
Building maint - mech/electrical	\$ 7,705	\$ 1,968	-\$ 5,737
Building maint - fit out	\$ 70	\$ 91	\$ 21
Hydraulic Services	\$ 346	\$ 5,604	\$ 5,258
Tip site routine maintenance	\$ 2,450	\$ 11,542	\$ 9,092
Tip site access roads	\$ 4,791	\$ -	-\$ 4,791
Solid waste government levy	\$ 7,275	\$ 17,371	\$ 10,096
Tip site - Tyre Recycling	\$ 1,845	\$ 2,081	\$ 236
Green Waste stockpile management	\$ -	\$ 14,708	\$ 14,708
Hire-Accommodation	\$ 550	\$ -	-\$ 550
Sundry Expenses	\$ 9,976	\$ 6,452	-\$ 3,525
Electricity & gas	\$ 1,482	\$ 5,813	\$ 4,331
Printing & stationery	\$ 1,005	\$ -	-\$ 1,005
Telephone	\$ 485	\$ 1,323	\$ 839
Other Materials	\$ 1,575	\$ 183	-\$ 1,391
Internal plant hire	\$ 14,359	\$ 9,958	-\$ 4,401
Contract Services	\$ 50,877	\$ 48,304	-\$ 2,573
Skip hire	\$ 155	\$ 443	\$ 288
Ground lease expense	\$ 8,550	\$ 8,550	\$ -
Security	\$ 6,512	\$ 3,396	-\$ 3,116
Employees Wages	\$ 173,177	\$ 123,610	-\$ 49,567
Water & Sewer Rate-Ben Lomond	\$ 716	\$ 739	\$ 23
Advertising Expenses	\$ -	\$ 988	\$ 988
<b>Total operating expenses</b>	<b>\$ 499,942</b>	<b>\$ 473,143</b>	<b>-\$ 26,799</b>
Tip Fees Received	-\$ 47,537	-\$ 178,002	-\$ 130,465
Sale of Salvage Materials	-\$ 3,051	-\$ 19,233	-\$ 16,182
<b>Total income</b>	<b>-\$ 50,588</b>	<b>-\$ 197,235</b>	<b>-\$ 146,647</b>
<b>Grand Total Cost to Council</b>	<b>\$ 449,354</b>	<b>\$ 275,908</b>	<b>-\$ 173,446</b>

**Waste Levy**

Council through its annual rates and charges makes a charge for waste levy. This is charged to all rateable properties, the charge for 2019/2020 is \$40 per property with total income raised \$181,800. The balance of costs of approximately \$95,000 is subsidised through general rate revenue.



## **9.1 WASTE TRANSFER STATION OPERATION**

### **Tip and Recycling Shop current situation**

Part of the master plan for the site included the construction of a smaller shed. The original proposed use of this shed was for a “Tip Shop” to re-purpose furniture, recyclable materials and market other perceived recyclables that could possibly be sold to the public. This type of recycling of goods has various success rates among councils operating with day-labour staff. The more successful models appear to be through partnership with non-for-profit organisations.

In this way low cost labour is provide through models such as social enterprise, marketing is better managed, depositors are more careful when bringing or disposing of goods, the community feel more inclined to support the enterprise and the non-for-profit organisation can raise some income to assist the parent organisation and provide for positive social outcomes and meaningful employment opportunities for the disadvantaged.

Currently the small shed is being utilised to house and process the recyclable materials such as cardboard, polystyrene, plastics and glass type products. The location of the small shed allows the public to drop off and separate the recycling prior to reaching the weighbridge. Hence this reduces disputes at the weighbridge regarding waste volumes. The current arrangements provide the opportunities customers who have well sorted loads to potentially visit the site to dispose of recyclables and leave without the need to be weighted.

### **Waste Charges**

The weighbridge is now operational which has allowed the Council to move to a more equitable user pay system based on weight rather than the previous volume-based fee structure. The current fee to dispose of commercial waste (\$135/tonne) is an accurate reflection of the cost to Council for disposal, transport and handling of bulk waste at the Launceston waste centre (\$97/tonne).

With a weight-based system it has proven to significantly reduce a number of the previous charges, reduces confusion and simplifies the schedule of fees applied. This in turn reduces disputes and claims of favouritism or victimisation.

## **STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS**

Environmental Management and Pollution Control Act 1994.

## **STRAGETIC PLAN**

### **Goal 4:**

*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.*

## **9.1 WASTE TRANSFER STATION OPERATION**

### **Key Priorities 1:**

*Review and manage the assets and infrastructure Council currently owns in line with community needs.*

### **RISK IMPLICATIONS**

It is the view of Officers that Council should continue manage the operation of the WTC using internal resources. The results of the previous 12 months have demonstrated an improvement in customer service, waste diversion, environment compliance and a reduction in operating expenses.

The State Government is currently drafting a Sate Wide Action Plan and will introduce a Sate Wide landfill levy and a Container Deposit Scheme. It is not fully known at this stage what effect these policy changes will have on waste management practices and operations in Tasmania in the short, mid or long term. Further, the impacts and opportunities of the Federal Government's commitment to ban all export of recyclable waste material is not yet understood.

Surrendering control of the operations of the WTS and potential commodity value of materials received is not advisable at this stage. It is recommended that Council continue to operate the WTC using its own resources at least until the waste management climate within the state and mainland stabilises and the impacts of significant state and national policies are better understood.

### **CONSULTATION**

The Team Leader Works and Infrastructure has discussed various current operating models with other councils over the previous 12 months to try to gauge the various levels of success operating under both in house and contracted services. Break O Day Council (which compares with George Town's level of waste generated) has taken the operations back to an in-house operating model as the contracted service was not meeting expectations and caused their council various problems.

The EPA has had several site visits to the waste transfer station and commented on how well the operations are now going including compliance with relevant legislation.

Officers continue to work with the Northern Waste Management Group to ensure all options and opportunities are discussed for the operation of waste transfer stations. The General Manager has recently also taken the role of Chair of the Northern Waste Management Group.

A briefing report on this subject matter was presented to Council's workshop on the 12<sup>th</sup> November, 2019.

### **OPTIONS**

Council may choose to:

1. Continue with the current operating model for the George Town Council Waste Transfer Station; or
2. Call for expressions of interest for the operation of the George Town Waste Transfer Station.

**9.1 WASTE TRANSFER STATION OPERATION**

Other considerations for Council may include:

- Continue with the current operating model to understand the implications and opportunities of the proposed state-wide waste levy and container deposit scheme;
- Explore options for the establishment of a Re-Use shop including seeking available funding for further enhancement of the recycling shed and associated facilities;
- Explore options for compaction of municipal solid waste collected from kerbside collection services at the transfer stations for the purposes of bulk haulage to landfill.

**OFFICER'S COMMENTS**

The Officer's comments are included in the body of the report.

**OFFICER'S RECOMMENDATION**

That Council:

1. Continue to manage the operations George Town Council Waste Transfer Station;
2. Officers communicate to Council relevant impacts and opportunities resulting from changes in State and Federal waste policy.

**DECISION**

**VOTING**

For:

Against:

**10. CORPORATE AND FINANCE**

Nil.

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**11. COMMUNITY & DEVELOPMENT SERVICES**

**11.1 COMMUNITY GRANTS / ASSISTANCE**

<b>REPORT AUTHOR:</b>	Community Officer
<b>REPORT DATE:</b>	19 <sup>th</sup> November, 2019
<b>FILE NO:</b>	23.2
<b>ATTACHMENT/S:</b>	(A) George Town Little Athletics Application (B) TS York Australian Navy Cadets Application (C) Lady Gowrie Tasmania Application (D) Star of Sea College Application

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**SUMMARY**

Round 1 Community Grant applications formed part of the October 2019 Council Agenda, for consideration by Council. At that meeting, six grant applications were discussed, with four of these being approved by Council.

The Officer's recommendations for each of these grants, commenced with –

*“That Council gives consideration to providing a Community Grant.....”*

The recommendations for each of the approved grants, were not amended to reflect the discussion and subsequent approval. Accordingly, this report is presented for Council to vote on the amended recommendations for each of the respective community grants

**STRATEGIC PLAN**

**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.

**FINANCIAL IMPLICATIONS**

The 2019 / 2020 budget allocation for Community Grants is \$20,000.

Funding allocation as at the 30<sup>th</sup> September 2019-

▪ Fee Remissions	\$1,604
▪ Assistance to Individuals	\$ 600
	<u>\$1,644</u>

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**11.1 COMMUNITY GRANTS / ASSISTANCE**

Organisation / Individual	Grant Category	Amount \$
Olivia Smith	Assistance to Individuals – NTJSA Soccer rep	\$200
Kaitlyn Brockett	Assistance to Individuals –Pony Club National Championships	\$200
Tyson Phegan	Assistance to Individuals – National Kart Championships	\$200
GT Junior Soccer Club	Fee Remission – Memorial Hall for Fundraising Event	\$247
GT Junior Soccer Club	Fee Remission – Memorial Hall for Annual Presentation Day	\$247
Ainslie Complex Auxiliary	Fee Remission – Memorial Hall for Fundraising Morning Tea	\$152
GT Neighbourhood House	Fee Remission – Memorial Hall for Fundraising Event	\$128
GT Lodge Lauriston 72 T.C.	Fee Remission – Memorial Hall for annual Installation Banquet	\$270
Tamar FM	Fee Remission – Part Hire Fee for GFC – Monthly Markets	\$320
YMCA Launceston	Fee Remission – Graham Fairless Centre for after school programs	\$240
<b>ALLOCATION</b>		<b>20,000</b>
<b>GRANT FUNDING REMAINING</b>		<b>17,796.00</b>

**OFFICER'S COMMENTS**

**COMMUNITY ASSISTANCE PROGRAM – ROUND 1 2019-2020**

Round 1 of the 2019/2020 Grant Assistance Program opened on Monday 5<sup>th</sup> August 2019 and closed on Friday 30<sup>th</sup> August 2019. A total of seven grant applications were received, six of which eligible for consideration.

**1. George Town Little Athletics**

A Community Grant application has been received from George Town Little Athletics to assist with the purchase of a Scissor Mat for High Jump. A Scissor Mat is used by athletes aged 9 to 11 years when competing in a High Jump Event.

**OFFICER'S COMMENT**

The completed Grant Application forms an attachment to this report.

George Town Little Athletics Cub is affiliated with the North Launceston/White City Centre which competes at the Rocherlea Football Ground. The Little Athletics season commences each October and continues through to February. The Club trains at the South George Town Primary School, with athletes travelling to Launceston to compete on a Saturday morning, with other affiliated Clubs – Mowbray, Rocherlea and Invermay.

Weekly training is held one night at week in George Town, with athletes learning the basic skills of each track and field discipline, with coaching provided by the Club's accredited coaches. To enable appropriate training for athletes who are required to use a scissor mat during high jump, the Club is seeking funding to purchase a scissor mat bag.

The total cost of the scissor mat is \$3,950 with George Town Little Athletics seeking a Council grant of \$2,000

**RISK IMPLICATIONS**

The risk is relation to Council approving this grant application is low.

### **11.1 COMMUNITY GRANTS / ASSISTANCE**

#### **2. TS York Australian Navy Cadets (TS York)**

**3.**

A Community Grant application has been received from TS York for the purchase of a television, computer and printer for their Cadet Unit in George Town.

#### **OFFICER'S COMMENT**

The completed Grant Application forms an attachment to this report.

TS York is George Town's local Australian Navy Cadet Unit (ANC), whose function is to provide personal development for young people in the community. A range of activities are provided for the cadets inclusive of sailing, drum corps and drill and ceremonial parades. TS York have recently reactivated their Unit in George Town with a new committee dedicated to giving the youth of George Town the opportunity for personal development through the opportunities provided by the Cadet Unit programs.

A Council grant of \$1,759 is sought to enable TS York to purchase a computer and printer for managing their office administration, and a television screen which will be used for visual training purposes.

#### **RISK IMPLICATIONS**

Risk in relation to providing this Community Grant is low.

#### **4. Lady Gowrie Tasmania**

A Community Grant application has been received from Lady Gowrie Tasmania for assistance in upgrading their kitchen and the installation of a hand basin. This is required to comply with EHO legislation.

#### **OFFICER'S COMMENT**

The completed Grant Application forms an attachment to this report.

Lady Gowrie Gordon Square is a community based association providing childcare services. Their core function is the provision of quality programs and services that promotes the best outcomes for children and families.

The Centre provides morning tea consisting of fruit and vegetable platters, and toast to children daily, and gives the provision for children's meals to be heated.

In August 2019 Lady Gowrie Gordon Square sought to register the Centre as a Food Business. A visit by Council's Environmental Health Officer identified that the Centre was non-compliant due to the absence of hand washing facilities within the kitchen.

A Community Grant of \$2,000 is sought to assist with the costs associated with these upgrades to enable Lady Gowrie Gordon Square to meet legislative requirements and register the Centre as a Food Business,

#### **RISK IMPLICATIONS**

Risk in relation to providing this Community Grant is low.

## **11.1 COMMUNITY GRANTS / ASSISTANCE**

### **5. Star of Sea College**

A Community Grant application has been received from Star of Sea College for funds to assist with equipment purchases for the secondary student's recreation area.

#### **OFFICER'S COMMENT**

The completed Grant Application forms an attachment to this report.

Star of Sea College have recently seen improvements to their recreation area with the installation of play equipment for the primary students. This area is open to the public and is used on weekends by families in the community.

The College have identified the need to also cater for their secondary students, and as such, are planning to purchase suitable equipment for their recreation space.

The College has identified several items of equipment they would like installed within the senior recreation area and quotes have been obtained. Final determination on equipment to be purchased is dependent upon future fundraising and potential grants.

A community grant of \$2,000 is sought to contribute towards the purchase cost of equipment.

#### **RISK IMPLICATIONS**

There are no risks associated with the approval of this grant.

#### **OFFICER'S RECOMMENDATION**

That Council:

1. Provides a Community Grant of \$2,000 to George Town Little Athletics Club to assist with the purchase of a scissor bag, for use when conducting High Jump events for Under 9 to Under 11 athletes during weekly training sessions.
2. Provides a Community Grant of \$1,759 to TS York Australian Navy Cadets for the purchase of a television, computer and printer for their local Unit.
3. Provides a Community Grant of \$2,000 to Lady Gowrie Tasmania to contribute to the funds required for upgrades to their kitchen facilities at the Gordon Square Centre.
4. Provides a Community Grant of \$2,000 to Star of Sea College to assist with the purchase of equipment for the recreation area in the Secondary School.

#### **DECISION**

#### **VOTING**

For:

Against:



## **11.2 COMMUNITY CONSULTATION FRAMEWORK**

**REPORT AUTHOR:** Marketing & Engagement Business Partner

**REPORT DATE:** 18<sup>th</sup> November 2019

**FILE NO:** 14.41

**ATTACHMENT/S:** Community Consultation Framework

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### **SUMMARY**

The Community Consultation framework establishes a set of principles and practises to guide Council and Officers to ensure effective consultation is undertaken to better inform Council decision making processes.

This report presents the Community Consultation Framework to Council for adoption.

### **BACKGROUND**

The Community Consultation Framework draft was presented to workshop on the 13<sup>th</sup> August 2019 and was referred to community consultation. The consultation session opened on the 10<sup>th</sup> September 2019 and closed 5.00pm 8<sup>th</sup> October 2019. The community consultation submissions were presented at Council workshop on the 12<sup>th</sup> November 2019 for review. Feedback has been incorporated in the Community Consultation Framework as attached.

### **STRATEGIC PLAN**

#### **Goal 5**

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

#### **Key Objectives 1**

Continue to improve Council communication with the community, including celebrating the successes and achievements.

#### **Key Priority 2**

Build the strategic capacity of Council to effectively communicate with the community

### **LEGISLATION**

Nil.

### **RISK IMPLICATIONS**

The Community Consultation Framework aims to enhance community and stakeholder engagement to assist Council and Officers with informed decision making.

### **CONSULTATION**

A 30-day consultation period commenced on the 10<sup>th</sup> September 2019 and closed 5.00pm 8<sup>th</sup> October 2019. The draft framework was placed on Council's website for review and was promoted through social media, radio and through various community engagement opportunities throughout month encouraging community comment.

## **11.2 COMMUNITY CONSULTATION FRAMEWORK**

There were 3 submissions received by Council in total of which were generally positive. The submissions were presented at Council workshop on the 12<sup>th</sup> November 2019 for Council consideration.

### **FINANCIAL IMPLICATIONS**

Nil.

### **OPTIONS**

Council may choose to:

1. Adopt the Community Consultation Framework as presented; or
2. Adopt the Community Consultation Framework with amendments; or
3. Not adopt a Community Consultation Framework at this point in time.

### **OFFICER'S COMMENTS**

It is recommended Council adopt the Community Consultation Framework as an operational procedure that would be used by Council Officers when scoping, preparing or activating public consultation. This framework provides context to the consultation process and demonstrates the need for a variety of methods to facilitate effective community consultation.

Should Council resolve to adopt the Community Consultation Framework, it is recommended that Council formally terminate its existing policy Community Consultation Policy No. 13 – Version 3 (Minute Ref 312/13) as the Community Consultation Framework makes redundant the existing policy.

### **OFFICER'S RECOMMENDATION**

That Council:

1. Adopts the Community Consultation Framework; and
2. Makes redundant the Community Consultation Policy No. 13 – Version 3 (Minute Ref 312/13) as it is determined superseded by the Community Consultation Framework.

### **DECISION**

### **VOTING**

For:

Against:

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**11.3 MINOR COMMUNITY EVENTS PROGRAM AND PROJECT SPONSORSHIP FUND**

**REPORT AUTHOR:** Community Officer  
**REPORT DATE:** 19<sup>th</sup> November 2019  
**FILE NO:** 23.2  
**ATTACHMENT/S:** Sponsorship Letter – George Town Fire Brigade Social Club

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**SUMMARY**

A sponsorship request has been received by Council by the George Town Fire Brigade Social Club, for assistance with the purchase of lollies for their 2019 Christmas Lolly Run. This is an annual event organised by the Social Club and made possible by the Club's volunteers who give their time to bring this initiative to the community on Christmas morning.

**STRATEGIC PLAN**

**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.

**FINANCIAL IMPLICATIONS**

The 2019 / 2020 budget allocation for Community Sponsorship is \$15,000.

To date, the following allocations for the financial year 2019 / 2020 have been made:

<b>Organisation</b>	<b>Amount \$</b>
GTR Events – 2019 Spirit of Tasmania Tour of Tasmania	5,500
	<b>9,500</b>

**OFFICER'S COMMENTS**

On Christmas morning each year, the George Town Fire Brigade's social club tour the streets of George Town and Low Head in two fire trucks. Santa travels on the trucks, delivering lollies.

The Social Club has been doing the "Lolly Run" for the past 44 year. This event has become a long-standing tradition which is very well received by hundreds of families in the community.

The Social Club also supports the Lulworth and Weymouth Fire Brigade with their lolly runs each year, with donations of lollies.

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**11.3 MINOR COMMUNITY EVENTS PROGRAM AND PROJECT SPONSORSHIP FUND**

**OFFICER'S RECOMMENDATION**

That Council:

1. Provides sponsorship to the value of \$400 to the George Town Fire Brigade Social Club for the purchase of lollies for its 2019 Lolly Run, to be payable to the George Town Fire Brigade Social Club upon the presentation to Council of receipt detailing the purchase.

**DECISION**

**VOTING**

For:

Against:

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**11.4 MINOR DONATION REQUEST**

<b>REPORT AUTHOR:</b>	General Manager
<b>REPORT DATE:</b>	19 <sup>th</sup> November 2019
<b>FILE NO:</b>	23.2
<b>ATTACHMENT/S:</b>	(A) Port Dalrymple School Presentation Evening Donation Request (B) Star of the Sea Donation Request (C) South George Primary School Donation Request

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**SUMMARY**

At the end of each year the schools of George Town recognise students for exceptional achievement. Council has received requests for a donation to each of the schools (Port Dalrymple School, Star of the Sea College, South George Primary School) to recognise these students. The funds go towards either a prize fund or a trophy which the Mayor presents at the school's presentation evening or end of year assembly.

Council in previous years has provided \$100.00 to each school.

**STRATEGIC PLAN**

**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.

**FINANCIAL IMPLICATIONS**

The allocation of \$100 per school would total \$300.00 and can be accommodated for within the adopted 2019/2020 budget.

**OFFICER'S COMMENTS**

Each year the schools' request businesses and supporters to donate with no particular amount sought. However, Council has typically provided each school with a donation of \$100.

**OFFICER'S RECOMMENDATION**

That Council;

1. Donates \$100.00 each to Port Dalrymple School; Star of the Sea College; and South George Primary School, payable upon receipt of invoice from each school.

**11.4 MINOR DONATION REQUEST**

**DECISION**

**VOTING**

For:

Against:

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**12. MAYOR**

**12.1 MATTERS OF INVOLVEMENT –MAYOR**

**FILE NO.:** 14.11

**REPORT DATE:** 19<sup>th</sup> November, 2019

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<b>Mayor Cr Greg Kieser</b>		
<b>October</b>	22	Chaired Ordinary Council meeting
	23	Radio interview – Tamar FM
	24	Attended TEER – Tamar Futures Forum
	28	Attended Placemaking Committee
	28	Attended Pipers River Neighbourhood Watch meeting
	29	Participated in Photo Session with Mrs Bridget Archer MP re Mountain Bike Trail funding agreement execution promotion
	29	Attended the Birth of Bab 200 <sup>th</sup> Anniversary
	30	Attended the South George Town Primary School as guest
<b>November</b>	1	Attended meeting re South32 with Hon. Michael Ferguson (round table discussions)
	2	Attended Low Head to Beechford Walk
	4	Met with prospective developer re gymnasium
	5	Attended Regional Taskforce meeting
	6	Met with Resident
	6	Attended Annual General meeting of NTDC
	7	Attended Destination Action Plan meeting
	8	Attended Lighthouse Regional Arts Gallery Opening of “Art Works – Skylines”
	11	Attended Remembrance Day commemorations
	11	Attended meeting re NTDC
	12	Chaired Council Workshop
	12	Attended George Town Chamber of Commerce meeting
	13	Attended TasWater General Meeting (AGM)
	14	Chaired George Town Council’s AGM
	15	Attended briefing of Mayors re Hydrogen
	15	Attended Emergency Services dinner
	18	Attended NBN briefing opportunities with General Manager
	18	Attended a meet and greet at the George Town Medical Centre
	19	Attended announcement of draft Tasmanian Renewable Hydrogen Action Plan by Hon Guy Barnett MP
	19	Participated as panel member for NTDC CEO recruitment
20	Attended the Blue Derby Mountain Bike summit	

**OFFICER’S RECOMMENDATION**

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

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**12.1 MATTERS OF INVOLVEMENT –MAYOR**

**DECISION**

**VOTING**

For:

Against:



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**13. GENERAL MANAGER**

**13.1 COUNCIL WORKSHOPS – OCTOBER/NOVEMBER 2019**

**REPORT AUTHOR:** General Manager

**REPORT DATE:** 22<sup>nd</sup> November 2019

**FILE NO:** 14.10

**ATTACHMENT/S:** Nil

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**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 HELD**

**TUESDAY 22<sup>ND</sup> OCTOBER 2019**

- Annual Report 2018/2019
- Priority Projects
- Sports Complex Advisory Committee
- Works in Progress

**Present:** Mayor Kieser, Deputy Mayor Harris, Cr Brooks, Cr Barraclough, Cr Dawson  
Cr Michieletto, Cr Mason, Cr Barwick, Cr Parkes

**Apologies:** Nil.

**In Attendance:** General Manager, Team Leader Corporate & Finance, Team Leader  
Community & Development Services, Team Leader Works & Infrastructure,  
People & Performance Business Partner, Marketing & Engagement  
Business Partner, Executive Support & Governance Officer

**TUESDAY 12<sup>TH</sup> NOVEMBER 2019**

- Sports Complex and Community Groups User Agreements
- Planning Review
- Community Consultation Framework
- George Town Fire and Rescue – Sponsorship Application
- George Town Fire Brigade Social Club – Donation Request
- Cat Management and Dog Management
- CMCA
- Domestic Kerbside General Waste, Recyclables and Food Organics and Garden  
Organics (FOGO) Collection Services
- Waste Transfer Station Operation
- Quarterly Performance Plan report
- Placemaking Committee
- Reconciliation Tasmania
- Governance Issues

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**13.1 COUNCIL WORKSHOPS – OCTOBER/NOVEMBER 2019**

**Present:** Mayor Kieser, Deputy Mayor Harris, Cr Brooks, Cr Barraclough, Cr Barwick, Cr Dawson, Cr Michieletto, Cr Mason, Cr Parkes

**Apologies:** Nil.

**In Attendance:** General Manager, Team Leader Corporate & Finance, Team Leader Works & Infrastructure, Team Leader Community Services & Development, People & Performance Business Partner, Marketing & Engagement Business Partner, Executive Support & Governance Officer

**OFFICER’S RECOMMENDATION**

That Council receives the report on the Council Workshop – 22<sup>nd</sup> October 2019 and 12<sup>th</sup> November, 2019 from the General Manager.

**DECISION**

**VOTING**

For:

Against:

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**13.2 COUNCIL REPRESENTATION AT THE NATIONAL ECONOMIC DEVELOPMENT AWARDS**

**REPORT AUTHOR:** General Manager

**REPORT DATE:** 14 November 2019

**FILE NO:** 17.1

**ATTACHMENT:** Nil.

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**SUMMARY**

The 2019 National Economic Development Awards was held in Adelaide 24 October 2019. Representing Council at the awards was the Deputy Mayor and the General Manager. This report provides Council with an overview of the event.

**BACKGROUND**

George Town Council was recognised as a finalist at the 2019 National Economic Development Awards for Excellence at an Awards Gala held in Adelaide 24 October 2019. Council was in the running to receive the national award for the Economic Development Initiatives (under 15,000 residents) category.

Council at its meeting 24 September 2019 resolved to:

1. Endorse the attendance of the Mayor and the General Manager at the 2019 National Economic Development Awards; and
2. Receive a report from the Mayor or the General Manager outlining the benefits to Council of attendance at the National Economic Development Awards at a future meeting of Council.

The Deputy Mayor and General Manager attended the Economic Development Australia conference preceding the awards dinner. The subject matter of presentations centred around smart technology and how it is applied for intelligent outcomes in communities and cities. Examples were provided from experts from Spain, USA and various states of Australia and included outcomes from a study tour to Netherlands and Germany. Key connections were made that will advantage Council as it considers how to best integrate smart technology in the Redevelopment of Regent Square and make use of the LoraWAN gateway and network to be installed in the municipality.

The General Manager took the opportunity to meet with the CEO of City of Marion where a number of organisational performance and culture improvement experience were exchanged. The General Manager also established a contact from the City of Marion who was responsible for the development of their smart city programs and Oatlands Smart Precinct. This connection is important as Council can learn from City of Marion's experience in the deployment of smart furniture and other smart technologies in public spaces.

The General Manager also took the opportunity to meet with the CEO of the South Region Waste Resource Authority (SRWRA). This meeting included a site visit to the SRWRA waste and resource recovery facility where a number of new technologies were demonstrated including tromelling of solid municipal waste to remove organic material and divert from landfill and also viewed their automated weighbridge system. While the Tasmanian waste system is not yet at a level that justifies investment in technologies to remove waste streams from landfill at a granular level as it is in Adelaide (due to levy costs), advantages can be

### **13.2 COUNCIL REPRESENTATION AT THE NATIONAL ECONOMIC DEVELOPMENT AWARDS**

obtained by learning from successes and failures of the deployment of such technology, for such time as the waste diversion climate in Tasmania matures and demands similar cost saving efforts.

Other advantages of attendance to the awards and conference included becoming a signatory (free from cost) to the Australian Business Register database, officer membership of Economic Development Tasmania and connection with a representative of the Bendigo Advance Manufacturing Group.

#### **STRATEGIC PLAN**

##### **Goal 01**

Foster the growth of a diverse business and industry mix and to foster population growth.

##### **Key Objective 02**

Promote growth, both in population and business (particularly tourism) through advocacy, promotion, marketing and engagement.

##### **Key Priority 01**

Develop promotion, marketing and communication tools for George Town and the Bell Bay Industrial Precinct, including celebrating the success stories.

##### **Key Priority 07**

Advocate for continued activity and investment in Bell Bay, working with industry on targeted initiatives.

#### **STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS**

Expenses incurred as associated with attendance at the National Economic Development Awards are accounted for in accordance with Council policy.

#### **RISK IMPLICATIONS**

There is a risk that the community may question the value of Council representation at the National Economic Development Awards.

#### **FINANCIAL IMPLICATIONS**

Costs associated with Council representation at the National Economic Development Awards were approximately \$3,000. Costs associated with the attendance have been accommodated for within the adopted 2019/2020 budget.

#### **CONSULTATION**

Officers have promoted Council's success as being a finalist for the National Economic Development Awards through social media.

#### **OPTIONS**

Council can choose to:

1. Note the report

**13.2 COUNCIL REPRESENTATION AT THE NATIONAL ECONOMIC DEVELOPMENT AWARDS**

**OFFICER'S COMMENTS**

The National Economic Development Awards and Gala event were attended by over 200 sector professionals from across the country with many international speakers and guests also in attendance.

Attendance at the event by representatives of Council acknowledges the efforts and success of its participation and support of the Bell Bay Advanced Manufacturing Zone and may realise a return on investment through the unique opportunity for the promotion of the George Town municipality while providing opportunities to establish industry and government contacts of potential benefit to future Council endeavours.

**OFFICER'S RECOMMENDATION**

That Council note the report from the General Manager on the National Economic Development Awards and Gala event.

**DECISION**

**VOTING**

For:

Against:

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**13.3 QUARTERLY REPORT 1<sup>ST</sup> JULY – 30<sup>TH</sup> SEPTEMBER, 2019**

**REPORT AUTHOR:** Manager, People Performance & Governance

**REPORT DATE:** 18<sup>th</sup> November 2019

**FILE NO:** 14.12

**ATTACHMENT:** Quarterly Report 1<sup>st</sup> July – 30<sup>th</sup> September, 2019

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**SUMMARY**

The purpose of this report is to present the George Town Council Quarterly Report 1<sup>st</sup> July – 30<sup>th</sup> September 2019 to Council for endorsement and public release.

**BACKGROUND**

Council adopted a motion requiring the production of a quarterly report on the operations of the Council organisation. This is the first quarter since that motion was adopted and therefore the first quarterly report.

**STRATEGIC PLAN**

This report contributes to the good governance of the George Town Council as it aligns with the following goals of the George Town Council Strategic Plan 2016-2026.

**Goal 5**

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

**LEGISLATION**

The following legislation is relevant to this report:

*The Local Government Act 1993, Section .27 (c), the Mayor is to promote good governance by, and within, the Council,*

**RISK IMPLICATIONS**

The implementation of a quarterly report is designed to minimise risk to the organisation and increased transparency through providing an ongoing performance report on the Council's financial, strategic and customer service objectives, to the elected members and the community.

**CONSULTATION**

The draft Quarter Report was presented to the workshop on the 12<sup>th</sup> November, 2019.

**OPTIONS**

Council may choose to:

1. Receive the George Town Council Quarterly Report 1st July – 30th September 2019 as presented; or
2. Receive the George Town Council Quarterly Report 1st July – 30th September 2019 with amendment.

**13.3 QUARTERLY REPORT 1<sup>ST</sup> JULY – 30<sup>TH</sup> SEPTEMBER, 2019**

**OFFICER'S COMMENTS**

The quarterly report is submitted for consideration by Council.

**OFFICER'S RECOMMENDATION**

That Council

1. Receives the George Town Council Quarterly Report 1<sup>st</sup> July 2019 – 30<sup>th</sup> September 2019; and
2. Provides public access to the report as Council's ongoing good governance.

**DECISION**

**VOTING**

For:

Against:

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**13.4 COUNCIL MEETING/WORKSHOP SCHEDULE - 2020**

**REPORT AUTHOR:** Executive Support and Governance Officer

**REPORT DATE:** 19<sup>th</sup> November, 2019

**FILE NO:** 14.101

**ATTACHMENT:** Nil.

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**SUMMARY**

The purpose of this report is to provide Council with proposed workshop and ordinary Council meeting dates for 2020 for consideration.

**BACKGROUND**

Local Government (Meeting Procedures) Regulations 2015 require:

**Regulation 6 (Times of Meetings)**

- (1) A meeting is not to start before **5.00pm** unless otherwise determined by the Council by absolute majority or by the Council Committee by simple majority.
- (2) After each ordinary election, a Council and a Council Committee are to review the times of commencement of meetings.

**Regulation 7 (Notice of Meetings)**

- (2) At least once in each year, the general manager is to publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice containing –
  - (a) the times and places of the ordinary council meetings for the next 12 months; and

**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**

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

**CONSULTATION**

Discussion on the 2020 meetings schedule was held at the 12<sup>th</sup> November 2019 Council workshop.

**RISK CONSIDERATIONS**

No risks are identified.



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**13.4 COUNCIL MEETING/WORKSHOP SCHEDULE - 2020**

**FINANCIAL IMPLICATIONS**

Based on management (excluding the General Manager) and a support staff member attending all Council workshops and meetings, approximate financial costs to Council are provided for three (3) options.

Option 1:

Ordinary Council meetings and workshops are held during normal working hours with the exception of the Annual General Meeting which commences at 6.00 pm.

Approximate cost would be \$850.00 for the calendar year 2020.

Option 2:

Ordinary Council meetings and workshops are held during normal working hours during the winter months and after hours during daylight savings months.

Approximate costs based on a three (3) hour meeting is \$19,600.00 for six (6) Ordinary Council meetings; six (6) workshops plus AGM.

Option 3:

Ordinary Council meetings and workshops are held alternatively from normal working hours to outside working hour times.

Approximate cost based on a three (3) hour meeting is \$19,600.00 for six (6) Ordinary meetings, six (6) workshops plus AGM.

Costs can be reduced by having a minimum attendance of the Executive Support and Governance Officer and the Manager People, Performance and Governance with other officers attending as requested. All officers within the leadership team who have an agenda item can be available for questions at the workshop prior the Council meeting. The minimum estimated costs for this scenario are approximated at \$3,426.48 for 12 meetings and \$1,713.24 for six meetings.

It should be noted that staff require a 10-hour break before re-commencing work as prescribed within the Enterprise Agreement.

**OFFICER'S COMMENT**

The following options are provided to assist Council in determining its 2020 Ordinary Council meeting and Council workshop dates and commencement times. Council has already discussed two additional Council Budget Workshops at its Workshop meeting on the 8<sup>th</sup> October 2019.

Due to logistics, acoustics/recording issues and costs it is recommended Council that all Council meetings be held at the George Town Council Office (Council Chambers).

In accordance with the requirements of Section 72B(1) of the Local Government Act a Council must hold an Annual General Meeting on a date that is not later than the 15 December in each year. It is suggested that the 2020 AGM be held on Thursday 12 November 2020.

***Note: A Council meeting is not to start before 5.00pm unless by absolute majority.***

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**13.4 COUNCIL MEETING/WORKSHOP SCHEDULE - 2020**

**Table One - Option 1:**

<b>COUNCIL MEETING/WORKSHOP</b>	<b>DATE</b>	<b>TIME</b>
Workshop	Tuesday 14 January	9.00am
Workshop	Tuesday 28 January	9.00am
Council Meeting	Tuesday 28 January	1.00pm
Workshop	Tuesday 11 February	9.00am
Workshop	Tuesday 25 February	9.00am
Council Meeting	Tuesday 25 February	1.00pm
Workshop	Tuesday 10 March	9.00am
<b>Budget Workshop</b>	<b>Tuesday 17 March</b>	<b>9.00am</b>
Workshop	Tuesday 24 March	9.00am
Council Meeting	Tuesday 24 March	1.00pm
Workshop	Tuesday 14 April	9.00am
<b>Budget Workshop</b>	<b>Tuesday 28 April</b>	<b>9.00am</b>
Council Meeting	Tuesday 28 April	1.00pm
Workshop	Tuesday 12 May	9.00am
Workshop	Tuesday 26 May	9.00am
Council Meeting	Tuesday 26 May	1.00pm
Workshop	Tuesday 9 June	9.00am
Workshop	Tuesday 23 June	9.00am
Council Meeting	Tuesday 23 June	1.00pm
Workshop	Tuesday 14 July	9.00am
Workshop	Tuesday 28 July	9.00am
Council Meeting	Tuesday 28 July	1.00pm
Workshop	Tuesday 11 August	9.00am
Workshop	Tuesday 25 August	9.00am
Council Meeting	Tuesday 25 August	1.00pm
Workshop	Tuesday 8 September	9.00am
Workshop	Tuesday 22 September	9.00am
Council Meeting	Tuesday 22 September	1.00pm
Workshop	Tuesday 13 October	9.00am
Workshop	Tuesday 27 October	9.00am
Council Meeting	Tuesday 27 October	1.00pm
Workshop	Tuesday 10 November	9.00am
<b>Annual General Meeting</b>	<b>Thursday 12 November</b>	<b>6.00pm</b>
Workshop	Tuesday 24 November	9.00am
Council Meeting	Tuesday 24 November	1.00pm
Workshop	Tuesday 8 December	9.00am
Workshop	Tuesday 15 December	9.00am
Council Meeting	Tuesday 15 December	1.00pm

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**13.4 COUNCIL MEETING/WORKSHOP SCHEDULE - 2020**

**Table Two - Option 2:**

<b>COUNCIL MEETING/WORKSHOP</b>	<b>DATE</b>	<b>TIME</b>
Workshop	Tuesday 14 January	6.00pm
Workshop	Tuesday 28 January	6.00pm
Council Meeting	Tuesday 28 January	7.00pm
Workshop	Tuesday 11 February	6.00pm
Workshop	Tuesday 25 February	6.00pm
Council Meeting	Tuesday 25 February	7.00pm
Workshop	Tuesday 10 March	6.00pm
<b>Budget Workshop</b>	Tuesday 17 March	6.00pm
Workshop	Tuesday 24 March	6.00pm
Council Meeting	Tuesday 24 March	7.00pm
Workshop	Tuesday 14 April	9.00am
<b>Budget Workshop</b>	Tuesday 28 April	9.00am
Council Meeting	Tuesday 28 April	1.00pm
Workshop	Tuesday 12 May	9.00am
Workshop	Tuesday 26 May	9.00am
Council Meeting	Tuesday 26 May	1.00pm
Workshop	Tuesday 9 June	9.00am
Workshop	Tuesday 23 June	9.00am
Council Meeting	Tuesday 23 June	1.00pm
Workshop	Tuesday 14 July	9.00am
Workshop	Tuesday 28 July	9.00am
Council Meeting	Tuesday 28 July	1.00pm
Workshop	Tuesday 11 August	9.00am
Workshop	Tuesday 25 August	9.00am
Council Meeting	Tuesday 25 August	1.00pm
Workshop	Tuesday 8 September	9.00am
Workshop	Tuesday 22 September	9.00am
Council Meeting	Tuesday 22 September	1.00pm
Workshop	Tuesday 13 October	6.00pm
Workshop	Tuesday 27 October	6.00pm
Council Meeting	Tuesday 27 October	7.00pm
Workshop	Tuesday 10 November	6.00pm
<b>Annual General Meeting</b>	Thursday 12 November	6.00pm
Workshop	Tuesday 24 November	6.00pm
Council Meeting	Tuesday 24 November	7.00pm
Workshop	Tuesday 8 December	6.00pm
Workshop	Tuesday 15 December	6.00pm
Council Meeting	Tuesday 15 December	7.00pm

**George Town Council**  
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**AGENDA**

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**13.4 COUNCIL MEETING/WORKSHOP SCHEDULE - 2020**

**Table Three - Option 3:**

<b>COUNCIL MEETING/WORKSHOP</b>	<b>DATE</b>	<b>TIME</b>
Workshop	Tuesday 14 January	9.00am
Workshop	Tuesday 28 January	9.00am
Council Meeting	Tuesday 28 January	1.00pm
Workshop	Tuesday 11 February	6.00pm
Workshop	Tuesday 25 February	6.00pm
Council Meeting	Tuesday 25 February	7.00pm
Workshop	Tuesday 10 March	9.00am
<b>Budget Workshop</b>	<b>Tuesday 17 March</b>	<b>9.00am</b>
Workshop	Tuesday 24 March	9.00am
Council Meeting	Tuesday 24 March	1.00pm
Workshop	Tuesday 14 April	6.00pm
<b>Budget Workshop</b>	<b>Tuesday 28 April</b>	<b>6.00pm</b>
Council Meeting	Tuesday 28 April	7.00pm
Workshop	Tuesday 12 May	9.00am
Workshop	Tuesday 26 May	9.00am
Council Meeting	Tuesday 26 May	1.00pm
Workshop	Tuesday 9 June	6.00pm
Workshop	Tuesday 23 June	6.00pm
Council Meeting	Tuesday 23 June	7.00pm
Workshop	Tuesday 14 July	9.00am
Workshop	Tuesday 28 July	9.00am
Council Meeting	Tuesday 28 July	1.00pm
Workshop	Tuesday 11 August	6.00pm
Workshop	Tuesday 25 August	6.00pm
Council Meeting	Tuesday 25 August	7.00pm
Workshop	Tuesday 8 September	9.00am
Workshop	Tuesday 22 September	9.00am
Council Meeting	Tuesday 22 September	1.00pm
Workshop	Tuesday 13 October	6.00pm
Workshop	Tuesday 27 October	6.00pm
Council Meeting	Tuesday 27 October	7.00pm
Workshop	Tuesday 10 November	9.00am
<b>Annual General Meeting</b>	<b>Thursday 12 November</b>	<b>6.00pm</b>
Workshop	Tuesday 24 November	9.00am
Council Meeting	Tuesday 24 November	1.00pm
Workshop	Tuesday 8 December	6.00pm
Workshop	Tuesday 15 December	6.00pm
Council Meeting	Tuesday 15 December	7.00pm

**13.4 COUNCIL MEETING/WORKSHOP SCHEDULE - 2020**

**OPTIONS**

Council may resolve to:

1. Endorse the proposed meeting and workshop schedule option 1 as presented in Table One; or
2. Endorse the proposed meeting and workshop schedule option 2 as presented in Table Two; or
3. Endorse the proposed meeting and workshop schedule option 3 as presented in Table Three; or
4. Propose another meeting and workshop schedule for endorsement.

**OFFICER'S RECOMMENDATION**

That Council:

1. Endorse the proposed meeting and workshop schedule option 1 as presented in Table One of this report; and
2. Publish in a daily newspaper, or in a prescribed newspaper, circulating in the relevant municipal area a notice containing the times and places of the ordinary council meetings for the 2020 calendar year in accordance with resolution 1.

**DECISION**

**VOTING**

For:

Against:

### **13.5 POLICY GOVERNANCE FRAMEWORK PROPOSAL**

**REPORT AUTHOR:** Manager – People, Performance and Governance

**REPORT DATE:** 18<sup>th</sup> November 2019

**FILE NO:** 14.35

**ATTACHMENT:**

- (A) Audit Panel Brief
- (B) Proposed Policy Development, Approval and Review Policy (Retitled – Policy Governance)
- (C) Policy Classification Structure
- (D) Policy Framework Map
- (E) Proposed Current Policy Continuing Authorisations for Writing, Amendment, Review or Deletion

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#### **SUMMARY**

The purpose of this proposal is to enact a robust, agile and compliant policy governance framework for the effective administration of the Council, with clear lines of responsibility and accountability.

#### **BACKGROUND**

As identified in the Audit Panel Brief, over a multi-year period of relative instability in the administration of the Council, the governance framework has become convoluted, duplicative and confusing, adding levels of complexity in relatively minor taskings, and reducing responsibility and accountability pathways. This includes crossover or authority for operational and governance policies. A proposal was submitted to the Audit Panel to redevelop the Governance Framework of Council to a model framework. This proposal was supported by the Audit Panel and is now presented to Council for consideration.

#### **STRATEGIC PLAN**

George Town Council Strategic Plan 2016-2026

##### **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.

#### **STATUTORY REQUIREMENTS**

*Section 27 Para 1 (c) of the Local Government Act 1993 requires:* The Mayor is to promote good governance by, and within, the Council.

#### **RISK IMPLICATIONS**

The implementation of this Policy Governance Framework is designed to minimise risk to the organisation, providing clear lines of responsibility and accountability and increasing the internal audit arrangements of the organisation.

### **13.5 POLICY GOVERNANCE FRAMEWORK PROPOSAL**

#### **CONSULTATION**

The leadership team of Council were consulted in the preparation of the framework, and the Framework presented to the Audit Panel for further review.

#### **OPTIONS**

The framework is developed to reduce the administration burden on Council, while increasing oversight of operational policies. The options available to Council in its Governance Framework is as follows:

1. Adopt the proposed framework, including the reclassification and authorisations of existing policies.
2. Adopt the proposal with amendments.
3. Keep the existing framework
4. Keep the existing framework with amendments.

#### **OFFICER'S COMMENTS**

In order to enact the proposals submitted to the Audit Panel, a new Policy Development, Approval and Review Policy needs to be adopted. The proposed policy is attached for consideration by Council and is retitled Policy Governance. Adoption of this policy will enable the execution of the new framework, including the creation of an internal audit committee. This Internal Audit Committee will meet monthly and will review policies on a 36 month cycle. The Committee reports will be presented to the Audit Panel, increasing oversight of the legislative compliance of the policy framework and providing feedback to the leadership team on the operational effectiveness of policies and procedures. Also required to enact the proposed framework is the distribution of current policies for reclassification and authorisation delegation within the new framework. A authorisation proposal is attached. It is expected this task in its entirety and as outlined in the Audit Panel Brief will take 36 months to achieve. The remainder of the detail is located in the Audit Panel Brief, attached.

#### **OFFICER'S RECOMMENDATION**

That Council:

1. Rescind Policy No. 9 Policy Development, Approval and Review;
2. Adopt the George Town Council 12 Policy Governance; and
3. Approves the proposed redistribution and authorisations for current policies.

**13.5 POLICY GOVERNANCE FRAMEWORK PROPOSAL**

**DECISION**

**VOTING**

For:

Against:



**14. PETITIONS**

Nil.

**15. NOTICES OF MOTIONS**

**15.1 NOTICE OF MOTION – TENDER SUMMARY (CR BARWICK)**

Moved: Cr Barwick

Council be provided with a full Tender summary providing details of all tenders, what price tendered, and the weighting matrix by the 29<sup>th</sup> November 2019.

**OFFICER'S COMMENTS**

If the above motion is resolved by Council in the affirmative, this item is to be dealt with in closed session in accordance with the requirements of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2) (d): A part of a meeting may be closed to the public when any one or more of the following matters are being, or are to be, discussed at the meeting: contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

**OFFICER'S RECOMMENDATION**

It is recommended that Council:

1. Be provided with a full Tender summary providing details of all tenders, what price tendered, and the weighting matrix at its workshop 10 December 2019; and
2. Receive a report for consideration of decision relating to the tender RFT 06/19 in closed meeting as per regulation 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015 by way of absolute majority of Council at its December 2019 Ordinary Council meeting.

**DECISION**

**VOTING**

For:

Against:

**16. 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."]*

Nil.

**17. COUNCIL COMMITTEE REPORTS**

**17.1 GEORGE TOWN COMMUNITY SAFETY GROUP COMMITTEE MEETING**

**REPORT AUTHOR:** Executive Support and Governance Officer

**REPORT DATE:** 14<sup>th</sup> October, 2019

**FILE NO:** 22.24

**ATTACHMENT/S:** George Town Community Safety Group Committee Confirmed Minutes – 1<sup>st</sup> October, 2019

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**SUMMARY**

The purpose of this report is to provide information to Council on the recommendations from the George Town Community Safety Committee for consideration.

**BACKGROUND**

The George Town Community Safety Group Committee met on the 5<sup>th</sup> November, 2019.

The Committee at this meeting resolved the following motions:

1. To accept the minutes of the 1<sup>st</sup> October, 2019 as an accurate record of that meeting (attached).
2. That the Committee request that Council replace the wine/beer glasses in the Memorial Hall with glasses that comply with RSA requirements.
3. That Council provides the Safety Committee meeting with the overdue sharps audit report for the next meeting.
4. That the Committee request that Council writes to the Minister for Police, Fire and Emergency Management to alert them to issues of speeding in George Town municipal area and to consider an increase of police presence.

**STRATEGIC PLAN**

**Goal 02**

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

**Key Objective 07**

Participate in community safety initiatives.

**Goal 5:**

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

**17.1 GEORGE TOWN COMMUNITY SAFETY GROUP COMMITTEE MEETING**

**Key Objective 04**

Consistently achieve a high standard of internal financial and governance arrangements

**RISK IMPLICATIONS**

Risk is considered low.

**STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS**

Local Government Act 1993 and Council Policy No. 7 V2 Establishment of Special Committees.

**FINANCIAL IMPLICATIONS**

Nil.

**CONSULTATION**

The motions were discussed at the George Town Community Safety Group Committee meeting on the 5<sup>th</sup> November, 2019.

**OFFICER'S COMMENTS**

Nil.

**OFFICER'S RECOMMENDATION**

That Council:

1. accept the minutes of the 1<sup>st</sup> October, 2019 as an accurate record of that meeting (attached); and
2. include in the 2020/2021 budget to replace the wine/beer glasses in the Memorial Hall with glasses that comply with RSA requirements;
3. provides the Safety Committee meeting with the overdue sharps audit report for the next meeting on the 3<sup>rd</sup> December 2019; and
4. writes to the Minister for Police, Fire and Emergency Management to alert them to issues of speeding in George Town municipal area and to consider an increase of police presence.

**DECISION**

**VOTING**

For:

Against:

**George Town Council**  
**COUNCIL MEETING – 26<sup>TH</sup> NOVEMBER 2019**  
**AGENDA**

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**17.2 GEORGE TOWN PLACMAKING COMMITTEE MEETING**

<b>REPORT AUTHOR:</b>	Executive Support and Governance Officer
<b>REPORT DATE:</b>	18 <sup>th</sup> November, 2019
<b>FILE NO:</b>	14.7
<b>ATTACHMENT/S:</b>	(A) George Town Placemaking Committee Confirmed Minutes – 2 <sup>nd</sup> September 2019 (B) George Town Placemaking Committee Confirmed Minutes – 28 <sup>th</sup> October 2019

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**SUMMARY**

The purpose of this report is to provide information to Council on the recommendations from the George Town Community Safety Committee for consideration.

**BACKGROUND**

The George Town Placemaking Committee met on the 28<sup>th</sup> October, 2019 and 18<sup>th</sup> November, 2019.

The Committee at these meetings resolved the following motions:

1. To accept the minutes of the 2<sup>nd</sup> September, 2019 with changes as an accurate record of that meeting (attached).
2. To accept the minutes of the 28<sup>th</sup> October, 2019 as an accurate record of that meeting (attached).

**STRATEGIC PLAN**

**Goal 02**

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

**Key Objective 01**

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

**RISK IMPLICATIONS**

Risk is considered low.

**STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS**

Local Government Act 1993 and Council Policy No. 7 V2 Establishment of Special Committees.

**FINANCIAL IMPLICATIONS**

Nil.

**CONSULTATION**

The minutes have been discussed with the Committee members at their 28<sup>th</sup> October, 2019 and 18<sup>th</sup> November, 2019 meetings.

**17.2 GEORGE TOWN PLACMAKING COMMITTEE MEETING**

**OFFICER'S RECOMMENDATION**

That Council:

1. Accepts the minutes of the 2<sup>nd</sup> September, 2019 with changes as an accurate record of that meeting (attached).
2. Accepts the minutes of the 28<sup>th</sup> October, 2019 as an accurate record of that meeting (attached).

**DECISION**

**VOTING**

For:

Against:

**George Town Council**  
**COUNCIL MEETING – 26<sup>TH</sup> NOVEMBER 2019**  
**AGENDA**

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**17.3 GEORGE TOWN PLACEMAKING COMMITTEE TERMS OF REFERENCE**

<b>REPORT AUTHOR:</b>	People and Performance Business Partner
<b>REPORT DATE:</b>	18 <sup>th</sup> November 2019
<b>FILE NO:</b>	14.12
<b>ATTACHMENT:</b>	Draft V2.1 George Town Placemaking Committee Terms of Reference

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**SUMMARY**

This report seeks Council endorsement of Version 2.1 of the George Town Placemaking Committee Terms of Reference.

In doing so, this report provides Council with information on the potential requirement of background checks for Placemaking Committee members, as well as the proposed operationalisation of the Committee, for consideration.

**BACKGROUND**

In correspondence from Cr Brooks to the General Manager, dated 30 October 2019, Cr Brooks inquired on behalf of the Placemaking Committee regarding the potential need for background checks such as a National Police Check, or Working With Vulnerable People card being a requirement for service on the committee, and if so then is an amendment to the Terms of Reference of the committee needed. The General Manager tasked the Manager People, Performance and Governance to investigate the needs and if necessary the requirements of implementing such background checks for the committee and to provide a report for the next Council workshop on the 12<sup>th</sup> November, 2019. This report was provided the matters discussed.

Further to this Cr Brooks has proposed a number of amendments to the Committee's Terms of Reference, including to establish work and project groups under the Committee. This report addresses both items separately.

**STRATEGIC PLAN**

This report contributes to the good governance of the Placemaking Committee as it aligns with the following goals of the George Town Council Strategic Plan 2016-2026.

**Goal 2**

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

**Goal 3**

Conserve our natural environment and heritage and ensure it is enjoyed by our community, visitors and future generations.

**Goal 4**

Strengthen the vibrancy of our towns and enhance the benefits of living in a rural s



### **17.3 GEORGE TOWN PLACEMAKING COMMITTEE TERMS OF REFERENCE**

#### **STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS**

The following legislation is relevant to this report.

1. *The Local Government Act 1993, Section 24 Special Committees.*
2. *The Local Government Act 1993, Section 28 Functions of a Councillor.*
3. *The Local Government Act 1993, Section 61-64 Functions and Powers of a General Manager.*
4. *Registration to Work With Vulnerable People Act 2013.*
5. *Anti-Discrimination Act 1998, Section 16 Discrimination on Ground of Attribute.*

#### **RISK IMPLICATIONS**

##### **Background Checks for Members of the Placemaking Committee**

It is considered that the risk implications for any actions that may come from the information in this report as low. The reason for this assessment is based on the wide ranging scope for establishing Section 24 Special Committees according to the *Local Government Act 1993*, and the advisory nature of the Placemaking Committee. There are mitigating factors which are discussed in more details below. Risk to council increases depending on any pathways taken during recruitment processes for the Placemaking Committee.

##### **Establishment of Working and Project Groups of the Placemaking Committee**

It is considered that the risk implication for any operationalisation of an advisory committee is medium to high. The reason for this assessment is there are potential legislative conflicts in purpose, and for volunteers to be operating under the auspices of Council in work related tasks, without supervision of Council staff or under the policies, procedures and insurance of the same. There is risk for workplace health and safety, and the reputation of the Council.

The request from the committee to move beyond an advisory capacity is also inconsistent with existing Section 24 Special Committees of Council.

#### **CONSULTATION**

A briefing report was provided to Elected Members at the 12<sup>th</sup> November, 2019 Workshop.

#### **OPTIONS**

The options available to Council in regards to background checks are as follows:

1. Continue with the current recruitment policy of Council for special committees, including reference checks.
2. Implement a more stringent background check requirement for Placemaking Committee members, such as a police background check, and retain discretionary decision making.
3. Implement an outsourced decision making process such as a Working with Vulnerable People card, and make such a qualifying requirement.

The options available to Council in regards to the establishment of placemaking working and project groups are as follows:

1. Direct the General Manager to establish a placemaking working group within the pool of Council Volunteers;
2. The Placemaking Committee continues as an advisory committee.

### **17.3 GEORGE TOWN PLACEMAKING COMMITTEE TERMS OF REFERENCE**

#### **OFFICER'S COMMENTS**

##### **Background Checks for members of the Placemaking Committee**

Based on the nature of the committee, it would not be necessary to have a police background check, or a working with vulnerable people card to perform the functions of a committee member or reduce reputation risk to Council, as the type of advice the committee is providing is low risk and not related to safety or security. For example, improving the liveability of the municipality through cultural enrichment. Such advice falls into the strategic decision making capacity of the Council.

In regards to Working With Vulnerable People (WWVP) cards, any contact that members may have under the auspices of the committee would be incidental, or the vulnerable people would be in the direct care of their guardians, and/or come under the exemption clause "working or volunteering with children for 7 days or less per calendar year". While some members of the committee may have cards, it would not be necessary to register those cards against the Council organisation. It should also be noted that the decision to issue or decline a card remains with a separate body, and the reasons for declining a card may not be given to the committee.

If however the committee is intending for a character test for potential members, then the appropriate course of action would be the national police background check. This simply provides information to the committee to make its own decision.

However, under the Anti-Discrimination Act 1998, Section 16 (Q), irrelevant criminal record is considered a category of discrimination if excluding (in this case) someone from an opportunity to serve. Therefore it would have to be demonstrated that a WWVP card is necessary to perform the duties of a committee member if that were to be used as the character test. It would also be required that if someone were to be excluded from service on the committee due to information in a police background check, why that information (conviction) was relevant to exclusion.

It is important to note here again the difference between the WWVP check and the Police check. If a WWVP card was required, and someone was denied one and therefore an opportunity to serve, and the denial was due (as an example) to a temporary court order pending a family court outcome, the committee (and therefore Council) would be required to demonstrate why that person had been denied an opportunity to serve in an advisory capacity regarding Art Gallery advice on the Placemaking Committee, without knowing why the WWVP card had been denied, as that decision was made external to the organisation. With a police background check, the decision remains with Council.

This differs in relation to the Safety Committee, in that the Safety Committee provides advice of a community safety nature, including informing council decisions on child safety, fire safety, crime prevention etc. Wherein it becomes appropriate that the persons providing such advice don't hold serious convictions in those areas (as defined by the relevant act).

Therefore maintaining the current recruitment policy for committee members provides a low risk option for Council. Risk increases in regards to violating the Anti-Discrimination Act as disqualifying measures are put in place during that recruitment process, if those disqualifying measures aren't specifically relevant to the role and responsibilities.

### **17.3 GEORGE TOWN PLACEMAKING COMMITTEE TERMS OF REFERENCE**

This advice is contingent on the Placemaking Committee remaining advisory, in accordance with the purpose of a Section 24 committee. If the intent is for the Placemaking Committee is to take a more operational role, then this falls outside the scope of a section 24 Committee, and into operational matters under the jurisdiction of the General Manager, wherein the volunteer and recruitment policies of the George Town Council would come into effect.

#### **The Establishment of Working and Project Groups of the Committee**

In accordance with Section 28 of Local Government Act, Councillors have statutory functions to perform collectively and individually. They are as follows:

28. (1) A councillor, in the capacity of an individual councillor, has the following functions:

- (a) to represent the community;
- (b) to act in the best interests of the community;
- (c) to facilitate communication by the council with the community;
- (d) to participate in the activities of the council;
- (e) to undertake duties and responsibilities as authorised by the council.

(2) The councillors of a council collectively have the following functions:

- (a) to develop and monitor the implementation of strategic plans and budgets;
- (b) to determine and monitor the application of policies, plans and programs for –
  - (i) the efficient and effective provision of services and facilities; and
  - (ii) the efficient and effective management of assets; and
  - (iii) the fair and equitable treatment of employees of the council;
- (c) to facilitate and encourage the planning and development of the municipal area in the best interests of the community;
- (d) to appoint and monitor the performance of the general manager;
- (e) to determine and review the council's resource allocation and expenditure activities;
- (f) to monitor the manner in which services are provided by the council.

(3) In performing any function under this Act or any other Act, a councillor must not –

- (a) direct or attempt to direct an employee of the council in relation to the discharge of the employee's duties; or
- (b) perform any function of the mayor without the approval of the mayor.

(4) A councillor is to represent accurately the policies and decisions of the council in performing the functions of councillor.

A General Manager is a statutory appointment required of legislation and also has statutory obligations as directed in Sections 61-64 of the Local Government Act, specifically sections 62 and 63. They are as follows:

62. (1) The general manager has the following functions:

- (a) to implement the policies, plans and programs of the council;
- (b) to implement the decisions of the council;
- (c) to be responsible for the day-to-day operations and affairs of the council;
- (d) to provide advice and reports to the council on the exercise and performance of its powers and functions and any other matter requested by the council;
- (e) to assist the council in the preparation of the strategic plan, annual plan, annual report and assessment of the council's performance against the plans;

**17.3 GEORGE TOWN PLACEMAKING COMMITTEE TERMS OF REFERENCE**

- (f) to coordinate proposals for the development of objectives, policies and programs for the consideration of the council;
- (g) to liaise with the mayor on the affairs of the council and the performance of its functions;
- (h) to manage the resources and assets of the council;
- (i) to perform any other function the council decides.

(2) The general manager may do anything necessary or convenient to perform his or her functions under this or any other Act.

63. (1) The general manager of a council may –
- (a) appoint persons as employees of the council; and
  - (b) allocate duties to employees; and
  - (c) control and direct employees; and
  - (d) suspend or dismiss employees.

(2) The general manager is to develop human resource practices and procedures in accordance with policies of the council to ensure employees of the council receive fair and equitable treatment without discrimination.

In the creation of a Section 24 Committee, the Council has broad scope to delegate functions and responsibilities for that committee (as specified in the Act), and to appoint people to that Committee, and to establish the procedures under which it meets. However, the fundamental purpose of the Committee does not change in that it provides advice to Council and is primarily a meeting body, as alluded to in Section 24, Para 3, or as delegated other tasks within the above listed functions of the collective Council.

It is therefore within the powers of a Council to establish a Special Committee, to determine who sits on it and under what conditions, dictate the purpose of that Committee, and delegate functions to that Committee as allowed by the Act. But its function remains to assist the Council in the execution of its functions and responsibilities.

However the specific statutory function for the day to day operation of the Council, the implementation of Council decisions, and the appointment and direction of employees remains with the General Manager.

If the Placemaking Committee were to adjust its Terms of Reference from Advisory to encompass other tasks, those tasks must still fall within the remit of the Council and Councillors. If the intent was to operationalise the Committee by creating subordinate groups with working operational tasks, such as projects, that would be outside the statutory responsibilities of Councillors and within the realm of the statutory responsibility of the General Manager. This would be in conflict with the Act.

It also creates risk in that the appointed committee members would transition from statutory appointments in an advisory, liaison or consultative function, to unpaid/volunteer staff. This would create the circumstance of staff receiving direction from elected members and committee members. This would be a clear contravention of Section 28, Para 3, sub-para (a), which clearly forbids elected members giving direction to Council staff.

Such a move would also create potential conflicts of projects being undertaken and conducted by elected members outside their statutory responsibilities, with staff subordinate to the Councillors, without key performance indicators or other forms of supervision, and potentially unbound by the policies and procedures that bind Council staff such as the necessary governance practices such as risk assessments, workplace health and safety requirements, and insurance requirements. If such measures were to be implemented, or

**17.3 GEORGE TOWN PLACEMAKING COMMITTEE TERMS OF REFERENCE**

specific places of responsibility were to be given to appointed members of the committee in regards to project work, then there is potential to be in violation of Fair Work requirements of volunteers and the triggering of paid employment provisions.

There is significant risk to Council in attempting to alter the purposes of the Committee in such a way.

If it desired of Council to undertake more projects in this area, or to include more volunteers in undertaking placemaking activities, the appropriate mechanism to do that is to listen to the advice of the Placemaking Committee, which it may obtain through consultation and liaison with the community, and make determinations on that advice. If that advice is to execute a task, the Council may then direct the General Manager to perform said task, with the understanding more resources may be required to execute said task.

It is within the powers and responsibilities of the General Manager to accept volunteers at Council, under the appropriate policies, procedures and insurances, to perform operational tasks, and within the scope of what is allowable under the Fairwork Act for volunteers. Ergo, if the Council is of the opinion that there should be more volunteers participating in placemaking activities, it may direct the General Manager to establish a Place making Volunteer Group to participate in placemaking activities under the appointment, supervision and direction of the General Manager.

**OFFICER'S RECOMMENDATION**

That Council continue with the current recruitment policy of Council for special committees, including reference checks.

That Council accept the proposed amendments to the Placemaking Committee Terms of Reference, with the exception of the following:

1. Any reference to working or project groups,
2. Operationalizing the work of the Committee.

**DECISION**

**VOTING**

For:

Against:

**George Town Council  
COUNCIL MEETING – 26<sup>TH</sup> NOVEMBER 2019  
AGENDA**

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**18. CLOSED MEETING**

**18.1 INTO CLOSED MEETING**

**DECISION**

Moved: Cr  
Seconded: Cr

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

**Item 1 Minutes of the closed ordinary Council meeting held on the 22<sup>nd</sup> October, 2019**

As per the provisions of regulation 34(6) of the Local Government (Meeting Procedures) Regulations 2015.

**Item 2 Tender Award - RFT05/19 Design and Construct – Dans Creek Bridge Replacement – Bridge No. 826 on Dalrymple Road**

As per the provisions of regulation 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015.

**Item 2 Tender Award - RFT07/19 Widening of Bridge No2. 1537, 1885 and 2040 on Industry Road**

As per the provisions of regulation 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015.

**REQUIRES ABSOLUTE MAJORITY OF COUNCIL**

**VOTING**

For:

Against:

**18.5 OUT OF CLOSED MEETING**

*In accordance with the requirements of the Local Government (Meeting Procedures) Regulations 2015 regulation 15(8) while in a closed meeting the Council is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.*

**DECISION**

Moved:

Seconded:

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

**VOTING**

For:

Against:

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

Cr Greg Kieser  
**MAYOR**