



FLINDERS
COUNCIL

Agenda
Ordinary Council Meeting
16th January 2014

CERTIFICATION

"I certify that with respect to all advice, information or recommendation 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 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 an appropriately qualified or experienced person.

Note: S65(1) of the *Local Government Act 1993* requires the General Manager to 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. S65(2) forbids Council from deciding any matter which requires the advice of a qualified person without considering that advice."

Dated this 10th day of January 2014.



Raoul Harper
GENERAL MANAGER

FLINDERS COUNCIL ORDINARY MEETING

AGENDA

DATE: Thursday 16th January 2014
VENUE: Flinders Art and Entertainment Centre, Whitemark
COMMENCING: 1.00 pm

PRESENT

Mayor Carol Cox
Deputy Mayor David Williams
Cr Marc Cobham
Cr Peter Rhodes
Cr Mary-Anne Roberts
Cr Gerald Willis
Cr Ronald Wise

APOLOGIES

Nil

STAFF IN ATTENDANCE

Raoul Harper - General Manager
Vicki Warden - Executive Assistant

CONFIRMATION OF MINUTES

That the Minutes from the Ordinary Council Meeting held on the 19th December 2013 be confirmed.

PUBLIC QUESTION TIME

In accordance with *Section 31 (1) of the Local Government (Meeting Procedures) Regulations 2005* and the Flinders Council Policy the following procedures be adhered to at public question time:-

It is the policy of the Flinders Council to allow a 'Question Time' at Ordinary Council Meetings, during which members of the public may ask questions of the Council relating to Flinders Council matters.

The basis on which questions may be asked is:

1. All questions will be addressed through the Chair (being the Mayor in normal circumstances) who will answer them as she/he sees fit. Under no circumstances will members of the gallery be permitted to address or question either elected members or officers of the Council. The Chair may delegate answers to the appropriate Councillor or staff member if appropriate.

2. Persons addressing the Chair must pay the respect due to that office. Failure to do so may mean their address is terminated without notice.
3. Where the answer cannot be provided immediately, it will be provided in writing within 14 days and tabled at the following Ordinary Council Meeting.
4. All questioners are encouraged to register their intent to question with the General Manager before the meeting. Preference will be given to those who have so registered.
5. Question time shall not extend longer than 30 minutes and may be divided into two 15 minute sessions.
6. The actual timing of the session(s) is to be immediately after the opening of the meeting and advertised with the notice of meeting.

LATE AGENDA ITEMS

Nil

DECLARATION OF PECUNIARY INTEREST

In accordance with Part 2 Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2005, the Chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the Local Government (Meeting Procedures) Regulations 2005.

LEAVE OF ABSENCE

Nil

PETITIONS

Nil

WORKSHOPS & INFORMATION FORUMS

File No: COU/0205

There were no Councillor Workshops held in the reporting period.

PUBLIC MEETINGS

Nil

COUNCILLORS' QUESTIONS ON NOTICE

QUESTION 1

Deputy Mayor David Williams

Given that the bins outside the Whitemark Tip are often overflowing and rubbish bags are left on the ground outside the gates, does Council have any plan to expand these facilities or make users more aware of the tip opening hours when they can properly dispose of their rubbish?

Response from Raoul Harper, General Manager

On two occasions over the Christmas period the tip entrance was found in what can only be described as a disgusting state, with rubbish simply thrown next to already full bins and litter consequently being spread across the entire entrance to the tip. Both of these events were discovered on the Friday post the tip being closed on Christmas and New Year's Day. The Works and Services Manager will be addressing the problem in the next Island News where he will advise the community that the basically lazy actions of a minority over this period were far from appreciated.

The bins at the gates to the Whitemark Tip are regularly monitored and rarely overflowing as they are emptied frequently. That said, actions such as were seen over the Christmas holiday period call in to question whether the bins should be provided at all if some members of the community are willing to abuse their use and even when full, simply pile rubbish on the ground.

It is hard to imagine (or believe) that residents or regular visitors to Flinders Island are not aware of the tip opening hours as they are advertised in the Island News every fortnight, they are on our Council website and are also on the recently printed fridge magnets which were distributed to all ratepayers and are available for residents to pick up from the Council Office. The operating hours of the Whitemark Tip have remained basically unchanged for many years and the littering seen this year has not occurred previously.

All in all a very disappointing situation for Council staff to have to deal with at what is already a very busy time of year in relation to waste management on the island.

COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Regulation 29 of the Local Government (Meeting Procedures) Regulations 2005 specifies that in putting a Question Without Notice a Councillor must not offer an argument or opinion, draw any inference or make any imputations except so far as may be necessary to explain the question. The Chairperson must not permit any debate of a Question without Notice or its answer.

PUBLICATIONS/REPORTS TABLED FOR COUNCIL INFORMATION

Nil

REPORTS TO BE RECEIVED

Nil

COUNCILLORS' REPORTS

Nil

MAYOR'S REPORT:

ACTION	Information
PROPONENT	Mayor Carol Cox
FILE REFERENCE	COU/0600
ASSOCIATED PAPERS	<i>Nil</i>

REPORT:**ACTIVITIES:**

15/12/13	Community Christmas Carols
16/12/13	Flinders Island District School End of Year Assembly
19/12/13	Municipal Emergency Management Committee Meeting
19/12/13	Council Meeting
20/12/13	Council Christmas Celebration
24/12/13	Works Department Christmas Breakup
28/12/13	Afternoon Tea for Tony and Martha Tymms
04/01/14	Emita Sports

Community Events:

The community is thriving at the moment with varying community events and the Council run School Holiday Program all being well attended. The volunteer Hall Committee Members are to be congratulated on the success of their respective events. The Spring into Spring Festival at Holloway Park and the return of the Emita Sports all adding to the social fabric of this small community.

A special thank you to Jo Klug and Christine Wheatley for initiating and organising the Christmas decorations that adorned Whitemark over the festive season and to the community members for supporting the initiative.

Thank you also to Kathleen Ives-Heap and Maria LaGrue for the open events for us to appreciate the work their students have achieved throughout the year. Seeing the growth achieved in the young students' musical and artistic abilities is both enlightening and enjoyable.

With an event occurring every weekend in January this is a vibrant and alive community and as a Councillor I am appreciative of the community participation that makes the island such a friendly and inviting place to live.

CORRESPONDENCE IN:

Flinders Island District High School	Invitation to 2013 End of Year Assembly
Department of Primary	Historic Cultural Amendment Bill 2012

Industries, Parks, Water and Environment (DPIPWE)	passed - intent to proclaim on 1/3/2014
Local Government Managers Australia (LGMA)	Invite to 2014 LGMA National Congress & Business Expo, Melbourne, 30/4/2014 - 2/5/2014
Premier Lara Giddings MP	Invite to Australia Day Address & Cocktail Party - 18/1/2014
Hon Bryan Green MP	Planning Directive No 4.1- Standards for Development in the General Residential Zone
TasWater - Mr Miles Hampton	Thank you and confirmation of Headworks Charges, Bluff Road
Tasmanian Audit Office	Reports to Parliament
Tas Fire Service	Building for Bush Fire
Hon Bryan Green MP	Aboriginal & Dual Naming Policy - Announcement of Names
Hon Bryan Green MP	Modification of Planning Directives No 1 - The Format and Structure of Planning Schemes

CORRESPONDENCE OUT:

20/12/2013	Hon Premier of Tasmania Lara Giddings MP	Flinders Council submission in response to Draft Ministerial Orders
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PUBLICATIONS:

Tasmanian Symphony Orchestra (TSO)	Overtures, Dec 2013
Glamorgan Spring Bay Council	Annual Report 2012-13
Hydro Tasmania	Annual Report 2012-13 - a snapshot
University of Tasmania (UTAS)	Research to Reality, Edition 17
NRM (Natural Resource Management) North	Northern Exposure, Spring 2013
Keep Australia Beautiful	Sustainable Communities, Tas 2013
University Department Of Rural Health	Bulletin, December 2013
Federal Group	Inform, Edition 35 2013

VOTING REQUIREMENTS:

Simple Majority

RECOMMENDATION:

That the Mayor's report be received and accepted.

OPERATIONAL BUSINESS OF COUNCIL

A. NOTICE OF MOTIONS

Item A1: Notice of Motion from Cr Marc Cobham – Ventilation options/quotes for the Flinders Art and Entertainment Centre
File No: AME/0506

B. GOVERNANCE DEPARTMENT

Item B1: Rescind Private Tenancy Policy
File No: AME/0900, ADM/0900
Annexure 1: Private Tenancy Policy

Item B2: Amending the Recruitment Policy
File No: PER/0602, ADM/0900
Annexure 2: Employee Recruitment and Selection Policy (old version)
Annexure 3: Employee Recruitment Policy (amended version)

Item B3: Councillor Resolution Report
File No: COU/0600
Annexure 4: Councillor Resolution Report January 2013

Meeting Closed

A. NOTICE OF MOTIONS

Item A1: Notice of Motion from Cr Marc Cobham – Ventilation options/quotes for the Flinders Art and Entertainment Centre

ACTION	Decision
PROPONENT	Cr Marc Cobham
OFFICER	Raoul Harper, General Manager
FILE REFERENCE	AME/0506
ASSOCIATED PAPERS	<i>Nil</i>

NOTICE OF MOTION:

That Council directs staff to investigate the various options available, together with costing's, for the provision of summer cooling / ventilation and air extraction in the Flinders Arts and Entertainment Centre (FAEC), Whitemark. This information is to be available in time for upcoming budget workshops and if approved the remedial work to be undertaken prior to next summer (i.e. 2014/15). Additionally that costings be done for the provision of "block-out" blinds in the main hall and that these be installed as soon as possible.

COUNCILLOR'S REPORT:

A recent evening concert held mid-December in the FAEC once again highlighted the urgent need for Flinders Council to address the issues of making the venue comfortable for attendees during the warmer summer months. Many complaints were made on the night and on subsequent days. Whilst the venue can be adequately heated during the cooler months the building's designers seemingly made no provision for the warmer months.

The issues that urgently need addressing include, but are not limited to, ways to:

- extract hot air;
- cool and/or ventilate the venue; and
- installation of flyscreens on doors so they can be left open to facilitate ventilation.

Ideally any air extraction system should be silent and with the capacity to remove a large quantity of hot air in a short period of time (i.e. prior to an event), this would help to rapidly cool the venue. Whilst I am not suggesting that air-conditioning is required, a number of large, efficient ceiling fans, together with the ability to keep doors and windows open would make a significant difference to the habitability of the venue. Ideally the high level fixed windows should be replaced with opening windows and flyscreens. It would also be a good idea to install long overdue "black-out" blinds to the main hall windows.

The venue is a fantastic community asset that is used throughout the year. Addressing the above issues will enable users to comfortably use it at all times of the year.

PREVIOUS COUNCIL CONSIDERATION:

Nil

OFFICER'S REPORT:

Council Staff are well aware of the issues with the cooling and ventilation of the FAEC. Improvement to ventilation and cooling were considered during the redevelopment of the building but funding was not sufficient to implement any considered solution at that time.

Council does have funds allocated this financial year to install block-out blinds for the main area in the FAEC. This task will be completed by the end of the financial year.

If Council so direct, staff can conduct some preliminary work and gain advice from experts in the field as to how a cost effective solution to cooling and ventilation in the hall can be achieved and then present options to Council as they come to hand.

STATUTORY REQUIREMENTS:

Nil

POLICY/STRATEGIC IMPLICATIONS:

2.2 Optimise infrastructure to support existing settlements and enhance sustainable development opportunities and remove impediments to growth.

2.2.1 Identify, research, design and implement key infrastructure projects and programs to meet the economic and environmental needs of Council and the community.

BUDGET AND FINANCIAL IMPLICATIONS:

Investigating options poses minimal implications financially.

RISK/LIABILITY:

Low

VOTING REQUIREMENTS:

Simple Majority

OFFICER'S RECOMMENDATION:

That Council directs staff to investigate the various options available, together with costing's, for the provision of summer cooling / ventilation in the Flinders Arts and Entertainment Centre (FAEC), Whitemark. This information is to be

provided for Council consideration as part of the 2014/2015 budget deliberations.

B. GOVERNANCE DEPARTMENT

Item B1: Rescind Private Tenancy Policy

ACTION	Decision
PROPONENT	Council Officer
OFFICER	Raoul Harper, General Manager
FILE REFERENCE	AME/0900, ADM/0900
ASSOCIATED PAPERS	<i>Annexure 1: Private Tenancy Policy</i>

INTRODUCTION:

Council’s Policy Manual is an important document of Council as it provides direction to Staff, Management and Councillors. Many of the policies are required by, or relate to, legislation and in most instances help manage Council’s exposure to risk.

PREVIOUS COUNCIL CONSIDERATION:

Adopted 20 th May 2004	248.05.04
Amended 23 rd September 2010	286.09.10
21 st November 2013	694.11.2013 (reviewed to rescind)

OFFICER’S REPORT:

The Private Tenancy Policy has been in place since 2004 and was last reviewed in 2010. While the concept of supporting the provision of housing in the first instance to Council workers is reasonable it does create an issue around the flexible use of Council houses for other, potentially more important uses/needs such as Doctor’s accommodation if required.

While the intention of the policy would still be supported and considered if and when decisions on tenancy are made, the existing policy does not allow for operational flexibility and hence the General Manager requests the policy be rescinded.

The Private Tenancy Policy has laid on the table for public comment for the required 28 days and no submissions have been received.

STATUTORY REQUIREMENT:

Nil

POLICY/STRATEGIC IMPLICATIONS:

- 5.0 Corporate, Governance and Intergovernmental Relations
 - 5.1 Support the capacity and productivity of our organisation and a culture of professionalism, compliance, innovation and service.

5.1.3 Achieve a sustainable balance of income, investment and recurrent expenditure.

RISK/LIABILITY:

Low

VOTING REQUIREMENTS:

Absolute Majority

OFFICER'S RECOMMENDATION:

That Council rescinds the Private Tenancy Policy.

Item B2: Amending the Employee Recruitment Policy

ACTION	Decision
PROPONENT	Council Officer
OFFICER	Raoul Harper, General Manager
FILE REFERENCE	PER/0602, ADM/0900
ASSOCIATED PAPERS	<i>Annexure 2: Employee Recruitment and Selection Policy (old version)</i> <i>Annexure 3: Employee Recruitment Policy (amended version)</i>

INTRODUCTION:

Council's Policy Manual is an important document of Council as it provides direction to Staff, Management and Councillors. Many of the policies are required by, or relate to, legislation and in most instances help manage Council's exposure to risk.

PREVIOUS COUNCIL CONSIDERATION:

16th July 2009

256.07.2009

OFFICER'S REPORT:

The Employee Recruitment and Selection Policy was developed in 2009 and deals with the basic principles and process for recruitment of staff. The policy forms part of the Council's Policy Manual and is due for a full review.

The main change to the policy relates to articulating the various ways in which an appointment can be made within the overarching principles of merit, compliance and cost effectiveness. Historically the policy was a one size fits all process for any selection decision. The proposed amendments allow for different processes depending on the circumstances present and are far more reflective of the flexibility required within a small organisation.

What follows is a summary of the proposed changes:

- Name changed to Employee Recruitment Policy from Employee Recruitment and Selection Policy.
- Updated 'Introduction' to include merit and cost effectiveness and changed legislative commitment to risk reduction of claim.
- Updated 'Objectives' to reflect merit.
- Updated 'Position Role and Review' to focus on determining position requirements, employment mode and workload (hours).
- Updated 'Position Descriptions' to remove KPIs as this is a separate process and document and also to remove the headers included in a position description as this is not relevant to the Policy.

- Updated what was called 'Advertising a Vacancy' to 'Filling a Vacancy' and re-wrote the content. Now it focusses on the different ways a role can be filled based on the nature of the role and applicants, instead of the past one size fits all model which created unnecessary costs and work.
- Added in the ability for direct appointments to be made in specific circumstances.
- Removed 'Selection Panel' as this is now covered succinctly in 'Filling a Vacancy'.
- Combined 'Conviction' and 'Pre-Employment Medical' into 'Pre-Employment Check'.
- Removed 'Offer' as this is included under 'Filling a Vacancy'.
- Removed 'Probation' as this is covered in legislation and if applicable will be covered in the letter of offer. The only aspect which should be policy related is the probation process and that should form part of the performance policy or a probation policy on its own, as it relates to post recruitment and selection.
- Removed 'Casual and Temporary Employees' as this is covered appropriately in 'Position Role and Review' and in the Enterprise Agreement.
- Updated 'Related Legislation, Regulations and Policies' to include the correct safety and employment Acts.
- Updated 'Responsibilities' to change the terminology to Hiring Manager and that the Corporate Services Manager (or Corporate Services Coordinator) can support the Hiring Manager as the overall responsible Manager for human resource matters.

STATUTORY REQUIREMENT:

Nil

POLICY/STRATEGIC IMPLICATIONS:

5.0 Corporate, Governance and Intergovernmental Relations

5.1 Support the capacity and productivity of our organisation and a culture of professionalism, compliance, innovation and service.

5.1.3 Achieve a sustainable balance of income, investment and recurrent expenditure.

RISK/LIABILITY:

Low

VOTING REQUIREMENTS:

Absolute Majority

OFFICER'S RECOMMENDATION:

That Council adopts the amended Employee Recruitment Policy and allows it to lay on the table for 28 days for public comment.

Item B3: Councillor Resolution Report

ACTION	Information
PROPONENT	Council Officer
OFFICER	Raoul Harper, General Manager
FILE REFERENCE	COU/0600
ASSOCIATED PAPERS	<i>Annexure 4: Councillor Resolution Report January 2014</i>

INTRODUCTION:

This report identifies the actions taken and actual costs associated with implementing resolutions passed by elected members up to January 2014.

PREVIOUS COUNCIL CONSIDERATION:

The report is presented on a monthly basis.

OFFICER'S REPORT:

Please read Annexure 4 – Councillor Resolution Report January 2014.

VOTING REQUIREMENTS:

Simple Majority

OFFICER'S RECOMMENDATION:

That the Councillor Resolution Report January 2014 be noted.

Meeting Closed