



# Confirmed Minutes Special Council Meeting

29 March 2022



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# Flinders Council Special Meeting – Confirmed Minutes

## Tuesday 29 March 2022

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<b>Venue</b>	Furneaux Arts and Entertainment Centre, Whitemark
<b>Commencing</b>	9.10 am due to technical issues
<b>Attendees – Councillors</b>	Sharon Blyth Aaron Burke Vanessa Grace Rachel Summers
<b>Apologies</b>	Mayor Annie Revie Deputy Mayor David Williams Peter Rhodes
<b>Attendees – Staff</b>	Warren Groves   General Manager (9.10 -9.22am) Chris Wilson   Infrastructure and Airport Manager (9.10 -9.22am) Rowena Gill   Administrative Services Officer (Minute Taker) (9.10 -9.22am)

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### 1 Acknowledgment of Country

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The Mayor began by acknowledging the Traditional Owners of the land on which we meet today, the palawa people of the trawulwai Nation. She recognised their continuing connection to the land, waters and culture of this island, and paid respects to Elders past, present and emerging.

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### 2 Declaration of Pecuniary Interest

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Nil

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### 3 Conflict of Interest

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Nil

#### **MOTION**

**65.03.2022 Moved: Cr A Burke**

**Seconded: Cr V Grace**

**That Cr A Burke shall take the chair if the Acting Mayor R Summers vacates it during the remainder current Councillor term.**

**CARRIED UNANIMOUSLY (4-0)**

**For: Cr S Blyth, Cr A Burke, Cr V Grace, and Cr R Summers.**

*Acting Mayor R Summers passed the chair to Cr A Burke at 9:16am.*

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## 4 Notice of Motion

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### 4.1 Notice of Motion – Alcohol and Other Drugs Policy and Fitness for Work Policy

<b>Action</b>	<b>Decision</b>
<b>Proponent</b>	Councillor
<b>Officer</b>	Rachel Summers
<b>File Reference</b>	PER/0500
<b>Annexures</b>	4.1.1 Drugs and Alcohol Policy 20 August 2009 4.1.2 Alcohol and Other Drugs Policy – DRAFT 4.1.3 Alcohol and Other Drugs Procedure – DRAFT 4.1.4 Fitness for Work Policy 21 January 2016 4.1.5 Fitness for Work Policy – DRAFT 4.1.6 Fitness for Work Procedure - DRAFT

#### **NOTICE OF MOTION**

##### **That Council:**

- a) **approves the Alcohol and Other Drugs Policy and Procedure, and the Fitness for Work Policy and Procedure; and**
- b) **allows the Alcohol and Other Drugs Policy and Fitness for Work Policy to lay on the table for 28 days for public comment.**

#### **COUNCILLOR’S REPORT**

An audit report presented by Ruddicks Chartered Accountants (on behalf of the Tasmanian Audit Office) in December 2017 noted that Flinders Council had “an inordinately large number of policies” and that many were now outdated as they had not been reviewed in the required time-frame.

The issue has been carried forward through subsequent audits and even though some works have been done to rectify this, there are still more than 20 policies that were due for review prior to 1st April 2021 – some having last been reviewed in 2009,

Our policies and procedures define our culture and values. They detail our standards and provide consistency to our decisions and practices. Policies outline not just what we expect from our employees and what they can expect from us, but what our customers and community can expect from Council.

It is crucial that all our policies remain up to date, including any changes to legislation and incorporating current best practice. Failure to do so could result in serious consequences for Council.

An Alcohol and Other Drugs Policy is one of the most important policies that a business has. It affects not only the health and safety of our workers but also people in our community who may have their health, safety or property impacted by a worker operating under the influence of alcohol and/or drugs in the workplace.

Council's Drugs and Alcohol Policy was last approved in 2009, with a review date of 2013. We are well past overdue on this policy which needs to be kept up to date with current legislation and best practice as well as being reviewed in a timely manner by Council.

We are required to maintain an active and relevant Alcohol and Other Drugs Policy by the Civil Aviation Safety Authority (CASA), who require an approved copy of this policy by 31st March 2022.

Today, I present for your approval, an Alcohol and Other Drugs Policy that was first drafted in 2017, after Council engaged the services of Relevant Drug Services. There was staff and union consultation. However, the policy was never submitted to Council for approval.

That draft has now been updated and further refined in consultation with Councils' Infrastructure and Airport Manager, Workplace Health and Safety Officer, and General Manager.

The main addition to the policy is the expansion of the definition of "Worker" to include people other than employees including volunteers, contractors, Councillors etc. Councillors are the leaders of Council and the Community. We must lead by example and not expect that from our staff which we are not willing to do ourselves.

### **PREVIOUS COUNCIL CONSIDERATION**

Drugs and Alcohol Policy

309.08.09                      20 August 2009

Fitness for Work Policy

06.01.2016                      21 January 2016

### **PREVIOUS COUNCIL DISCUSSION**

Nil

### **OFFICER'S REPORT**

Council has a policy that states that policies should be reviewed every four years at the beginning of the election cycle or at Council's discretion. Staff and Councillor Summers have been reviewing the Policy Manual in its entirety and found the Drugs and Alcohol Policy and Procedure and the Fitness for Work Policy and Procedure were both overdue for review.

As an employer Council is responsible for providing a safe workplace for all employees. The policies and procedures reviewed aim to assist in providing a safe and healthy work environment for all workers, contractors and visitors. This includes a workplace which is free from the hazards associated with the inappropriate use of alcohol and/or other drugs and that all Employees are fit for work.

The policies and procedures subject of this Notice of Motion have been developed to address and mitigate a significant type of risk to Council, staff and potentially the wider community. The training of staff, appreciation of these documents and integration into Council's Risk Management Framework promotes the provision of a safe workplace for all.

### **STATUTORY REQUIREMENTS**

*Local Government Act 1993*

### **POLICY/STRATEGIC IMPLICATIONS**

4. Good Governance - Effective, efficient and transparent management and operations.
  - 4.1.1 An organisation that provides good governance, effective leadership and high-quality services, within our means.
  - 4.1.2 Skilled, committed and professional employees in a supportive environment.

- 4.2.1 Ensure Council meets its statutory obligations to manage risk, achieve financial sustainability and model good governance.

**BUDGET AND FINANCIAL IMPLICATIONS**

Nil

**RISK/LIABILITY**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**MOTION**

**66.03.2022 Moved: Cr R Summers                      Seconded: Cr V Grace**

**That Council:**

- a) **approves the Alcohol and Other Drugs Policy and Procedure, and the Fitness for Work Policy and Procedure; and**
- b) **allows the Alcohol and Other Drugs Policy and Fitness for Work Policy to lay on the table for 28 days for public comment.**

**CARRIED UNANIMOUSLY (4-0)**

**For: Cr S Blyth, Cr A Burke, Cr V Grace, and Cr R Summers.**

*Cr A Burke passed the Chair to Acting Mayor R Summers at 9.18 am.*

## 5 GOVERNANCE

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### 5.1 Recreational Fishing and Camping Facilities Program 2021-22

<b>Action</b>	<b>Decision</b>
<b>Proponent</b>	Council Officer
<b>Officer</b>	Warren Groves   General Manager
<b>File Reference</b>	AME/0704, AME0502
<b>Annexures</b>	5.1 Flinders Island Council Recreational Fishing and Camping Facilities Program 2021-22 grant deed (For Elected Member's only)

#### INTRODUCTION

The Recreational Fishing and Camping Facilities Program, funded by the Australian Government and administered by the Tasmanian Government, provides grants to local government for the purpose of new or renewed:

- boat ramps;
- marine rescue facilities;
- toilet blocks;
- fish cleaning stations;
- camping facilities; or
- other infrastructure or facilities directly associated with recreational fishing, boating, or camping.

These activities are considered to contribute to the health and well-being of many Tasmanians.

Council submitted an application to the program on the 19 November 2021 and has been advised of a successful outcome.

#### PREVIOUS COUNCIL CONSIDERATION

Nil

#### PREVIOUS COUNCIL DISCUSSION

Nil

#### OFFICER'S REPORT

Council has identified a variety of locations and facilities that would benefit the community, Tasmanians and visitors participating in camping, fishing, and boating activities on Flinders Island.

The proposed community infrastructure upgrades are in line with the Grant guidelines and constitute a number of positive benefits to the community.

The Project is to upgrade the power supply at the Emita Hall and install smart card powered camping sites and tent platforms. Powered sites will also be installed at Holloway Park. Improved recreational fishing facilities will be introduced at Whitemark and Palana, by installing solar lighting and fish cleaning stations. The amount of the grant is ninety thousand dollars (\$90,000) (excluding GST). In addition to the grant amount, the Recipient is to contribute no less than nine thousand seven hundred and forty-two dollars (\$9,742) towards the approved purpose.

The project is to be delivered by 31 August 2023, in accordance with the Councils' grant application dated 19 November 2021.

Should Council agree to the proposed application and sub-projects, it is recommended that the project is progressed in line with Council's procurements processes.

### **STATUTORY REQUIREMENT**

*Local Government Act 1993*

### **POLICY/STRATEGIC IMPLICATIONS**

1. Liveability - To protect and build upon our island's way of life.
2. Accessibility/Infrastructure and Services - Quality infrastructure and services for community benefit.
3. Economy/Business - An environment where a variety of business can thrive and integrate.

### **BUDGET AND FINANCIAL IMPLICATIONS**

As with all capital projects there will be long term financial implications which will need to be incorporated into Council's Long-Term Financial and Asset Management Plans, Strategies and Policy.

### **RISK/LIABILITY**

No foreseen risks

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That Council

- a) Instructs the General Manager Warren Groves to sign the grant deed with The Crown in Right of Tasmania, under Common Seal.
- b) Incorporates the required project and financial allocations into the 2021/2022 Council Budget.
- c) Approves the receipt of the detailed infrastructure onto Council's asset register upon completion.

### **DECISION**

**67.03.2022 Moved: Cr V Grace**

**Seconded: Cr A Burke**

**That Council**

- a) Instructs the General Manager Warren Groves to sign the grant deed with The Crown in Right of Tasmania, under Common Seal.**
- b) Incorporates the required project and financial allocations into the 2021/2022 Council Budget.**
- c) Approves the receipt of the detailed infrastructure onto Council's asset register upon completion.**

### **CARRIED UNANIMOUSLY (4-0)**

**For: Cr S Blyth, Cr A Burke, Cr V Grace, and Cr R Summers.**



## 5.2 Business Continuity Plan

<b>Action</b>	<b>Information</b>
<b>Proponent</b>	Council Officer
<b>Officer</b>	Warren Groves   General Manager
<b>File Reference</b>	RMS/0500
<b>Annexures</b>	5.2.1 Business Continuity Plan January 2022 Version 2

### INTRODUCTION

A Business Continuity Plan has been developed to assist Council during and following a critical incident that results in disruption to the normal operational capability.

### PREVIOUS COUNCIL DISCUSSION

19 October 2021 Council Workshop

### PREVIOUS COUNCIL CONSIDERATION

164.07.2016 14 July 2016

### OFFICER'S REPORT

A Business Continuity Plan has been developed to assist Council to prepare for, and to continue in the event that an incident or crisis occurs.

The Business Continuity Plan will help Council in the following key four elements:

- Prevention - Risk Management Planning
  - Incorporates the Prevention element that identifies and manages the likelihood and/or effects of risk associated with an incident.
- Preparedness - Business Impact Analysis
  - Incorporates the Preparedness element that identifies and prioritises the key activities of a business that may be adversely affected by any disruptions.
- Response – Incident Response Planning
  - Incorporates the Response element and outlines immediate actions taken to respond to an incident in terms of containment, control and minimising impacts.
- Recovery - Recovery Planning

The Business Continuity Plan will be tested in the first quarter of the 2022/2023 financial year.

### STATUTORY REQUIREMENT

*Local Government Act 1993*

### POLICY/STRATEGIC IMPLICATIONS

4. Good Governance – Effective, efficient and transparent management and operations.

### RISK/LIABILITY

Adoption of the plan and ensuring that management, staff and Councillors are aware of the plan will help to reduce Council's exposure to risk in this area.

### VOTING REQUIREMENTS

Simple Majority

### RECOMMENDATION

That Council adopts the Business Continuity Plan January 2022 Version 2.

**DECISION**

**68.03.2022 Moved: Cr A Burke**

**Seconded: Cr V Grace**

**That Council defers Item 5.2 Business Continuity Plan January 2022 Version 2 to the 12 April 2022 Council Meeting.**

**CARRIED UNANIMOUSLY (4-0)**

**For: Cr S Blyth, Cr A Burke, Cr V Grace, and Cr R Summers.**

*Acting Mayor R Summers declared the meeting closed at 9.22am*

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**Meeting Closed 9.22am**

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