

COUNCIL AGENDA

MONDAY, 25 JANUARY 2016



GLENORCHY CITY COUNCIL

* *The General Manager certifies that the reports contained in this Agenda have been written by qualified persons under Section 65 of the Local Government Act 1993.*

Hour: 3.00 p.m.

Present:

In attendance:

Leave of Absence:

Workshops held since last Council Meeting

Date: Monday, 11 January 2016

Purpose: To discuss:

- Brooker Highway Project Update
- City Buildings and Urban Renewal Strategy

Date: Monday, 18 January 2016

Purpose: To discuss:

- Presentation and discussion on proposed quarterly reporting templates for Council

TABLE OF CONTENTS:

1.	APOLOGIES	4
2.	CONFIRMATION OF MINUTES	4
3.	ANNOUNCEMENTS BY THE CHAIR	4
4.	PECUNIARY INTEREST NOTIFICATION	4

5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
6.	PUBLIC QUESTION TIME (15 MINUTES).....	5
7.	PETITIONS/DEPUTATIONS.....	5
	COMMUNITY	6
8.	ANNOUNCEMENTS BY THE MAYOR.....	7
	ECONOMIC	10
9.	DEVELOPMENT OPPORTUNITIES ALONG THE POTENTIAL PUBLIC TRANSIT CORRIDOR	11
	ENVIRONMENT	16
10.	KEEP AUSTRALIA BEAUTIFUL ECO-SCHOOL PROGRAM REGISTRATION REQUEST.....	17
	GOVERNANCE	19
11.	ACTIONS LIST - UPDATE REPORT	20
12.	LEASE OF LAND - 1 ALCORSO DRIVE, BERRIEDALE	21
13.	COUNCIL POLICY AND PROCEDURE FRAMEWORK.....	24
14.	COUNCIL RISK REGISTER 2015	26
15.	CHILD CARE CONNECTIONS POLICY AND PROCEDURES REVIEW	29
16.	CORPORATE PERFORMANCE INDICATORS - DECEMBER 2015.....	34
17.	QUESTION ON NOTICE - ALDERMAN M. STEVENSON 1	36
18.	REQUEST TO RENAME GLENORCHY RECREATION GROUND	38
19.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE	40
19.1	NOTICE OF MOTION - ALDERMAN M. STEVENSON.....	40
	CLOSED TO MEMBERS OF THE PUBLIC	42
20.	APPLICATIONS FOR LEAVE OF ABSENCE.....	42
	GOVERNANCE	42

21.	CONFIRMED MINUTES OF AUDIT PANEL MEETING 23 SEPTEMBER 2015	42
22.	ACTIONS LIST - UPDATE REPORT	42
23.	UPDATE - LOCAL GOVERNMENT REFORM PROCESS	43
24.	INTERNAL AUDIT REPORT - WORK HEALTH & SAFETY	43
25.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)	43
25.1.	QUESTION ON NOTICE - ALDERMAN M. STEVENSON	43

1. APOLOGIES

2. CONFIRMATION OF MINUTES

That the minutes of the Council Meeting held on 14 December 2015 be confirmed.

That the minutes of the Council Meeting held on 21 December 2015 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr. George Burrows – Main Road, Granton

Correspondence Relating to Issue of Rates being deducted from Credit Cards

- Q.** What was the reason behind why Council could not provide this information?
- A.** On 14 January 2015, Management discussed with Mr. Burrows and reiterated that Council's current rates system (installed in 2007) does not provide for Council to deduct rates from credit cards. Mr. Burrows was further advised that during January 2016 Council are commencing a project to scope and implement an update to the rates system for which the full specifications were not yet available.

Wellington Park Management Trust

- Q.** Does Council have a position on the Cable Car? Has Council considered an extension circuit from Mt Wellington to MONA/GASP?

- A. At the 12 May 2014 Council meeting, Council resolved the following:

That Council provide 'in principle' support for the Mount Wellington Cableway Co. to construct a Cable Car from the Glenorchy area that links to the pinnacle of Mount Wellington, with a report being brought back to Council with consideration of all issues involved in such a project in addition to community consultation.

It is noted that as per the Mt Wellington Cable Company website, amongst other eliminated routes based on environmental, economic or social parameters was the Tolosa Street Reserve route. The preferred route by the Company has been settled on the Mt Wellington – Golden Gully Park – Cascade Brewery.

Council have been subsequently advised by the Wellington Park Management Trust that, after a protracted process involving many 551 representations, the *Wellington Park Management Plan Amending Plan 2015* was approved by the Governor on 26 October 2015, with effect from 11 November 2015. The Amending Plan incorporated changes to the boundary of the Pinnacle Specific Area on Maps 2, 2A and S4 of the Wellington Park Management Plan 2013. No other changes to the Wellington Park Management Plan 2013 were incorporated.

Based on the aforementioned, it is unlikely that a finalised cable car would include an extension circuit to MONA/GASP for Council's consideration.

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

COMMUNITY

8. ANNOUNCEMENTS BY THE MAYOR

Author: Mayor Kristie Johnston
Qualified Person: Acting General Manager (Seva Iskandarli)
ECM File Reference: Mayoral Announcements

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Annual Plan Reference *4.2.4.03 Implement the Governance Strategy*.

Reporting Brief:

To receive the announcement of events by the Mayor.

Proposal in Detail:

The following is a list of events the Mayor has attended during the period 16 December 2015 to 18 January 2016.

Wednesday, 16 December 2015

- Presented Berriedale and Benjafield Childcare Centre staff with KAB Certificates
- Attended and presented awards at the Springfield Gardens Primary School Leavers Assembly
- Attended the Citizens for Glenorchy’s Annual General Meeting
- Attended the YMCA’s Annual General Meeting
- Attended the Glenorchy Historical Society’s Annual General Meeting

Thursday, 17 December 2015

- Hosted the Anglicare Christmas Giving Tree Presentation
- Attended and presented awards at the Glenorchy Primary School Christmas Assembly
- Attended and presented awards at the Access Committee Christmas BBQ
- Attended and presented awards at the Windermere Primary School Leavers Assembly
- Attended the opening of the Pattern Play exhibition at the Tasmanian Museum and Art Gallery

Friday, 18 December 2015

- Attended the Australia Day and Citizen of the Year Committee meeting
- Attended a meeting with James McIntosh
- Attended a meeting with business representatives

- Attended the Glenorchy Youth Taskforce's GIG in the Gardens event
- Attended a meeting with Adriana Taylor MLC

Sunday, 20 December 2015

- Volunteered at the Legacy Christmas Wrapping service in Northgate

Monday, 21 December 2015

- Chaired the Council meeting

Tuesday, 22 December 2015

- Attended a meeting with a business representative

Council Closed from 24 December 2015 to 3 January 2016

Tuesday, 5 January 2016

- Attended a meeting with a resident
- Attended the Rail Working Group meeting

Wednesday, 6 January 2016

- Attended the Glenorchy Community Fund Fundraising Committee Meeting

Thursday, 7 January 2016

- Attended a Greater Claremont Precinct Australia Day Committee meeting

Sunday, 10 January 2016

- Volunteered to sell Glenorchy Community Fund Little Book of Big Bargains books at Northgate

Monday, 11 January 2016

- Chaired Council Workshop

Tuesday, 12 January 2016

- Attended the Moonah and Glenorchy Business Association Committee Meeting
- Attended the opening of the Border Crossers Exhibition at MAC

Wednesday, 13 January 2016

- Attended a tour of Tastex

Thursday, 14 January 2016

- Attended a meeting with COTA

Monday, 18 January 2016

- Attended the Rail Working Group meeting
- Attended a meeting with a resident

- Chaired the Extra Council Workshop
- Chaired the Glenorchy Planning Authority Meeting

Numerous internal meetings and administrative duties were also undertaken.

Consultations:

Nil.

Human Resource / Financial and Risk Management Implications:

Nil.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. RECEIVES the announcements about the activities of the Mayor's office for the period 16 December 2015 to 18 January 2016.

Attachments/Annexures

ECONOMIC

9. DEVELOPMENT OPPORTUNITIES ALONG THE POTENTIAL PUBLIC TRANSIT CORRIDOR

Author: Acting Director Community, Economic Development and Business (Tony McMullen)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: Infill Development Consultancy

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Our Community's Goals

We are a proud city; a city of arts; of opportunity; of partnerships; a city that makes exciting things happen.

Our city is easy to get around, with a range of transport choices available to visit family or friends or to access services. The city is well-connected by extensive and well-maintained walking and bike paths, public transport and road networks.

We will work actively to revitalise our CBD areas - making them places that are distinctive, vibrant, walkable and well-connected.

The revitalised CBD areas, open spaces and entertainment areas will create opportunities for restaurants, cafes, nightlife, markets and events, drawing local people and visitors from further afield.

We celebrate our distinctiveness as a place, shaped by our well-designed buildings – both heritage and contemporary – and the urban spaces and lifestyle they create.

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2013-18 (Interim)

Open for Business

Objective 2.1 Encourage a sustainable, dynamic and prosperous economy.

Strategy 2.1.2 Develop relationships that support key stakeholders to pursue growth opportunities.

Objective 2.2 Support priority growth sectors.

Strategy 2.2.1 Create a framework to support and encourage opportunities in priority growth sectors.

Valuing our Environment

Objective 3.2 Create liveable built environments and sustainably manage our natural and built environments.

Strategy 3.2.3 Deliver services that create sustainable and liveable built environments.

Leading our Community

Objective 4.3 Foster relationships to deliver community outcomes.

Strategy 4.3.1 Develop and manager collaborative relationships with other levels of Government.

Strategy 4.3.3. Partner with other councils and regional organisations to achieve community outcomes.

Reporting Brief:

To seek Council's in-principle support for a shared contribution towards a joint Glenorchy City Council/Hobart City Council consultancy to explore development opportunities associated with the potential public transit corridor.

Proposal in Detail:

Background

Council first considered this matter on 21 December 2015 as part of an update by the General Manager on the Memorandum of Understanding process with Hobart City Council:

The use of the existing rail corridor

The Chief Executive Officer of Infrastructure Tasmania, Mr Allan Garcia provided a briefing on light rail and the strategic importance of the corridor on 5 August 2015 to the Lord Mayor, Mayor Kristie Johnston and both General Managers.

Both cities agreed that they wish to see the rail corridor remain open and that investigations would be undertaken as to the commitment of TasRail to maintain the corridor under the current terms of their lease.

The meeting also discussed the establishment of a 'Rail Corridor Working Party' and agreed that nominations would be sought from the elected members of both Councils.

....

The most recent meeting between Council officers discussed a number of future opportunities for collaboration, including the establishment of a 'Rail Corridor Working Party'. Hobart City Council recently considered this issue and have appointed 2 Aldermen to the Rail Corridor Working Party.

Relevant excerpts of the unanimous resolution in relation to that item follow:

- b) Council agree to the formation of the Rail Corridor Working Party under the auspices of the GCC-HCC MOU.*
- c) Nominations be called for 2 Aldermen to represent Glenorchy City Council on the 'Rail Corridor Working Party' under the MOU.*
- d) That Alderman Branch-Allen and Deputy Mayor Quick be appointed as GCC's representatives on the 'Rail Corridor Working Party' under the MOU.*

The Proposed Study

The Working Party, composed of relevant GCC & HCC Aldermen and officers, has met on two occasions – most recently on 18 January 2016.

At that meeting, a Project Proposal and Preliminary Draft Report entitled “Shaping the Cities Of Hobart And Glenorchy - Determining the Benefits of Enhanced Land Value through Investment in a Public Transit System” prepared by HCC officers (in consultation with GCC officers) was presented. **Refer to Attachment 1.**

It was agreed at the Working Party meeting that the paper would be put forward to the respective Councils for consideration. In the case of HCC, this is likely to occur in around mid-February.

The paper is a Project Proposal for a Study to look at the as-yet unexamined “evidence base for how the corridor would change for the better and what the economic and social benefits of that change would be.”

Experience elsewhere suggests, it is these broader ‘city shaping’ benefits that are the highest order impetus for exploring opportunities for a public transit corridor over the profitability normally measured by a business case.

The purpose of the proposed Study would be:

to investigate the urban form and transport systems that would arise from investment along the existing corridor. The study would be undertaken with a view to exploring the highest and best use benefits that could arise from potential land use changes so that a comprehensive assessment of the case for passenger services can be presented to the State and Federal governments. A particular focus of the study will be the benefits from intensification of development within the catchments of the proposed stopping points for a public transit system.

The Study would seek to investigate the following key questions:

1. What is the optimum Public Transport Accessibility model to support a public transit system?
2. What are the optimum future urban renewal (Intervention Case) scenarios to be considered?
3. What would the corridor look like if it were developed?

The impetus to undertake the Study now is to position GCC and HCC for any funding opportunities that might arise at this juncture in Federal and State government electoral cycles.

Consultations:

Joint HCC/GCC Rail Corridor Working Party meetings.

Joint site visit to GCC sites involving HCC & GCC officers on 7 January 2016.

Meeting involving General Manager, the author, James McIntosh (LUTI) and Jerry de Gryse (Inspiring Place) on 8 January 2016.

Council workshop on 11 January 2016 with James McIntosh and Jerry de Gryse.

Human Resource / Financial and Risk Management Implications:

It is estimated that a consultancy to investigate development opportunities along the potential public transit corridor would require a one-off contribution from Council of \$75,000 to match an equal contribution from Hobart City Council.

It is anticipated that in-kind support from Council officers would be required to support any consultancy. This would be found from within Council's existing resources.

Community Consultation and Public Relations Implications:

A Community Engagement Strategy would be developed and agreed as part of the detailed project planning by the two Councils, with a focus on key affected stakeholders.

Recommendation:

That Council:

- (a) RECEIVE and note the Project Proposal: "Shaping the Cities Of Hobart And Glenorchy - Determining the Benefits of Enhanced Land Value Through Investment in a Public Transit System".
- (b) subject to the matched support of Hobart City Council:
 - (i) INITIATE a Public Transit Corridor Urban Utilisation and Economic Benefit project for the current rail corridor, based on that Project Proposal, in partnership with Hobart City Council;
 - (ii) EXCHANGE Memoranda of Agreement to proceed with the project on terms and conditions agreed by the General Managers of the respective Councils;
 - (iii) ESTABLISH with Hobart City Council a joint Steering Group to oversee and manage the Public Transit Corridor Urban Utilisation and Economic Benefit project including overseeing the expressions of interest, procurement and contract review process. Membership of the steering group to be determined by the respective General Managers.
 - (iv) PREPARE a brief requesting expressions of interest from suitably qualified and experienced public transport and urban development consultants demonstrating their capacity to fully develop a report and recommendations satisfying the combined requirements of the two Councils.
 - (v) AGREE to requesting submissions from consultants that have demonstrated through their expressions of interest submissions that they have the capacity to provide a report capable of satisfying the requirements of the brief.

- (vi) ALLOCATE \$75,000 as Glenorchy City Council's contribution to the cost of engaging a consultant, subject to Hobart City Council agreeing to allocate \$75,000 with the total fee for the consultancy not exceeding \$150,000.

Attachments/Annexures

- 1** Project Proposal: Public Transit Corridor Urban Utilisation and Economic Benefit project

ENVIRONMENT

10. KEEP AUSTRALIA BEAUTIFUL ECO-SCHOOL PROGRAM REGISTRATION REQUEST

Author: Director City Services and Infrastructure (Emilio Reale)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: Keep Australia Beautiful Eco-School Program

Strategic or Annual Plan Reference:

Making lives better

1.3.3 Advocate for, partner with, or deliver services that address identified levels of community need.

Reporting Brief:

This report is to consider a request from Rosetta Primary School to assist in the payment of registration fees of \$100 per annum to participate in the Keep Australia Beautiful Eco-School Program.

Proposal in Detail:

Although new to Australia, the program has been running overseas for 20 years. The following information has been compiled from sister programs around the world about the benefits to schools in taking part in the Eco-Schools program.

The program focuses on pupil empowerment. Eco-Committee students are in charge of a democratic and participatory process. The Eco-Schools program is a good opportunity for all students to become active citizens, improving their school and community.

Eco-Schools is a proactive approach to integrating environmental education into school curriculums, in a creative, engaging, project-based way to improve the school environment. Project themes include litter reduction and school grounds.

Eco-Schools demonstrate academic benefits linked to environmental education. A report by Eco-Schools England shows links between the Eco-Schools program and good pupil behaviours, as well as good inspection results. The program incorporates awards – Bronze, Silver and Green Flag to provide appreciation and recognition for student and staff efforts in achieving environmental improvements and education.

Eco-Schools status and awards can be promoted to parents and prospective parents, the local community, and teaching community. An Eco-School is an asset to the community. The Eco-Schools program is a well recognised program (over 40,000 schools), long-running (20 years) and world-wide (60 countries). It is becoming popular and widespread in Australia.

The program allows the ability to compare and contrast projects and perspectives with students and teachers around Australia and even in other countries, share environmental knowledge, as well as cultural exchange.

The program fosters positive environmental behaviours amongst students and the community. Eco projects and themes are integrated into curriculums which increase students' knowledge of environmental issues, and informing and involving the whole school and community to raise environmental awareness is part of the program too.

The program also provides professional development opportunity for staff who may wish to become the school 'Eco-Coordinator'.

Rosetta Primary School has already recognised the benefits of this program and has registered as an active participant. They have requested that Glenorchy City Council partner with them as part of their Waste Management Education Program by assisting in paying their registration fee.

Consultations:

The Executive Leadership Team
Waste Services Education Officer
General Manager

Human Resource / Financial and Risk Management Implications:

There is no Human Resource or Risk Management implication to this request. If this request is approved, the financial implication based on all twenty (20) schools in the Glenorchy City Municipality would be that Council would allocate \$2,000 per year (i.e. 20 x \$100) for registration fees from the Waste Services education budget.

The approval of this request may set precedent for other schools in the Glenorchy Municipal area to approach Council for similar support which will be assessed on a case by case basis. However, in the long term this program will see benefits in community behaviour towards waste minimisation which will provide savings for Council and an improved environmental outcome.

Community Consultation and Public Relations Implications:

No community consultation has been undertaken in respect to this report.

Recommendation:

That Council:

- (a) PROVIDES a budget allocation of \$100 per year for any school in the Glenorchy City Municipality that applies for the registration fee to take part in the Keep Australia Beautiful Eco-School program.
- (b) AUTHORISES the General Manager to approve this payment on receipt of invoice.

Attachments/Annexures

Nil.

GOVERNANCE

11. ACTIONS LIST - UPDATE REPORT

Author: Acting General Manager (Seva Iskandarli)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: Actions Register - Council Meetings

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised 'transparent and accountable government'.

Strategic or Annual Plan Reference:

Annual Plan Reference *4.2.4.03 Implement the Governance Strategy*.

Reporting Brief:

Actions List updated following 21 December 2015 Council meeting.

Proposal in Detail:

Council uses InfoCouncil software for the coordinating and drafting of Council, Committee and Glenorchy Planning Authority reports, agendas and minutes.

Following each Council meeting an action report is forwarded to a Council officer to action the adopted motions of Council. Management regularly accesses the software to ensure that Council motions are actioned.

The attached spreadsheet details of actions list.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

No cost

Community Consultation and Public Relations Implications:

Nil applicable

Recommendation:

That Council

1. NOTES the Actions Register, as updated following the 21 December 2015 Council meeting.

Attachments/Annexures

- 1 Actions List

12. LEASE OF LAND - 1 ALCORSO DRIVE, BERRIEDALE

Author: Property Officer (Rachel Cooper)
Manager Legal and Property (Kim Hudson)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: 1 Alcorso Drive, Berriedale

Community Plan Reference:

Valuing Our Environment: We will work actively to clean up and enhance the River Derwent and foreshore so that we can enjoy it for recreation, hospitality, arts and tourism. Our City will celebrate its foreshore, sharing it with locals and visitors alike.

Open for Business: We will have a range of accommodation to cater for all visitors and strong connections between hospitality services, visitor attractions and business.

Leading Our Community – We are a progressive, positive community with strong council leadership, striving to make Our Community's Vision a reality.

Strategic or Annual Plan Reference:

- 2.1.2 Develop relationships that support key stakeholders to pursue growth opportunities.
- 4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities.
- 4.2.1 Deploy the Council's resources in a way that maximises the effectiveness of the organisation and delivers value for money.
- 4.2.2 Ensure long term financial capacity to deliver required services.

Reporting Brief:

This Report is to brief the Council on the outcome of the public consultation under section 178 of the *Local Government Act 1993* (the Act) and obtain Council's approval to lease the land known as the "Berriedale Caravan Park" at 1 Alcorso Drive, Berriedale to the Museum of Old and New Art (MONA).

Proposal in Detail:

At the Council Meeting on 26 October 2015, Council endorsed a recommendation from Council Officers to advertise the intent to lease the public land known as Berriedale Caravan Park, 1 Alcorso Drive, Berriedale in accordance with section 178 of the Act.

Under Section 178(4) of the Act the lease of this land was advertised on two separate occasions in *The Mercury*, Saturday 28 November 2015 and Wednesday 2 December 2015, notifying the public that objection to the proposed lease be made to the General Manager within twenty one (21) days of the date of the first publication.

Copies of both advertisements are attached and marked as Attachment A.

In addition to the advertisements, MONA produced a version of their proposal which was made available to the public and conducted an information session on Tuesday, 15 December 2015. This was attended by over 70 members of the public and Council officers who received briefings from and were able to ask questions of MONA's Business Manager and Project Manager and their designers, Liminal Studios.

The public response to MONA's proposal at this information session was very positive. MONA made it very clear that the land would dictate where things would go and how much infrastructure would be put in place. They reassured those in attendance that it will look very familiar but 'revitalised'.

Questions asked by members of the public were mainly around maintaining public access and the sewerage plant.

Following the public consultation (as required under section 178 of the Act) and information session Council received no objections by the due date of 21 December 2015.

Under section 178(5) of the Act if the General Manager does not receive any objection within 21 days of the date of the first publication and an appeal is not made under section 178A, the Council may lease the land.

Council officers are currently negotiating the terms of the lease with MONA.

Consultations:

Council officers completed the following internal consultation:

Manager Legal & Property

Project Manager

Director Corporate Governance & General Counsel

Human Resource / Financial and Risk Management Implications:

Human Resources

Council staff will facilitate the process to prepare a long term lease as per the Expression of Interest (EOI) and Request for Proposals (RFP) documentation.

Financial

The redevelopment of the site will improve amenity and attract visitations to Glenorchy.

The construction and maintenance within the site will be clarified within the lease to reflect minimal ongoing financial commitment from Council.

The redevelopment of the site will provide a valuable asset to Council in the future.

The land will remain in Council ownership.

The proposal allows for public foreshore access around the Point. Development of access to a suitable standard would be outside of the scope of the lease.

Risk Management

Council has managed any material risk with respect to adverse public outcomes by ensuring that the public had an opportunity to object to the proposed lease by undertaking the section 178 advertising.

Community Consultation and Public Relations Implications:

The intention to lease the land was advertised in accordance with section 178 of the Act in *The Mercury* on Saturday 28 November 2015 and Wednesday 2 December 2015.

In addition, MONA undertook a community engagement strategy, allowing a version of their proposal to be made available to interested members of the public and undertaking a public information session.

No objections were received in relation to the proposed lease of land.

Recommendation:

That Council:

APPROVE the long term lease of land at 1 Alcorso Drive, Berriedale to the Museum of Old and New Art (MONA), subject to the successful negotiation and completion of a Lease Agreement.

Attachments/Annexures

- 1 Attachment A - Advertisements for lease of land at 1 Alcorso Drive, Berriedale

13. COUNCIL POLICY AND PROCEDURE FRAMEWORK

Author: Manager Governance & Risk (Simon Scott)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: Council Policies

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Annual Plan Reference 4.2.4.03 *Implement the Governance Strategy*.

Reporting Brief:

This report is to seek Council’s adoption of a framework for the consistent management of Council policies, procedures and other similar documents.

Proposal in Detail:

As part of good corporate governance practices, it is considered prudent for Council to adopt a suitable framework for governing the drafting, approval, review, amendment, and distribution of Council policies, procedures and directives, guidelines, manuals, work instructions and other similar documents.

This Report follows the Aldermanic Workshops (25 May and 12 October 2015) in which Management presented to Council the current and proposed actions with respect to the ongoing Council Policy review.

After extensive management consultation, a Council Policy and Procedure Framework (Attachment 1) has been drafted to provide direction in this area. A draft template (of which the Framework is based) is included for reference (Attachment 2).

The Council has certain statutory requirements with respect to specific policies under the *Local Government Act 1993* (LG Act) and these are covered in brief within the Framework. Of note, in accordance with section 28(2)(b) of the LG Act, all Council policies must be approved by Council.

Taking into account the normal term of Local Government elections, where practicable Council policies will have a four (4) year tenure before Council review. Notwithstanding, Council policies remain in effect until otherwise replaced. It is envisaged that this will alleviate to some degree the past pressures of having policies reviewed on an annual or biennial basis. Notwithstanding, it is recognised that there are trigger points that may require an earlier review period of a policy (or associated document) including (but not limited to):

- change in legislation which has a bearing on the document

- change in senior management
- change in Council's position on a particular subject area
- recommendation from a governance body (e.g., Audit Panel, Internal Audit, Council Governance Committee etc.)
- quality assurance due to continuous improvement initiatives, and/or
- changes in Council's agreed service levels.

It is envisaged over time that Council policies will reduce both in number and length as operational procedures (directives and guidelines) are developed and implemented through the General Manager and Executive Leadership Team to supplement the same.

Consultations:

The Executive Management Team and their respective Managers were consulted and provided extensive input into the Council Policy and Procedure Framework.

Human Resource / Financial and Risk Management Implications:

There are no human resources or financial implications.

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If a suitable framework for governing Council policies and similar is not adopted, then governance control effectiveness is less optimal	Minor	Almost Certain	Medium	Council adopt suitable Council Policy and Procedure Framework

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. ADOPT the Council Policy and Procedure Framework, as attached, to provide for the consistent management of Council policies, procedures and other similar documents.
2. NOTE the Council Policy Template.

Attachments/Annexures

- 1 Council Policy and Procedure Framework
- 2 Council Policy Template

14. COUNCIL RISK REGISTER 2015

Author: Manager Governance & Risk (Simon Scott)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: Risk Register

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised 'transparent and accountable government'.

Strategic or Annual Plan Reference:

Annual Plan Reference *4.2.1.06 Review and update the corporate risk register, policies and procedures.*

Reporting Brief:

The Council's Audit Panel noted the draft Council Risk Register at its 2 December 2015 meeting and recommended that Council give consideration to approving the adoption of the Register.

Proposal in Detail:

Council's internal auditors (Deloitte) were engaged in part to facilitate the development of a whole of Council Strategic and Key Operational Risk Register to assist with the ongoing management of risk throughout the Council.

With respect to the development of the Risk Register, over a few months Deloitte and Council have completed:

- Two (2) Aldermen workshops to provide an overview of the risk assessment process and risk areas
- Two (2) Management risk assessment workshop to develop and finalise the risk register, and
- A combined validation workshop with Aldermen, Management and Audit Panel members of the draft Risk Register.

In addition to the five (5) workshops, Corporate Governance Directorate and Deloitte had an extensive consultation with the management and the Aldermen by way of survey and emails.

At its 2 December 2015 meeting, the Audit Panel endorsed the Risk Register and recommended it for submission to a future Council meeting for Council approval (Attachment 1). The Audit Panel further noted the excellent work undertaken by Management in the development of the draft Risk Register.

Of note there are 21 headline risks (10 strategic and 11 key operational) that have been further categorised as such:

- 14 require active management
- 6 require active control management, and
- 1 is of no major concern at this stage.

Over time, Management will prioritise and invest in suitable risk treatments to ensure control effectiveness and risk mitigation, as appropriate. Other key governance risk initiatives on the horizon include a revised Council risk oversight and management policy, the scoping on an internal risk management working committee, and the feasibility of adopting risk management reporting software to record, monitor and report on material risks.

It is envisaged that Council will continue to establish a positive risk culture where an open and proactive approach to managing risk is the norm. The Council's desired end state is when Aldermen, Management and staff members' collective understanding and attitudes toward risk, support appropriate risk-based decision making.

It is recommended that the Risk Register is periodically reviewed by Council and Management in line with strategic and corporate planning timeframes.

Consultations:

Aldermen, Audit Panel members, the Executive Management Team and their respective Managers were consulted and provided extensive input into the Council Risk Register.

Human Resource / Financial and Risk Management Implications:

In improving controls and other mitigating practices to manage the identified risks, invariably there will be a requirement to expend time, people and money to address the same.

However, it is emphasised that Council should maintain an appropriate level of capability to manage its risks, commensurate with Council's available resources and needs. As a general rule, the cost of risk management should be justified in the face of potential cost or value of the risks should they be realised.

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If a suitable whole-of-Council risk register for identifying strategic and key operational risks is not adopted, then governance control effectiveness is less optimal	Minor	Almost Certain	Medium	Council adopt Risk Register

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. ADOPT the Council Risk Register.
2. NOTE that the Council Risk Register should be periodically reviewed in line with strategic and corporate timeframes.

Attachments/Annexures

- 1 Final Draft Risk Register (December 2015)

15. CHILD CARE CONNECTIONS POLICY AND PROCEDURES REVIEW

Author: Manager Governance & Risk (Simon Scott)
 Manager Community & Customer Service (David Ronaldson)

Qualified Person: Acting General Manager (Seva Iskandarli)
 Acting Director Community, Economic Development and
 Business (Tony McMullen)

ECM File Reference: Child Care Connections Policy

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Annual Plan Reference 4.2.4.03 *Implement the Governance Strategy*.

Reporting Brief:

This report is to seek Council’s adoption of twelve (12) revised Child Care Connections Policies and Procedures.

Proposal in Detail:

Compliance

This Report follows the Aldermanic Workshops (25 May and 12 October 2015) in which Management presented to Council the current and proposed actions with respect to the ongoing Council Policy review.

Council has certain statutory requirements with respect to policies under the *Local Government Act 1993* (LG Act). Of note, in accordance with section 28(2)(b) of the LG Act, all Council policies must be approved by Council.

Council currently provides two approved child care centres within the municipality which are covered the relevant Education and Care Services legislation (Benjafield Centre, Moonah and Berriedale Centre).

Under the *Education and Care Services National Law (Application) Act 2011* (Tas), section 4 provides for the adoption of the Education and Care Services National Law (as set out in the Schedule 1 to the *Education and Care Services National Law Act 2010* (Vic)(the Act).

Under the Act, it is a mandatory requirement for an approved provider of an education and care service to keep prescribed documents available for inspection by an authorised officer: section 175.

The *Education and Care Services National Regulations* (regulation 168) provides that Council must ensure that the child care centres have in place a range of legislated policies and procedures (see Attachment 1).

Policy Updates

In line with the continuing review of Council policies, the Council's Child Care Connections Team headed by the Child Care Delivery Co-ordinator (Kate Whitbread) has reviewed the following Child Care Connections Policies and Procedures:

Policy/Procedure Title	Summary of changes
1. Biting Policy and Procedures	• Changes to wording
2. Administration of First Aid Policy and Procedures	• Changes to wording
3. Administration of Medication Policy and Procedures	• Changes to terminology (included clarification in relation to contacting parents/guardians to collect child if Panadol has been administered)
4. Code of Conduct Policy and Procedures	• Removed 'Mission Statement' and updated 'Vision and Philosophy' statements • Included 'Safety Circle' reference
5. Educational Program and Practice Policy and Procedures	• Included 'Documentation Procedure' and 'Self-Assessment' form • Changes to wording
6. Building Positive Relationships and Interactions with Children/Behaviour Guidance Policy and Procedures	• Changes to wording
7. Food and Nutrition Policy and Procedures	• Updated sources and terminology. Removal of age restriction for reheating food. • Reflected information from 'Move Well Eat Well' • New section on breastfeeding • Removal of family day care references • Updated Healthy Eating chart • Included references to Education and Care Services National Law, National Regulations and Quality Areas

Policy/Procedure Title	Summary of changes
	Removal of 'no egg' component from Policy
8. Rest and Sleep Policy (including Cots, Beds, Mattresses and Bedding) policy and Procedures	Changes to wording in relation to positioning of cots, stretcher and mattresses and children at rest/sleep time
9. Incident Injury and Trauma Policy and Procedures	- Terminology update - Changes to incident and injury form
10. Supervision Policy and Procedures	Changes to wording
11. Clothing and Comfort Policy and Procedures	- Changes to wording - Included new source in relation to children being able to go barefoot indoors and outdoors
12. Risk Management/Workplace Health & Safety Policy and Procedures	Included 'Safety Circle' reference

The Child Care Connections Policy and Procedures Review also included the following:

- consultation and feedback with key stakeholders, educators, families and Council management
- updated information made in line with current recommendations by recognised child care specific authorities, and
- updated requirements in line with changes to the Act, Regulations and the relevant National Quality Standard.

It is noted that due to the specific nature of the Child Care Connections Policies and Procedures, these have not been reformatted to comply with the 'normal' Council policy template.

Consultations:

Key stakeholders, educators, families and Council management were consulted and provided input into the revised Child Care Connections policies and procedures.

Human Resource / Financial and Risk Management Implications:

There are no human resources or financial implications.

From compliance perspective, under the Act Council could be liable for a penalty of \$20,000 if it did not keep the prescribed policies and procedures (and other prescribed documents) available for inspection by an authorised officer: section 175(1).

Furthermore, it is an offence under the Regulations:

- not to have the policies and procedures in place ((\$1,000 – regulation 168(1))
- not ensuring policies and procedures are being followed by the nominated supervisor, staff and volunteers (\$1,000 – regulation 170(1)), or
- are readily available ((\$1,000 – regulation 171(1)).

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If recommended Childcare Connection policies and procedures are not adopted, then governance control effectiveness is less optimal	Minor	Almost Certain	Medium	Council adopt recommended

Community Consultation and Public Relations Implications:

Key stakeholders, educators, families and Council management were consulted and provided input into the revised Child Care Connections policies and procedures.

It is noted that under regulation 172, Council as the approved provider of an education and care service must ensure that parents of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure referred to in regulation 168 that may have a significant impact on:

- the service's provision of education and care to any child enrolled at the service; or
- the family's ability to utilise the service.

Recommendation:

That Council:

1. ADOPT the following Child Care Connections Policies and Procedures, as attached:
 - Biting Policy and Procedures
 - Administration of First Aid Policy and Procedures
 - Administration of Medication Policy and Procedures
 - Code of Conduct Policy and Procedures
 - Educational Program and Practice Policy and Procedures
 - Building Positive Relationships and Interactions with Children/Behaviour Guidance Policy and Procedures
 - Food and Nutrition Policy and Procedures

- Rest and Sleep Policy (including Cots, Beds, Mattresses and Bedding) policy and Procedures
- Incident Injury and Trauma Policy and Procedures
- Supervision Policy and Procedures
- Clothing and Comfort Policy and Procedures
- Risk Management/Workplace Health & Safety Policy and Procedures

Attachments/Annexures

- 1** Education and Care Services National Regulations Extract
- 2** Biting Policy 2016
- 3** Administration of First Aid Policy 2016
- 4** Administration of Medication Policy 2016
- 5** Code of Conduct Policy 2016
- 6** Educational Program and Practice Policy 2016
- 7** Building Positive Relationships and Interactions with Child-Behaviour Guidance Policy 2016
- 8** Food and Nutrition Policy 2016
- 9** Rest and Sleep Policy 2016
- 10** Incident, Injury and Trauma Policy 2016
- 11** Supervision Policy 2016
- 12** Clothing and Comfort Policy 2016
- 13** Risk Management - Workplace Health and Safety Policy 2016

16. CORPORATE PERFORMANCE INDICATORS - DECEMBER 2015

Author: Reporting Officer (Len Newton)
Qualified Person: Acting Director Community Economic Development & Business (Tony McMullen)
ECM File Reference: Traffic Lights

Community Plan Reference:

The Communities of Glenorchy will be confident that Council manages the Community's assets soundly for the long term benefit of the Community.

Strategic or Annual Plan Reference:

The Corporate Performance Indicators are provided to Council in accordance with Strategy:

- 4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities; and
- 4.2.1 Deploy the Council's resources in a way that maximises the effectiveness of the organisation and delivers value for money.

Reporting Brief:

To present the Corporate Performance Indicators as at the end of December 2015 for Aldermen's information.

Proposal in Detail:

The Corporate Performance Indicators are attached (**Attachment 1**) along with Appendix B (**Attachment 2**). Appendix B outlines expected year-to-date variances within the various Capital Works programs for this financial year.

Please note the Indicators include the 2014/2015 Budget Carry Forwards as approved in the August 2015 Council Meeting.

For December 2015 we have four (4) yellow lights with the remainder green lights:

Corporate Governance, Revenue (page 15): Corporate Governance revenue streams, particularly water sales remain behind budget. Forecasts suggest that the underperformance in water sales will continue for the remainder of the year.

Total Capital Expenditure, Property (page 18): The capital program for 2015/16 remains behind budget. Forecasts suggest that the program will be underspent for the full year.

Accounts Receivable (page 22): Overdue debtors are above the target due primarily to secured property debts of \$54k, Derwent Park Reuse Scheme Contractor \$1,597k and DEC debtor \$37k under arrangement.

Capital salaries and wages including on-costs (page 24): Capital salaries for 2015/16 remains considerably behind budget. Use of external contractors on major projects suggests that the budget measure is unlikely to be met for the full year.

Consultations:

Capital and Operational Expenditure Program Leaders
Relevant Staff

Human Resource / Financial and Risk Management Implications:

As outlined in the Corporate Performance Indicators reports.

Community Consultation and Public Relations Implications:

No public relations implications are known at this point, and no community consultation has been undertaken.

Recommendation:

That Council:

1. ACCEPT the information provided by the Corporate Performance Indicators for December 2015.

Attachments/Annexures

- 1 Attachment 1 - Corporate Performance Indicators - December 2015
- 2 Attachment 2 - Appendix B - December 2015

17. QUESTION ON NOTICE - ALDERMAN M. STEVENSON 1

Author: Acting General Manager (Seva Iskandarli)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: Question on Notice

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Annual Plan Reference 4.2.4.03 *Implement the Governance Strategy.*

Question on Notice:

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

Questions and Answers:

Q. Can you please provide further details on the 2.5% unbudgeted salary increase in May 2015 and what was the process for it to occur?

A. The **approved** 2014-15 budget included provisions for a salary increase in the second pay period in October 2014 on the expectation that a new Glenorchy City Council Enterprise Agreement 2015 (GCCEA 2015) would be in place. However, the outcome of the EBA 2015 process was that Council, the employer, received a “NO” vote to the proposed new Glenorchy City Council Enterprise Agreement 2015 (GCCEA 2015). The GCCEA 2010 provided no further increases beyond October 2013.

However, as a gesture of good will the General Manager approved the payment of a 2.5% pay increase to all staff, the amount which was included within the approved budget 2014-15 on the expectations of the new EBA 2015.

To communicate this decision the General Manager issued a notice to all staff on 6 May 2015 informing employees of the 2.5% salary adjustment to base rates of the GCCEA 2010. The salary adjustment was effective on the first full pay period on or after 1 May 2015.

Therefore, the 2.5% was included in the approved budget as explained above.

Q. In the 2015/16 key assumption documents from workshops in April and May there was a budgeted salary increase of 2.5%. Did this remain as part of our adopted budget, and if so, how does this 2.5% unbudgeted increase continue to impact the 15/16 budget?

- A.** Following the answer to question 1 this question is no longer relevant.
Naturally, the 2.5% salary increase explained above continues in 2015-16 and future budgets.
- Q.** At what stage is the Council in with regard to the current EBA process?
- A.** In 2016 Glenorchy City Council (GCC) resumed negotiations on a Glenorchy City Council Enterprise Agreement 2016. On Wednesday 2 December 2015 the Australian Services Union (ASU) and GCC met to determine key dates pivotal to the recommencement of the Enterprise Agreement process for GCC. These were the date the Notice of Employee Representational Rights would be issued, and the date for the next negotiation meeting to be held.
- The Notice of Employee Representational Rights in accordance with schedule 2.1 of the *Fair Work Regulations 2009* was issued on Monday, 7 December 2015 to all employees eligible to be covered by the proposed Glenorchy City Council Enterprise Agreement 2016.
- The notice explained that an employee has the right to be represented by a person or an organisation in agreement negotiations but, in certain circumstances, must make such an authorisation in writing. Employees who are union members are represented by their union provided that the union is entitled to represent the industrial interests of the employee for work to be performed under the agreement.
- On Thursday, 14 January 2016, a preliminary Glenorchy City Council Enterprise Agreement 2016 meeting was held.
- The ASU submitted a first draft log of claims to Council, and general discussions occurred about the process.
- Due to a large number of employee bargaining agents being on leave it was agreed that the first combined meeting of all parties (bargaining agents, ASU and GCC) will be held on Tuesday, 9 February 2016.
- When negotiations recommence, bargaining will resume from where the 2015 discussions progressed to, rather than starting the process again from scratch.

Attachments/Annexures

Nil.

18. REQUEST TO RENAME GLENORCHY RECREATION GROUND

Author: Manager Legal and Property (Kim Hudson)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: Recreation Ground

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Strategic Plan Reference 4.1.2 *Ensure Council is open and transparent in its communication and dealings with our communities.*

Reporting Brief:

This Report is to seek Council’s recommendation regarding a request to have the Glenorchy Recreational Oval in Eady Street, renamed in honour of the late Ian (Jessie) James.

Proposal in Detail:

On 23 November 2015, Council received a written request from Tony Williams, Michael Williams and Kerry Williams of 15 Kenmere Place, Glenorchy (the Williams Family), asking the Council to consider renaming the Glenorchy Recreational oval to “the Ian (Jessie) James Memorial Ground” in honour of Mr Ian James, who passed away on 23 October 2015. This letter is attached (Attachment 1).

Council considered the request and through the Mayor, provided its response in a letter dated 14 December 2015 (Attachment 2) stating that the Council was considering the establishment of a Hall of Fame, into which Mr James would be included to recognise his significant contribution to sport in the community.

The Williams Family have now requested by a further letter of 19 January 2016 (Attachment 3) that the Council reconsider the decision made at the management level at its next Council meeting.

Consultations:

Manager Legal & Property

Director Corporate Governance & General Counsel

Human Resource / Financial and Risk Management Implications:

The human resource, financial and risk management implications are unknown at this stage and will be considered as part of the recommended management report.

Community Consultation and Public Relations Implications:

Nil

Recommendation:

That Council:

REQUEST Management to investigate the matter further and provide Council with a full report regarding the surrounding circumstances of the request to rename the Glenorchy Recreational Oval in honour of Ian (Jessie) James.

Attachments/Annexures

- 1** Attachment 1 - 23 Nov 2015 Letter from Williams Family to Mayor
- 2** Attachment 2 - 14 Dec 2015 Letter from Mayor to Williams Family
- 3** Attachment 3 - 19 Jan 2016 Letter from Williams Family to Mayor

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

19.1 NOTICE OF MOTION - ALDERMAN M. STEVENSON

Author: Acting General Manager (Seva Iskandarli)

Qualified Person: Acting General Manager (Seva Iskandarli)

ECM File Reference: Notice of Motion

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

The strategic and annual plans are based upon the Community Plan which is outwardly focussed. Since this item discusses a management/governance issue there is no applicable reference to this matter.

Reporting Brief:

To consider a notice of motion by Alderman M. Stevenson submitted in accordance with the requirements of Regulation 16(5) of the *Local Government (Meeting Procedures) Regulations 2015*.

Proposal in Detail:

That:

- Council investigates its jurisdiction to ban smoking along the Intercity Cycle Way, and;
- Returns a report to Council advising if it does have jurisdiction to do so, and;
- If it is possible, provide an appropriate schedule for implanting such a ban.

Officer's Response:

Management will investigate as to whether it has jurisdiction to ban smoking along the Intercity Cycleway and report its findings and recommendations to a future Council meeting.

Recommendation:

That:

- Council investigates its jurisdiction to ban smoking along the Intercity Cycleway, and;
- Returns a report to Council advising if it does have jurisdiction to do so, and;
- If it is possible, provide an appropriate schedule for implanting such a ban.

Attachments/Annexures

CLOSED TO MEMBERS OF THE PUBLIC

20. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

21. CONFIRMED MINUTES OF AUDIT PANEL MEETING 23 SEPTEMBER 2015

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.)

22. 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.)

23. UPDATE - LOCAL GOVERNMENT REFORM PROCESS

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)(d). (Contracts and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal.)

24. INTERNAL AUDIT REPORT - WORK HEALTH & SAFETY

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.)

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

25.1. QUESTION ON NOTICE - 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)(a). (Personnel matters, including complaints against an employee of the Council and industrial relations matters.)