

**Minutes of the Meeting
of the Glenorchy City Council
held at the Council Chambers
on Monday, 15 January 2018 at 3.00 p.m.**



Present: Commissioner Sue Smith (Chair)

In attendance: Mr. T. McMullen (General Manager), Mr. S. Scott (Acting Director, Corporate Governance), Mr. D. Ronaldson (Acting Director, Community, Economic Development and Business), Mr. S. Mohamed (Acting Director, City Services and Infrastructure), Mr. B. Richardson (Acting Chief Financial Officer), Mr. B. Hannan (Acting Manager, Governance and Risk), Ms. C. Higgins (Manager Legal and Property), Mr. F. Chen (Manager, Infrastructure, Engineering and Design), Mr. G. Blackwell (Engineering Projects Officer), Ms. E. McGoldrick (Acting Manager, City Strategy and Economic Development), Mr. R. Frankcombe (Manager, Works), Ms. K. Whitbread (Acting Manager, Community and Customer Service), Ms. S. Hill (Acting Child Care Coordinator), Mr. A. Askey (Acting Manager, Environment and Development), Mr. E. Brown (Acting Manager, Waste Services), Mr. A. Wooldridge (Strategic Procurement Coordinator), Mr. S. Spinks (Manager, Property Assets), Ms. C. Docking (Communications and Marketing Officer), Ms. G. Hunt (Acting Waste Services Coordinator)(for Item 24) and Mrs. J. King (Mayoral and Executive Support Officer).

The Chair began the meeting by giving an Acknowledgement of Country, paying respect to the Tasmanian Aboriginal Community.

The Chair then read a statement regarding Work Health and Safety at the Council Meeting.

The Chair also advised that due to an equipment malfunction, the audio of today's meeting could not be recorded and the Council Chambers microphones were not working.

1. APOLOGIES

None.

2. CONFIRMATION OF MINUTES

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That the minutes of the Council Meeting held on Tuesday, 12 December 2017 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

None.

4. PECUNIARY INTEREST NOTIFICATION

None.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

6. PUBLIC QUESTION TIME (15 MINUTES)

Mrs. Kaye Smith, Constance Avenue, Glenorchy

On behalf of the public gallery I would like to thank you for your guidance and help to the Glenorchy community over these past difficult months. We feel you have stabilised a mostly sinking ship and the fact that we didn't lose more staff in the process is a credit to your skills.

As you have said in your article in the Gazette, we have a journey in front of us but we all hope and pray that the new Council can and will continue to move forward.

So once again thank you.

7. PETITIONS/DEPUTATIONS

None.

COMMUNITY

8. NEW GLENORCHY CITY COUNCIL WEBSITE

File Reference: Web - Internet Project Work

Reporting Brief:

This report details the completion of the new Glenorchy City Council website project.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

1. NOTE the completion of the Glenorchy City Council external website project
2. NOTE the work undertaken by the project steering committee and formally congratulate committee members for their efforts, and
3. REQUEST an annual update to Council on the progress on the new website.

9. CHILD CARE CONNECTIONS POLICY AND PROCEDURES REVIEW

File Reference: Child Care Connections

Reporting Brief:

The purpose of this report is to recommend that Council adopts eleven (11) revised Child Care Connections Policies and Procedures.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

ADOPT the following revised Child Care Connections Policies and Procedures:

1. Abandoned Child ([Attachment 1](#))
2. Administration of First Aid ([Attachment 2](#))
3. Administration of Medication ([Attachment 3](#))
4. Animals in the Environment ([Attachment 4](#))
5. Asthma Management in Children ([Attachment 5](#))
6. Biting ([Attachment 6](#))
7. Building Positive Relationships and Interactions with Children / Behaviour Guidance ([Attachment 7](#))
8. Clothing and Comfort ([Attachment 8](#))
9. Collaborative Partnerships with Families and Communities ([Attachment 9](#))
10. Cultural Competence / Respect for Diversity ([Attachment 10](#)), and
11. Nappy Changing and Toileting Policy ([Attachment 11](#))

ENVIRONMENT

10. GLENORCHY CBD REVITALISATION PROJECT PROGRESS UPDATE (30 OCTOBER 2017 TO 15 JANUARY 2018)

File Reference: CBD Steering Committee

Reporting Brief:

This report provides the bi-monthly update to Council on the progress of the Glenorchy CBD Revitalisation Project.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

RECEIVE and NOTE the CBD Revitalisation Project bi-monthly progress report for the period from 30 October 2017 to 15 January 2018.

GOVERNANCE

11. ADOPTION OF NEW AND UPDATED COUNCIL POLICIES

File Reference: Council Policy

Reporting Brief:

The purpose of this report is to recommend that Council adopts two (2) new policies and three (3) updated policies.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

Recommendation:

That Council:

1. ADOPT the Fraud Control and Corruption Prevention Policy in the form of Attachment 1
2. ADOPT the Receipt of Gifts and Benefits Policy in the form of Attachment 2 with the following amendments:

- (a) in the definition of 'Hospitality' change the two references to 'Council officers' to 'Council officials', and
 - (b) in the 'Reporting and availability of register' section, change the word 'periodically' to 'annually'
- 3. ADOPT an updated version of the Nominations and Appointments to Committees and Other Bodies Policy containing the amendments in the version forming Attachment 3
- 4. ADOPT an updated version of the Meeting Procedures Policy containing the amendments in the version forming Attachment 4 and the following additional amendments:
 - (a) in the 'Petitions' section correct 'and a its subject matter' to 'and its subject matter', and
- 5. REFER the proposed amended Support and Reimbursement of Expenses to Aldermen Policy to the next full meeting of Council for further consideration.

12. AUDIT PANEL CHARTER - BIENNIAL REVIEW

File Reference: Audit Panel

Reporting Brief:

The purpose of this report is to recommend that Council adopts an updated version of its Audit Panel Charter.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

ADOPT the revised Audit Panel Charter as endorsed by the Audit Panel at its 8 December 2017 meeting.

13. CORPORATE CREDIT CARD DIRECTIVE

File Reference: Council Directives

Reporting Brief:

To brief Council on the Corporate Credit Card Directive, which replaces the outdated Purchasing Card Procedures.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

1. NOTE the General Manager's approval of a revised Corporate Credit Card Directive as set out in Attachment 1 which has been prepared in response to recent findings and recommendations by the Tasmanian Audit Office and the Glenorchy City Council Board of Inquiry and for consistency with the Code for Contracts and Tendering adopted by Council on 10 July 2017, and
2. NOTE that Management continues to monitor the use of corporate credit cards by Council staff on an on-going basis, including assessment of the appropriate number of cardholders and standardisation of the corporate credit card transaction limit.

14. GOOD GOVERNANCE FRAMEWORK - AUDIT

File Reference: Good Governance Framework

Reporting Brief:

This report is to brief Council on the Good Governance Framework desk-top audit outcomes and associated actions.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

- (a) NOTE the Good Governance Framework Desk Top Audit (Attachment 1), and
- (b) NOTE that Management will draft an Action Plan to assist with the prioritisation of ongoing activities to ensure that Council's Good Governance Framework is implemented throughout the organisation.

15. POSITION OF GENERAL MANAGER - TEMPORARY ABSENCES

File Reference: Delegations

Reporting Brief:

The purpose of this report is to rescind an obsolete delegation with respect to the position of General Manager being able to appoint an acting General Manager under section 61 of the *Local Government Act 1993* (**LG Act**) for short periods.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

- (a) RESCIND the General Manager's delegated authority to appoint acting General Managers under section 61 of the *Local Government Act 1993* for periods not exceeding five (5) weeks as per Council's resolution of 12 August 2002
- (b) NOTE that the Mayor and Council have express powers to deal with future General Manager absences under section 61B of the *Local Government Act 1993*, and
- (c) NOTE that Council may appoint a person to act in the office of general manager during every absence of the general manager.

16. AUDIO RECORDINGS OF PAST CLOSED COUNCIL MEETINGS

File Reference: Audio Recordings

Reporting Brief:

This report is to brief Council of the recommended course of action to destroy all past copies of closed Council meetings held by Council, in accordance with Council's Audio Recording of Council Meetings policy.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

- (a) RESOLVE that all past copies of the audio recordings of closed Council meetings held by Council be destroyed in accordance with the 'Audio Recording of Meetings of Council' Policy, and
- (b) NOTE that the General Manager will write to those ex-Aldermen who have received copies of audio recordings of closed Council meetings requesting that they destroy the same and advise Council of their compliance via statutory declaration.

17. TARGETED REVIEW OF THE LOCAL GOVERNMENT ACT 1993

File Reference: Local Government Act

Reporting Brief:

The purpose of this report is to inform Council of the result of the recommendations to the *Local Government Act 1993 (LG Act)* arising from the targeted review undertaken by the State Government.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

NOTE the changes to the *Local Government Act 1993* arising from the targeted review undertaken by the State Government.

18. 2017 ANNUAL GENERAL MEETING

File Reference: AGM

Reporting Brief:

To report on the 2017 Annual General Meeting as required by Section 72B(6) of the *Local Government Act 1993* and consider motions that were passed at that meeting.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

NOTE the motion passed at Council's 2017 Annual General Meeting to accept the Glenorchy City Council Annual Report 2016-17.

19. PROCUREMENT EXEMPTIONS - MONTHLY REPORT

File Reference: Procurement

Reporting Brief:

This report provides a monthly update to Council on exemptions that have been applied to the procurement requirements under Council's Code for Tenders and Contracts.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

RECEIVE and NOTE the monthly Procurement Exemptions Report for the period 7 December 2017 to 11 January 2018.

20. CORPORATE PERFORMANCE INDICATORS - NOVEMBER 2017

File Reference: Traffic Lights

Reporting Brief:

The purpose of this report is to present Council's Corporate Performance Indicators as at the end of November 2017.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

NOTE the information provided by the Corporate Performance Indicators for November 2017.

21. ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT

File Reference: Actions List - Council Meetings

Reporting Brief:

To provide Council with the Actions List (Open Council Meeting), updated following the Council meeting on 12 December 2017.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 12 December 2017 Council meeting.

22. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE

None.

The General Manager made a statement thanking Commissioner Smith for her work with Council during her term of Commissioner and wishing her well for the future.

Commissioner Smith made a statement thanking the General Manager, Council staff and the Glenorchy Community for their support.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That the meeting be closed to the public to allow discussion of matters that are described in Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*.

CLOSED TO MEMBERS OF THE PUBLIC

23. APPLICATIONS FOR LEAVE OF ABSENCE

COMMUNITY

22. KERBSIDE REFUSE AND RECYCLING COLLECTION SERVICES TENDER

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2)(d) (Contracts and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.).

GOVERNANCE

25. AUDIT PANEL MINUTES AND CHAIR'S REPORTS: 28 JUNE 2017 TO 8 DECEMBER 2017 MEETINGS

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.)

26. STANDING EXEMPTIONS TO CODE FOR TENDERS AND CONTRACTS

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2)(c) (Commercial information of a confidential nature that, if disclosed, is likely to: prejudice the commercial position of the person who supplied it; confer a commercial advantage on a competitor of the Council; or reveal a trade secret.), (2)(d) (Contracts and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.)and (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.).

27. UPATE ON BERRIEDALE CARAVAN PARK

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2)(b) (Information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the Council is conducting, or proposes to conduct, business.)and (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.).

28. UPDATE ON KGV DISPUTE

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2)(b) (Information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the Council is conducting, or proposes to conduct, business.), (2)(c) (Commercial information of a confidential nature that, if disclosed, is likely to: prejudice the commercial position of the person who supplied it; confer a commercial advantage on a competitor of the Council; or reveal a trade secret.), (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.) and (2)(i) (Matters relating to actual or possible litigation taken, or to be taken, by or involving the Council or an employee of the Council.).

29. ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential.).

30. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)

The following item was included on the agenda under regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015*.

31. PROCUREMENT EXEMPTION REQUEST – BITUMEN CONTRACT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2)(d) (Contracts and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.)

The following item was included on the agenda under regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015*.

32. PROCUREMENT EXEMPTION REQUEST – LABOUR HIRE CONTRACT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Section 15(2)(d) (Contracts and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.)

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That the meeting be re-opened to the public .

The meeting closed at 5.48 p.m.

Confirmed,

CHAIRMAN