

**Minutes of the Meeting
of the Glenorchy City Council
held at the Council Chambers
on Monday, 15 February 2016 at 3.00 p.m.**



Present: Aldermen K. Johnston (Mayor), H. Quick (Deputy Mayor), J. Dunsby, C. Lucas, H. Nielsen, D. Pearce, S.E. Slade and M. Stevenson.

In attendance: Mr. P. Brooks (General Manager), Ms. S. Iskandarli (Director Corporate Governance and General Counsel), Mr. E. Reale (Director City Services and Infrastructure), Mr. T. McMullen (Director Community, Economic Development and Business), Ms. K. Hudson (Manager Legal and Property), Mr. S. Scott (Manager Governance and Risk), Mr. C. French (Manager Business and Finance), Mr. D. Ronaldson (Manager Community and Customer Service), Mr. P. Garnsey (Manager Environment and Development), Ms. M. Legg (Commercial and Property Lawyer), Mr. S. Francombe (Manager Works), Ms. D. Berry (Manager People and Safety), Mr. R. Grierson (Manager Infrastructure, Engineering and Design), Mr. S. Mohamed (Manager Waste Services), Mr. A. Mousavi (Transport Engineer), Ms. K. Williams (Coordinator Planning Services), Mr. A. Askey (Coordinator Building/Plumbing Services), Ms. L. Byrne (Strategic Planner) and Mrs. J. King (Mayoral and Executive Support Officer).

Ms. Lynn Mason (member of the Board of Inquiry)

Mr. P. Oxley (Chair - Audit Panel)

Mr. D. Sales and Mr. R. Hogan (Audit Panel)(for Item 20.1)

**Workshops held since
last Council Meeting**

Date: Monday, 1 February 2016

Purpose: To discuss:

- Tasmanian Fire Service – Bushfire Mapping

The meeting was opened with a prayer by Rev. Jeff Gray.

1. APOLOGIES

Aldermen J. Branch-Allen and S. King.

2. CONFIRMATION OF MINUTES

Resolution:

PEARCE/LUCAS

That the minutes of the Council Meeting held on Monday, 25 January 2016 be confirmed.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson

AGAINST:

The motion was CARRIED.

3. ANNOUNCEMENTS BY THE CHAIR

None.

4. PECUNIARY INTEREST NOTIFICATION

The Chairperson asked if any Aldermen had or were likely to have a pecuniary interest in any items on the Agenda.

No declarations of pecuniary interest were declared.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

6. PUBLIC QUESTION TIME (15 MINUTES)

Mr. Ross Harris – Northern Suburbs Light Rail Committee

Question regarding Agenda Item 10 – the Glenorchy Skate Park.

Concerned regarding the location of the proposed Skate Park. This is a threat to the future potential Trans-Rail hub. The Committee is looking at opportunities for the rail corridor and urge the Council to look at alternative locations.

Questions:

- Have alternatives been considered?
- Has the community been consulted?

General Manager: Public consultation has not commenced. The location is still being determined. There are a number of other sites being looked at. The Report is for information only, not for Council decision.

Alderman Slade: Does the Mayor have any conflict of interest in relation to this matter?

Mayor: Confirm no pecuniary interest – there is no financial advantage for myself or my relative in relation to this.

Mr. Martin Watkins – Claremont

Social Media

At around the time of the last election I was acting convenor and we were talking about communicating with the community. The idea of a Facebook page came up and was brought forward. At a precinct meeting attended by the Mayor and other Council staff it was suggested that Council would have a Facebook page up and coming. When is this going to happen?

General Manager: Agenda refers to the website. The 'timing' revolves around that process.

Acting Director, Community, Economic Development & Business: Management has three quotes from web developers and we are in the process of deciding which quotation will be accepted. The Web Project is intended to be delivered by June 2016.

7. PETITIONS/DEPUTATIONS

None.

COMMUNITY

8. ANNOUNCEMENTS BY THE MAYOR

File Reference: Mayoral Announcements

Reporting Brief:

To receive the announcement of events by the Mayor.

Resolution:

LUCAS/QUICK

That Council:

1. RECEIVES the announcements about the activities of the Mayor's office for the period 22 January to 9 February 2016.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson.

AGAINST:

The motion was CARRIED.

9. PARKING STRATEGY WORKING GROUP - TERMS OF REFERENCE

File Reference: Parking Working Group

Reporting Brief:

The purpose of this report is to seek Council's endorsement for the terms of reference associated with the Parking Strategy Working Group.

Resolution:

PEARCE/SLADE

That Council:

ENDORSES the Terms of Reference for the Parking Strategy Working Group so that the Group can operate and function under those Terms.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson.

AGAINST:

The motion was CARRIED.

10. KGV SKATE PARK

File Reference: KGV Skate Park

Reporting Brief:

This Report is to update the Council on the progress of the design and construction of a new Skate Park within the City of Glenorchy (at a location to be determined) pursuant to a Grant Deed dated 15 June 2015.

Resolution:

DUNSBY/STEVENSON

That Council:

RECEIVES and notes the update on the relocation and construction of the Skate Park and that there be extended community consultation about the location of the Skate Park and further report come back to Council, giving consideration to Council's strategic plan and projects, before the final location is determined by Council.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Quick, Johnston, Lucas and Stevenson.

AGAINST: Aldermen Slade and Nielsen.

The motion was CARRIED.

11. REQUEST TO USE COUNCIL'S COAT OF ARMS

File Reference: GCC Coat of Arms

Reporting Brief:

To consider a request for permission to use the Glenorchy City Coat of Arms by a member of the community.

Resolution:

SLADE/PEARCE

That Council:

NOTES the General Manager has exercised his delegation with respect to the Council's Coat of Arms, by the General Manager granting permission for Mr. Jack Allen to use Council's Coat of Arms for the purpose of a commemorative wall plate and that Mr. Allen has been provided with the decal of the Council's Coat of Arms for this purpose.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson.

AGAINST:

The motion was CARRIED.

GOVERNANCE

12. CHANGES TO PLANNING LEGISLATION AND DEVELOPMENT OF DRAFT PROVISIONS FOR TASMANIAN PLANNING SCHEME

File Reference: Planning Scheme Review

Reporting Brief:

To provide an overview and update on:

- Recent amendments to the *Land Use Planning and Approvals Act 1993* (LUPAA) that introduce legislation for the single Tasmanian Planning Scheme.
- Progress on the development of the Draft Tasmanian Planning Scheme provisions.

Resolution:

SLADE/PEARCE

That Council:

NOTES the recent amendments to the *Land Use Planning and Approvals Act 1993* that introduce legislation for the single Tasmanian Planning Scheme and progress on the development of the Draft Tasmanian Planning Scheme provisions.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson.

AGAINST:

The motion was CARRIED.

13. COUNCIL POLICIES

File Reference: Council Policies

Reporting Brief:

This report is to seek Council's adoption of a revised 'Event Management Policy' and the rescission of two (2) obsolete Council policies: 'Format of Officers Reports' and 'Disposal of Clinical and Related Waste'.

Resolution:

DUNSBY/QUICK

That Council:

1. ADOPTS the 'Event Management Policy', as attached, to provide for the clarity and consistency with respect to the assessment of applications for a Place of Assembly licence under section 75 of the *Public Health Act 1997*.
2. APPROVES the rescission of the 'Format of Officers Reports' and 'Disposal of Clinical and Related Waste' policies.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson.

AGAINST:

The motion was CARRIED.

14. GCC COMMENTS ON BUILDING BILL 2015

File Reference: Building Act

Reporting Brief:

In December 2014 the Department of Justice initiated a review of the Tasmanian Building Regulatory Framework and since then a series of consultation, discussion and position papers have been released. Final submissions closed in January 2015 and the comments received have informed 53 recommended changes to the legislation.

The proposed changes will reduce Council revenue based on Building and Plumbing fees received in its current structure and are likely to increase compliance and enforcement obligations.

This report provides both a summary of the proposed new building legislation (*Building Bill 2015*, *Occupational Licensing Amendment Bill 2005*) and a detailed response to various individual sections of those *Bills*.

Resolution:

QUICK/NIELSEN

That:

- a) Council RECEIVES and NOTES the report on the comprehensive review of the Tasmanian Building Regulatory Framework.
- b) Council APPROVES the attached 'GCC detailed response – Building Bill 2015' to be forwarded to the Department of Justice as the Council endorsed comments on the proposed draft *Building Bill 2015*.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson.

AGAINST:

The motion was CARRIED.

15. ACTIONS LIST - UPDATE REPORT

File Reference: Actions Register - Council Meetings

Reporting Brief:

Actions List updated following 25 January 2016 Council meeting.

Resolution:

SLADE/STEVENSON

That Council

1. NOTES the Actions Register, as updated following the 25 January 2016 Council meeting.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson.

AGAINST:

The motion was CARRIED.

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

Alderman Slade – Brooker Highway Roadworks

Concern re statement by State Growth that there would be 2 lanes open for certain period. There has been only one lane despite it being only early days.

Mayor: We can communicate this.

The General Manager: Manager Community Development and Customer Service Mr Ronaldson is the contact person from Glenorchy City Council and he will contact State Growth about this issue and send a response email to Alderman Slade.

Alderman Pearce

Ask question of the Mayor – re statement to ‘clean up and clean out the Council’.

Does the Mayor fully support the General Manager and all staff? Does she stand by her election statement, and if so, how does she intend to do it?

Mayor: Statement about the “clean up Glenorchy” was the result of extensive consultation about the communities needs and a strong desire to see an improvement in the look of the city. In terms of ‘clean out the council’, this was again as a result of extensive consultation with the community who had expressed to me a strong desire to see fresh eyes, ensure transparency and accountability and that Council performs its functions in accordance with the Act and Regulations. I remain committed to both of these.

Alderman Pearce:

As Mayor of Council, do you support the GM?

The comments made last year in the Council Meeting and in the media that you do not have any confidence in the General Manager?

Mayor: I have an obligation to work with the General Manager and do this to the best of my ability despite constraints.

Mayor: I made those comments last year that I have no confidence in the General Manager and those comments were relevant to the particular circumstances at that time.

16.1. QUESTION ON NOTICE 1 - ALDERMAN K. JOHNSTON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Communication Strategy:

Council has identified the strategic importance of developing a communication strategy. It is noted that Council's only Communication and Marketing Officer left the employment of Council in early October 2015 and the position has not been filled.

- What is the GM doing to develop and implement a communication strategy including internal, external, community consultation and social media that had a target date for completion of 31 December 2014?
- Why hasn't the position been filled?

Answer

Under section 63 of the *Local Government Act 1993* it is the role of the General Manager to appoint the employees of the council. The employment and accordingly the appointment of any employee is based on a business case recommending the employment either for the implementation of strategy, or to conduct a specific project in order to provide services to the City of Glenorchy and its community.

The employment of the public relations officer has already been presented to the General Manager and it was recommended that this employment must be undertaken as a result of the Service Level Review and development of the Council's website.

The review of the current services will provide direction to management about what services we are currently providing to Council and its community in terms of public relations and what services we should be providing based on the benchmark assessment. This review process will assist Council to arm itself with the knowledge about the current communications and marketing and social media in the 21st century, and based on the review outcome Council will have a clear understanding about the requirements of the role and responsibilities of the position, and the skills sets the position will require.

Development of the Council's website from the IT point of view will assist in this process as well.

This position will play a significant role in the implementation of Council's Strategic Planning Framework, pride and image pillar.

In the meantime Council is using the services of an external and experienced media consultant.

Update on the progress about the Service Level Review and development of the website will be provided to Council at its Workshop on 29 February 2016.

16.2. QUESTION ON NOTICE 2 - ALDERMAN K. JOHNSTON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**Economic Development:**

Council's website describes an Economic Development Action Plan and provides information to potential investor that is in some instances approximately 6 years old. The Council's Strategic Plan states that we are 'Open for Business'.

- What priority has the GM given, and does he give to the development of an Economic Development Strategy for Glenorchy?
- When can the business community expect to be engaged in the process of developing the strategy?

Answer

Action 2.1.1 in the Annual Plan 2015-16 to 2018/19 adopted by Council in June 2015 states: *Develop an economic development strategy for Glenorchy.* This is identified as an action in the 2015/16 and 2016/17 financial year. It is anticipated that project planning would be undertaken in the remainder of 2015/16 and early 2016/17, with project delivery in the balance of 2016/17.

Engagement with the business community will be a critical part of the project and a communications plan will be reflected in the project plan, identifying the relevant stakeholders, engagement objectives and means of engagement.

In relation to web content, a project for the development of a new Council website is being progressed, with a project specification provided to web developers and three submissions received on 5 February 2016. This project will address the design, architecture and content of a new website and it is aimed to proceed with this project in the balance of 2015/16.

It is acknowledged that the economic development content on the current website is outdated. Work has been carried out to prepare new content and this will be a priority task for the new Co-ordinator City Strategy and Economic Development to complete upon their commencement in late February.

16.3. QUESTION ON NOTICE 3 - ALDERMAN K. JOHNSTON

File Reference:

Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**Council's FTEs**

In recent weeks there have been a number of employment positions advertised for Council.

- Can the GM please advise Council of the number of FTEs before the 2015 restructure?
- Can the GM please advise Council of the number of FTE's currently?
- Can the GM please advise Council of the target number of FTE's.

Answer

- **Can the GM please advise Council of the number of FTEs before the 2015 restructure?**
 - FTE at 31/1/2015 – 270.75
- **Can the GM please advise Council of the number of FTEs currently?**
 - FTE at 31/1/2016 – 254.07
- **Can the GM please advise Council of the target number of FTEs?**

This will be determined as a result of the Service Level Review

16.4. QUESTION ON NOTICE 4 - ALDERMAN K. JOHNSTON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**Governance Strategy**

The GM has regularly referred to the to the development of a "governance strategy" since 2013 and at the time advised Council that Ms Seva Iskandarli had been tasked with drafting the strategy.

- Why, after almost three years of the task being allocated, has Council not been presented with at least a draft strategy?
- When can Council expect the draft governance strategy to be presented for consideration?
- What consultation will Council undertake in the development of the strategy?

Answer

The development of the Governance Strategy is well under way and progressing successfully.

The Aldermen and the previous and the current Management have been and will be part of this process. A number of the pillars of the development of the Governance Strategy have already been actioned and in some cases have successfully been completed.

The examples of the progress of the pillars are:

- 1) Successful review and approval of a new Animal Management By –Law 2014;
- 2) Successful review of Council's legal matters and centralisation of the legal matters Council is dealing with. The outcome of this is that Council currently has a co-ordinated legal service which provides timely, quality, cost effective and efficient services to Council;
- 3) Review of the Audit & Risk Committee functions from the legal and governance perspective in line with the *Local Government (Audit Panels) Order 2014*. Advised and assisted Council in the establishment of the Audit Panel and developed Council's Audit Panel Charter;
- 4) Development of Council's Procurement Strategy which provides timely, quality, cost effective and efficient services to Council is progressing successfully;
- 5) Successfully commenced the review of Council's Policies and a number of policies have been reviewed and updated, a register has been developed and process put in place to continue the review and to monitor the progress and review dates;
- 6) Successful development of the policy and process of Audio Recording of Council Meetings which will begin in the March meeting;
- 7) Successfully commenced the development and progression of Council's overarching Work Health & Safety Strategy;
- 8) Successful development of Council's Risk Register and of Council's Risk Management Strategy which has received a number of compliments from internal and external parties;
- 9) Introduction of workshops for Council staff such as compliance;
- 10) Successful completion of the Envisage Seminars for Council's employees and their partners in which more than 70 Council employees participated. Glenorchy City Council is championing this area among the other Councils and received very positive feedback from the organisation of this programme, Sageco;
- 11) Successful launch of Ethical Decisions at Work for Outdoor Workforce programme with the Integrity Commission in which a number of Councils and corporate organisations, Mayors, Deputy Mayors, CEOs and senior staff and Council staff participated. Council received very positive feedback from the Integrity Commission in piloting and launching this programme in Tasmania;

- 12) Commenced the review of Council's Delegations Register;
- 13) Development of the template for policy and procedures is progressing; and
- 14) Review of the Environmental Health & Services By Law No. 1 of 2010 and Roads By Law No. 2 of 2002 is progressing.

The items in the list continues.

The development of the Governance Strategy is not one person's role but the role of the organisation and everybody in it.

The Director of Corporate Governance & General Counsel is the driver of the Governance Strategy under the leadership of the General Manager. The hard and excellent work of previous management and current management and their staff in pushing this process and achieving the success is much appreciated and it could not be done without their support and help.

16.5. QUESTION ON NOTICE 1 - ALDERMAN J. DUNSBY

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

The Learn Strategy and committee

It has been mentioned a number of times recently, particularly by Ald Branch-Allen, about the excellent work that the Learn Committee is doing. Could the General Manager please provide Council with an update on the achievements of this committee and their work plan? Could you also clarify who is on this committee and how regularly it meets?

Answer

The LEARN Committee currently comprises:

Alderman Jenny-Branch	Glenorchy City Council
Dr Chrissie Berryman	General Manager Skills Tasmania
Lorise Clark	Partnership Development Officer Faculty of Arts University of Tasmania
Bobby Court	Guilford Young College

Judy Travers	General Manager Learning Services (South)
Fiona Vagg	Manager Glenorchy LINC
Colleen Reardon	Operations Manager TCCI
Kirsha Kaechele	MONA
Bill Linton	Dept Education Assistant General Manager – Learning Services (South)
Christy-lee Hunt	Division Manager - TasTAFE
Dr Lesley French	A/G General Manager, Workforce Development & Training Skills Tasmania
Trish Ziegler	A/G Executive Support Officer Workforce Development & Training Industry & Business Development
Imogen Fullagar	Skills Tasmania

The Glenorchy LEARN Terms of Reference specify that the committee is to meet 6 times per year. After a hiatus following the recent GCC management restructure, the committee has reformed and met in November and December 2015, with the 2016 schedule of meetings being developed at this time.

To date, the committee has an adopted strategy 2014 – 2017 to sit alongside the existing terms of reference.

In February 2015 an extensive workshop was held that outlined possible priorities for the first 12 months of the committee's operation.

The committee is now reforming and re-scoping its environmental context following the hiatus.

The G LEARN committee has planned meetings 11th February and 10th March 2016 to progress this work.

Finally, G LEARN objectives are being supported through networking by GCC Community Development programs and networks outlined in the Glenorchy Youth Policy and Plan and GCC Children and Families Strategy.

16.6. QUESTION ON NOTICE 2 - ALDERMAN J. DUNSBY

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Audit Panel

Over the past few months I have made multiple requests the General Manager to provide me with copies of the Audit Panel agendas.

This information has not been forthcoming. Given that all Aldermen are accountable to the community for financial and risk management of the Council why is it that all Aldermen do not have access to this information? When can I expect to receive it?

Answer

It is of paramount importance that the Audit Panel should be able to function independently and free of any interference in its deliberations from individuals outside relevant Council officers and Audit Panel members.

Whilst the legislation and Audit panel Charter are silent on the matter, the Local Government Audit Panel's Best Practice Guide covers in brief some important elements with respect to Audit Panel transparency and independence:

*Arguably the **most important facet** of an audit panel is its **independence and objectivity**. An audit panel will achieve some independence by having independent members external to council and its operations. It is also imperative that audit panel members **exhibit an independence of mind in their deliberations**.*

*Independent members **must be** free from any management, business or other relationships that could interfere or be perceived to interfere with their ability to act in the best interests of the council. It is important for audit panel members to not only be independent, but also to be perceived in that way. This also means that potential pecuniary or non-pecuniary interests are in the first instance avoided, or at the very least openly declared.*

With this in mind, Senior Management are of the view that the distribution of the Audit Panel Agenda to parties outside Council officers and Panel members is not in the best interests of maintaining the Panel's independence and objectivity.

Rightfully or wrongfully, distribution of Audit Panel agendas might be perceived as an avenue whereby a third-party could raise questions with respect to the content of report findings prior to the Panel's deliberations and hypothetically debate the same with the Independent Chair (or indeed any other Panel member). This could be perceived as negating the ability of the Panel's members to remain free of potential interference.

Notwithstanding, the Audit Panel are not a decision-making body (merely make recommendations for Council to decide) and there is ample scope at a closed Council meeting for Aldermen to satisfy themselves that the Panel are doing what they need to do. If circumstances dictate otherwise, it is then open for Council to substitute a recommended Panel resolution with one of their own. This should necessitate that, other than the Aldermen on the Panel, the remaining Aldermen should be in a position to cast a fresh unfettered decision.

In summary, Senior Management taking into account good governance principles aforementioned will continue to limit the distribution of the Audit Panel Agenda to relevant Council officers and Audit Panel members. It is also open to the Audit Panel in its review of its Charter to recommend an alternative position for Council consideration.

Alderman Stevenson left the meeting at 4.56 p.m.

Alderman Stevenson returned to the meeting at 4.57 p.m.

Alderman Lucas left the meeting at 4.58 p.m.

Alderman Lucas returned to the meeting at 4.59 p.m.

Alderman Slade left the meeting at 5.02 p.m.

Alderman Slade returned to the meeting at 5.03 p.m.

16.7. QUESTION ON NOTICE 4 - ALDERMAN J. DUNSBY

File Reference:

Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**Safety and security at Council meetings - evacuation and lock down policies and procedures**

At the meeting held on 3 August 2015, I raised my concerns about the safety of all persons present during any meeting of Council, i.e., Aldermen, staff and members of the public. These matters were also raised by me in a request to the General Manager for creation of an Alderman's Handbook early in 2015. Could I please request information on what policies and procedures are in place for the safety and security of all in any emergency situation?

Answer

Glenorchy City Council have dedicated Wardens for emergencies such as a fire or similar evacuation requirements, they are located across the organisation with nominated Chief Wardens and Area Wardens within Council Chambers. All wardens undergo training for this role.

An Emergency Evacuation procedure for Chambers is contained within Council's Emergency Evacuation Plan.

Council is currently reviewing its contractor and visitor sign in/out process with consideration for out of hours meetings to incorporate emergency procedures/evacuation procedure including disability egress in the event of an emergency. These revised procedures will undergo a further review in consultation with Tas Fire for final implementation.

Glenorchy City Council Chambers has firefighting equipment located at numerous points within the facility. All of this equipment is inspected by a service professional through a scheduled maintenance programme. In addition to this Chambers has recently undergone an upgrade in its fire detection units. Response times for any event that requires emergency services are carried out in a short time frame, due to the advancements in fire detection and notification processes.

16.8. QUESTION ON NOTICE 5 - ALDERMAN J. DUNSBY

File Reference:

Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**Improvement Plan**

I note that the most recent Improvement Plan provided to me as an Alderman was dated 17 December 2013. When can Council expect an update along with an updated version of the Improvement Plan?

Answer

The Improvement Plan was an artefact of the CT Management review in 2012/2013.

As reported to the Council meeting in June 2014 at the time of adoption of the Annual Plan 2014/15 to 2016/17, Improvement Plan items were integrated into the Annual Plan following intensive Management Team strategic workshops.

The intention of this integration was to incorporate improvement initiatives into the very heart of the organisation's corporate planning.

This remains the case with the current Annual Plan 2016/17 to 2019/20 incorporating some 36 line items relating to Improvement Plan initiatives.

The Annual Plan was approved by Council on 1 June 2015.

16.9. QUESTION ON NOTICE 6 - ALDERMAN J. DUNSBY

File Reference: Question on Notice

Reporting Brief:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:**CBD Revitalisation Committee**

During my short time on Council there have been multiple references to and matters passed on for consideration by the CBD Revitalisation Committee. Could Council please be updated on what projects are being developed by this group?

Answer

Among other things, the CBD Revitalisation Steering Committee has been occupied with four principal initiatives since its establishment:

1. The development of a draft CBD Strategic Framework. This work identifies a range of urban design principles for the Glenorchy centre and has been undertaken by Inspiring Place on behalf of Council.

The principles from the draft CBD Strategic Framework have been influential in the development of a Specific Area Plan for the Glenorchy Activity Centre under the Glenorchy Interim Planning Scheme 2016, which seeks to improve urban design outcomes in the CBD.

2. Options generation and assessment for the \$500,000 Public Space Improvement Grant received from the State Government. Following Council workshop consideration on the subject, this was reported to Council at its meeting on 3rd August 2015, at which a proposal for a Children's Playground and Café proposal in front of the Council Chambers was selected after consideration of comprehensive business cases for both options. The proposal is currently on hold pending completion of the Accommodation Strategy. The Local Government Division has been formally advised of the current project status.
3. Advice and input to project preparation and planning for major CBD streetscape upgrade works to Main Road between Peltro and Terry Streets and Barry Street. This has included 3 dimensional modelling of the CBD, extensive traffic modelling on potential street configuration scenarios; and work towards an urban design consultancy to further the design. It is fully intended that these will be the subject of a future Council workshop (the relevant Council officer has been on long service leave over past months).
4. Consideration and support for a proposal for a trial of urban detail materials and finishes associated with the proposed Integrated Care Centre which might be applied to the future Main Road streetscape redevelopment works.

16.10. QUESTION ON NOTICE 7 - ALDERMAN J. DUNSBY

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Jan Dunsby submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

City Beautification

How has the General Manager implemented the decision of Council from 16 February 2015 around city beautification?

Answer

The minutes of 16 February 2016 on this issue are:

1. That a further report be provided on city beautification options once the Community Plan and Strategic Plan has been adopted.

Council has adopted its new Community Plan and its new Strategic Planning Framework and staff are currently working on a new 10 year Strategic Plan – 2016-2026. The issue of City Beautification will also be discussed and debated as part of the service level review.

In the meantime the CBD Revitalisation Masterplan Committee is currently working on a draft new revised streetscape for mostly the area outside the Northgate shopping centre which will include reconstruction of the Main Road, landscaping and upgrade of facilities along the Main Road area.

The southern end of the city's CBD is also being included as part of the draft CBD revitalisation and urban renewal strategy. This will ensure we have a consistent look and appeal in paving colours and patterns to match the new work that will be done further north to link the look and feel of the old and new. Maintenance of the CBD areas where the medium strip exists has also been made more regular in recent times; however there are WH&S implications in conducting median strip maintenance and higher costs.

A further report will be provided on city beautification options once the draft CBD Revitalisation strategy is completed.

16.11. QUESTION ON NOTICE 1 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

In the January Council meeting a question on notice on Councils 'Unbudgeted 2.5% Salary Increase' was asked. In providing an answer, it appeared more clarification was needed; and that clarification was to be provided within the week of the meeting, as indicated by the Acting General Manager at the meeting.

That clarification was not forth coming, and a follow up question was asked in the workshop the following week on when we would be provided the clarification. Again, it was indicated that this would be provided in that week. This was not forthcoming either.

- Why was this clarification not provided as indicated?
- Why was council not informed that an answer would not be provided as the Acting General Manager has indicated, twice?
- What is that clarification?

Answer

The answer to the “Unbudgeted 2.5% Salary Increase” was provided to Council at its meeting on 25 January 2016 in response to the Question on Notice by Alderman Stevenson. Attached is a copy of the Agenda Item 17 of 25 January 2016 and marked as Attachment A.

It is Council’s process that after each Council Meeting Management includes in the Action List the resolutions of the Council for implementation, and clarification questions, or questions raised by Aldermen for follow up answers.

The Action List with Management’s comments is then presented to Council at the next Council Meeting for its consideration and acknowledgement. Management will respond to some actionable items by email if the Council asked Management to respond to the question within a specified time, where it is reasonable, or Management gives a commitment that the answer will be provided within a specified timeframe.

In this case the Council put no timeframe, nor did the Management give any specific commitment about the timeframe for a response. However, a commitment was given that the clarification answer would be sent to Aldermen by email, and this was sent on 9 February 2016.

Alderman Lucas left the meeting at 5.20 p.m.

Alderman Lucas returned to the meeting at 5.21 p.m.

16.12. QUESTION ON NOTICE 2 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

In the 9 June 2015 Council Meeting, Council moved the following motion:

- That a brief projects and major operational items summary be provided at each council meeting.

In the July Council meeting the brief was not provided to council and I asked for clarification on when it would be presented. The minutes of the meeting indicate the following response:

'The General Manager advised that management will be seeking further clarification from Council in relation to the content of the reporting required by Council.'

Subsequent to these meetings, I have asked no less than three times on when the report will be presented to council. In the January meeting we were provided commentary from the Acting General Manager that the report would be presented to council in the next workshop.

This did not occur.

- Why has it taken so long for this report to be completed?
- How many times since 9 June 2015 has the General Manager sought clarification on what content was required by council?
- When will Council be provided this as a regular report within council meetings as required under the council motion of the 9 June?

Answer

The Resolution of 9 June 2015 Council Meeting states:

STEVENSON/PEARCE

That a brief projects and major operational items summary be provided at each council meeting.

The motion was put.

FOR: Aldermen Pearce, Branch-Allen, Dunsby, Slade, Quick, Johnston, Lucas, King and Stevenson.

AGAINST: Alderman Nielsen.

The motion was CARRIED.

The decision of the Council is broad and vague because Council undertakes a number of major projects which include both strategic-related and operational projects.

Subsequent to the Council Resolution of 9 June 2015 Management sought clarification or direction from Council about what type of 'major' projects the Council was referring to.

The Annual Plan which was adopted by Council on 1 June 2015 has more than 70 projects therein. The requested clarification is yet to be provided; nevertheless Management has sent an email to all Aldermen with the suggested projects to be discussed at the Workshop on 29 February 2016.

In relation to the date and time of the Workshop, there was no comment in the 25 January 2016 Meeting that this project update will be provided to Council 'in the next Workshop'. On the contrary Council was advised that Management will be presenting this project update in late February Workshop after which the Officer's Report will be presented to Council in its meeting on 15 March 2016 subject to the outcome of the 29 February 2016 Workshop.

16.13. QUESTION ON NOTICE 3 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Following the 2014 council elections, all committees were re-allocated in line with council policy. At this time a discussion occurred on the merit of some committees, and it was indicated a review of all committees would occur and be presented to council. It was also indicated that all committee minutes would be provided at each council meeting as an agenda item to ensure Alderman had the opportunity to review them.

- Other than committees themselves reviewing their terms of reference, what other review has occurred?
- Why hasn't the majority of committee's terms of reference documents been presented to council?
- When will the minutes of committee meetings be presented to council on an ongoing basis as indicated in 2014 by the General Manager?

Answer

It is the role of the Chairs of the Committees (Aldermen) to provide the confirmed minutes of the Committees to Management for inclusion in the Agenda for Council's acknowledgment and/or discussion.

It is the role of the Chairs to review the TORs or request the review of TORs of their respective Committees.

In the Council meetings it was discussed that Council has many Committees and there needs to be a holistic review of those Committees to decide whether Council wishes to have the current number of Committees it has.

This process could not be undertaken without having an approved Strategic Planning Framework. The purpose and functions of the Council Committees should be in line with Council's Strategic Planning Framework and Community Plan.

To achieve this goal Management has taken initiative to undertake an overall review of the Committees which has started from July 2015.

As an example of this review process Management had an individual or group meetings with the Chairs and Aldermanic members of the Committees in August and September 2015 where Aldermanic members have provided the overview and the purpose of the current committees they are involved in and their role and responsibilities on those Committees after the November 2014 and December 2014 Council Resolutions.

16.14. QUESTION ON NOTICE 6 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

In the February 2015 Council Meeting, Council considered several items in relation to waste management. As part of considering these items council voted in the negative on the item:

'Council does not approve a hard waste collection service due to additional costs to ratepayers and the accessibility inconveniences that will cause for footpath users and potential WHS challenges for workers.'

This seems to effectively approve a hard waste service.

In April we passed the following motion:

Council requests the Waste Management staff to further investigate the proposal provided by resource recovery collection and in the interim make available this information to GCC residents through promotional and media articles.

- What has occurred to progress this item since February 2015?
- How has Council provided information to GCC residents through promotional and media articles?

Answer

In the reading the motion it does appear that the motion was not carried, however this was not the intent of the resolution resulting from the debate. The spirit of the motion was not to provide the service at this point in time. In April 2015 a follow up report was put to Council the report had two (2) parts to the recommendation:

1. Council does not support a hard waste collection service, mainly due to additional costs to ratepayers and the potential environmental and WH&S impacts associated with the collection.
2. Council requests the Waste Management staff to further investigate the proposal provided by resource recovery collection and in the interim make available this information to GCC residents through promotional and media articles.

Minutes of the April 2015 follow up report are as follows:

*AMENDMENT**DUNSBY/STEVENSON*

Council requests the Waste Management staff to further investigate the proposal provided by resource recovery collection and in the interim make available this information to GCC residents through promotional and media articles.

Following Council resolution in April 2015 regarding the proposal by Resource Work Cooperative (Hobart Tip Shop), Waste Services staff liaised with the service provider and it was decided to advertise the pickup service by the Resource Work Cooperative in the local Glenorchy gazette newspaper for a three (3) month period.

The service advertisement was advertised for the three (3) month period in the June, July and August 2015 Gazette.

In addition to the above service promotion – GCC/Waste Services staff also promoted the Garage Sale Trail which is a national event for waste reuse and selling. GCC received a certificate for marketing and promotion in Tasmania.

The Resource Work Cooperative also advertise the free community pick up service on their website and GCC waste Services Staff direct people enquiring about this service to the Resource Work Cooperative.

16.15. QUESTION ON NOTICE 7 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Within the September 2015 meeting council endorsed the strategic planning framework, from which the Council's 10-year strategic plan was to be founded from. In the November meeting it is noted:

Alderman Stevenson Queried as to whether Council would be receiving an update on the Strategic Planning Framework and associated timelines before Christmas? General Manager: Stated that Council would be presented an updated progress report and associated timelines in the New Year.

- Why have we not been presented an update on the Strategic Plan and its development?
- When should be expect this plan to be completed for council review?

Answer

The status of work towards a 10 Year Strategic Plan 2016-2025 for Council is as follows:

STRATEGIC PLAN 2016 - 2025

Date	Event
19/1/2015	Council adopts City of Glenorchy Community Plan 2015 - 2025.
5 & 6/5/2015	Council Strategic Planning workshop facilitated by Greg Hudson. This workshop reviewed Council's strategic performance under the 2013-18 Interim Planning Scheme, reviewed the external opportunities and threats likely to face Council and took the first steps towards a strategic planning framework, including the confirmation of 5 community outcomes at the top strategic level and a first draft set of objective statements corresponding to each of these community outcomes.
1/9/2015	Management Team Strategic Plan Workshop facilitated by Greg Hudson.

	At this workshop, the new management team was briefed on the outcomes of the Council Strategic Planning workshop in May and identified suggestions for refinements to the language of some draft objectives.
14/9/2015	Council workshop on the Strategic Planning Framework, facilitated by Greg Hudson. At this workshop, the Aldermen were brief on the suggested refinements to the Strategic Planning Framework arising from the Management Team workshop on 1/9/2015.
13/10/2015	Management Team Strategic Planning Workshop facilitated by Greg Hudson. The Management Team developed a set of draft strategies based on the draft strategic planning framework.
21/10/2015	First draft Strategic Plan prepared by A/Manager City Strategy & Economic Development.
3/12/2015	Resignation of A/Manager City Strategy & Economic Development
14/12/2015	Council Strategic Planning Workshop cancelled owing to calling of Special Council meeting
15/1/2016	Interviews conducted for Co-ordinator City Strategy & Economic Development position
Next Steps	Reconvene cancelled Council Strategic Workshop from December 2015 upon commencement of new Co-ordinator City Strategy & Economic Development. (Aldermen were advised by email from General Manager on 5/2/2016 of a tentative date for the next workshop in relation to the Strategic Plan of 30/3/2016).

16.16. QUESTION ON NOTICE 8 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

The General Manager's timeframes indicate that the Annual Plan has a process of having priorities confirmed in November.

- Did this occur?
- And if so, why was this not presented to Council for review/input?

Answer

For the past three years, Annual Plan preparation has been closely aligned to the preparation of the Council's budget.

Council Directors met on 15/12/2015 to prioritise budget business cases for 2016/17.

This prioritisation was based on:

- Linkage to the Strategic Risk Register;
- MSCW (Must- Should-Could- Won't) Analysis;
- Whether the matter related to an initiative identified in the Improvement Plan.

The prioritised budget business case set will be tested against the draft 2016/17 budget in late February, once input to the budget module from budget owners closes in mid-February and routine cross-checking is undertaken by Finance.

A first draft Annual Plan 2016/17 to 2019/20 has been prepared. As with the practice in previous years, this has involved a remapping of the 4 year action set to the new strategies in the draft Strategic Plan 2016-2025.

This first draft will then be tested by assessment of action status for the 2015/16 year and budget business cases for the 2016/17 year, before being presented to the Council workshop at the same time as the draft operational budget (scheduled for 26 April 2016).

16.17. QUESTION ON NOTICE 9 - ALDERMAN M. STEVENSON

File Reference:

Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Several times questions have been raised about the progress of the Common Services Agreement, and the fact that we are entitled to a quarterly report on cost saving.

In the February Gazette there is an article which details the hours of shared service provision and the cost savings provide as a body.

- How has this been produced for the Gazette when we are still yet to be presented an update in Council?
- When should we expect an update on the Common Services Agreement, and exactly how GCC is involved and benefiting?

Answer

The minutes of Council meeting March 2015 are:

- a) That Council authorise the General Manager to sign the Common Services Agreement following finalisation by Council's Lawyer and engage in the new joint venture as outlined in the officer's report and in the agreement.
- b) Cost benefit analysis be provided after twelve months.

No questions have been raised by the Aldermen about the Common Services Agreement. On the contrary the General Manager provided information at Council meetings about the works Glenorchy is doing with the signatory Councils.

Council approved the signing of the Common Services Agreement in March 2015. Under the Agreement progress is reviewed by the member councils every 12 months. This review will be in April 2016 and accordingly it is expected that the progress report to Council will be provided in May 2016.

In relation to the article which appeared in the Gazette about Common Services, this article was published by Brighton Council and neither Management nor Council are in a position to answer the question in relation to another Council's article.

16.18. QUESTION ON NOTICE 10 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

According to the General Manager's time lines, council was due to have a council workshop in December on the budget, and forward two years, for the operating budget. Further, Alderman were only recently asked for input into the Capital budget when this was scheduled for December.

- Why did we not hold the operating budget workshop in November?
- When will we expect this to occur?
- As the capital works input request was late, will this impact the development of the capital works budget, or had this been near completed without input from Council?

Answer

Budget Development is on track with expected time frames. As advised by the General Manager via email on 5 February 2016, 3 Council workshops with Alderman are planned as part of this process with the potential for an additional workshop if required.

1. 21 March 2016 (before GPA) Capital Budget
2. 30 March 2016 Operating Budget/LTFP Assumptions
3. 26 April 2016 Operating Budget/LTFP & Annual Plan

(An additional Council workshop is provided for on 16 May 2016 on the Operating Budget/LTFP & Annual Plan, if required).

The capital works budget is in draft until all bids are received and the budget is formally approved by Council. Now that 10 year asset management plans are completed for most of Councils asset groups it is a straight forward process to develop a draft capital works budget based on condition assessment/ratings. If additional requests are made these items are assessed based on their ranking in the asset management plan and depending on available funds they may be included and another project with a lower rating may be excluded in that financial year. The budget has not been impacted in any way at this stage of the process.

16.19. QUESTION ON NOTICE 12 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Reporting Brief:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

At the budget meeting in 2015, there were several cost saving, or revenue increase measures presented. These did not get passed by council, however were requested to be considered for the 2016 budget. Have they been incorporated into the planning for the 2016/17 budget?

- i. That the 2015/16 budget be adjusted to reflect a lower consultancy budget allocation; a reduction from \$380,000, to \$130,000; and,
- ii. That the 2015/16 budget be adjusted to reflect an increase in net revenue in sponsorship of facilities and events by \$100,000; and,
- iii. That the 2015/16 budget be adjusted to reflect an increase in net revenue in rental or hire of the old Moonah Arts Centre of \$20,000; and,
- iv. That the 2015/16 budget be adjusted to reflect an increase in net revenue of \$5,000 from shopping trolley impounding.

Answer

As noted within the question, the proposed budget adjustments were not passed by Council as adjustments for the 2015/16 budget. They therefore have no formal status.

The 2016/17 budget is currently in development and as such all items are under consideration.

Nevertheless:

- i. A GM's Consultancy budget bid of \$350,000 is factored in at this stage. However, this is likely to be used to fund other operational bids, resulting in a lower Consultancy budget amount being included in the draft budget.
- ii. Sponsorships – the budget has not been increased across Council at this stage.
- iii. Rental of old MAC – the revenue budget has not increased at this stage. It is understood that short term usage arrangements are in place. Use of Council premises will be addressed as part of the Accommodation Strategy.
- iv. In January 2005 legal advice was sought to determine if Council could collect and impound stray shopping trollies or prosecute retailers for leaving shopping trollies abandoned in the street.

The legal advice determined that such a scheme may be risky as the retailer is not the person who orders or controls the actions of the person who actually leaves the trolley on someone else's land as per the advice below.

To succeed it would be necessary to prove that the retailer is the person who orders or controls the actions of the person actually leaving the shopping trolley on somebody else's land. In our opinion, it would be too wide an interpretation of the words "order or control" to suggest that the retailer has responsibility for a shopper's actions in disposing of a shopping trolley. The retailer is likely to be successful in arguing that it has no influence over the person disposing of the trolley, and it is unable to direct, regulate, or command that person to take any action or to cease any action. That being the case, we believe that a prosecution under section 4 *Litter Act 1973* would be unlikely to succeed.

Whilst Council does have some other avenues where it can impound articles left on the road under the *Local Government (Highways) Act 1982*, impounding the trollies and charging for their release incurred costs for pick up, impounding and administration.

Therefore another tact was decided where Council collected all stray shopping trollies from the streets of Glenorchy and they were impounded at the Landfill for a period of time until store managers contact Council asking for their release. The trollies are released after negotiation that the stores provided a regular pick up of the trollies every day. This was agreed and resulted in a company being engaged by the retailers to provide this service on a daily basis.

Coles now has trollies that have an automatic brake that is applied if the trolley is taken out of their carpark, which has had a positive effect on the reduction of abandoned shopping trollies in our streets. On this basis Councils budget has not been increased for \$5,000 revenue for shopping trolley impounding. However, Council has been able to reduce its expenditure from \$1,500 to \$340 for the pick up of stray shopping trollies.

16.20. QUESTION ON NOTICE 13 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

The General Manager has on several occasions been asked to explain the process for planning council workshop agendas; and asked when council will be provided an indicative plan on upcoming council agenda items to allow Alderman to provide appropriately informed input into the workshop planning process. Clearly planning for council meetings is a fluid process, however without an understanding of what is coming up in council meetings it is difficult to have an appropriate conversation on what should be discussed in workshops. Why have alderman not been provided an indicative plan of future council meeting agenda items?

Answer

On 12 October 2015 the Aldermen had a workshop in which the Aldermen were presented with detailed information about:

- 1) the purpose of workshops;
- 2) what type of information is presented to Aldermen;

- 3) the content of the information; and
- 4) the timeframe for workshops.

It was discussed and agreed that the workshops were conducted:

- 1) to brief the Aldermen about the Agenda items that will be presented to Council in the coming or future Council Meetings to assist decision making; or
- 2) to brief the Aldermen about the matters only for their information, such as works in the Brooker Highway by State Government, or Metro.

The Aldermen were also asked at the 12 October 2015 Workshop for any suggestions or comments, and the comments were that they are satisfied with the outcome of the Workshop.

The process raised in the question on notice has been under way for some time, and Council were briefed about the possible future Agenda items in workshops. Examples of these are:

1. Emergency Management Workshop;
2. Review of Council's Policy;
3. Recording Council's Meetings;

The General Manager also forwards to Aldermen the dates, times and the topics to be discussed in the workshops. The latest email from the General Manager was sent on 5 February 2016.

In addition, the presentations from workshops are circulated to all Aldermen before the workshop if possible or after the workshop and placed in the electronic system, Docs on Tap, for their further information.

Accordingly, this process is already in place and works well. Any suggestions or comments from the Aldermen to improve the process are welcome.

As far as the Agenda for Council meetings is concerned, as the question correctly states, Agenda items are 'fluid' depending on the circumstances at the time: it is not possible to foreshadow all Agenda items, but when items are known beforehand, such as the expected completion of a report to Council, they are advised when known and in some cases will be discussed in a workshop.

Alderman Lucas left the meeting at 6.26 p.m.

Alderman Lucas returned to the meeting at 6.27 p.m.

16.21. QUESTION ON NOTICE 14 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Why are the agenda and minutes documents not uploaded to the website of the meeting of the 14 December?

Answer

This question was raised previously and the answer to this question was circulated to all Aldermen by email on 26 January 2016.

Accordingly, Management does not understand the reason for this question being raised again.

Nevertheless, it is advised that Regulation 9(1) of the *Local Government (Meeting Procedures) Regulations 2015* specifically states that:

As far as practicable, the general manager is to make available for inspection by members of the public a copy of the agenda of a meeting and any associated reports and documents, other than an extract relating to any matter referred to in regulation 15(2).

Accordingly, the Agenda for the 14 December 2015 Council Meeting and the confirmed Minutes were not published in Council's website, as required with Regulation 9(1) of the *Local Government (Meeting Procedures) Regulations 2015*. The Meeting was closed to the public under Regulation 15(2)(g), information of a personal and confidential nature.

16.22. QUESTION ON NOTICE 16 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question of Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

With the Report of the Auditor-General No. 6 of 2015-16, it is noted:

The use of credit cards by staff and elected members was generally regulated by Internal policies. Those policies required all credit card transactions be authorised by a person independent from the cardholder. Generally, purchases made by the Mayor are authorised by the General Manager. Some councils required the Mayor to authorise purchases made by the General Manager. However, the Local Government Act 1993 does not allow for a person who is not an employee of council to authorise expenses.

It is therefore necessary that a suitably senior employee authorises the General Manager's credit card transactions. In order to mitigate both the actual and perceived risks associated with credit cards and ensure probity, we recommended incorporating into credit card policies a requirement for credit card purchases made by the General Manager to be disclosed to and scrutinised by an appropriate committee (for example an audit panel) on a regular basis.

- How has the GCC process changed since this time, and how are the General Manager's Credit Card expenses reviewed?
- Has the Audit panel been provided with the General Manager's Credit Card expenses for review?
- If they have not, why not?

Answer

To ensure due probity, maintain appropriate confidentiality and in line with the Auditor General's report and advice, as a matter of practice the Director, Corporate Governance & General Counsel (a senior employee of Council as stated in the Auditor- General's Report) scrutinises and authorises the General Manager's credit card expenses on a monthly basis.

A report on the General Manager's approved credit card expenses is on the next Audit Panel's scheduled meeting on 24 February 2016 for appropriate oversight. The Audit Panel are yet to make a decision as to how often they will receive this report and this will be reflected in the Audit Panel's Annual Work Plan as required.

16.23. QUESTION ON NOTICE 17 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Council has witnessed change with a recent restructure aimed at assisting council achieving a break even financial position. It appears that salaries remain above budget.

- What was the council's FTE in February 2015?
- What is the councils current FTE?
- How many FTE remain committed to but unfilled?

Answer

- **What was the council's FTE in February 2015?**
 - FTE at 31/1/2015 – 270.75
- **What is the council's current FTE?**
 - FTE at 31/1/2016 – 254.07
- **How many FTE remain committed to, but unfilled?**
 - 16 as at 31 January 2016 with unfilled FTE component

16.24. QUESTION ON NOTICE 18 - ALDERMAN M. STEVENSON

File Reference: Question on Notice

Question on Notice:

To consider a question on Question on Notice by Alderman Matt Stevenson submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

Is the council on track to achieve break-even as planned?

Answer

The draft 2016/17 budget is currently being worked on and Council officers have been instructed that it is to deliver a draft break-even budget for 2016-2017 as a minimum result in accordance with the General Manager's KPIs.

DUNSBY/STEVENSON

That Item 20.2 Draft Berriedale Foreshore report be moved into Open Council.

Upon request for advice from the Director Corporate Governance and General Counsel it was advised that it is Council's decision whether it wants to consider this item in the open or closed Council Meeting. The Director of Corporate Governance and General Counsel advised that it was included in the Closed Council section, to her knowledge, because of concerns that the consultants identity had not been previously disclosed.

The motion was put.

FOR: Aldermen Dunsby, Johnston and Stevenson.

AGAINST: Aldermen Pearce, Slade, Nielsen and Lucas.

ABSTAINED: Alderman Quick.

The motion was LOST.

Resolution:**STEVENSON/LUCAS**

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*.

The motion was put.

FOR: Aldermen Pearce, Dunsby, Slade, Quick, Johnston, Nielsen, Lucas and Stevenson.

AGAINST:

The motion was CARRIED.

CLOSED TO MEMBERS OF THE PUBLIC

17. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

18. TASWATER QUARTERLY REGIONAL BRIEFING TO THE OWNERS' REPRESENTATIVES

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

19. ACTIONS LIST - 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 Regulation 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential).

The Mayor adjourned the meeting under Regulation 13 at 6.59 p.m. for 30 minutes to give a break for Council staff who were present at the Council Meeting and the Aldermen and noted that she was doing so in good faith and for proper purpose.

Alderman Lucas left the meeting at 6.59 p.m.

The meeting reconvened at 7.30 p.m.

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

The independent members of the Audit Panel, Mr. Paul Oxley, Mr. David Sales and Mr. Robert Hogan attended the meeting.

20.1. QUESTION ON NOTICE 5 - ALDERMAN K. JOHNSTON

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

20.2. QUESTION ON NOTICE 3 - ALDERMAN J. DUNSBY

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 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).

All staff except the General Manager and a member of the Board of Inquiry, Ms. Mason, left the meeting at 7.54 p.m.

Alderman Dunsby took the minutes in the absence of staff.

20.3. QUESTION ON NOTICE 4 - ALDERMAN M. STEVENSON

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

The Director Corporate Governance and General Counsel returned to the meeting at 8.10 p.m.

Alderman Pearce left the meeting at 8.11 p.m.

20.4. QUESTION ON NOTICE 11 - ALDERMAN M. STEVENSON

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 15(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).

Staff members returned to the meeting at 8.28 p.m.

The General Manager declared a perceived conflict of interest in relation to Item 20.5.

20.5. QUESTION ON NOTICE 5 - ALDERMAN M. STEVENSON

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulations 15(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)

20.6. QUESTION ON NOTICE 15 - ALDERMAN M. STEVENSON

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulations 15(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).

The meeting closed at 8.54 p.m.

Confirmed,

CHAIR