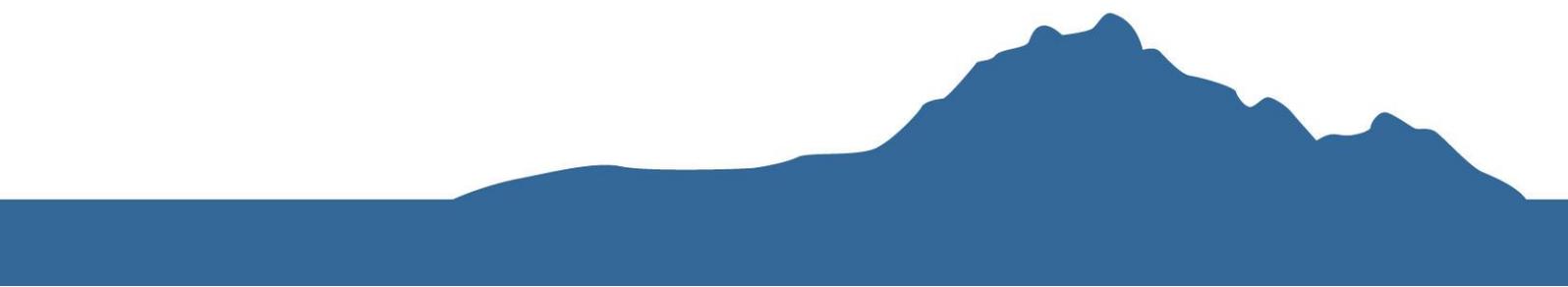




Agenda Special Council Meeting

29 March 2022



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 25th day of March 2022.



Warren Groves
GENERAL MANAGER

Table of Contents

Item	Page
1 Acknowledgment of Country	1
2 Declaration of Pecuniary Interest	1
3 Conflict of Interest	1
4 Notice of Motion	2
4.1 Notice of Motion – Alcohol and Other Drugs Policy and Fitness for Work Policy	2
5 Governance	5
5.1 Recreational Fishing and Camping Facilities Program 2021-22	5
5.2 Business Continuity Plan	7

Flinders Council Special Meeting - Agenda

Tuesday 29 March 2022

Venue	Furneaux Arts and Entertainment Centre, Whitemark
Commencing	9.00 am
Attendees – Councillors	Mayor Annie Revie Sharon Blyth Aaron Burke Vanessa Grace Rachel Summers
Apologies	Deputy Mayor David Williams Peter Rhodes
Attendees – Staff	Warren Groves General Manager Chris Wilson Infrastructure and Airport Manager Rowena Gill Administrative Services Officer (Minute Taker)

1 Acknowledgment of Country

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

2 Declaration of Pecuniary Interest

In accordance with Regulation 8 of the Local Government (Meeting Procedures) Regulations 2015, Councillors are required to declare any pecuniary interest that they, or any of their close associates, may have in any matter appearing on the agenda, or any supplementary item to the agenda, before any discussion on that matter.

3 Conflict of Interest

In accordance with the Part 2, paragraph 6 of the Local Government (Model Code of Conduct) Order 2016, Councillors are required to declare any conflict of interest, be in actual, perceived or potential, that they may have regarding any matter appearing on the agenda, or any supplementary item to the agenda before any discussion on that matter commences.

4 NOTICE OF MOTION

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

Action	Decision
Proponent	Councillor
Officer	Rachel Summers
File Reference	PER/0500
Annexures	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

Moved: Cr R Summers

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.**

5 GOVERNANCE

5.1 Recreational Fishing and Camping Facilities Program 2021-22

Action	Decision
Proponent	Council Officer
Officer	Warren Groves General Manager
File Reference	AME/0704, AME0502
Annexures	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.**

5.2 Business Continuity Plan

Action	Information
Proponent	Council Officer
Officer	Warren Groves General Manager
File Reference	RMS/0500
Annexures	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.

Meeting Closed
