



GLAMORGAN SPRING BAY
COUNCIL

Notice of Meeting and Agenda

For the Ordinary
Meeting of Council to
be held at the
Triabunna Council
Offices

15 December 2020

NOTICE OF ORDINARY MEETING

Notice is hereby given that the next ordinary meeting of the Glamorgan Spring Bay Council will be held in the Council Offices, Triabunna on Tuesday 15 December commencing at 2.00pm.

Please note in response to COVID-19 social gathering regulations, members of the public will be unable to attend the meeting.

Dated this Thursday 10 December 2020.



**Greg Ingham
GENERAL MANAGER**

"I certify that with respect to all advice, information and recommendations provided to Council with this agenda:

- 1. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation, and***
- 2. Where any advice is given directly to the Council by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from any appropriately qualified or experienced person. "***

Note : Section 65 of The Local Government Act 1993 states –

- (1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.***
- (2) A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –***
 - (a) the general manager certifies, in writing –***
 - (i) that such advice was obtained; and***
 - (ii) that the general manager took the advice into account in providing general advice to the council or council committee; and***
 - (b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.***



**Greg Ingham
GENERAL MANAGER**

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Audio/Video Recording of Ordinary Meetings of Council

As determined by Glamorgan Spring Bay Council in April 2017 all Ordinary and Special Meetings of Council are to be audio/visually recorded and streamed live.

In response to COVID-19 social gathering regulations, members of the public will not be able to attend the meeting. Where possible a live stream of the meeting will be made available.

A recording of the meeting will be available via the link on the Glamorgan Spring Bay Council website following the meeting.

In accordance with the Local Government Act 1993 and Regulation 33, these video/audio files will be retained by Council for at least 6 months and made available for viewing live, as well as online within 5 days of the scheduled meeting. The written minutes of a meeting, once confirmed, prevail over the video/audio recording of the meeting.

1. Opening

The Mayor to welcome Councillors and staff and declare the meeting open at [time].

1.1 Acknowledgement of Country

The Glamorgan Spring Bay Council acknowledges the Traditional Owners of our region and recognises their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

1.2 Present and Apologies

1.3 In Attendance

1.4 Late Reports

1.5 Declaration of Interest or Conflict

The Mayor requests Elected Members to indicate whether they have:

- i. any interest (personally or via a close associate) as defined in s.49 of the Local Government Act 1993; or*
- ii. any conflict as described in Council's Code of Conduct for Councillors,*

in any item included in the Agenda.

2. Confirmation of Minutes

2.1 Ordinary Meeting of Council – 24 November 2020

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held Tuesday 24 November 2020 at 2.00pm be confirmed as a true and correct record.

2.2 Date and Purpose of Workshop/s Held

Tuesday 8 December 2020

In accordance with the requirements of regulation 8(2)(c) of the *Local Government (Meeting Procedures) Regulations 2015*, it is reported that a Council workshop was held from 1.30pm to 4:20pm on Tuesday 8 December 2020 at the Council Offices, Triabunna.

Present

Mayor Robert Young (in part)
Deputy Mayor Jenny Woods
Clr Cheryl Arnol
Clr Keith Breheny
Clr Rob Churchill

Apologies

Clr Annie Browning (due to prior commitments)
Clr Grant Robinson (due to prior commitments)
Clr Michael Symons (due to prior commitments)

In Attendance

Mr Greg Ingham, General Manager
Mr Vince Butler, Project Engineer – Asset Management (in part)

Guests

Nil.

Agenda

- Draft Asset Management Plan (Road Infrastructure)
- Draft Records Management Policy & Procedures
- Draft Related Party Disclosure Policy and Procedures
- Renewal of Glamorgan Spring Bay Council Audit Panel Agreements
- Governance Matters
- Other Matters & Councillor Discussion

RECOMMENDATION

That Council notes the information.

3. Public Question Time

Public question time gives any member of the public the opportunity to freely ask a question on any Council related matter.

Answers to questions will be given immediately if possible, or taken “on notice” if an ‘on the spot’ answer is not available.

In accordance with the Local Government (Meeting Procedures) 2015 questions on notice must be provided at least 7 days prior to the Ordinary Meeting of Council at which a member of the public would like a question answered.

3.1 Questions without notice

In response to COVID-19 social gathering regulations, Council meetings will be held remotely via video conference until further notice and therefore members of the public are unable to attend the meetings.

Glamorgan Spring Bay Council will allow questions to be provided by written notice by 12 noon the day before the ordinary council meeting by either emailing general.manager@freycinet.tas.gov.au or alternatively left in the post box outside the Council Chambers located at 9 Melbourne Street, Triabunna.

3.2 Questions on Notice

Mr Nick Johnston

- Q1. *I have a question on notice as to why I and we at Coles Bay have received no answers to a proposal put to council by me regarding the change of use fees charged to a residence so they can be let out short term.*

At a meeting 18 months or more ago there was considerable issue with the change of use provision for residential properties in our area. Noise pollution, over occupancy of dwellings and the absolute issues with sewerage in our area this has helped cause. Every towns person at this initial community meeting voiced this concern and wanted to know what council would do about this problem.

The response from council was we have no money to do anything about it, even though council was issuing the change of use and expanding the issues. Council has caused this problem. Then council asked us how this could be fixed.

My proposal was that the change of use fee was a one off fee of about \$165 give or take.

Why can't this be changed to an annual fee of \$5000, this would increase revenue to fund the policing of the change of use.

With well over 300 properties in Coles Bay alone. We were told that this was an interesting idea and a workshop would be convened to explore it. After asking after this proposal 4 times over the last 18 months there has been no reply.

General Manager will provide a written response for Ordinary Council Meeting to be held on Tuesday 19 January 2021.

- Q2. *A second question is why have we had no response from council regarding Taswater's, Waste Water Feasibility Study for Coles Bay and surrounds. This is an extremely important document for our area, that is factually wrong and lacking in numerous areas.*

General Manager will provide a written response for Ordinary Council Meeting to be held on Tuesday 19 January 2021.

4. PLANNING AUTHORITY SECTION

Nil reports.

5. Financial Reports

5.1 Financial Reports for the period ending 30 November 2020

Responsible Officer –General Manager

ATTACHMENT/S

1. Profit & Loss for the period ending 30 November 2020
2. Balance Sheet as at 30 November 2020
3. Statement of Cash Flows for the period ending 30 November 2020
4. Capital Works as at 30 November 2020

BACKGROUND/OVERVIEW

The financial reports for the period ended 30 November 2020 as attached to this report are presented for the information of Council.

As discussed at the Council workshop held on 7 May 2020 Council's management information reports including departmental financial reports, will in future not be submitted to Council via the Council Meeting Agenda. These information reports will be included in a Councillor Briefing Document which will be circulated bi-monthly initially for the first six months effective this month, then quarterly thereafter and will be publicly available on the website.

Council's major financial reports will continue to be reported in the monthly Council agenda.

STATUTORY IMPLICATIONS

Various legislation.

BUDGET IMPLICATIONS

There are no budget implications recognised in the receipt and noting of these reports by Council.

RISK CONSIDERATIONS

By not receiving and reviewing the major financial reports on a regular basis, such as the Profit & Loss, Statement of Cash Flows, Capital Works and Balance Sheet, Council risks not meeting its financial management obligations.

OFFICER'S RECOMMENDATION

That Council receives and notes the Financial Reports as attached to this report for the period ended 30 November 2020.

Profit and Loss

Glamorgan Spring Bay Council

For the 5 months ended 30 November 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	Notes
Trading Income						
Rate Revenue	8,555,001	8,663,463	(108,462)	-1%	8,663,463	1
Statutory Charges	277,360	200,030	77,330	39%	448,549	2
User Charges	370,043	351,000	19,043	5%	618,300	
Grants	660,387	487,892	172,495	35%	1,465,667	3
Interest & Investment Revenue	8,396	4,650	3,746	81%	17,850	
Contributions	41,955	12,000	29,955	250%	30,000	
Other Revenue	845,011	870,078	(25,067)	-3%	1,507,278	
Net Gain (Loss) on Disposal of Assets	16,387	0	16,387	0%	0	
Total Trading Income	10,774,539	10,589,113	185,426	2%	12,751,107	
Gross Profit	10,774,539	10,589,113	185,426	2%	12,751,107	
Capital Grants						
Grants Commonwealth Capital - Other	2,000,543	1,800,000	200,543	11%	4,242,500	4
Grants Commonwealth Capital - Roads to Recovery	222,723	501,734	(279,011)	-56%	1,003,468	4
Grants State Capital - Other	146,000	75,000	71,000	95%	600,000	3
Total Capital Grants	2,369,266	2,376,734	(7,468)	0%	5,845,968	
Other Income						
Other Income - PPRWS Reimbursement of Principal Loan	0	0	0	0%	99,690	
Total Other Income	0	0	0	0%	99,690	
Operating Expenses						
Employee Costs	2,171,984	2,307,435	(135,451)	-6%	5,487,953	5
Materials & Services	3,116,543	3,147,204	(30,661)	-1%	6,916,442	
Depreciation	982,225	982,225	0	0%	2,357,337	
Interest	63,066	115,595	(52,529)	-45%	238,131	6
Other Expenses	61,214	91,015	(29,801)	-33%	227,429	
Internal Plant used on Capital Jobs	(49,328)	(52,085)	2,757	-5%	(125,000)	
Employee Oncosts	(92,881)	(53,436)	(39,445)	74%	63,299	
Total Operating Expenses	6,252,824	6,537,953	(285,129)	-4%	15,165,591	
Net Profit	4,521,716	4,051,160	470,556	12%	(2,414,484)	
Total Comprehensive Result (incl Capital Income)	6,890,982	6,427,894	463,088	7%	3,531,174	
Capital Works Program (Current Year WIP)						
Work in Progress Capital Works - Plant Internal	49,328		49,328			
Work In Progress Payroll - Salaries and Wages	101,441		101,441			
Work in Progress Capital Works - On Costs	50,517		50,517			
Work in Progress Capital Works - Contractor Costs	819,795		819,795			
Work in Progress Capital Works - Other Costs	0		0			
Work in Progress Capital Works - Materials	314,158		314,158			
Work in Progress Capital Works - Consultancy	87,544		87,544			
Work in Progress Capital Works - Plant Hire External	440		440			
Total Capital Works Program (Current Year WIP)	1,423,223		1,423,223			

Notes

1. Rate revenue is down \$108k (1%) on budget, which relates to estimated rates received in advance forecast to be receipted at the end of the financial year.
2. Statutory charges are up \$77k on budget YTD due to a higher level of development applications than expected.
3. Grant revenue is up \$172k (35%), primarily due to the new standards requiring unspent tied grants to be carried forward. This also applies to State capital grants which are up \$71k on budget YTD. A total of \$278k was carried forward unspent from 2019/20 across these two categories.
4. Commonwealth capital grant revenue is up \$200k (11%) due to receipt of the first instalment for the Community Infrastructure fund which was originally budgeted for with Roads to Recovery grant income, which is down \$279k (56%) on budget YTD.
5. Employee costs are down \$135k (1%) on budget YTD, primarily due to vacancies during the year and focus on completing the capital works program.
6. Interest expense is down \$53k on budget YTD due to the timing of loan repayments and the reversal of accrued interest at the beginning of the year. At this stage it is still expected to be in line with budget at the end of the year.

Statement of Financial Position

Glamorgan Spring Bay Council
As at 30 November 2020

	30 NOV 2020	30 JUN 2020
Assets		
Current Assets		
Cash & Cash Equivalents	3,171,024	1,683,196
Trade & Other Receivables	4,760,097	815,151
Inventories	22,402	23,755
Other Assets	87,885	81,600
Total Current Assets	8,041,408	2,603,701
Non-current Assets		
Trade & Other Receivables	9,435	9,435
Investment in Water Corporation	28,139,885	28,139,885
Property, Infrastructure, Plant & Equipment	126,643,881	126,643,881
Total Non-current Assets	154,793,202	154,793,202
Total Assets	162,834,610	157,396,903
Liabilities		
Current Liabilities		
Trade & Other Payables	719,300	1,207,652
Trust Funds & Deposits	343,662	534,472
Provisions	614,714	614,714
Contract Liabilities	313,838	434,919
Interest bearing Loans & Borrowings	378,194	512,113
Total Current Liabilities	2,369,709	3,303,870
Non-current Liabilities		
Provisions	117,389	117,389
Interest Bearing Loans & Borrowings	6,645,001	6,723,587
Total Non-current Liabilities	6,762,390	6,840,975
Total Liabilities	9,132,098	10,144,845
Net Assets	153,702,512	147,252,058
Equity		
Current Year Earnings	6,450,454	992,505
Retained Earnings	78,401,137	77,408,632
Equity - Asset Revaluation Reserve	68,435,124	68,435,124
Equity - Restricted Reserves	415,797	415,797
Total Equity	153,702,512	147,252,058

Statement of Cash Flows

Glamorgan Spring Bay Council
For the 5 months ended 30 November 2020

	JUL-NOV 2020	2020
Operating Activities		
Receipts from customers	6,606,368	11,890,656
Payments to suppliers and employees	(5,519,674)	(12,601,575)
Receipts from operating grants	665,487	1,232,203
Cash receipts from other operating activities	369,752	870,199
Net Cash Flows from Operating Activities	2,121,932	1,391,483
Investing Activities		
Proceeds from sale of property, plant and equipment	16,387	774,845
Payment for property, plant and equipment	(1,995,362)	(7,636,926)
Receipts from capital grants	1,869,266	2,345,631
Other cash items from investing activities	-	8,561,427
Net Cash Flows from Investing Activities	(109,709)	4,044,977
Financing Activities		
Trust funds & deposits	(190,810)	365,036
Net Proceeds/(Repayment) of Loans	(212,504)	197,089
Other cash items from financing activities	(121,081)	(8,052,539)
Net Cash Flows from Financing Activities	(524,395)	(7,490,413)
Net Cash Flows	1,487,828	(2,053,953)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	1,623,245	3,677,197
Cash and cash equivalents at end of period	3,111,073	1,623,245
Net change in cash for period	1,487,828	(2,053,953)

Budget Capital Works Detail

Glamorgan Spring Bay Council
as at 30 November 2020

Attachment 3 – Agenda Item 5.1

New Capital	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress
Roads, Footpaths, Kerbs					
Swanwick Rd, Swanwick - Swanwick Dr to Hazards View Dr - Concrete Footpath approx. 400m. Southern side.	-	95,000	95,000		Procurement in Progress Drought Relief Grant
Wellington St, Swansea - Noyes St to Vistoria St - Concrete Footpath approx. 220m. Southern side.	302	60,000	60,000		Procurement in Progress Drought Relief Grant
Noyes St, Swansea - Franklin St to Wellington St - Concrete Footpath approx. 200m. Eastern side	-	65,000	65,000		Procurement in Progress Drought Relief Grant
Elizabeth St, Orford - Charles St to Gore St - Concrete Footpath approx. 220m Northern Side	35,500	54,000	54,000		Complete Drought Relief Grant
Charles St, Triabunna - Rec Ground entrance - Concrete Footpath approx 400m. Western Side	104,350	103,000	103,000		Complete Drought Relief Grant
Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph	-	115,000	115,000		Procurement in Progress Drought Relief Grant
Tasman Highway, Bicheno - Harvey's Farm Rd to Douglas St - Concrete footpath approx. 1200m. Eastern side.	262	403,000	403,000		Project manager & designer awarded Drought Relief Grant
Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay	103,537	100,000	100,000		Complete Community Infrastructure Fund
R2R - Nugent Rd Seal - Carry forward from 2019/20 + EMF	5,797	50,000	40,775	9,225	Complete \$12,775 RTR + EMF \$28k
Dolphin Sands Share Pathway	256,207	374,608	374,608		95% Complete Fed Grant Fund (\$1.0m commenced 19/20)
Swansea Main Street Upgrade	434	400,000	400,000		Project manager & designer awarded. Fed Grant Funding in 21/22
Total Roads, Footpaths, Kerbs	506,389	1,819,608	1,810,383	9,225	
Parks, Reserves, Walking Tracks, Cemeteries					
Coles Bay Trailer Parking - c/fwd project	150,505	155,462	155,462		Complete DPIPWE Funds
Swansea Boat Trailer Parking	4,542	500,000	500,000		Detailed design underway & Crown land approvals in progress. DPIPWE Funds
Bicheno Triangle	436	600,000	600,000		Project manager & designer being awarded. Fed Grant Fund
Bicheno Gulch	774				Project manager & designer being awarded. Fed Grant Fund
Coles Bay Foreshore	2,705	800,000	800,000		Project manager & designer awarded Fed Grant Fund
Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	-	25,000	25,000		Procurement in progress Drought Relief Grant
Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	-	25,000	25,000		Procurement in progress Drought Relief Grant
Buckland Walk	-	60,000	-	60,000	Community Consultation underway Pending Council decision
Total Parks, Reserves, Walking Tracks, Cemeteries	158,962	2,165,462	2,105,462	60,000	
Plant & Equipment					
Small plant	-	31,000		31,000	Ordered
Skidsteer	41,500	41,000		41,000	Waiting delivery
New Vehicle GM	44,568	45,000		45,000	Complete
IT Computer Equipment	8,567	30,000		30,000	29%
Total Plant & Equipment	94,635	147,000	-	147,000	
Total New Capital	759,986	4,132,070	3,915,845	216,225	

Renewal of Assets	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress	Government Funding
Roads, Footpaths, Kerbs						
RTR - RSPG Rheban Rd Resheeting / realignment for bridge	-	100,000	50,000	50,000		RTR 50% Safety & Productivity Grant 50% (to be confirmed)
Resheeting	-					
Emergency Repairs - Old Coach Rd Resheet	16,423	210,000	157,500	52,500		8% 75% funded by EMF
Emergency Repairs - McNiels Rd Resheet 3.1km	-	60,000	45,000	15,000		75% funded by EMF
Emergency Repairs - Wielangta Rd Resheet 7km	440	125,000	100,000	25,000		75% funded by EMF
Emergency Repairs - Springs & Crossins Rd Resheet	-	17,000	12,750	4,250		75% funded by EMF
Emergency Repairs - Rosedale Rd Resheet 4.4km	22,548	80,000	60,000	20,000		28% 75% funded by EMF
Emergency Repairs - Nugent Rd Resheet	-	45,000	30,000	15,000		75% funded by EMF
Resheet - to be allocated	-	59,025		59,025		
H2R - Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St)	1,916	150,000	150,000		Investigations for design started	
H2R - Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), reconstruct, Reseal & Streetscape	-	326,631	326,631			May need additional funds in 21/22 RTR allocation
Total Roads, Footpaths, Kerbs	41,328	1,172,656	931,881	240,775		
Parks, Reserves, Walking Tracks, Cemeteries						
Bicheno Walk - Bridge replacement - carried forward from 2019/20	701	30,000	20,000	10,000	Procurement in Progress	Community Infrastructure Fund
Total Parks, Reserves, Walking Tracks, Cemeteries	701	30,000	20,000	10,000		
Stormwater, Drainage						
Mount St Orford - Kerb & channel	10,135				In progress	
Nailer Ave & Gamble St Bicheno - New culvert	270				In progress	
Address stormwater infrastructure issues - projects to be determined and approved by Council	65,496	500,000		500,000		13%
Total Stormwater, Drainage	75,901	500,000	-	500,000		
Council Buildings						
Triabunna Depot - Dog Pound Upgrades - carried forward from 2019/20	-	11,000		11,000		
Swansea Depot - Dog Pound Upgrades - carried forward from 2019/20	544	7,000		7,000		
Bicheno Depot - Dog Pound Upgrades - carried forward from 2019/20	-	7,000		7,000		
RSL Cenotaph - new memorial and relocate plaques - c/fw project	1,182	35,000		35,000	Plaques removed from old memorial and procurement in progress	
Buckland Community Hall - replacement of steps to the entrance	-	55,000	55,000			Drought Relief Grant
Buckland Community Hall - ramp access	-	45,000	45,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Coles Bay Tennis Courts - Resurface/Reconstruct+B19	-	65,000	65,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Replace Fencing, paving & awning Swansea Child Care Centre	-	25,000	25,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Bicheno Medical Centre - Refurb Treatment Room	-	25,000	25,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Swansea Courthouse Drainage Works	-	25,000	25,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Swansea Community Hall - Toilet Refurbishment	-	40,000	40,000		Programmed Approved by Fed Gov't	Community Infrastructure Fund
Total Council Buildings	1,726	340,000	280,000	60,000		
Bridges, Culverts						
Orford Bridge Replacement	499,820	990,840	990,840		50% Complete, bridge works done. Road works commenced.	\$1.02m project started May 2019. Fully Federal Grant funded
Holkham Crt Culvert	-	56,087	56,087		Design commenced	Community Infrastructure Fund
RTR - BRP Rheban Rd Griffith River Bridge	11,862	300,000	300,000		Commenced preliminaries	RTR/BRP 50% EMF50% (to be confirmed)
Total Bridges, Culverts	511,682	1,346,927	1,346,927	-		



Plant & Equipment	Actual YTD	2020/21 Revised Budget	Government Funding	Council Funding	Project Progress	Government Funding
Wheel loader (replace backhoe)	265	122,000		122,000	Ordered	
Replace Animal Control Vehicle	31,635	35,000		35,000	Complete	
Plant replacement - replace 3 utes/works vehicles	-	109,230		109,230	Ordered Nov	
Total Plant & Equipment	31,900	266,230	-	266,230		
Total Renewal Capital	663,237	3,655,813	2,578,808	1,077,005		
Total Capital Works	1,423,223	7,787,883	6,494,653	1,293,230		

6. Section 24 Committees

6.1 Minutes of the Section 24 Statement of Expectations Special Committee Meeting – 16 November 2020

GLAMORGAN SPRING BAY COUNCIL

STATEMENT OF EXPECTATIONS SPECIAL COMMITTEE

Meeting # 9

Time: 1.30 pm 16 November 2020 (Hobart time)

1. WELCOME AND ATTENDANCE

Lynn Mason (Chairperson and Adviser), Mayor Robert Young, Cllr Rob Churchill, Mr Greg Ingham (General Manager), Mr Greg Preece (Adviser)

The Chairperson noted the presence of a quorum.

Mr Preece attended by telephone.

In Attendance as Observers: Cllr Annie Browning, Cllr Keith Breheny

The Chairperson opened the meeting at 1.36 pm.

2. APOLOGIES

Cllr Symons and Cllr Robinson advised that they would be unable to attend as observers.

3. CONFLICT OF INTEREST

No conflicts declared.

4. MINUTES OF MEETING # 8

Moved Mayor Young, seconded Cllr Churchill,

That the minutes of the previous meeting (meeting # 8) held 14 September 2020 be confirmed as a true record.

Carried

5. BUSINESS ARISING FROM THE MINUTES: REPORTS ON ACTIONS FROM # 8

a. Report to the Director, Local Government

The Chairperson advised that this had been done.

b. Report from Mr Preece

Mr Preece told the Committee that he had been unable to bring the matter of non-compliance with a Council policy to the attention of the Director, as no

meetings of the relevant Local Government Act Review Committee had been held in the interim.

6. GENERAL BUSINESS

a. Response from the Director to Council's report on implementation of the SoE

The Committee noted the advice from the Director. The Committee agreed that no further action is required at this time.

b. Future role and structure of the committee

The Committee noted the advice from the General Manager regarding his role in ensuring good governance of the Council in accordance with the *Local Government Act 1993*.

RESOLVED:

1. That the Committee recommend to Council that the current Statement of Expectations Committee be disbanded; and
2. That an Executive SoE Special Committee be established, comprising the Mayor, the Deputy Mayor, the General Manager, and Ms Mason (or an alternative external party); and
3. That the ToR for the Executive Committee require that the Committee meet at a minimum once per annum to report to Council and the community on the effective governance of the Council based on constructive interpersonal relationships between Councillors and the General Manager; and
4. That the Committee may meet more often should the need arise.

c. Review of the Implementation Policy

The Committee noted the verbal report from Cr Churchill.

RESOLVED:

That the General Manager discuss possible refinement of the Implementation Policy with Ms Mason, and take any subsequent recommendations to Council.

7. MEETING CLOSE

The Chairperson closed the meeting at 2.52 pm.

RECOMMENDATION

That the Minutes of the Section 24 Statement of Expectations Special Committee Meeting – 16 November 2020 be received and noted.

6.2 Minutes of the Section 24 Coles Bay Community Hall Committee Meeting – 10 November 2020

Coles Bay Community Hall Committee Meeting Minutes

10th November 2020

I. Call to order

Nigel Carins called to order the regular meeting of the Coles Bay Community Hall Committee at 5pm on 10/11/2020 at the Coles Bay Community Hall.

Beginning with a quick discussion on the need for a Hall Committee rep on the FAI committee. Liz is considering joining, so may fill this position.

Apologies from Anne Melrose, Robert Churchill, Kerrie Dean.

Peter Carroll is recognised as withdrawing from the committee.

II. Roll call

Present: Nigel Carins, Barb Barrett, Liz Swain, Kathryn Whitchurch, Kristin Hoerlein.

Guest, Donna

III. Approval of minutes from last meeting

Minutes approved as circulated.

Moved by Liz Swain, 2nd by Kathryn Whitchurch. Carried.

IV. Treasurer's Report:

The Coles Bay Community Hall Committee wish to close the Commonwealth Bank account #0090 7042, BSB 067 000. The payment as a Bank cheque payable to Coles Bay Community Hall. The money to be deposited into our Bendigo Bank account.

Signed by _____ Nigel Carins

_____ Kathryn Whitchurch

_____ Kristin Hoerlein

_____ Kerrie Dean

Nigel will bring the minutes to a Commonwealth Bank to close the account. They will call either Anne Melrose or Jen Hackett to confirm.

Moved by Barb Barrett, 2nd by Liz Swain. Carried.

Financial Report:

Aug-20				
	Opening Bank balance		\$ 520.17	
	Cash on Hand		\$201.70	
	Total		\$ 721.87	
Income				
2/10/2020	Karen Fairweather	Hall hire	\$ 40.00	
22/10/2020	Freycinet Sports & Community Club	Sale of chairs	\$ 34.00	
29/10/2020	Santosha Yoga	Hall Hire	\$ 140.00	
	Total		\$ 214.00	
Expenditure				
14/10/2020	Leave It To Me	Cleaning	\$123.75	\$123.75
End of October Balance				
			\$ 812.12	

V. Business Arising

a). Council will formally approve the Coles Bay Community Hall Committee members at their next meeting 26th November.

b). Kristin to email the Terms of Reference, as approved by council, to the committee members.

c). Tennis court upgrades and plumbing fixes: For Council approval

Nigel has emailed photos of the plumbing/repairs that need to be addressed. Adrian O'Leary acknowledged receipt of photos. No dates set for repairs.

No date either for the tennis court resurfacing.

Nigel will chase Council again.

Proposal by our guest Donna to add facilities for our community by installing a basketball hoop and pull up bar for adults.

We need to investigate the costs of a basketball hoop and back board, pull-up bar, plus a rebound wall on the tennis court area. The hoop and rebound wall to be placed between the two current courts, on the North East wall.

There is also an issue with gravel being kicked onto the tennis courts, this becomes a safety concern with slipping while playing tennis. Suggestion is to install shade cloth or similar around the lower edge of the fence to keep out the gravel.

We also have an overhanging tree dropping needles onto the court. The tree needs trimming back.

Nigel will follow up these repairs and improvements with Council.

Moved by Liz Swain, 2nd by Kathryn Whitchurch. Carried.

d). Zane Alexander to complete the stair blocking off, in due course.

Nigel Carins will block off the area under the stairs.

e). Ann Melrose has compiled a list of the Community Hall equipment.

Motion to keep a register of equipment as it is used or lent out.

The register set up as an excel spreadsheet, with notes to keep track.

Kristin will set up the list.

Moved by Kathryn Whitchurch, 2nd by Liz Swain. Carried.

Comment: Keys list: still to resolve a few keys.

Kathryn to check the key held at the shop.

Kristin to check keys from Jen.

e). Rob Churchill still co-ordinating moving half of new chairs to Swansea, plus the old timber chairs to the Courthouse.

The golf club purchased the old brown plastic chairs.

VI. Open discussion.

a). Spend of money in the bank accounts – put towards the new equipment proposal.

Proceed with obtaining quotes first. Once cost ascertained, will work on other ideas if we have money left over.

Noted, Craig and Liz Young have offered to donate a replacement tennis net if donations or funds are needed.

The Committee is delighted to accept this donation on behalf of the community and are very thankful for their generosity.

Moved by Barb Barrett, 2nd by Liz Swain. Carried.

b). Annex plans.

The Committee endorse the plan and wish to move forward with the upgrade of the Community hall annex area.

There are three versions of the plan.

Nigel will contact Adrian O’Leary for the most recent version of plans and distribute before our next meeting.

We will review the plans at the next meeting.

Noted there is a concern that the library area is not big enough.

Moved by Kathryn Whitchurch, 2nd by Liz Swain. Carried.

c). The Facebook page will be continued.

Kathryn will be the coordinator, updating the page with extra images and information on the Library, plus the equipment available.

Moved by Liz Swain, 2nd by Barb Barrett. Carried.

d). no new issues at present.

VII. Next meeting Date: Tuesday 9th February, 5pm.

Nigel Carins adjourned the meeting at 6.30pm.

Minutes submitted by: Kristin Hoerlein.

Minutes approved by: Nigel Carins.

RECOMMENDATION

That the Minutes of the Section 24 Coles Bay Community Hall Committee Meeting – 10 November 2020 be received and noted.

7. Officers' Reports Requiring a Decision

7.1 Asset Management Plan – Buildings

Responsible Officer - Vince Butler, Project Engineer - Asset Management

ATTACHMENT

Asset Management Plan - Buildings

BACKGROUND / OVERVIEW

The *Asset Management Plan – Buildings* has been prepared following the receipt of a Performance Improvement Direction notice from the state government highlighting asset management requirements in the *Local Government Act 1993*. A draft of the plan was presented to Council at the November 2020 workshop. Minor changes have since occurred to the draft document, these being; clarification on identified potential asset disposals, refer section 5.6 on Page 33-34, completion of Appendices, and minor wording changes.

STRATEGIC PLAN

Guiding Principles: (reference *Glamorgan Spring Bay Council 10-year Strategic Plan 2020-2029*)

5. Ensure that our current expenditure and ongoing commitments fall within our means so that rates can be maintained at a manageable and affordable level.

7. Communicate and explain Council's decisions and reasons in an open and timely manner.

Key Foundations: (reference *Glamorgan Spring Bay Council 10-year Strategic Plan 2020-2029*)

1. OUR GOVERNANCE AND FINANCE

- *Sound governance and financial management that shows Council is using ratepayer funds to deliver best value and impact for the GSBC community.*

4. INFRASTRUCTURE AND SERVICES

- *Delivering high quality, cost-effective infrastructure and services that meet the needs of our communities, residents and visitors.*

What we plan to do:

We plan to adopt and use this Asset Management Plan to allow informed decisions to be made regarding the sustainable provision of building asset services to the community.

STATUTORY IMPLICATIONS

- *Local Government Act 1993*

BUDGET IMPLICATIONS

There are no immediate budget implications associated with adopting the plan. However there are future budget decisions to be made relating to level of service provision - note section 1.3 on Page 5 and 1.6.2 on Page 7.

RISK CONSIDERATIONS

Not adopting the plan will contribute to a non-compliance with the Performance Improvement Direction issued by the state government. Refer also to *Table 6.2 Risk and Treatment Plans* on Page 37 for risks associated with the plan.

OFFICER'S RECOMMENDATION

That Council adopt the *Asset Management Plan – Buildings* and recognise this as a key document in achieving sustainable management of Council's assets. Once adopted the plan will be published on Council's website.

7.2 Asset Management Plan – Road Infrastructure

Responsible Officer - Vince Butler, Project Engineer - Asset Management

ATTACHMENT

Asset Management Plan – Road Infrastructure

BACKGROUND / OVERVIEW

The *Asset Management Plan – Road Infrastructure* has been prepared following the receipt of a Performance Improvement Direction notice from the state government highlighting asset management requirements in the *Local Government Act 1993*. A draft of the plan was presented to Council at the December 2020 workshop.

STRATEGIC PLAN

Guiding Principles: (reference *Glamorgan Spring Bay Council 10-year Strategic Plan 2020-2029*)

5. Ensure that our current expenditure and ongoing commitments fall within our means so that rates can be maintained at a manageable and affordable level.

7. Communicate and explain Council's decisions and reasons in an open and timely manner.

Key Foundations: (reference *Glamorgan Spring Bay Council 10-year Strategic Plan 2020-2029*)

1. OUR GOVERNANCE AND FINANCE

- *Sound governance and financial management that shows Council is using ratepayer funds to deliver best value and impact for the GSBC community.*

4. INFRASTRUCTURE AND SERVICES

- *Delivering high quality, cost-effective infrastructure and services that meet the needs of our communities, residents and visitors.*

What we plan to do:

We plan to adopt and use this Asset Management Plan to allow informed decisions to be made regarding the sustainable provision of road infrastructure asset services to the community.

STATUTORY IMPLICATIONS

Local Government Act 1993

BUDGET IMPLICATIONS

There are no immediate budget implications associated with adopting the plan. However there are future budget decisions to be made relating to level of service provision - note section 1.3 on Page 5 and 1.6.2 on Page 7.

RISK CONSIDERATIONS

Not adopting the plan will contribute to a non-compliance with the Performance Improvement Direction issued by the state government. Refer also to *Table 6.2 Risk and Treatment Plans* on Page 39 for risks associated with the plan.

OFFICER'S RECOMMENDATION

That Council adopt the *Asset Management Plan – Road Infrastructure* and recognise this as a key document in achieving sustainable management of Council's assets. Once adopted the plan will be published on Council's website.

7.3 Renewal of Glamorgan Spring Bay Council Audit Panel Agreements

Responsible Officer – Senior Finance Officer

ATTACHMENT

Nil.

BACKGROUND / OVERVIEW

The Glamorgan Spring Bay Council Audit Panel plays a vital role in assisting Elected Members of the Glamorgan Spring Bay Council in fulfilling responsibilities relating to the review of the Council's performance and effectiveness as well as safeguarding its long-term financial position.

The current panel includes Mr. Mike Derbyshire who acts as Chair of the Audit Panel meetings and recently the new member Ms. Heather Salisbury has been appointed to replace Mr. Kane Ingham effective December 31, 2020

Ms. Salisbury has been informed that she was successful in her expression of interest to assist Council as a member of the Glamorgan Spring Bay Council Audit Panel for a term of three years effective from January 1, 2021.

The current agreement with Mr. Derbyshire ends on December 31, 2020 and Mike has expressed a desire to keep working with Council for a further term. Mike has been a valuable member of the panel assisting Council in various aspects of financial management and planning as well as acting as a mentor to the Senior Finance Officer.

As it is time to renew this agreement with Mr. Derbyshire, Council needs to decide if they wish to continue with Mr. Derbyshire as Chair offering him a further written agreement for 3 yrs. to align with the time period offered to Ms. Salisbury.

At this time it may be advisable also to consider if remuneration at the current rate of \$1,110 for each meeting attended by the Chair and \$495 for each meeting attending by the independent member, Ms. Salisbury is still a reasonable amount. The current meeting rates align with other Local Government Audit Panel rates for Chairs and independent members.

STRATEGIC PLAN

Key Foundation

2. Our Governance and Finance

Sound governance and financial management that shows Council is using ratepayer funds to deliver best value and impact for the GSBC community.

STATUTORY IMPLICATIONS

- *Glamorgan Spring Bay Council Audit Panel Charter*
- *Local Government Act 1993*
- *Local Government (Audit Panels) Order 2014; and the Local Government (Audit Panels) Amendment Order 2015.*

BUDGET IMPLICATIONS

Remuneration for independent members of the Panel are reviewed annually and are set at an agreed rate by Council. These payments are incorporated for this purpose into Council's adopted 2020/2021 budget. Any slight increase in member remuneration would have very little impact to the budget.

RECOMMENDATION

That Council:

- a) Appoints Mr Derbyshire to continue as Chair of the Glamorgan Spring Bay Council Audit Panel for a period of three years effective from 1st January 2021 and;
- b) That Council agrees to a remuneration rate of \$1,110 for the Chair for each Audit Panel meeting chaired and;
- c) That Council agrees to a remuneration rate of \$495 for each meeting attended by the independent member.

7.4 Buckland Walking Trail

Responsible Officer – General Manager

ATTACHMENT/S

1. Buckland Walking Trail – Lange Design Report
2. Qualified Advice – Mr Harry Galea, Engineer & former Works Manager Mr Rob Brunning
3. Copy of covering letter and questionnaire to Ratepayers and Residents

PURPOSE

To present recommendations to Council in respect to Buckland Walking Trail for review and consideration.

BACKGROUND/OVERVIEW

The following information in relation to the Buckland Walking Trail was presented to Council at its Ordinary Meeting held on 28 May 2020:

In 2018, the State Government were offering a \$10,000 election commitment grant for a suitable community project and an application was made by the former General Manager and Works Manager. The grant was successful and funds received in May 2018 to put towards Stage 1 of the Buckland Walk Trail project.

Council provided an additional \$22,000 in the 2018/2019 budget and carried this over to the 2019/2020 budget. In October 2019 an application was made to Crown Land Services for a license, this was approved in November 2019. A license between Crown Land and Council was signed in December 2019, by the General Manager of the day.

The grant was extended with works due for completion in January 2020. There is no evidence of further community consultation on the project. At the time the site was deemed to not need planning approval, however the proximity to the water and riparian zone indicate otherwise and independent planning advice would be required to assess the site.

There were no detailed engineering design drawings of the walking track prepared before commencing work on the project.

Substantial works have been undertaken on completing Stage 1 of the project.

A number of residents in Buckland had raised concerns over the project with Elected Members and the General Manager. The Councillors requested that work on the walkway cease and the site closed, due to safety concerns and pending further investigation. Rain events had further damaged the site.

In early May an independent expert was asked to visit the site, review the planned walking track proposed and provide a recommendation. A report was received on 6 May 2020, (copy of which is attached). This was distributed to Councillors and workshopped on 7 May 2020 and 12 May 2020.

A Buckland walk proposal had been discussed at community level as early as 2015.

Based on the above, Council resolved (*Council Dec. 191/20*) that Agenda Item 7.17 Buckland Walking Trail be deferred until further information from a qualified Engineer was obtained regarding the Buckland Walking Trail.

In accordance with Council Decision 191/20, qualified advice was sought from Mr Harry Galea, Engineer and Council's former Works Manager, Mr Rob Brunning (*copies of which are also attached to this report*) with the matter resubmitted to the Ordinary Council Meeting held 28 July 2020 for further consideration.

The following advice was also provided by Council's Consultant Planner, Mr Mick Purves in respect to any Planning approvals required should Council resolve to proceed with the Buckland Walking Trail.

It is recommended that prior to the commencement of any work on the northern part of the trail, the proposed route is compared with the existing track. Where there are any substantial departures from the existing trail for the northern portion, they are also likely to require planning approval. While the existing track has is expected to have some form of existing use rights under the Act, any new routes will not have this status and require planning approval for similar reasons to the southern portion of the trail.

At its Ordinary Meeting held on 28 July 2020, Council also considered the lack of any formal community consultation in respect to the Project and determined that Council undertake community consultation with the residents and ratepayers of Buckland in relation to the Buckland Walk (*Council Dec. 260/20*).

STRATEGIC PLAN

Key Foundation/s

- 2. Our Community's Health & Wellbeing**
- 4. Infrastructure and Services**

What we plan to do

- Create an informed and involved community by developing relevant and accessible communication channels.
- Maintain public amenities and recreational facilities.

STATUTORY IMPLICATIONS

- *Land Use Planning and Approvals Act 1993*
- *Local Government act 1993*
- *GSBC Interim Planning Scheme*

BUDGET IMPLICATIONS

Option 1:

Estimated construction cost to finish **Stage 1** of the Buckland Walking Trail is \$45,000 including other non-construction contingencies. The ongoing maintenance cost would be minimal, approximately \$1,000 a year for re-gravelling (if required) and weed control of portions. The LOS standard of ongoing maintenance would be similar to other bush tracks such as those found in National Parks.

It is difficult to quantify exact annual maintenance costs of the track because weather impacts would affect the condition of the track. The costs would be covered within Council's existing and ongoing general maintenance budget.

Option 2:

Based on the Lange Report an estimate of \$50,000 to rehabilitate the site plus return of grant funds of \$10,000 (if required). Making a total of \$60,000. There would be an ongoing minor cost to control weeds.

It should also be noted that there is a possibility of ground slumping occurring after rehabilitation of the site is completed, particularly with rain events.

RISK CONSIDERATIONS

The following risks associated with the existing constructed trail were identified in the Officer's report to Council at its Ordinary Meeting held on 26 May 2020:

- Lack of community consultation.
- Insufficient planning permits have been sought.
- Lack of engineering design.
- Lack of consultation and approval from Council.
- The current cutting into the bank is a safety risk.
- The site is at risk of erosion.
- The site is at risk of flooding and requiring ongoing maintenance. The extent and frequency of flooding warrants further investigation.
- There is concern over private property encroaching on the planned walkway or that the walkway crosses private land, further survey and rectification may be required.
- Insufficient budget to complete the works to an appropriate standard.
- Appropriate drainage and stormwater management needs to be factored into any design.

A number of these risks have since been addressed, with further project requirements or constraints to be considered to eliminate or reduce the risk to Council, should Council determine to proceed with the finalisation of **Stage 1** of the Buckland Walking Trail.

OFFICER'S COMMENTS

In accordance with Council Decision 260/20 correspondence was sent to Buckland ratepayers together with a questionnaire seeking feedback on the future of the Buckland Walk (*copies attached to this report*). A total of 104 questionnaires were distributed to ratepayers with residents also able to obtain a copy of the questionnaire by contacting Council.

Feedback was sought on the following two options:

1. *Would you like to see the walking trail completed as per Figure 1 on the covering letter?*
2. *Would you like to see the walking trail stopped and the land rehabilitated as per Figure 1 on covering letter?*

Submissions to the questioner closed in October 2020 and 66 replies were received in total. Of the received replies 44 were in favor of the walk project proceeding and 22 were against.

In recent weeks, the General Manager has received correspondence from Buckland ratepayers and residents voicing their concerns in respect to the community consultation process.

On 1 December 2020, the General Manager met with a group of Buckland ratepayers/residents in respect to the future of the Buckland Walking Trail. Generally, whilst there is concern about the initial lack of community consultation and the recent questionnaire in relation to the project, the discussion was positive and generally supportive of the construction of a walking trail on the understanding that the decision to either proceed with the Buckland Walking Trail or rehabilitate the area remains with Council.

It is therefore recommended that Council proceeds with and completes **Stage 1** of the Buckland Walking Trail to include:

- The construction of a 1.5m wide gravel walking track with the installation of appropriate retaining walls; and
- A degree of planting and beautification works in the form of native planting and other materials along the track.

If Council decides to proceed with the completion of stage 1 of the walk, it is very important to ensure that the track is completed to an acceptable standard and landscaped accordingly for it to be accepted by the community and considered a valuable asset.

OFFICER'S RECOMMENDATION

That Council:

- a) Agrees to proceed with and complete Stage 1 of the Buckland Walking Trail; and
- b) That any future walking trails at Buckland or elsewhere in the Glamorgan Spring Bay municipality are considered in the context of a precinct plan or overall municipal strategic plan.

7.5 Future of the Statement of Expectations – Section 24 Special Committee of Council

Responsible Officer – General Manager

ATTACHMENT/S

Nil.

PURPOSE

To present recommendations to Council in respect to future of the current Statement Expectations Committee Section 24 Special Committee of Council.

BACKGROUND/OVERVIEW

The Statement of Expectations Committee was established as a direct result of a request by the Director of Local Government in November 2019. The decision to establish the Committee was made at Council's December 2019 meeting with formal endorsement of the Committee as a Special Committee of Council undertaken at the Ordinary Council Meeting held on 28 January 2020.

The Committee comprises of two independent consultants, Mr Greg Preece and Ms Lynn Mason, the Mayor, Deputy Mayor, Cllr Rob Churchill and the General Manager.

The function of the Statement of Expectations Committee was to provide a Statement of Expectations (SoE) to Council for approval and submission to the Director of Local Government. The SoE deals with roles and relationships between the Mayor and Councillors, Mayor and General Manager, Councillors and General Manager, and Mayor and Councillors with staff. Council adopted the SoE at its Special Meeting held on the 9 April 2020. All Elected Members and the General Manager have since committed to the SoE.

Council has also recently adopted an Issue Resolution Policy 6.7 that is read in conjunction with the SoE.

Regular reports on the activities of the Statement of Expectations Committee were provided to Council by the Chairperson, Ms Lynn Mason, copies of which were also made publicly available on Council's website.

At its Ordinary Council Meeting held on 22 September 2020, Council endorsed an Independent Report on the Statement of Expectations Committee by Ms Mason and Mr Preece. The Report was also provided to the Director of Local Government. The Director has since acknowledged the collective work of all Councillors and positive outcomes that are described in the Report as a result of the implementation of the Statement of Expectations.

STRATEGIC PLAN

Key Foundation

1. Our Governance and Finance

- Develop and foster a strong, supportive and respectful organisational culture.

What we plan to do

- Accountable and good governance

STATUTORY IMPLICATIONS & COUNCIL RELATED POLICY

- *Local Government Act*
- *Glamorgan Spring Bay Council Code of Conduct*
- *Glamorgan Spring Bay Council Statement of Expectations Issue Resolution Policy 6.7*

BUDGET IMPLICATIONS

No budgetary implications are recognised other than costs associated with the appointment of an external party to the Committee should Council endorse the establishment of an Executive Statement of Expectations Section 24 Special Committee of Council.

RISK CONSIDERATIONS

By adhering to the Statement of Expectations, the Mayor, Councillors and the General Manager accept that good governance relies on ethical and accountable behavior as well as statutory compliance, thereby minimising any risk to Council and loss in public confidence.

OFFICER'S COMMENTS

At its meeting held on the 16 November 2020, the Statement of Expectations Committee considered and discussed the future of the Committee. It was agreed that:

1. The Committee recommend to Council that the current Statement of Expectations Committee be disbanded; and
2. An Executive Statement of Expectations Section 24 Special Committee of Council be established, comprising the Mayor, the Deputy Mayor, the General Manager and Ms Mason (or an alternative external party); and
3. That the Terms of Reference for the Executive Statement of Expectations Section 24 Special Committee of Council require that the Committee meet at a minimum once per annum to report to Council and the community on the effective governance of the Council based on constructive interpersonal relationships between Councillors and the General Manager; and
4. The Committee may meet more often should the need arise.

The General Manager is of the opinion that the Statement of Expectations Section 24 Committee of Council has served its purpose and supports the Committee's recommendations to Council for consideration.

Should Council endorse the Committee's recommendations, draft Terms of Reference for the Executive Statement of Expectations Section 24 Special Committee of Council will be developed and presented to a Council meeting for endorsement early 2021.

OFFICER'S RECOMMENDATION

That Council adopts the following recommendations from the Statement of Expectations Section 24 Committee of Council meeting of 16 November 2020:

1. That the current Statement of Expectations Committee be disbanded effective 15 December 2020; and
2. That an Executive Statement of Expectations Section 24 Special Committee of Council be established, comprising the Mayor, the Deputy Mayor, the General Manager and Ms Mason (or an alternative external party); and
3. The Draft Terms of Reference for the Executive Statement of Expectations Section 24 Special Committee of Council be presented to Council for adoption at an Ordinary Meeting of Council early 2021.

8. Notices of Motion

Nil.

9. Petitions

Nil.

10. Questions without Notice from Councillors

11. Confidential Items (Closed Session)

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the Mayor to declare the meeting closed to the public in order to discuss the following matter/s:

Item 1: Minutes of Closed Session – Ordinary Council Meeting held on 24 November 2020

As per the provisions of regulation 15 (2) (a) and (d) of the *Local Government (Meeting Procedures) Regulations 2015*.

RECOMMENDATION

That Council moves into closed session at (Time:).

The Mayor to confirm that the recording has been terminated.

12. Close

The Mayor to declare the meeting closed at (Time).

CONFIRMED as a true and correct record.

Date:

Mayor Robert Young