

George Town Council
COUNCIL MEETING – 22ND OCTOBER 2019
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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 to 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 24TH SEPTEMBER 2019

DECISION

Moved:

Seconded:

That the Minutes of Council's Ordinary meeting held on the 24th September 2019 numbered 162/19 to 179/19 and 181/19 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.

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4.2 PUBLIC QUESTIONS ON NOTICE

Nil.

4.3 PUBLIC QUESTION TIME

Commenced at:

Concluded at:

4.4 QUESTIONS ON NOTICE FROM COUNCILLORS

Nil.

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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



Ref: SP:as
File No.: 14.101, 66.93

27th September, 2019

Ms Sue Neilsen

Dear Ms Neilsen,

Re: Street Sweeper

Thank you for your attendance at the Ordinary Council meeting on 24th September 2019 and for the following question relating to Council's street sweeper.

Q. Why was the street sweeper going through Macquarie Street and other streets at approx. 1pm in the afternoon and was having to drive in the middle of the street due to vehicles parked on the side of the road. Why did this not occur at 6.00 am?

On the day of question, Council's street sweeper was currently sweeping the surrounding streets of Macquarie Street and throughout George Town early that morning. The sweeper was on its return for the day when travelling down Macquarie Street and drove in the middle of the road ensuring to have enough clearance on both sides as to not make contact with any of the parked vehicles. The street sweeper did return the following morning at 6.00 am as programmed, to sweep Macquarie Street when it was clear of parked vehicles.

Again, thank you for your question and raising this at the meeting. Your feedback is valuable to Council and if you require further information please feel free to contact Council.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Shane Power', with a long horizontal line extending to the right.

Shane Power
GENERAL MANAGER

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Mrs P. Webb, George Town



Ref: SP/ld

11th October, 2019

Mrs Pat Webb

Dear Mrs Webb,

Re: Algae – Pipe Clay Bay

Thank you for your attendance and question at the 24th September 2019 Ordinary Council meeting where you asked about the algae growing in Pipe Clay Bay.

George Town Environmental Health staff conduct annual recreational water testing within the George Town Municipal area from early December to the end of March. The water quality testing is conducted as part of Tasmanian Local Government mandatory Public Health reporting with test results compared against Tasmanian Recreational Water Quality Guidelines (2007).

Recreational water quality testing is undertaken on a monthly basis in open water sites at Weymouth River, York Cove, Pipe Clay Bay and Lagoon Beach with samples sent for analysis with accredited Tasmania Laboratory Services in Launceston. The 2018 to 2019 recreational water test results for each location were found to comply with the Tasmanian Recreational Water Quality Guidelines 2007 and therefore found no public health risk to the general public using the waterways.

In acknowledgement to your recent inquiry about algae presence in Pipe Clay Bay, Council Environmental Health staff collected a sample of the algae from open water in the bay on Tuesday October 1st 2019. The sample was sent to Analytical Services Tasmania (Hobart) testing laboratory for analysis which involved identification of the species by a marine expert. The test results found the algae collected from the Pipe Clay Bay to be a common form of seaweed, *Ulva* sp.

Increasing numbers of the algae species in Pipe Clay Bay is understood to be due to an increase of nutrients entering the water way system. The increase of nutrient status in the bay is believed to reflect land use activities in surrounding upstream catchment areas. The nutrients can be transported to the bay via stormwater release which can contain leaves, woody debris, grass, and other organic materials like exposed soils from land clearing within the upstream catchment areas.

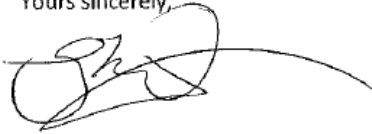
Nutrients from stock movement in upstream catchments waters and landscape runoff from farming practices may also result in nutrient discharge into the bay via smaller interconnecting streams that also transport water to the bay.

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The transport and distribution of nutrients into waterways like Pipe Clay bay are essential for the existence of algae and other aquatic plants through their role as important food sources to small invertebrate species and fish. As water in Pipe Clay Bay is naturally flushed through daily tidal movements and rainfall events Council intends to continue to monitor water quality and algae numbers in the bay.

Council would like to thank you for bringing this matter to its attention and will continue to monitor water quality throughout the Local Government area.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Shane Power', with a long horizontal flourish extending to the right.

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.

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7. PLANNING AUTHORITY

Nil.

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8. PLANNING AND DEVELOPMENT

Nil.

9. WORKS AND INFRASTRUCTURE

Nil.

10. CORPORATE AND FINANCE

10.1 AUDIT PANEL - APPOINTMENT OF INDEPENDENT MEMBER

REPORT AUTHOR: Team Leader – Corporate and Finance

REPORT DATE: 15 October 2019

FILE NO: 32.1

ATTACHMENTS: Nil

SUMMARY

This report is submitted to Council so that it can seek appointment of the independent member to its Audit Panel as the current appointment expires on 31 October 2019.

BACKGROUND

The Local Government (Audit Panels) Order 2014 Statutory Rules 2014 requires Council to appoint an Audit Panel and prescribes qualifications of members, responsibilities of members, work plan and the administrative requirements under which the Audit Panel operates.

The Audit Panel members are Councillor Barwick and Councillor Mason, with Mr Steven Heryk serving as Chairperson.

STRATEGIC PLAN

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

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

STATUTORY REQUIREMENTS

The Local Government Act 1993.

The Local Government (Audit Panels) Order 2014 Statutory Rules 2014.

Functions of an Audit Panel

(1) In this clause –

Part 7 plan means a strategic plan, an annual plan, a long-term financial management plan or a long-term strategic asset management plan of a council prepared under Division 2 of Part 7 of the Act.

10.1 AUDIT PANEL - APPOINTMENT OF INDEPENDENT MEMBER

(2) For the purposes of section 85A(1)(d) of the Act, the following matters are specified as the matters that an Audit Panel is to consider in a review of the relevant council's performance:

(a) whether the annual financial statements of the council accurately represent the state of affairs of the council;

(b) whether and how the Part 7 plans are integrated and the processes by which, and assumptions under which, those plans were prepared;

(c) the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the council has in relation to safeguarding its long-term financial position;

(d) whether the council is complying with the provisions of the Act and any other relevant legislation;

(e) whether the council has taken any action in relation to previous recommendations provided by the Audit Panel to the council and, if it has so taken action, what that action was and its effectiveness.

OFFICER'S COMMENT

In selecting appropriate members for the audit panel it is important for the Council to consider relevant skills and experience required by an audit panel. Audit panel members must possess good business acumen and sound management and communication skills. The composition of the audit panel should include a balance of professional skills, knowledge and technical expertise, as well as sufficient capacity, independence and objectivity to discharge its responsibilities.

Council's should also take into account the following when appointing Audit Panel members.

- Knowledge and expertise in the areas of audit practices and financial management and
- Knowledge of and experience in relevant industries and
- Experience with governance processes including, but not limited to, risk management.

It is also imperative that Audit Panel members exhibit an independence of mind in their deliberations. To maximise both the real and perceived independence of Audit Panel members, Council should consider an individual's past and present relationships with Council.

Independent members of the Audit Panel are to possess:

- Good business acumen
- Sound management skills
- Good communication skills
- Knowledge and expertise in audit practices
- Knowledge and expertise in financial management
- Experience with governance processes including but not limited to risk management.

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10.1 AUDIT PANEL - APPOINTMENT OF INDEPENDENT MEMBER

Knowledge of and skills in government, local government, not for profit organisations and organisations requiring a high degree of legislative compliance and delivery of projects and processes which offer solutions to complex community service obligations will be highly desirable in panel members.

The Audit Panel Working Group (Meander Valley, West Tamar, George Town and Break O'Day Councils) met on 6th September 2018, and reviewed the contractual arrangements with the shared Audit Panel Chairman and noted:

- *The Chairman is meeting legislative requirements appropriately*
- *Audit panels are generally working well*
- *The anticipated benefits of a shared Audit Panel Chairman seem to be being achieved*
- *There are no identified advantages to changing from the current arrangements*

Mr Steven Heryk has been the independent Audit Panel member for the last five years, he was reappointed as independent chair for a term one year in November 2018. Mr Heryk has indicated his willingness to continue in the role for another year. Appointment of Mr Heryk for a further year will bring his tenure with Council in line with that of the other Audit Panel Working Group member councils, at the conclusion of which a recruitment process could take place for a replacement joint chair. It is considered appropriate to maintain the existing independent member unchanged for a further period of one year.

Should Council seek to appoint an alternative to Mr Heryk, a recruitment process will be required.

RISK CONSIDERATIONS

Governance risk is considered to be higher when Council does not have an internal audit function. The appointment of an Audit Panel aims to reduce such risk.

FINANCIAL IMPLICATIONS

Council is required to meet the fees and expenses of the independent chairperson from its audit budget however elected members of the Audit Panel are not remunerated for their involvement on an Audit Panel.

Unbudgeted recruitment costs and additional fees and expenses may be incurred should Council wish to recruit an alternative independent member.

The annual cost of the independent chairperson are \$7,000 which is accommodated within Council's 2019/2020 budget.

OFFICER'S RECOMMENDATION

That Council confirms the appointment of Mr Steven Heryk, as the serving Independent Chairperson of the Audit Panel for a term of one year expiring 31 October 2020.

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10.1 AUDIT PANEL - APPOINTMENT OF INDEPENDENT MEMBER

DECISION

VOTING

For:

Against:

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11. COMMUNITY & DEVELOPMENT SERVICES

11.1 COMMUNITY GRANTS / ASSISTANCE

REPORT AUTHOR:	Community Officer
REPORT DATE:	2 nd October 2019
FILE NO:	23.2
ATTACHMENT/S:	(A) George Town Neighbourhood House Application (B) George Town Little Athletics Application (C) TS York Australian Navy Cadets Application (D) Lady Gowrie Tasmania Application (E) Star of Sea College Application (F) Bee Bop Dance Studio Application

SUMMARY

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

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 30th September 2019-

▪ Fee Remissions	\$1,364
▪ Assistance to Individuals	<u>\$ 600</u>
	<u>\$1,644</u>

The table below lists funding and fee remissions approved by the General Manager exercised by way of delegation as per Council's Community Assistance Policy No. 10:

- 9.1 *Applications for Assistance to Individuals pursuant to this policy will be submitted to, reviewed and approved by the General Manager*
- 9.2 *Applications for Fee Remission Assistance pursuant to this policy will be submitted to, reviewed and determined by the General Manager where the request for assistance is up to \$500.*

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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	Fee Remission – Memorial Hall for annual Installation Banquet	\$270
Tamar FM	Fee Remission – Part Hire Fee for GFC – Monthly Markets	\$320
ALLOCATION		20,000
GRANT FUNDING REMAINING		18,036

OFFICER'S COMMENTS

COMMUNITY ASSISTANCE PROGRAM – ROUND 1 2019-2020

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

1. George Town Neighbourhood House

A Community Grant application has been received from Neighbourhood House George Town to assist with the purchase of a Smoothie Bike. A Smoothie Bike is a stationary bike fitted with special blenders that spin as you pedal, mixing a smoothie.

OFFICER'S COMMENT

The completed Grant Application forms an attachment to this report.

George Town Neighbourhood House provides a range of support services to help individuals and families get back on their feet, social recreation, and education programs for adults and kids. Neighbourhood House is very active in the community, and undertake a variety of fundraising activities to support their services, their next major event being a New Year's Eve Festival.

A smoothie bike will provide Neighbourhood House with an additional form of fundraising at their events, and other community events held in the municipality. The bike is pedal operated, and is a novelty way of making smoothies.

The project cost is \$4,425 with Neighbourhood House seeking a Council grant of \$2,000.

RISK IMPLICATIONS

Risk in relation to providing \$2,000 to Neighbourhood House is considered low.

11.1 COMMUNITY GRANTS / ASSISTANCE

2. 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 in relation to Council approving this grant application is considered low.

3. TS York Australian Navy Cadets (TS York)

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 considered low.

11.1 COMMUNITY GRANTS / ASSISTANCE

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 Environmental Health 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 considered low.

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

Risk in relation to providing this Community Grant is medium, noting that insufficient funds are available in the short term for the purchase of identified equipment.

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11.1 COMMUNITY GRANTS / ASSISTANCE

A Community Grant Application was also received from Bee Bop Dance Studio. This application has not been recommended to Council for consideration as it falls outside the criteria as defined in Council's Community Assistance Policy (Policy No. 10) – Clause 9.4:

9.4 Eligibility

Organisations must:

- *Be incorporated not for profit, or auspiced by an incorporated organisation*
- *Be located within and/or must work to significantly benefit the George Town community*
- *Maintain Public Liability Insurance Cover (\$20 million minimum)*
- *Make application on the form provided by Council and must provide all required documentation and information*

What will not be funded:

- *Funding requests which are retrospective*
- *Ongoing administration and running costs*
- *Trophies or prize money*
- *Political activities*
- *Professional fundraising organisations*
- *Activities closely duplicating existing/current projects*

The application seeks a grant to enable cash prizes to be given to participants in Bee Bop's "Creative Kids Project".

OFFICER'S RECOMMENDATION

That Council:

1. gives consideration to providing a Community Grant of \$2,000 to George Town Neighbourhood House which will contribute to the purchase of a Smoothie Bike for use at Neighbourhood House and community events.
2. gives consideration to providing 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.
3. gives consideration to providing 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.
4. gives consideration to providing 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.
5. gives consideration to providing 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:

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11.2 MINOR COMMUNITY EVENTS PROGRAM & PROJECTS SPONSORSHIP FUND

REPORT AUTHOR: Community Officer

REPORT DATE: 15th October 2019

FILE NO: 23.2

ATTACHMENT: Minor Sponsorship Application – George Town Fire and Rescue

SUMMARY

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

STRATEGIC PLAN

Goal 02:

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

Key objective 2

Promote events and festivals that showcase George Town's community

FINANCES

The 2019/2020 budget allocation for the Minor Events & Sponsorship fund is \$15,000

The following allocations for the financial year 2019 / 2020 have been made:

Organisation	Amount \$
GTR Events – 2019 Spirit of Tasmania Tour of Tasmania	5,500
Balance	9,500

George Town Fire and Rescue

Council has received a community sponsorship application from George Town Fire and Rescue for funding of Honour Boards which will be placed within the George Town Station, and will pay tribute to members, past and present.

OFFICER'S COMMENT

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

Background

George Town Fire and Rescue (Emergency Services), are a voluntary organisation who have been providing fire suppression and road crash support to the community of George Town, and if required, other areas of the State, since 1954.

Sponsorship Proposal

George Town Fire and Rescue are seeking sponsorship from Council for the purchase of honour boards for placement within the local George Town Station. The identified honour boards are:

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11.2 MINOR COMMUNITY EVENTS PROGRAM & PROJECTS SPONSORSHIP FUND

- National Medal
- Tasmanian Fire Service Volunteer Medal
- State Emergency Service Medal
- Life Membership – George Town Fire Brigade
- Jubilee Medal
- George Town Fire Brigade Officer's Honour Board

The organisation believes it is important to have these honour boards in place to pay tribute to the members of the Brigade who have given exceptional service to the community, and the State.

RISK ASSESSMENT

Risk in relation to this item is considered minimal.

OFFICER'S RECOMMENDATION

That the report of the Community Officer be received and that Council:

1. Provides sponsorship of \$1,500.00 (exclusive of GST) to George Town Fire & Rescue, to fund the purchase of Honour Boards for placement in the local George Town Fire Station.

DECISION

VOTING

For:

Against:

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12. MAYOR

12.1 MATTERS OF INVOLVEMENT –MAYOR

FILE NO.: 14.11

REPORT DATE: 15th October, 2019

Mayor Cr Greg Kieser		
September	24	Chaired Council Workshop
	24	Chaired Ordinary Council meeting
	26	Met with Senator Abetz and George Town Liberals
	27	Attended the Regional Collaborative Framework
October	1	Met with Senator Polley, Senator Brown, Senator Urquhart and General Manager re regional issues
	1	Met with Federal Member for Bass
	2	Participated in an interview on Tamar FM re Healthy George Town
	2	Met with Federal Shadow Minister of Environment, Rebecca White MP, Michelle O'Byrne MP, David O'Byrne MP, John Pitt (NTDC Chairman) and General Manager
	2	Met with resident
	3	Attended Healthy George Town meeting
	3	Met with representatives Destination Action Plan
	3	Met with General Manager and Statutory Planner re Hillwood Subdivision
	3	Attended the launch of Healthy George Town
	7	Attended meeting with Mayors of Launceston and West Tamar Councils
	8	Chaired Council Workshop
	8	Met with the Hon Trevor Evans MP Assistant Minister for Waste Reduction and Environmental Management and Federal Member for Bass Bridget Archer at the Waste Transfer Station
	9	Attended meeting on Mountain Bike Trail discussions
	11	Attended meeting re Regional Collaboration Steering Committee
15	Attended Audit Panel meeting	

OFFICER'S RECOMMENDATION

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

DECISION

VOTING

For:

Against:

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13. GENERAL MANAGER

13.1 COUNCIL WORKSHOPS – SEPTEMBER/OCTOBER 2019

REPORT AUTHOR: General Manager

REPORT DATE: 15th October, 2019

FILE NO: 14.10

ATTACHMENT/S: Nil

SUMMARY

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

DATE AND PURPOSE OF WORKSHOP HELD

TUESDAY 24TH SEPTEMBER 2019

- Acknowledgement of Country
- User Pay System for Waste Transfer Station
- Batman Bridge
- Planning Scheme Review
- Rating Review

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 8TH OCTOBER 2019

- Acknowledgement of Country
- Regent Square Master Plan
- Healthy George Town
- Community Grants
- Budget Timelines
- Planning Review
- 10 Year Road Renewal Program
- George Town Safety Group Committee Terms of Reference
- Governance Issues

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

Apologies: Deputy Mayor Harris

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13.1 COUNCIL WORKSHOPS – SEPTEMBER/OCTOBER 2019

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 – 24th September 2019 and 8th October, 2019 from the General Manager.

DECISION

VOTING

For:

Against:

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13.2 2018/2019 ANNUAL REPORT

REPORT AUTHOR: General Manager

REPORT DATE: 16th October 2019

FILE NO: 17.1

ATTACHMENT: Circulated under separate cover to Councillors

SUMMARY

To recommend to Council that the 2018/2019 Annual Report, as circulated to Councillors under separate cover, be adopted.

BACKGROUND

The Annual report is a strategy document required under Section 36A of the Local Government Act 1993. The report contains:

- (a) a statement of its activities during the preceding financial year; and*
- (b) a statement of its performance in relation to the goals and objectives set for the preceding financial year; and*
- (c) The financial statements for the preceding financial year; and*
- (d) A copy of the audit opinion for the preceding financial year; and*
- (e) Any other information it considers appropriate or necessary to inform the single authority council or participating councils of its performance and progress during the financial year.*

Council has received and endorsed the financial statements and performance against the annual plan at its meeting on 27th August, 2019.

The 2019 Annual General Meeting (AGM) will be held on Thursday 14th November 2019 commencing at 6.00 pm, where the community will be invited to comment on the 2018/2019 Annual Report.

Goal 05

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

Key Objective 04

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

OFFICER'S COMMENT

There is no formal requirement in the Local Government Act, the Local Government (General) Regulations 2015 or the Local Government (Meeting Procedures) Regulations 2015 for a council to present its previous AGM's minutes or the Annual Report for adoption at an AGM.

The Local Government Division's checklist does however provide the following comments on good practice in relation to the preparation of an annual report:

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13.2 2018/2019 ANNUAL REPORT

Prepare and adopt an annual report as soon as possible after the end of the financial year, as recent information is of most relevance to readers. Copies of the report should be available to provide the community sufficient time to read the report before the Council's Annual General Meeting.

Based on the preceding comments it is recommended that Council adopts the 2018/2019 Annual Report.

The first of two notices of the 2019 Annual General Meeting will be placed in the Examiner newspaper on Saturday 26th October 2019 with the second notice on Wednesday 6th November 2019. *[The Local Government Act requires that an AGM is not held before 14 days after the date of the first publication of a notice.]* The Annual Report will be made publicly available after 4.00pm on Friday 31st October 2019 with submissions to the Annual Report closing at 12.00 noon Friday 8th November 2019.

Minutes of the 2019 Annual General Meeting will be presented to the December 2019 ordinary Council meeting for adoption.

The 2018/2019 Annual Report was discussed at the Council workshop held on the 22nd October 2019.

OFFICER'S RECOMMENDATION

That Council adopts the 2018/2019 Annual Report.

DECISION

VOTING

For:

Against:

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13.3 PROPOSAL FOR THE GEORGE TOWN COUNCIL RECONCILIATION ACTION PLAN

REPORT AUTHOR: General Manager

REPORT DATE: 11th October 2019

FILE NO: 14.101

ATTACHMENTS: (A) Reconciliation Tasmania Proposal for the George Town Council Reconciliation Action Plan
(B) Hepburn Shire Council Reflect Reconciliation Action Plan

SUMMARY

This report seeks Council endorsement to engage Reconciliation Tasmania to develop a Reconciliation Action Plan.

BACKGROUND

The municipality of George Town is home to a population of 6,931 (ABS Census 2018) of which approximately 4.4% identify as Aboriginal or of Torres Strait Islander origin.

Home to the Palawa peoples and abutting the kanamaluka (Tamar River) the municipality is steeped in rich aboriginal history and has a high representation of community who identify as being Aboriginal. George Town Council acknowledges the traditional and original owners of the land, their elders past, present and emerging and pays respect to those that have passed and acknowledge today's Tasmanian Aboriginal people who are the custodians of this land.

George Town Council has demonstrated its recognition and respect of its cultural history and its Aboriginal citizens and their relationship with country through a number of recent actions. Such actions include the incorporation of 'acknowledgement of country' at its meetings, events and within publications, and through the inclusion of an action within its 2019/2020 Annual Plan to capture and celebrate the tangible and intangible cultural assets of the municipality. Council has also committed to fund return transportation for community members to attend the 2019 Mannalargenna Day in December. Council has also commenced discussion with Reconciliation Tasmania on how it may embark on a journey of reconciliation.

Reconciliation Tasmania "is a wholly independent, neutral and registered 'not for profit' organisation which has been established to provide a safe and friendly place where all Tasmanians can seek to become involved in real reconciliation" (<http://rectas.com.au>). Reconciliation Tasmania presented to Council at its workshop 10 September 2019, informing Council of ways in which it can demonstrate its commitment to reconciliation including through the development of a Reconciliation Action Plan (RAP).

There are over 1,200 RAP's in place across the country with many Council's already participating.

RAP's provide a framework to guide organisations to achieve positive reconciliation outcomes. They are designed to meet the unique circumstances of an organisation by providing practical ways in which an organisation can contribute to the national movement in achieving reconciliation.

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There are four categories of RAP's designed to support organisations through the various stages of their journeys to reconciliation. These are Reflect, Innovate, Stretch and Elevate. It is suggested that the Reflect RAP is most appropriate for Council given its early stages to reconciliation. An example of a Reflect RAP is provided to Council for consideration in attachment B. Reflect RAP's provide foundational support for reconciliation across the municipality and organisation. Subsequent RAP's will build on the actions of the Reflect RAP as the Council and community matures in its journey to reconciliation.

Following the workshop of 10 September 2019, the General Manager invited Reconciliation Tasmania to submit a proposal to prepare the initial 'Reflect' RAP. Reconciliation Tasmania have since responded by providing a proposal to undertake the preparation of the RAP (attachment A). The proposal outlines the scope and methodology in which Reconciliation Tasmania recommend in the development of the RAP should Council choose to proceed.

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.

Key objective 4

Actively engage and consult with the community, notably young people and those from different cultural and economic backgrounds.

Goal 03

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

Key objective 2

Support the conservation efforts of our Aboriginal and European heritage.

RISK IMPLICATIONS

Successful delivery of actions from a RAP will be dependent on commitment and partnership from Council, staff and community.

By not undertaking a broad procurement process there is a risk that the proposal submitted by Reconciliation Tasmania does not represent best value. The General Manager has researched costs associated with the development of RAP's on the mainland and is satisfied that the submission from Reconciliation Tasmania's represents good value and is competitively priced.

STATUTORY REQUIREMENTS & RELATED COUNCIL DOCUMENTS

There is no legislative requirement for Council to develop a Reconciliation Action Plan, however actions arising from a RAP may be informed by planning legislation and or the Aboriginal Heritage Act 1975.

13.3 PROPOSAL FOR THE GEORGE TOWN COUNCIL RECONCILIATION ACTION PLAN

Part 16, Division 2A, Section 333B of the *Local Government Act 1993*, requires Council to adopt and comply with a code relating to tenders and contracts. Council's Code for Tenders and Contracts (policy no 27 – version 7) outlines the procurement process required for obtaining goods and services which requires Council to obtain at least two quotations (informal) for purchases valued between \$5,000 and \$15,000.

In accordance with Section 27 of the *Local Government (General) Regulations 2015*, Council's Code for Tendering and Contracts deals with exemptions for the requirement for tender for goods and services. Council's Code for Tendering however does not explicitly deal with exemptions from obtaining quotes for procurement of goods and services valued below the tender threshold. In the absence of a prescribed exemption process for non-tender procurement methods, the General Manager has applied guidelines for the exemption from tender requirements in this instance as prescribed in the Regulations and Council policy. Specifically, Section 27 non-application of public tender process:

(i) a contract for goods or services, if the council resolves by absolute majority and states the reasons for the decision, being that a satisfactory result would not be achieved by inviting tenders because of

(iii) the unavailability of competitive or reliable tenderers.

The General Manager has formed the view that a procurement process as prescribed within Council's Code for Tendering and Contracts is likely to have not resulted in an improved outcome for Council given the specialist nature of developing Reconciliation Action Plans and the limited specialists available within Tasmania to perform such services.

FINANCIAL IMPLICATIONS

Reconciliation Tasmania's submission to prepare a RAP for Council is \$15,250 (ex GST). The timeframe to develop a RAP may extend into the 2020/2021 financial year, however this report recommends Council allocates the full amount from the 2019/2020 budget. It should be noted that the submission from Reconciliation Tasmania excludes:

- Professional graphic art for RAP format, layout, artwork and photography
- Professional printing of the RAP document and associated promotional pieces – banners, flyers etc
- Catering costs for workshops; and
- RAP Launch event costs.

It is therefore envisaged that a budget of \$20,000 be allocated to accommodate the full cost of developing a RAP. As there is no budget allocation for this project is recommended that the expense is accounted for against the General Managers' consultants budget resulting in a potential overspend of \$20,000 effectively reducing forecast surplus from approximately \$106,000 to \$86,000. Officers will however, pursue saving opportunities throughout other operational areas to account for the overspend, reducing the likelihood of a reduced surplus, Should Council choose to proceed this financial year.

CONSULTATION

The development and implementation of a RAP may recommend a number of groups to consult with such as (but not limited to):

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- Council and Council staff
- Aboriginal Elders Council of Tasmania
- Aboriginal Land Council of Tasmania
- Aboriginal Heritage Tasmania
- Local Aboriginal community
- Broader community

The RAP may also recommend the establishment of a reconciliation reference group or committee.

OFFICER'S COMMENTS

The development of a RAP sets the path for Council in partnership with community to implement reconciliation initiatives, and demonstrates Council's genuine commitment to the achieve reconciliation. Council in considering the officer's recommendation should note the following options:

That Council:

1. Approve overspend of \$20,000 from the 2019/2020 General Managers' budget for consultants for the purposes of development of a Reconciliation Action Plan; or
2. Refer the development of a RAP to the 2020/2021 budget process; or
3. Choose not to develop a RAP at this point in time.

Regardless of the option selected by Council, it is recommended that Council receive an amended draft Code for Tendering and Contracts that addresses exemptions for under tender thresholds.

OFFICER'S RECOMMENDATION

That Council:

1. Approve overspend of \$20,000 from the 2019/2020 General Managers' budget for consultants for the purposes of development of a Reconciliation Action Plan;
2. By absolute majority resolves to engage Reconciliation Tasmania to undertake the development of a Reconciliation Action Plan for George Town Council having not undertaken a procurement process in accordance with its Code for Tendering and Contracts (policy no 27 – version 7) as it is satisfied that such a process would not result in an improved outcome for Council given the specialist nature of developing Reconciliation Action Plans and the limited specialists available within Tasmania to perform such services.
3. Requests the General Manager provide Council with an amended Code for Tendering and Contracts for its consideration that addresses exemptions under tender thresholds.

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DECISION

VOTING

For:

Against:

14. PETITIONS

Nil.

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15. NOTICES OF MOTIONS

Nil.

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.

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17. COUNCIL COMMITTEE REPORTS

17.1 GEORGE TOWN COMMUNITY SAFETY GROUP COMMITTEE MEETING

REPORT AUTHOR: Executive Support and Governance Officer

REPORT DATE: 14th October, 2019

FILE NO: 22.24

ATTACHMENT/S: George Town Community Safety Group Committee Confirmed Minutes – 3rd September 2019

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 1st October, 2019.

The Committee at this meeting resolved the following motions:

1. To accept the minutes of the 3rd September, 2019 as an accurate record of that meeting (attached).
2. That Council appoint a Deputy Chair for the George Town Safety Group Committee meeting.
3. The requirement for a police check as per the Terms of Reference for the George Town Safety Group Committee members is to be paid for by Council.
4. That the George Town Safety Group Committee request permission from the George Town Council to include in its Terms of Reference: Should the Chair and Deputy Chair be unavailable at a meeting, the members of the George Town Safety Group Committee can nominate a Chair from those members present.

The Committee also agreed:

1. The removal from the Terms of Reference “a position on the Committee will be declared vacant if that position has three consecutive absences without having been excused”; and
2. To change from “A quorum shall be 50% of the membership of the Committee plus one” to “A quorum shall be four (4) members plus the Chair.”

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

Committee members are required to have a police check for serious crimes as per the Terms of Reference. A Police check will cost \$45.00 per member and would be required every four (4) years as “*appointments to the Committee are for the term of the Council.*”

CONSULTATION

The new Terms of Reference have been discussed with the Committee members at their 1st October, 2019 meeting.

OFFICER’S COMMENTS

The Terms of Reference for the George Town Community Safety Committee were adopted via resolution 178/19 by the George Town Council on the 24th September, 2019. This was to provide the establishment and governance of the George Town Community Safety Committee.

The Committee has reviewed the Terms of Reference and have provided recommendations to Council.

OFFICER’S RECOMMENDATION

That Council:

1. Accept the minutes of the George Town Safety Group Committee meeting of 3rd September, 2019 as an accurate record of that meeting. (Attached)
2. That Council appoint as Deputy Chair for the George Town Safety Group Committee meeting.
3. Accept the requirement for a police check as per the Terms of Reference for the George Town Safety Group Committee members be paid for by Council.
4. Include in the Committee’s Terms of Reference: Should the Chair and Deputy Chair be unavailable at a meeting, the members of the George Town Safety Group Committee can nominate a Chair from those members present.
5. Accept the removal from the Terms of Reference “a position on the Committee will be declared vacant if that position has three consecutive absences without having been excused”; and

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17.1 GEORGE TOWN COMMUNITY SAFETY GROUP COMMITTEE MEETING

6. Change from “A quorum shall be 50% of the membership of the Committee plus one” to “A quorum shall be four (4) members plus the Chair.”

DECISION

VOTING

For:

Against:

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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 24th September, 2019

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

Item 2 Legal Matter

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

Item 2 Tender Award - RFT04/19 Periodic standing contracts 01 July 2019 to 30 June 2021

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