

# **COUNCIL AGENDA**

## **MONDAY, 26 SEPTEMBER 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, 29 August 2016

**Purpose:** To discuss:

- Moonah Taste of the World
- Traffic Congestion

**Date:** Monday, 12 September 2016

**Purpose:** To discuss:

- CBD Retivalisation Project
- Wilkinsons Point Masterplan
- Annual Environmental Health Report

**Date:** Monday, 19 August 2016

**Purpose:** To discuss:

- Aldermanic Code of Conduct

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**1. APOLOGIES**

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**2. CONFIRMATION OF MINUTES**

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That the minutes of the Council Meeting held on 29 August 2016 be confirmed.

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**3. ANNOUNCEMENTS BY THE CHAIR**

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**4. PECUNIARY INTEREST NOTIFICATION**

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**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON  
NOTICE**

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**6. PUBLIC QUESTION TIME (15 MINUTES)**

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**7. PETITIONS/DEPUTATIONS**

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# COMMUNITY

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## 8. ANNOUNCEMENTS BY THE MAYOR

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Author: Mayor (Ald. Kristie Johnston)

Qualified Person: General Manager (Peter Brooks)

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:**

#### **Announcements by the Mayor**

The following is a list of events the Mayor has attended during the period 24 August 2016 to 20 September 2016.

#### **Wednesday 24 August 2016**

- Attended the Crimestoppers “Dob in a Dealer” Campaign Launch
- Attended a meeting with a business representative

#### **Thursday 25 August 2016**

- Attended a meeting with SGS Economics regarding the Local Government Reform Feasibility Study
- Participated in an ABC Radio interview regarding TasWater dividend announcement
- Participated in Book Week activities at Benjafeld Childcare Centre
- Chaired the Safer Communities Committee meeting
- Attended the Greater Glenorchy meeting (former Precinct)
- Attended the closing night celebrations at Mama Mia’s

#### **Friday 26 August 2016**

- Attended the Business Crime Breakfast
- Attended the GASP, Derwent Estuary Program and Windermere Primary School event at Wilkinson Point

#### **Monday 29 August 2016**

- Attended the Citizens of the Year and Australia Day Committee meeting
- Chaired the Extra Council Workshop
- Chaired the Council meeting

**Tuesday 30 August 2016**

- Attended the RYDA program celebrations at the Showgrounds
- Attended a meeting with Breast Screen Tasmania
- Attended the Greater Claremont meeting (former Precinct)

**Wednesday 31 August 2016**

- Attended the official opening of the Springfield Garden Primary School Redevelopment

**Thursday 1 September 2016**

- Attended the special morning tea in honour of former Mayor Deirdre Flint OAM

**Friday 2 September 2016**

- Attended a meeting with the Gambling Coalition
- Attended a meeting with a community representative

**Saturday 3 September 2016**

- Attended the Claremont Spring Flower Show
- Attended the Glenorchy v North Launceston game
- Attended the YMCA quiz night

**Monday 5 September 2016**

- Chaired the Glenorchy Planning Authority meeting

**Tuesday 6 September 2016**

- Attended the TasWater Owners meeting at Longford
- Attended the Reception for a Fairer World and Launch of the “Respectful Schools” program at Government House

**Wednesday 7 September 2016**

- Attended a meeting with a representative of Metro Soccer Club
- Chaired the Wilkinson Point Elwick Bay Master Plan Steering Committee meeting
- Attended the Dominic College Creative Arts Festival opening at the Long Gallery

**Thursday 8 September 2016**

- Participated in the Glenorchy Youth Taskforce RUOK Day activities on Council lawns

**Friday 9 September 2016**

- Welcomed attendees at the Child Protection Week Awards at the MAC

**Saturday 10 September 2016**

- Attended the Glenorchy v Burnie game
- Attended the Hobart City Council Civic Reception for the 150<sup>th</sup> Anniversary of Town Hall
- Attended the Tasmanian Symphony Orchestra Concert as part of the Hobart City Council celebrations

**Monday 12 September 2016**

- Chaired the Council workshop

**Tuesday 13 September 2016**

- Attended the West Moonah Eating with Friends Luncheon
- Attended the Moonah and Glenorchy Business Association committee meeting

**Wednesday 14 September 2016**

- Attended the Poker Machine Coalition meeting
- Attended the Claremont Rotary Club meeting

**Thursday 15 September 2016**

- Attended the Windermere Primary School Association meeting
- Attended the Citizenship Day Citizenship Ceremony at Government House
- Attended the West Moonah Community House Annual General Meeting

**Friday 16 September 2016**

- Judged the Glenorchy District Football Club Business Decoration Competition with GDFC Coach Aaron Cornelius
- Attended the official opening of Josh Willie MLC's electorate office

**Saturday 17 September 2016**

- Attended the AFL Tasmania Grand Final Luncheon
- Attended the TSL Grand Final Game – Glenorchy v North Launceston
- Attended the Glenorchy District Football Club premiership celebrations

**Sunday 18 September 2016**

- Attended the St Therese School Fair
- Attended and laid a wreath at the Battle of Britain commemorative service
- Attended Glenorchy District Football Club premiership celebrations

**Monday 19 September 2016**

- Attended the Glenorchy Community Fund Board meeting
- Participated in a meeting regarding the Women in Leadership Summit
- Chaired the Extra Council Workshop
- Chaired the Glenorchy Planning Authority meeting

**Tuesday 20 September 2016**

- Attended a meeting with a community representative
- Attended the Moonah and Glenorchy Business Association dinner

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:

- (a) RECEIVE the announcements about the activities of the Mayor's office for the period 24 August 2016 to 20 September 2016.

**Attachments/Annexures**

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## 9. CHILD CARE CONNECTIONS POLICY AND PROCEDURES REVIEW

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Author: Manager, Community and Customer Service (David Ronaldson)

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

ECM File Reference: Chid 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 References:

- 4.2.4.03 Implement the Governance Strategy.
- 1.2.2.09 Operate Council's Child Care Centres in accordance with the Education and Care Services National Law and Regulations.

### **Reporting Brief:**

This report is to seek Council's adoption of nine (9) revised Child Care Connections Policies and Procedures.

### **Proposal in Detail:**

Previous recent reports to Council of 25 January, 9 May and 4 July 2016, have presented groups of Child Care Connections policies and procedures for adoption as per the Education and Care Service National Law. This is the fourth of five groups of policies being reviewed and presented to Council for adoption.

### Compliance

As per previous report on this matter, 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 by 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.

Regulation 168 of the *Education and Care Services National Regulations* 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:

| <b>Policy/Procedure Title</b>                                                             | <b>Summary of changes</b>                     |
|-------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1. Opening and Closing Education and Care Services Procedure                              | • Updated Terminology                         |
| 2. Privacy and Confidentiality Policy                                                     | • Updated Terminology, formatting of document |
| 3. Reporting Concerns about the Care and Protection of Children – Child Protection Policy | • Updated Terminology                         |
| 4. Students Policy                                                                        | • Updated Terminology                         |
| 5. Visiting Rights of Non-Residential Parents Policy                                      | • Updated Terminology                         |
| 6. Volunteers Policy                                                                      | • Updated Terminology                         |
| 7. Educational Program and Practice Policy                                                | • Updated Terminology                         |
| 8. Tobacco, Drug and Alcohol – Free Environment Policy                                    | • Updated Terminology                         |
| 9. Media Policy                                                                           | • Updated Terminology                         |

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.

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 is liable for a penalty of up to \$20,000 if it does 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 policies |

**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.

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 ADOPT the following Child Care Connections Policies and Procedures, as attached:

1. Opening and Closing Education and Care Services Procedure
2. Confidentiality Policy
3. Reporting Concerns about the Care and Protection of Children – Child Protection Policy
4. Students Policy
5. Visiting Rights of Non-Residential Parents Policy
6. Volunteers Policy
7. Educational Program and Practice Policy
8. Tobacco, Drug and Alcohol – Free Environment Policy, and
9. Media Policy

**Attachments/Annexures**

- 1** Education and Care Services National Regulations Extract
- 2** Opening and Closing Education and Care Services Procedure
- 3** Privacy and Confidentiality Policy
- 4** Reporting Concerns about the Care and Protection of Children - Child Care Protection Policy
- 5** Students Policy
- 6** Visiting Rights of Non-Residential Parents Policy
- 7** Volunteers Policy
- 8** Educational Program and Practice Policy
- 9** Tobacco, Drug and Alcohol - Free Environment Policy
- 10** Media Policy

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## 10. STATE EDUCATION ACT CHANGES

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Author: Manager, Community and Customer Service (David Ronaldson)  
Child Care Delivery Co-ordinator (Kate Whitbread)

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

ECM File Reference: Agenda for Children and Young People

**Community Plan Reference:**

Our Community Goals: Making Lives Better – “Young people will be listened to, involved and included in decision making especially about recreation, entertainment and support services. Young people and their families will be encouraged to play an active part in their education and their community.”

Our Community’s Goals: Open for Business – “We will champion education, innovation and new technologies to stimulate creativity and to generate even more jobs for the future”.

Our Community Priorities: Education and lifelong learning opportunities.

**Strategic or Annual Plan Reference:**

- 1.2 Support our different communities to enable them to pursue opportunities.
- 1.2.2 Facilitate the delivery of services that build community capacities and capabilities.
- 1.2.2.10 Operate Council’s Child Care Centres in accordance with the Education and Care Services National Law and Regulations.

**Reporting Brief:**

The State Government of Tasmania is in the process of tabling a bill in Parliament to alter the *Education Act 1994* (Education Act). The bill will introduce a number of changes to the Act, which will commence from 2020. A major change is to lower the school and Kindergarten starting age. This change will impact on future Kindergarten and child care arrangements.

This report details the current situation.

**Proposal in Detail:**

Tasmania has a proud history at being at the forefront of early childhood education. In 1968 Tasmania introduced universal access to publicly funded Kindergartens.

Since then further improvements have occurred, including:

- A compulsory Preparation year into schools
- Innovative programs – Learning in Families Together

- The development of Child and Family Centres.

Tasmania has also been very effective in implementing the National Quality Standards throughout the Long Day Care sector (Child Care).

The Tasmanian State Government have stated that Tasmanians educational outcomes are below national averages and that the Government is prepared to make change that will see outcomes improve. These proposed changes are summarised in statements put out by the Tasmania State Government ([Attachment 1](#)) and Early Childhood Australia (ECA), Tasmanian Branch ([Attachment 2](#)). Additional independent information can be sourced at [http://www.stevebiddulph.com/Site 1/School starting](http://www.stevebiddulph.com/Site_1/School_starting) [html]. Steve Biddulph is a highly regarded Australian author, activist and psychologist who has written a number of influential best-selling books, and lectures world-wide on parenting and education.

#### Tasmanian State Government

The Government recognises that parents and carers are best placed to decide when their child should start school. The Government has agreed that, although the age at which a child can commence in Prep will be lowered to four and a half, therefore making the entry age for Kindergarten three and a half, the compulsory school starting age will remain at five. This continues to provide access to quality early learning sooner for all children in Tasmania and, at the same time, provides parents with choice.

The Government will commit an additional \$4.9 million per year to support the change through more staffing support in the Preparatory year across Government and non-Government sectors.

Finally, from 2020 all Government Kindergartens will be formally assessed against the National Quality Standards, which they currently are not.

#### Early Childhood Australia – Tasmanian Branch

ECA are not supportive of the changes proposed and legislated by the Government and are of the view that the changes are not in the best interest of the child. Making access to Kindergarten at age three and a half and Prep at four and a half non-compulsory, means that parents may make choices based on financial considerations.

ECA state there is no stated evidence that supports earlier introduction to Kindergarten or school has benefits in educational outcomes. The institutional setting of a school is not the best context to foster a young child's learning.

Rather, funds need to be placed to boost high quality care before school commences. The best interest of the child would be served most effectively by strengthening, not diminishing the quality of early childhood education and care settings, in line with the national early childhood agenda.

ECA reports that a member survey indicates more than 50 services will be at high risk of closure resulting in loss of access to early childhood education and care to communities. This in turn will result in job loss across the sector.

Impact on Glenorchy City Council Services

Council currently operates two Long Day Care Services that provide child care from Berriedale Child Care Centre and Benjafield Child Care Centre. The services currently provide early education and care for 127 families and their children and employment to fourteen permanent educators and eight casual educators.

The changes will impact each service and officers will commence modelling data to begin to understand what the environment for education and care / child care will look like post 2020. At this time no changes to either service are required or recommended. However, developing an understanding of the changing environment is vital if Council is to continue to provide services in this area, and potentially change the structure those services and how they are delivered.

**Conclusion:**

The proposed changes to the Education Act will impact upon community. Officers will begin scoping the possible effects that the changes to the Education Act may or will have on the Glenorchy and greater Hobart region, and will provide a further report to provide an update to Council during 2017.

**Consultations:**

In the preparation of this report, the following internal departments and sections within Council have been consulted:

- Child Care Connections
- Community Development
- Community Planning and Inclusion

**Human Resource / Financial and Risk Management Implications:**

There are no financial or human resource implications at this time. Work will continue in order to further investigate this likelihood.

**Community Consultation and Public Relations Implications:**

The recent media coverage of the Education Act and the resultant scrutiny on the Child Care industry has lacked detail and understanding of the full environment in Tasmania and across the nation. Council needs to be aware that both the Berriedale Child Care Centre and Benjafield Child Care Centre are fully compliant with the National Quality Standards, with each achieving a 'Meeting' rating, and exceeding the National Quality Standard in 2 Quality Areas.

**Recommendation:**

That Council:

- (a) RECEIVE the above report which summarises the proposed changes to the *Education Act 1994* and its potential impact on the Glenorchy community, and
- (b) NOTE that an update on the impacts of the proposed changes to Council's Child Care Centres in Berriedale and Benjafield will be provided to Council during 2017.

**Attachments/Annexures**

- 1** Department of Education Fact Sheet - Early Years Education in Tasmania
- 2** Early Childhood Australia (ECA) - Tasmanian Branch Fact Sheet

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## 11. COMMUNITY AND MULTI-CULTURAL FEASIBILITY STUDY - ELECTION COMMITMENT GRANT DEED

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Author: Manager, Community and Customer Service (David Ronaldson)

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

ECM File Reference: Resource Hub for Migrants and Refugees

### **Community Plan Reference:**

Our Community Goals: Making Lives Better – “Our social, recreational and cultural facilities, events and experiences will attract and retain people in Glenorchy to share our wonderful way of life.”

Our Community Priorities: Supporting and celebrating our diversity.

### **Strategic or Annual Plan Reference:**

- 1.2 Support our different communities to enable them to pursue opportunities.
- 1.2.2 Facilitate the delivery of services that build community capacities and capabilities.

### **Reporting Brief:**

This report provides update and recommendations to Council on the State Government Grant of \$100,000 towards the development of a plan to meet the needs of multicultural communities for spaces to assist with cultural celebrations and events inclusive of the potential for a multi-cultural centre/s in Glenorchy.

This report provides Council with the Multicultural Community Spaces Plan for adoption.

### **Proposal in Detail:**

Council most recently received a report on this matter on 31 August 2015. That report outlined in late 2014 the state government provided Glenorchy City Council with a grant of \$100,000. Council was not asked to match the funding. The stated purpose of the grant was to ‘not only explore costings, designs and options for a shared community and multi-cultural centre, but also assess the potential for placing the centre within the KGV sports and community precinct’. Council has further received an update on the Multicultural Community Spaces Plan (the Plan) via a workshop presentation on 25<sup>th</sup> July 2016.

The principal purpose of the Tasmanian Government Grant was to assist Council to better understand both demand and potential future solutions for our multi-cultural community needs to access spaces to assist to build community. The intent was to develop a plan with a focus on understanding options for the establishment of a facility (or access to other facilities) that could meet this demand in a sustainable manner.

Since Council's decision to proceed, a steering committee for the project was formed from Council staff, state (DPAC) and federal government (DSS) department representatives and service providers in the industry, namely the Migrant Resource Centre, Multicultural Council of Tasmania, CatholicCare and Red Cross. A consultancy was also awarded and the project commenced. The project has now been completed and the final report of the consultancy (the 'Plan') is contained in the attachments to this report.

The 'Plan' is broken-up into a number of sections:

Main Report ([Attachment 1](#)):

- Executive Summary
- Current Reality – Where are we now?
- Desired Future – Where do we want to be?
- Action Plan – How do we get there?
- Implementation Plan – Are we getting there?

Appendices ([Attachment 2](#)):

- Background to the Multicultural Services Sector
- Facilities Audit
- Community Engagement
- Facilities Upgrades and Approaches
- Places of Worship Brokering Access to Spaces
- Stakeholder Database

The key findings and key recommendations of the plan were developed to three specific target groups as identified by the steering committee and consultants. The target groups are:

**Group 1** — Emerging and newly arrived multicultural groups with high levels of need for spaces and facilities to support their resettlement who have generally been in the local area for less than five years.

**Group 2** — Young people (aged 13 – 25 years of age) from multicultural backgrounds with high levels of need for spaces and facilities to support their social, recreational and educational development.

**Group 3** — Established multicultural groups with varying levels of needs for spaces and facilities to support cultural, religious and faith-based activities, including groups settled for five years or longer, including some groups that own and manage their own spaces and those seeking to develop facilities. It is important to note that individuals from some groups included in target group 3 continue to arrive to the present day.

#### **Key Findings:**

**Emerging and Newly Arrived Multicultural Groups:** The Hopkins St Centre (Old MAC) is the preferred space for development of a potential Multicultural Hub for smaller scale events and activities (up to 200 people).

Other GCC-owned spaces and facilities (e.g. Moonah Community Centre) would also be required to meet the likely demand for cultural and faith based activities, particularly on weekends, afternoons and evenings.

Non-GCC owned spaces and facilities are also needed to meet the potential demand for larger scale (above 200 people) cultural and faith-based activities, include Royal Hobart Showgrounds, School facilities (i.e. Cosgrove High School) and facilities owned and leased by other multicultural groups (e.g. German and Polish Clubs).

**Young People:** The KGV Cresswell – Beakley Stand was identified as a preferred drop-in youth facility for after school programming, supported by the Migrant Resource Centre and other Youth agencies.

YMCA Glenorchy have expressed interest in providing programs for young people from multicultural backgrounds, which will be further explored in the implementation of the *Plan*.

Sports clubs in the KGV Precinct could also deliver sports activities programming for young people with multicultural backgrounds.

**Established Communities:** Other GCC-owned spaces and facilities could meet some of the potential demand for cultural or faith based activities, particularly on weekends, afternoons and evenings. Facilities owned / leased by other multicultural groups: including Italian Club, German Club, Polish Club, and Australian Croatian Club have excess capacity for similar purposes. There are a range of barriers that prevent multicultural communities in accessing appropriate spaces including: cost to hire, insurance, awareness of spaces, literacy and capacity challenges within some communities.

Specific groups are interested in developing their own facilities for religious and faith-based purposes including Sikh and Hindu groups.

### **Key Recommendations:**

The key recommendations to support the provision of space and facilities to meet the needs of multicultural groups in the Glenorchy and greater Hobart region, include:

#### **Group 1: Emerging and Newly Arrived Multicultural Groups**

- GCC will provide use of the existing Hopkins St Centre (Old MAC) to become a dedicated Multicultural Hub for the next five years as a transitional space for Emerging and Newly Arrived Migrants and other multicultural groups use, at minimal or no lease costs to operator, provide maintenance, and potentially minor capital works.
- Identify a provider from the multicultural service sector to manage and operate the facility through an Expression of Interest (EOI) process, including dedicated human resources (on a part-time or casual basis).
- GCC and the sector to broker access for groups to larger scale facilities (for events above 200 people) through a dedicated community development program.
- Funding to be sought from various levels of government.

**Group 2 – Young People**

- Investigate the potential for providing the Cresswell-Beakly Stand (Level 3) to meet the needs of children and young people from multicultural backgrounds for after school and drop-in activities and services, which could be managed through an external provider similar to the Old MAC Facility.
- Continue engagement with sports groups and service sector (i.e. multicultural and youth) regarding the delivery of a multicultural youth space in KGV precinct.
- Consider a master planning process for the whole KGV Precinct to address needs for various user groups, including safety and CPTED considerations, connectivity to Glenorchy CBD and other relevant issues.

**Group 3 — Established Communities**

- Develop strategies and solutions that reduce the barriers to entry and increase access to community spaces and facilities for all multicultural groups, through:
  - Service providers brokering outcomes between groups and space providers through community development program recommended in the *Plan*
  - Providing GCC-owned facilities for as minimal cost as possible
  - Cost effective insurance cover, possibly held by the sector or by GCC, to enable ad hoc usage by target groups,
  - Communications and marketing materials to promote opportunities,
  - Development of a website and/or online / digital (application based) booking system.
- Establish a forum with relevant stakeholder groups to explore the issues for the development of places of worship for faith-based communities.
- Support the establishment of a whole of government approach to facilitate the development of places of worship for faith-based communities in the greater Hobart region that clarifies a preferred development approach and manages community concern.

**Summary:**

The Plan is highly important for the recognition of the continued change to the Glenorchy community and the response to the identified needs that the community identify.

Of Glenorchy's approximately 45,000 residents, distribution is not even across our local government area with so-called "Beacons of Cultural Diversity", being suburbs of high concentrations multicultural communities. These include the suburbs of West Moonah (17.8%), Moonah (15.6%), Glenorchy (14.5%), Lutana-Derwent Park (10.7%), Montrose (10.5%), and Chigwell (10.3%) (GCC 2015).

The Plan recognises the change in our community and outlines actions that can make meaningful change to the challenges those newly arrived communities (and not so newly arrived) face.

This Plan presents an opportunity to welcome newly arrived communities and assist them to become part of the greater Glenorchy community, contributing to the strength and diversity of our community.

**Consultations:**

Internal consultations have occurred with the following departments / individuals:

- Director Community, Economic Development & Business
- Acting Director Community, Economic Development & Business
- Coordinator Community Development
- Department of Premier and Cabinet
- Migrant Resource Centre (MRC)
- Multicultural Council of Tasmania (MCOT)
- Cultural Diversity Advisory Committee
- Legal and Property
- Environment and Development

**Human Resource / Financial and Risk Management Implications:**

To implement the recommendations from the report the following need to be considered:

This project has been fully funded by the Tasmanian State Government. Council officers continue to talk to both State and Federal Government representatives to fund individual actions within the plan.

In respect to the License / Lease of the Hopkins St Centre (Old MAC), it is proposed that Council make this facility available for little or no cost to the organisation that can fulfil the recommendations of the plan. The Expression of Interest process will be inclusive of expectations of the successful organisation (e.g. utility costs will be the lessees' responsibility). Further, Council will continue to maintain the facility within existing budgets.

Council's Coordinator Community Development will be responsible for overseeing the delivery of the plan. However, the Expression of Interest process requires placement of an additional human resource in the Hopkins St Centre (Old MAC) to deliver a range of outcomes as articulated by the plan.

Finally, a communications plan and key messaging has been developed to mitigate the risk of perceived bias towards multicultural communities or specific communities. This work has been prepared by the lead consultant of the plan.

**Community Consultation and Public Relations Implications:**

GCC through the consultancy and the MRC engaged with different multicultural target groups to identify their current and future needs to gather, meet and participate in cultural and religious practice.

The consultation program incorporated:

- Five separate consultation activities, where data was collected through a number of different tools and techniques.
- At least 91 participants were involved across all consultation activities.
- Representation from approximately 24 different multicultural groups from the Study Area.
- An additional 14 groups were contacted several times by the project team but did not participate in engagement.

Council should note that the detailed outcomes of engagement presented in Appendix C of the Plan.

As noted above, a Communications Plan inclusive of key messages has been developed to work in conjunction with the adoption of the plan, the availability of the Hopkins St Centre and the ongoing work with Glenorchy's multicultural communities.

**Recommendation:**

That Council:

- (a) ADOPT the Glenorchy City Council Multicultural Community Spaces Plan, and
- (b) RESOLVE to conduct an Expression of Interest process to find an entity to lease the usage of the Hopkins St Centre for the specific purpose outlined in the plan.

**Attachments/Annexures**

- 1 GCC Multicultural Community Spaces Plan
- 2 GCC Multicultural Community Spaces Plan - Appendices

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## 12. MOONAH TASTE OF THE WORLD FESTIVAL

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Author: Events and Communications Officer (Andrea Marquardt)

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

ECM File Reference: Moonah Taste of the World Festival

### **Community Plan Reference:**

Our Community Goals: Making Lives Better

- “We continue to welcome new arrivals from all countries, and work with them to build on the multi-cultural traditions in our community through arts, food, music, entertainment and shared experiences.”
- “Our social, recreational and cultural facilities, events and experiences will attract and retain people in Glenorchy to share out wonderful way of life”.

Our Community Priorities:

- Supporting and celebrating our diversity

### **Strategic or Annual Plan Reference:**

- 1.2 Support our different communities to enable them to pursue opportunities.
- 1.2.3 Identify and facilitate linkages with Council and other service providers to create opportunities for our communities.
- 1.2.3.02 Foster and support community cultural events and projects which celebrate Glenorchy’s cultural diversity and build identity, inclusion and City pride, including the Moonah Taste of the World Festival.

### **Reporting Brief:**

This report is to notify Council of the financial profile of the annual Moonah Taste of the World Festival and to seek approval for Council to underwrite the costs of the event to enable it to continue.

### **Proposal in Detail:**

The Moonah Taste of the World Festival is a unique multicultural Festival that celebrates the rich cultural diversity of the Glenorchy municipality through food, music, dance and cultural and family activities. The Festival is delivered in Benjafield Park in Moonah.

The Festival was established in 2011 with the aims of building the capacity of cultural diverse communities within the City, promoting tolerance, acceptance and understanding of diversity and community pride. The Festival was an initiative of Council’s Cultural Diversity Advisory Committee and was initially planned as a once off event, however it proved to be so popular that it has become an annual event.

The Glenorchy municipal area has been identified as being culturally diverse. The 2011 statistics from the Australian Bureau of Statistics show that 11% of the Glenorchy city population was born overseas, with 6.9% from a non-English speaking background. Between 2006 and 2011 there was an increase in the number of people born overseas of 18.6%, and an increase of 35.8% of people from non-English speaking backgrounds. There are also “hot spots” of diversity in the city – for example in 2011 15.6% of the population was from a non-English speaking background, and 17.8% in West Moonah.

When detailed consultation occurred for the City of Glenorchy Community Plan 2015-2040, the community identified multiculturalism as something they valued, and listed supporting and celebrating our diversity in the top 5 priorities for the City.

As such, supporting and celebrating cultural diversity features strongly in the Community Plan as well as Council’s Annual Plan, which also includes a specific reference to the Moonah Taste of the World Festival.

The Festival is seen as one way that Council can support people from all backgrounds to participate in the community through a fun, friendly event. This is achieved in a variety of different ways – i.e. planning, performing, volunteering, running a food stall or just attending.

The Festival is very popular in the community, with approximately 9,000-10,000 people attending the event annually. In 2016, there were 30 food stalls including 10 community groups, 14 community performance groups, 45 musicians and 20 cultural or family activities. Surveying at the 2016 Festival showed that people rated the event very highly and would return again.

The Festival has a number of significant outcomes including:

- Promotion of cultural diversity
- Providing mechanisms for culturally and linguistically diverse communities to participate in community activities
- Increased community pride
- Provision of a low cost, family event for the whole community
- Development of community partnerships

The event costs approximately \$70,000.00 to hold, with a Council contribution of \$30,000 which includes \$10,000 for arts and cultural activities and \$20,000 for general infrastructure costs. The majority of the expenditure is for equipment hire and set up which cannot be significantly reduced for an event of this scale.

As well as the Council contribution, the Festival income includes fees from food stalls and sponsorships and grants. This has included funding from the Healthy Communities Grant, which has now been fully expended. As this specific funding is no longer available, a deficit of between \$15,000 to \$20,000 (exc GST) per annum has been identified for ongoing Festivals.

It should be noted that there is also significant volunteer and in-kind support for the event.

Whilst Council staff members will continue to source additional funding, to enable the required planning and equipment booking to take place, a decision is required to determine if the Festival can continue to be held in its current format.

**Consultations:**

- Aldermanic Workshop
- Community Development
- Community Planning and Inclusion
- Chair, Cultural Diversity Advisory Committee
- Customer Service
- Arts and Culture
- Environmental Health
- People and Safety
- Works Centre
- Acting Director Community, Economic Development and Business

**Human Resource / Financial and Risk Management Implications:**

There are no risk management implications for this report.

Based on current budget allocations it is anticipated that there would be an ongoing deficit of between \$15,000 and \$20,000 (exc GST) per year if the Festival were to continue. However the exact amount would be dependent on continuing to attract other grants and sponsorships and the continuation of in-kind and volunteer support.

**Community Consultation and Public Relations Implications:**

No specific community consultation has been taken in relation to this issue, however given the strong public sentiment towards the event and the large participation and attendance rates it is believed that there would be negative public relations implications for Council if the event was not held.

**Recommendation:**

That Council:

- (a) RESOLVE to underwrite the Moonah Taste of the World Festival expenses to enable the Festival to continue, to a maximum amount of \$20,000 (exc GST).

**Attachments/Annexures**

- 1 2015/16 and Anticipated 2016/17 Moonah Taste of the World Festival Income & Expenditure Outline
- 2 Moonah Taste of the World Festival Expenditure Breakdown

# ENVIRONMENT

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### **13. GLENORCHY CBD REVITALISATION PUBLIC ENGAGEMENT**

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Author: Coordinator City Strategy (Erin McGoldrick)

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

ECM File Reference: CBD Revitalisation Project

#### **Community Plan Reference:**

##### **Valuing Our Environment**

We will value and enhance our natural and built environment. Our central business district (CBD) areas of Glenorchy, Moonah and Claremont will be revitalised, with a strong emphasis on great design, open spaces and public art.

##### **Open for Business**

We will create a strong economy and jobs for the future. We will encourage business diversity, innovation and new technologies to stimulate jobs, creativity and collaboration. We will be a place where business can establish, continue and flourish.

#### **Strategic or Annual Plan Reference:**

Objective: 3.1 Create a liveable and desirable City.

Strategy: 3.1.1 Revitalise our CBD areas through infrastructure improvements.

Action: 3.1.1.01 Implement the Glenorchy CBD Strategic Framework.

#### **Reporting Brief:**

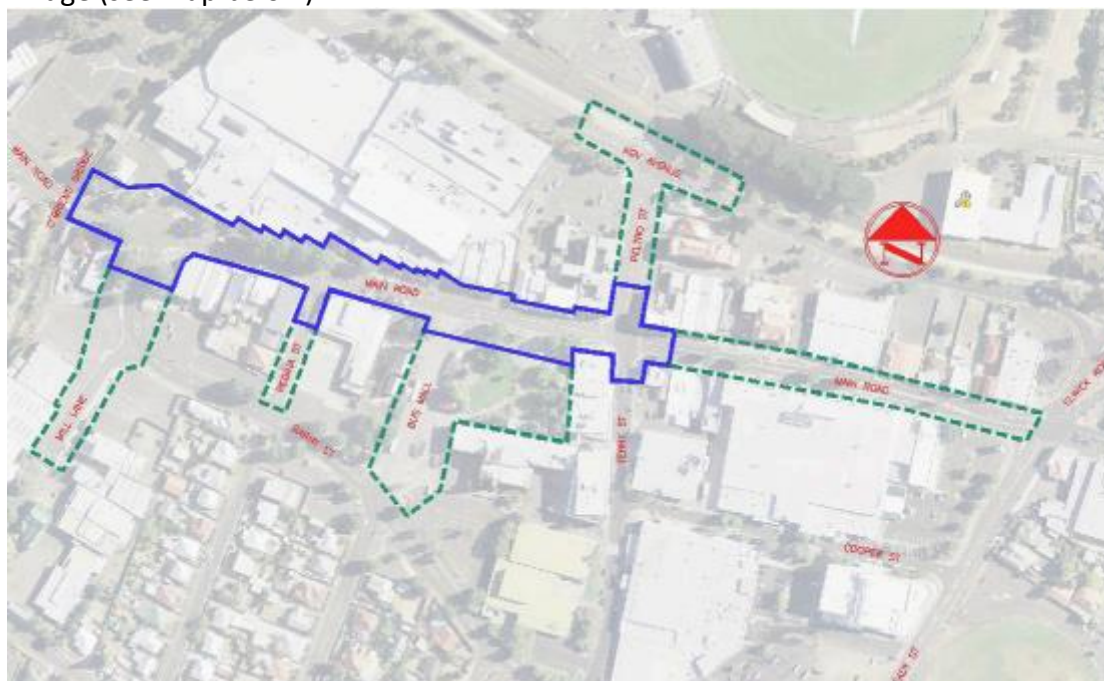
To seek Council's approval to invite public feedback on draft concept design images for the Glenorchy CBD Revitalisation Project in accordance with the Community Engagement Strategy.

#### **Proposal in Detail:**

While developing the Glenorchy Community Plan 2015 – 2040, consultation with our communities articulated a clear need for revitalisation of the Glenorchy CBD area. The kerbs, footpaths, stormwater and street furniture are at, or nearing, the end of their useable lives and this project is about developing clear designs and a plan aiming to create an accessible, welcoming and distinctive heart for Glenorchy's Main Road, where commerce and community will thrive.

The Glenorchy City Council engaged consultants Inspiring Place to prepare a concept urban design plan for the northern part of the Glenorchy CBD. Inspiring Place assembled a team from around Australia who are recognised leaders in urban design, stakeholder engagement, retail planning, street engineering, traffic management and landscape architecture.

The concept urban design plan will cover the area between Terry Street and O'Briens Bridge (see map below).



Whilst the main focus of the project is within the blue area (bounded by a solid line), the relationship of this area to surrounding CBD areas (shown as green dotted) will also be reviewed.

The project is about developing a clear design and plan to guide investment in creating a liveable, pedestrian friendly street environment. It provides the opportunity to reframe the city centre and make the CBD more distinctive, compact, accessible, comfortable, vibrant, activated and loved. It is driven by the understanding to create a great place to do business, create more sales and generate more customers.

The Mayor, Aldermen, Council officers and Inspiring Place consultants hosted a 'Business Inspiration Workshop' on Monday 4th July with local businesses to develop aspirational ideas and a Vision for the Glenorchy CBD area. Further consultation with key stakeholders such as Metro, emergency services, Northgate Shopping Centre management and Police has further informed the urban design process.

Further development and testing of draft concept designs has included input from Council's special committees, key Council staff, traffic modelling consultants, transport engineering consultants, key stakeholders in the area and specialist consultancy team members.

Draft concept designs and a Community Engagement Strategy ([Attachment 1](#)) developed by Inspiring Place has been overseen by Council staff and the Glenorchy CBD Revitalisation Steering Committee and was presented at a Council Workshop on 12 September 2016.

Draft Concept designs and images will be available for feedback and comment as per the timeline presented in the Community Engagement Strategy.

**Consultations:**

Glenorchy CBD Revitalisation Steering Committee  
Metro  
Emergency Services  
Glenorchy Police  
Local Businesses (including Moonah Glenorchy Business Association)  
Philp Lighton (Accommodation Strategy Consultants)  
Glenorchy Access Committee  
Glenorchy Youth Taskforce  
Sport and Recreation Committee  
Safer Communities Committee  
Tracks, Trails and Cycleway Committee  
Arts and Cultural Committee  
Cultural Diversity Committee  
Aldermen's Workshops (18 July and 12 September)  
Community Development  
Legal and Property

**Human Resource / Financial and Risk Management Implications:**

Council officers undertaking project management of this project have included support for the community engagement process as part of operational planning for the 2016/17 year.

In-house officers will attend all public feedback sessions, assist with development of website content and provide oversight.

**Community Consultation and Public Relations Implications:**

A media release, including a draft concept design image has been prepared for inclusion in the Glenorchy Gazette for publication on 4 October 2016. The release details the times, locations and purpose of the public feedback opportunity. Further information regarding opportunities for public feedback will be circulated to:

- Businesses
- Community Matters Panel
- Key Stakeholders
- Government Ministers and representatives

**Recommendation:**

That Council:

- (a) AUTHORISE the invitation for public feedback from 3 October to 14 October 2016 on draft concept design images for the Glenorchy CBD Revitalisation Project in accordance with the Community Engagement Strategy ([Attachment 1](#)).

**Attachments/Annexures**

- 1** Community Engagement Strategy



# GOVERNANCE

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**14. CORPORATE PERFORMANCE INDICATORS - AUGUST 2016**

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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 August 2016 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 2015/2016 Budget Carry Forwards as approved in the August 2016 Council Meeting.

For August 2016 we have one red light, one yellow light with the remainder green lights:

**Red light:**

Lost Time Injury Frequency Rate (LTIFR): Month (MTD) 0.00 LTIFR for August (page 29). There were zero LTI's for August and the rolling 12 month LTIFR is 18.17, down on July (23.28) and significantly lower than for the same time last year which was 51.76. Safety remains a priority for the organisation and all incidents are reviewed to ensure policies and practices are refined to avoid future incidents.

**Yellow light:**

Accounts Receivable (page 22): Overdue debtors are above target due primarily to Derwent Park Reuse Scheme Contractor \$1,597k.

**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:

- (a) ACCEPT the information provided by the Corporate Performance Indicators for August 2016.

**Attachments/Annexures**

- 1** Report Indicators 2016-17 - August 2016
- 2** Appendix B - August 2016

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## 15. ACTIONS LIST - UPDATE REPORT

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Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Actions List - 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:**

Outstanding Actions List (Open Council Meeting) updated following the 29 August 2016 Council meeting.

### **Proposal in Detail:**

Key actions arising out of Council resolutions and/or throughout the general business of Council meetings are captured as appropriate and distributed throughout Council for completion and update by departmental staff. The Outstanding Actions List (Open Council Meeting) ([Attachment 1](#)) highlights the progress of the items on the list following the 29 August 2016 Council meeting.

### **Consultations:**

Relevant Council officers

### **Human Resource / Financial and Risk Management Implications:**

No cost

### **Community Consultation and Public Relations Implications:**

Nil applicable

### **Recommendation:**

That Council:

- (a) NOTE the progress of the items on the Outstanding Actions List (Open Council Meeting), as updated following the 29 August 2016 Council meeting.

### **Attachments/Annexures**

- 1 Outstanding Actions List (Open Council Meeting)

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## 16. COUNCIL POLICY

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Author: Senior Internal Compliance Advisor (Bryn Hannan)

Qualified Person: Director, Corporate Governance and General Counsel (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:**

The purpose of this report is to recommend that Council adopts the following updated Council policies:

- (a) Nominations and Appointments to Committees and Other Bodies, and
- (b) Fire Hazard Abatement Notices

### **Proposal in Detail:**

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. The following policies have been reviewed and recommendations made as follows:

#### Nominations and Appointments to Committees and other Bodies

It is recommended that Council adopts an updated 'Nominations and Appointments to Committees and Other Bodies' in the form of Attachment 1.

The updated policy will replace Council's existing 'Nomination and Appointment of Aldermen to Committees' policy, which was last reviewed in April 2007 (Attachment 2).

The policy has been re-named to reflect that it addresses the appointment of both Aldermen to committees and other groups or bodies, and also, on occasion, independent persons who are not elected Aldermen.

The revised policy does not substantially change the procedures that are currently followed. It has, however, been undergone a substantial to give better clarity as to the procedures and to remove ambiguity. Minor procedural amendments have also been made, including:

- making provision for independent persons nominating for a position to include a typed, 2 page statement outlining their qualifications

- increasing the word limit for a statement in support of a nomination from 100 words to 150 words
- removing the provision for preferential voting in ballots for a position that has been contested, and applying the 'first past the post' rule instead, and
- updating references to legislative provisions and removing outdated provisions (for example, provisions relating to precinct committees).

#### Fire Hazard Abatement Notices

It is recommended that Council adopt an updated 'Fire Hazard Abatement Notices' policy in the form of Attachment 3.

The policy outlines the procedure that Council will follow in identifying fire risks that exist prior to the summer bushfire season by notifying property owners of potential fire hazards on their properties, and, where necessary, issuing nuisance abatement notices under section 200 of the *Local Government Act 1993* (the Act) and taking enforcement action where notices are not complied with.

The revised policy replaces the existing 'Fire Hazard Abatement Notices – Private Property' policy (Attachment 4) which was last reviewed in July 2009. The policy has been re-written for better clarity and to better enunciate its purpose. It also emphasises that Council's aim is to encourage and educate the community to better manage fire risks and to give property the owners the opportunity to abate potential fire risks before Council takes formal action under the Act. References to outdated legislative provisions have also been removed.

The updated policy reflects the procedure currently being followed by Council's external compliance section.

#### **Consultations:**

The Executive Leadership Team and their respective departmental managers were consulted and provided input into the above policies.

#### **Human Resource / Financial and Risk Management Implications:**

| Risk Identification                                                                                                            | Consequence | Probability    | Rating | Risk Mitigation Treatment                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------|
| If the identified policies are not adopted and rescinded as recommended, then governance control effectiveness is less optimal | Minor       | Almost Certain | Medium | Council adopts the updated 'Nominations and Appointments to Committees and Other Bodies' policy and 'Fire Hazard Abatement Notices' policy. |

#### **Community Consultation and Public Relations Implications:**

Nil.

**Recommendation:**

That Council:

- (a) ADOPT the 'Nominations and Appointments to Committees and Other Bodies', policy, as attached, to provide direction on the procedures to be followed by Council when appointing Aldermen or independent persons to council bodies and external bodies, and
- (b) ADOPT the 'Fire Hazard Abatement Notices' policy, as attached, to provide direction as to the circumstances under which Council will issue Fire Hazard Abatement Notices to owners of private property and take enforcement action against property owners for non-compliance.

**Attachments/Annexures**

- 1** Updated 'Nominations and Appointments to Committees and Other Bodies' policy
- 2** Current 'Nomination and Appointment of Aldermen to Committees' policy
- 3** Updated 'Fire Hazard Abatement Notices' policy
- 4** Current 'Fire Hazard Abatement Notices' policy

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## 17. PROPOSED AMENDMENT TO MEETING POLICY

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Author: Director Corporate Governance and General Counsel (Seva Iskandarli)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Meeting Policy

### Community Plan Reference:

This item discusses a corporate management/governance issue. Since the Community Plan is outwardly focussed, there is no applicable reference to this matter.

### 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:

This Report is to recommend to Council to make amendments to the Council's Meeting Policy under Regulation 37(1) of the *Local Government (Meeting Procedures) Regulations 2015* (Tas) to specify clear process to be applied in relation to questions without notice and questions on notice from the Aldermen under Regulation 29 and Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015* (Tas).

### Proposal in Detail:

Regulation 29 *Local Government (Meeting Procedures) Regulations 2015* (Tas) ('**the Regulations**') applies to the questions without notice put by an Alderman at a meeting. This Regulation specifies the requirements that the Chairperson and an Alderman must comply with at the meeting in relation to the question without notice. It can be stated that Regulation 29 gives guidance to the Chairperson and Council in terms of the process to be applied at the meeting on questions without notice.

However, in relation to questions on notice Regulation 30 states the following:

**1)** *A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.*

**(2)** *An answer to a question on notice must be in writing.*

This Regulation 30 does not have the similar "guidance" that Regulation 29 has.

Council at its meetings receives questions with and without notice under Regulation 29 and Regulation 30. As specified under Regulation 30 an Alderman who has given a written notice of the question to the General Manager at least 7 days before the ordinary council meeting seeks an answer to his or her question at that meeting.

Regulation 30(1) does not require the answer to the question to be published with the Agenda but it states that an Alderman seeks an answer to his or her question at that meeting and that answer to the Alderman's question must be in writing. However, from the good governance point of view it would be advisable that an answer to any question on notice be published with the Agenda rather than being tabled at the Council Meeting.

In recent Council Meetings since February 2016, Council has witnessed numerous questions on notice under Regulation 30 from Aldermen. In some instances those questions are being repetitive and too operational in nature. Under Regulation 30 those questions were sent to the General Manager 7 days before the Council Meeting, namely on Sunday evenings a week before the Council Meetings.

Under Regulations 8 and 9 the General Manager must prepare the Agenda and any associated reports and documents at least 4 days before the Council Meeting. In compliance with Regulations 8 and 9 the General Manager prepares these documents and publishes them on Wednesday, 4 days before Council Meetings on Monday. Accordingly, the Management have only 2 days, Monday and Tuesday, to prepare the answers to the questions on notice.

The number of questions on notice require many hours in order to make background research and gather the required information to provide answers to the questions. In most circumstances the Management and the relevant staff members reschedule their other prearranged commitments, such as meetings with external parties, answering community members' requests, dealing with the priority matters under Council's strategies and projects and meeting with community members so the Management and the relevant staff members can be able to respond to these questions on notice.

From the good governance and good time management points of view, and serving our community, it is recommended that, in order to avoid the above stated issues, Council's Meeting Policy be amended and includes the following clause:

**1) Questions on Notice**

- (a) An Alderman, at least 11 days before an ordinary council meeting or a council committee meeting, may give a written notice to the General Manager of a question in respect of which the Alderman seeks an answer at that meeting.*
- (b) A period referred to in sub- clause (a) includes Saturdays, Sundays and statutory holidays, but does not include the day on which the agenda and any associated reports and documents are provided to the Aldermen and public, and the day of the ordinary meeting.*

**Explanatory Note:** 11 days in subclause (a) apply to one week before the Agenda is published which is Wednesdays, 4 days before the Council Meetings, and the additional 7 days are to allow the preparation of the answers to the questions on notice. For avoidance of doubt the questions on notice shall be given to the General Manager no later than 12:00 midnight on Tuesdays a week before the Agenda and associated reports and documents are provided to the Aldermen and public. In addition, Regulation 30 refers to “at least 7 days”, so the proposed amendment does no more than expand the time permitted under this Regulation.

Furthermore, the questions and answers, and debates on the answers during the Council Meetings, take much longer time than should be necessary from the good governance and time management points of view. This certainly causes concerns to the staff members who are required to attend the Council Meetings and Aldermen.

This fact was especially evident in recent Council Meetings where the 1 August 2016 Council Meeting lasted for about 5 hours, and 29 August 2016 Council Meeting which lasted about 6 hours. Finishing Council Meetings late at night has already created concerns about staff members’ and Aldermen’s health and wellbeing.

To address this issue from the principles of good governance and complying with the duty of care to our staff members’ and Aldermen’s health and wellbeing, it is recommended that Council’s Meeting Policy be amended and the following be included in the Policy:

**1) Questions on Notice**

*(c) The Chairperson of a meeting must not permit any debate on a question with notice and must not permit any debate on an answer to that question.*

*(d) The Chairperson of a meeting shall permit discussion of a question on notice and the answer to that question for clarification only, and such discussion shall take no more than 3 minutes.*

**2) Questions without Notice**

*(a) The Chairperson of a meeting shall permit discussion of a question on notice and the answer to that question for clarification only, and such discussion shall take no more than 3 minutes.*

The Report advises that the above recommended amendments to the Meeting Policy are suggested under Regulation 37 which states that:

*A council may determine any other procedures relating to meetings it considers appropriate.*

**Consultations:**

The General Manager

**Human Resource / Financial and Risk Management Implications:**

None

**Community Consultation and Public Relations Implications:**

None

**Recommendation:**

That Council APPROVE the amendment to Council's Meeting Policy under Regulation 37(1) and from the good governance point of view, and include in the Meeting Policy the following procedures in relation to Regulations 29 and 30:

**Questions on Notice**

- (a) An Alderman, at least 11 days before an ordinary council meeting or a council committee meeting, may give a written notice to the General Manager of a question in respect of which the Alderman seeks an answer at that meeting.*
- (b) A period referred to in sub- clause (a) includes Saturdays, Sundays and statutory holidays, but does not include the day on which the agenda and any associated reports and documents are provided to the Aldermen and public, and the day of the ordinary meeting.*
- (c) The Chairperson of a meeting must not permit any debate on a question with notice and must not permit any debate on an answer to that question.*
- (d) The Chairperson of a meeting shall permit discussion of a question on notice and the answer to that question for clarification only, and such discussion shall take no more than 3 minutes.*

**Questions without Notice**

- (a) The Chairperson of a meeting shall permit discussion of a question on notice and the answer to that question for clarification only, and such discussion shall take no more than 3 minutes.*

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## **18. LGAT 2016 BY-ELECTION (SOUTHERN ELECTORAL DISTRICT)**

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Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: LGAT

### **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 4.1.3.04 *Implement the Governance Strategy*.

### **Reporting Brief:**

This Report is to inform Council in relation to the Local Government Association of Tasmania (LGAT) 2016 by-election for the General Management Committee Representative for the Southern Electoral District, population of 20,000 or less.

### **Proposal in Detail:**

LGAT has asked the Tasmanian Electoral Commission to conduct a by-election for one member from the Southern Electoral District having a population of 20,000 or less councils to fill a casual vacancy. This has arisen by the recent resignation of Mayor Deirdre Flint from central Highlands Council.

Only the Brighton, Glamorgan-Spring Bay, Derwent Valley, Southern Midlands, Central Highlands, Huon Valley, Sorell and Tasman Councils are eligible to participate in the nomination process.

The election timetable is as follows:

- Nominations open – Tuesday, 6 September 2016
- Nominations close - 5 pm Tuesday, 18 October 2016
- Ballot material posted (if a ballot is required) – Monday, 24 October 2016
- Close of postal ballot - 10 am Tuesday, 6 December 2016
- Declaration of result – Tuesday, 6 December 2016

### **Consultations:**

Nil

### **Human Resource / Financial and Risk Management Implications:**

Not applicable.

**Community Consultation and Public Relations Implications:**

Not applicable.

**Recommendation:**

That Council:

- (a) NOTE that Local Government Association of Tasmania will be conducting an election for the 2016 by-election for the General Management Committee Representative for the Southern Electoral District, population of 20,000 or less.

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

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### 19.1 QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 4

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Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

#### **Question on Notice:**

To consider a 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:**

It has now been 15 months since Council, through a formal decision, required the General Manager to produce a monthly major projects report for each Council meeting and the General Manager has failed to do so. Under repeated questioning by the Mayor and Ald Stevenson the General Manager has stated that he does not know what Council wants and that Council itself does not know what it wants. To this end the General Manager committed to holding a workshop on corporate reporting. Despite this commitment there have been lengthy delays in organising this workshop. The General Manager advised Council recently that he had decided to engage a consultant to facilitate the workshop and assist with the production of a corporate reporting framework. The General Manager finally scheduled an extra workshop for 5 September only to cancel it due to the unavailability of the consultant. The workshop has now been delayed to 10 October.

May the General Manager please explain why as a General Manager, with purported 30 years plus experience, he believes it is necessary to engage a consultant, to assist him in performing the basic corporate reporting functions of the General Manager?

May the General Manager please explain why it was necessary to engage Steven Blackadder, an interstate consultant, when there are a number of local consultants capable of the work?

May the General Manager please provide a timeframe for when Council can expect to receive the monthly major projects report and other revised corporate reports?

**Answer:**

This debate has been under way since Council passed a resolution on 6 June 2015 in which, regrettably, it is not clear what Council is seeking to receive to perform its oversight function.

Attempts to clarify the situation on a number of occasions, as detailed below, have failed to establish what Council considers it requires to perform this oversight function. These occasions are as follows:

- 1) on 18 January 2016 Management conducted an extensive workshop with Aldermen with a suggested template for reporting, however Council was split over this template and the suggested information;
- 2) Management then conducted a survey with the Aldermen in an attempt to obtain an agreed position on what information Council requires. This attempt also did not produce any clarity;
- 3) Management then asked on a number of times at Council Meetings for an agreed position or at least to define for Management what, in the Aldermen's opinion, constitutes a "*major project*". No response was received.

However, Council regularly receives an update about various projects that Management is currently working on. These updates are provided to Aldermen at Workshops, which are held almost every Monday. A summary of only some of the projects which has been presented to Council at the Aldermanic Workshops is attached for the Aldermen's information ([Attachment 1](#)). Accordingly, the statement that the "*General Manager has failed to do so*" is incorrect.

Council also receives a number of reports every month, such as:

- 1) Actions List Report – which outlines the actions from the Council Meetings and progress that has been made by Management every month to implement Council decisions and answer the follow up questions from Aldermen at the Council Meetings.
- 2) Corporate Performance Indicators – which provide information to Council about the finances, asset management and work health and safety related matters.

In addition to these reports, Council receives the quarterly Annual Plan report from Management outlining the actions which have been taken and are under way to implement the Council's strategies and projects that are outlined in the 4 Year Annual Plan.

The reason for bringing in an external consultant is in an endeavour to provide an independent view point to resolve this impasse. The particular consultant was chosen following the proper procurement process, in line with Council's Code for Tenders and Contracts.

In line with the General Manager's "*purported 30 years plus experience*", the General Manager has put to Council on a number of occasions his suggested outline of the necessary oversight reports.

It is noted that on no occasion has Alderman Johnston put forward a proposal, either to Council or to the General Manager, with any suggestion as to how this issue might be resolved.

**Attachments/Annexures**

- 1** Matters Discussed at Council Workshops since June 2015

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## 19.2 QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 5

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Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

### **Question on Notice:**

To consider a 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:**

Given the extensive interaction, which the General Manager sanctions, between the elected body and the General Counsel on a range of issues, governance related and otherwise, it would be prudent for Aldermen to be provided with a duty statement for the General Counsel showing the scope of responsibilities.

May the General Manager provide Council with the duty statement for the position of General Counsel?

### **Answer:**

The functions of the Director of Corporate Governance and General Counsel require contact and discussions with, and advice to be given to, all parts of Council, including Aldermen.

That the Director of Corporate Governance is responsible for all aspects of governance related matters and Aldermanic related matters such as administrative, governance and Council Agenda and Minutes. Accordingly, the Director of Corporate Governance is naturally required to interact with Aldermen on a day-to-day basis.

The role of the General Counsel is to provide high-level legal advice to Aldermen, the General Manager and Council, and to oversee general legal advice given to Glenorchy City Council.

No “duty statement” is required.

## **CLOSED TO MEMBERS OF THE PUBLIC**

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**20. APPLICATIONS FOR LEAVE OF ABSENCE**

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# COMMUNITY

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**21. WILKINSONS POINT MASTER PLAN STEERING COMMITTEE  
RECOMMENDATION**

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*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)*

# GOVERNANCE

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## **22. AUDIT PANEL CHAIRPERSON'S ANNUAL REPORT**

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*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)*

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## **23. MINUTES OF AUDIT PANEL MEETING 19 JULY 2016**

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*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)*

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## **24. MINUTES OF AUDIT PANEL MEETINGS (SPECIAL) 12 AUGUST AND 31 AUGUST 2016**

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*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)*

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## **25. ACTIONS LIST - UPDATE REPORT**

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*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)*

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## **26. ANNUAL PERFORMANCE REVIEW OF THE GENERAL MANAGER**

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*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 and (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential*

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## **27. GLENORCHY CITY COUNCIL WEBSITE REDEVELOPMENT PROJECT - APPROVAL OF EXEMPTION UNDER PROCUREMENT POLICY (CODE FOR TENDERS AND CONTRACTS)**

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*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) and (2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential*

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## **28. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)**

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### **28.1. QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 1**

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*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*

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**28.2. QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 2**

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*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)*

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**28.3. QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 3**

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*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)*

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**28.4. QUESTION ON NOTICE - ALDERMAN M. STEVENSON - 1**

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*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)*