



Brighton Council

**MINUTES OF THE ORDINARY COUNCIL MEETING
OF THE BRIGHTON COUNCIL HELD
IN THE COUNCIL CHAMBER, COUNCIL OFFICES
OLD BEACH AT 5.30 P.M. ON TUESDAY,
17th MARCH 2020**

PRESENT: Cr B Curran (Acting Mayor); Cr L Gray (Acting Deputy Mayor); Cr Geard; Cr Murtagh; Cr Owen and Cr Whelan.

IN ATTENDANCE: Mr Ron Sanderson (General Manager), Mr G Davoren (Deputy General Manager); Mr J Dryburgh (Chief Operations Officer); Mr H Macpherson (Municipal Engineer); Mrs J Banks (Governance Manager) and Mr D Allingham (Manager Development Services).

1. ACKNOWLEDGEMENT OF COUNTRY:

2. CONFIRMATION OF MINUTES:

2.1 CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING OF 18th FEBRUARY 2020.

Cr Whelan moved, Cr Murtagh seconded that the Minutes of the Ordinary Council Meeting of 18th February 2020 be confirmed.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

2.2 CONFIRMATION OF MINUTES OF THE FINANCE COMMITTEE MEETING OF 10TH MARCH 2020.

Cr Whelan moved, Cr Geard seconded that the Minutes of the Finance Committee Meeting of 10th March 2020 be confirmed.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

2.3 CONFIRMATION OF MINUTES OF THE PLANNING AUTHORITY MEETING OF 10TH MARCH 2020.

Cr Gray moved, Cr Owen seconded that the Minutes of the Planning Authority Meeting of 10th March 2020 be confirmed.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

3. APPLICATIONS FOR LEAVE OF ABSENCE:

- Mayor Tony Foster had requested a leave of absence.

Cr Owen moved, Cr Whelan seconded that Cr Garlick and Cr Jeffries be granted leave of absence.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

4. PUBLIC QUESTION TIME AND DEPUTATIONS:

There was no requirement for public question time.

5. DECLARATION OF INTEREST:

In accordance with Part 5, Section 48 of the *Local Government Act 1993*, the Chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have an interest in any item on the agenda; and

Part 2 Regulation 8 (7) of the *Local Government (Meeting Procedures) Regulations 2015*, 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 any 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 2015*.

There were no declarations of interest.

6. REPORTS FROM COUNCILLORS:

6.1 ACTING MAYOR'S COMMUNICATIONS:

AUTHOR: Acting Mayor
(Cr B Curran)

The Acting Mayor's communications were as follows:-

22nd February Attended Australian Local Government Women's Association (ALGWA) meeting in Hobart.

25th February Attended a meeting with Kym Goodes and Gary Bailey to discuss impact of UTAS move to the city on our community.

Ordinary Council Meeting

17/03/2020

- 29th February Attended a local government workshop in Launceston (Crs Owen, Whelan and Murtagh also attended).
- 1st March Attended a local government workshop in Launceston (Crs Owen, Whelan and Murtagh also attended).
- 3rd March Officially opened the off-lead dog park at Old Beach (Jetty Rd).
- 6th March Attended an International Women’s Day lunch at Bellerive (Crs Whelan and Murtagh also attended).
- 10th March Council Workshop – Review of Brighton Community News.
- Finance Committee Meeting
- Planning Authority Meeting

RECOMMENDATION:

That the Acting Mayor’s communications be received.

DECISION:

Cr Whelan moved, Cr Murtagh seconded that the report be received.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

6.2 REPORTS FROM COUNCIL REPRESENTATIVES WITH OTHER ORGANISATIONS:

DECISION:

Cr Geard advised that he attended a Southern Regional Emergency Management meeting recently.

6.3 CORRESPONDENCE FROM SOUTHERN TASMANIAN COUNCILS ASSOCIATION (STCA), LGAT, TASWATER AND JOINT AUTHORITIES:

Correspondence and reports from the STCA, LGAT, TasWater and Joint Authorities.

If any Councillor wishes to view documents received contact should either be made with the Governance Manager or General Manager.

7. NOTIFICATION OF COUNCIL WORKSHOPS:

In accordance with the requirements of Section 8(2)(c) of the Local Government (Meeting Procedures) Regulations 2015, it was reported that a workshop was held at 4.00pm on the 10th March 2020, to review the Brighton Community News. Councillors in attendance were:- Acting Mayor Curran, Cr Gray, Cr Geard, Cr Owen, Cr Murtagh, Cr Whelan and Cr Garlick (arrived at 4.35pm).

8. NOTICES OF MOTION:

No 'Notices of Motion' were received for the March Ordinary Council Meeting.

9. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA:

In accordance with the requirements of Part 2 Regulation 8(6) of the Local Government (Meeting Procedures) Regulations 2015, the Council, by absolute majority may approve the consideration of a matter not appearing on the agenda, where the General Manager has reported:

- (a) the reason it was not possible to include the matter on the agenda, and
- (b) that the matter is urgent, and
- (c) that advice has been provided under Section 65 of the *Local Government Act 1993*.

RECOMMENDATION:

That the Council resolve by absolute majority to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the Local Government (Meeting Procedures) Regulations 2015.

The General Manager requested that Item 12.5 Council response to COVID-19 be discussed due to the urgency of the pandemic. This information was not available at the time of circulating the Agenda.

DECISION:

Cr Owen moved, Cr Geard seconded that supplementary Item 12.5 be discussed.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

For the purpose of these minutes the Items will remain in numerical order.

10. REPORTS FROM COMMITTEES:

10.1 FINANCE COMMITTEE MEETING – 10/3/20

The recommendations of the Finance Committee Meeting of 10th March 2020, were submitted to Council for adoption.

DECISION:

Cr Whelan moved, Cr Owen seconded that the Finance Committee meeting except Item 6.1 (Closed Committee) be adopted.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

11. COUNCIL ACTING AS PLANNING AUTHORITY:

In accordance with the provisions of Part 2 Regulation 25 of the Local Government (Meeting Procedures) Regulations 2015, the intention of the Council to act as a Planning Authority pursuant to the *Land Use Planning and Approvals Act 1993* is to be noted. In accordance with Regulation 25, the Council will act as a planning authority in respect to those matters appearing under Item 11 on this agenda, inclusive of any supplementary items.

There were no planning reports submitted to the March Ordinary Council Meeting.

12. REPORTS FROM OFFICERS:

12.1 SOUTHERN CENTRAL SUB-REGION GRANT APPLICATION FOR FUNDS FOR A WORKFORCE DEVELOPMENT COORDINATOR

AUTHORS: Chief Operating Officer
(Mr J Dryburgh)

Special Projects Officer, Southern Midlands Council
(Mr D Mackey)

Issue:

The lodgement of a joint application to the Tasmanian Community Fund by the four Southern Central Sub-Region Councils for funds to support the employment of a workforce development coordinator.

Background:

The four Councils that form the Southern Central Sub-Region, (SCS), Brighton, Central Highlands, Derwent Valley and Southern Midlands have, for many years, acted collectively on matters of common interest.

This includes undertaking regional workforce planning, which resulted in the *SCS Regional Workforce Planning Final Report, August 2017*. This report demonstrated that there will be a significant increase in jobs in the region across several industry sectors including tourism, agriculture and human services. These jobs will require a suitably trained and skilled workforce. The report also highlighted that currently there is only limited work being undertaken at the local level to maximise these future opportunities and to enable these positions to be filled by suitably skilled local people.

Our neighbouring sub-region, the South Eastern Regional Development Authority (SERDA), consisting of Clarence, Sorell, Glamorgan Spring Bay and Tasman, also undertook regional workforce planning in 2017 and found similar issues. In 2018 SERDA was successful in obtaining funds from the Tasmanian Community Fund (TCF) for the employment of a full-time workforce development coordinator, which has proven to be highly successful. By establishing a position with, essentially, the sole focus of linking potential employers with job-seekers whilst ensuring they receive the necessary training, SERDA has established a cutting-edge model for others to follow. A welcome secondary outcome has been that the many initiatives, programs and positions that already exist in this space are much better utilised and coordinated.

The application that has been submitted by the SCS to the TCF has been modelled on the SERDA experience, tailored for our region.

An amount of \$395,000 has been requested from the TCF, which would fund the Coordinator position for three years. If the application is successful, the four councils would need to agree to contribute both cash and in-kind support. Each council is requested to contribute \$5,000 cash per year for three years, with the two larger Councils (Brighton and Derwent Valley) asked to also contribute significant in-kind support.

The TCF applications were due in early March and it was not possible to seek Council endorsement of the lodging of the application nor for the cash and in-kind support that the four Councils would need to provide prior to the deadline. Hence this report.

Detail of the Initiative:

Location

The Coordinator is proposed to be housed at the Southern Central Trade Training Centre in Bridgewater, thereby facilitating crucial linkages, and will service the entire Southern Central Sub-region.

Activities

The Coordinator will not only engage with potential employers and employees but also other organisations active in this space such as TasCOSS, the Councils, TasTAFE, schools, the Trade Training Centre, etc.

The position will also liaise with the existing matching position in the neighbouring SERDA region to obtain key learning outcomes, coordinate activities and ensure there is no duplication or competition. SERDA has indicated a strong desire to cooperate across the regional boundary.

The Coordinator will be provided with a position description and a strategic framework within which to operate, but will also be a 'self-starter' requiring minimal supervision. Specific activities would be detailed in a finalised project plan developed by a Project Management Committee in consultation with the Coordinator, and updated regularly over the term of the project.

Activities would be designed to address the following objectives:

- Strengthen education and industry links, align training to industry needs;
- Ensure responsive and contemporary training provision;
- Improve the training delivery at a regional level in the communities;
- Develop better linkages between education and employment through school-based apprenticeships;
- Maximise the effectiveness of the region's trade training centre;
- Improve pre-employment and employability skills;
- Promote the region's industries as a career;

- Investigate the impediment of the JA models and recommend options for improved outcomes;
- Assess the broader regional constraints such as accommodation, transport, childcare, etc.;
- Develop industry specific workforce planning approaches, including tourism, primary production and human services; and
- Promote innovative business models and entrepreneurial employment approaches to meeting regional requirements.

Management & Support

The project is proposed to be managed by CSC through a high-level Project Management Committee which will set the broad strategic framework, including KPIs. An operational-level Management Group consisting of a high-level officer from each Council would provide regular direction, as needed. Direct practical assistance comprising HR support, financial management assistance, and the arrangement of a vehicle, laptop and phone is proposed to be provided by Brighton Council, as in-kind support. All financial management including pay disbursements will be delivered through Brighton Council's current finance/payroll systems.

Time Frame

The TCF application process is in two-stages. In mid-April applicants will be advised if they have successfully passed the first stage. Second stage application information will then be due in mid-May, with the final successful applications announced in mid-June. A grant deed will then need to be signed, meaning the project (if our application is successful) would likely commence in early July.

The following draft schedule is proposed (to be firmed-up by the Project Steering Committee):

Months 1- 3

- Project Steering Committee formed
- Position description finalised
- Position advertised
- Selection of Coordinator completed
- Coordinator engaged and bedded-in

Months 3-6

- Project plan completed with clearly identified KPIs
- Key employer's requirements identified
- Training providers identified

Month 6-12

- Project plan reviewed and updated (every six months)
- Agreements in place with employers
- Agreements in place with training providers

- Job opportunities filled

Month 12-24

- Project plan reviewed and updated (every six months)
- Job opportunities filled

Month 24 to 36

- Project plan reviewed and updated (every six months)
- Job opportunities filled

The project plan will provide the basis for regular reporting on project activities.

Consultation:

The community was consulted in the development of the Regional Workforce Planning report, and it was clear from the report that there is a strong desire amongst the community to be able to access employment locally. The SCS Chair (Council's COO) has consulted with local community groups and SSCS member councils and has received overwhelmingly positive support for the initiative. Once the Coordinator is engaged, community organisations will be contacted to reconfirm their role and potential for engagement with the project.

Risk Implications:

Given the nature of the project the direct risks are very minimal. However, with the engagement of the Coordinator there are some risks associated with the selection of the most suitable person. This risk will be mitigated by undertaking an open and transparent selection process with a clearly defined position description, along with absorbing key learnings from the matching position in the neighbouring SERDA region.

Other risks that normally come with the engagement of a person to undertake work of this nature will be mitigated through normal human resource management practices and by effecting appropriate insurance coverage.

No doubt issues will arise over the life of the project and these will be addressed through the SCS management structure that will be in place for this activity. The Coordinator will attend regular meetings of SCS to provide reporting against KPIs and to ensure SCS is kept informed of project progress.

From a broader strategic perspective, there are far greater risks associated with the development and sustainability of the region if this position is not appointed soon. The inability of the region to supply an adequately skilled, trained and available workforce will be detrimental to the future of the Southern Central Sub-region.

Financial/Budget Implications:

Refer comments in the assessment.

Strategic Plan:

Goal 1 - Strengthen our Communities

S1.2: Create Housing/Employment/Play/Education (Liveability)

S1.4: Support Connected Communities

Goal 2 – Create 2-3 hubs for our Connector Satellite City

S2.2: Education/Capability Build

Social Implications:

The intention is to engage a workforce development coordinator (Coordinator) and provide support facilities to enable the identification of workforce development activities that will address the region's workforce capability and capacity gap and aim to increase the workforce participation of disadvantaged local people.

Environmental or Climate Change Implications:

There are opportunities to support education, training and employment in emerging sectors that support a low carbon future.

Economic Implications:

While there are multiple players in this sector, there is an identified shortage of activities that directly address the attraction and retention of skilled labour, aim to increase the participation of disadvantaged local people and improve the level of skills and qualifications across the workforce. This deficiency was highlighted in the SCS Regional Workforce Planning Report of 2017.

This report also highlighted the large number of future employment opportunities that will require specific industry sector skills. The project's aim is to match employer requirements with training to enable the regional workforce to be job ready as these employment opportunities materialise.

Other Issues:

Council has endorsed the *SCS Regional Workforce Planning Final Report, August 2017*, and this initiative represents a real and practical way to progress the findings and recommendations of that report.

Council is also committed to working with its other Southern Central Sub-Region councils on matters of common interest. Workforce development planning and actions are best taken at the regional level.

Assessment:

The workforce development coordinator model has proven highly successful in our neighbouring SERDA region, which has many similarities with our SCS region. There is every reason to expect a Coordinator position would be similarly successful here.

The four SCS councils have requested \$395,000 from the Tasmanian Community Fund to create and support such a position, for a three-year period.

Each Council is requested to provide a cash contribution of \$5,000 per year for three years, plus in-kind support with the two larger councils (Brighton and Derwent Valley) providing the bulk of in-kind support.

From an individual Council point of view, the requested support is not considered overly onerous, given the benefits that a regional workforce development coordinator is expected to bring to both our employers and local job-seekers.

RECOMMENDATIONS:

That Council:

1. Endorse the lodgement of the joint application by South Central Sub-Region councils (Brighton, Central Highlands, Derwent Valley and Southern Midlands) with the Tasmanian Community Fund for the funds to establish of a Workforce Development Coordinator position, serving the region.
2. Agree to the provision of a \$5,000 cash contribution to the project, per year for three years, should the application be successful.
3. Agree to provide in-kind support, as outlined above, to support the Workforce Development Coordinator Position.

DECISION:

Cr Gray moved, Cr Geard seconded that the recommendation be adopted.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

12.2 CUSTOMER SERVICE CHARTER – REVIEW:

AUTHOR: Governance Manager
(Mrs J Banks)

Background:

Section 339F of the Local Government Act 1993 states:

339F. Customer service charter

- (1) A council must adopt a customer service charter on or before 1 January 2006.
- (2) The customer service charter is to –
 - (a) specify the principles relating to services provided by the council; and

- (b) specify a procedure for dealing with complaints relating to services provided by the council; and
 - (c) include any prescribed matter.
- (3) The general manager is to make the customer service charter available –
- (a) for public inspection at the public office during ordinary office hours; and
 - (b) on the council's internet site free of charge; and
 - (c) for purchase at a reasonable charge.
- (4) A council is to review its customer service charter at least once every 2 years.
- (5) The general manager is to provide the council with a report at least once a year of the number and nature of complaints received.

Consultation:

Senior Management Team and Executive Officer (Governance)

Risk Implications:

Nil.

Financial/Budget Implications:

Nil.

Strategic Plan:

S1.4 - Support connected communities

S4.3 - A shaping agenda facilitated through strong engagements

Social Implications:

N/A

Environmental or Climate Change Implications:

N/A

Economic Implications:

N/A

Other Issues:

Nil

Assessment:

Senior Management Team were invited to review the document and request changes. No changes were required.

Options:

1. As per the recommendation.

2. That Council amend the Customer Service Charter.
 3. That Council does not adopt the Customer Service Charter.
-

RECOMMENDATION:

That Council adopt the Customer Service Charter in accordance with Section 339F of the *Local Government Act 1993*.

DECISION:

Cr Owen moved, Cr Whelan seconded that the recommendation be adopted.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

12.3 LAND USE PLANNING AND APPROVALS ACT 1993 - DELEGATIONS:

AUTHOR: Manager Development Services
(Mr D Allingham)

Background:

Section 6 of the *Land Use Planning and Approvals Act 1993* (the Act), enables a planning authority to delegate some of its functions and powers to assist in the smooth and efficient running of Council affairs.

Currently, pursuant to Brighton Council's 'Instrument of Delegation' for the Act, a planning permit application that receives an objection, or is recommended for refusal, must be determined by the planning authority at a Council meeting.

There is an exception to the above requirement if there is insufficient statutory time to make the decision and a request for an extension of time has been refused by the applicant.

It is proposed that the level of delegation be amended so that planning applications will proceed to a planning authority meeting only if Council receives two or more representations objecting to the proposed development, or the recommendation is for refusal.

As background to the recommendation, the table below shows the applications that have been determined by the planning authority in the last 12 months and the number of representations that were received. Over the last 12 months, eighteen applications proceeded to a planning authority meeting for determination because of either receipt of an objection, or it was recommended for refusal. Of these, 10 applications (highlighted) were recommended for approval with 1 representation and all were approved by the planning authority.

Address	Development	Recommendation	Decision	Reps
620 Middle Tea Tree	Increased operating hours	Refusal	Approval	1
129 Old Beach Road	4 multiple dwellings	Approval	Approval	1
37 Stonefield Road	Dwelling & outbuilding	Approval	Approval	1
46 & 60 Kathleen Drive	4 lot subdivision	Approval	Approval	1
51 Menin Drive	Fence	Approval	Approval	1
15 Ashgrove Crescent	1 lot & balance subdivision	Approval	Approval	3
68 Bluemetal Drive	Billboard	Refusal	Refusal	1
31 Lamprill Circle	Dwelling	Approval	Approval	1
919 Back Tea Tree Road	Dwelling & outbuilding	Approval	Approval	2
17 Phemie Court	Outbuilding	Approval	Approval	1
60 Kathleen Drive	Subdivision (1 lot & balance)	Approval	Approval	1
37 Crooked Billet Drive	Warehouse & transport depot expansion	Approval	Approval	1
27 Fergusson Road	Dwelling	Refusal	Approval	2
70 Finlay Street	4 multiple dwellings	Approval	Approval	2
7 Guilford Crescent	3 multiple dwellings	Approval	Approval	8
3 Racecourse Road	Subdivision (21 lots)	Approval	Approval	1
11 Greenbanks Road	Transport Depot	Approval	Approval	1
201 Old Beach Road	Subdivision (45 lots)	Approval	Approval	2

All of the above applications required an extension of time from the applicant to make the decision beyond the statutory 42-day time period (because of Council meeting schedule), delaying the commencement of development.

Benefits of a change in delegation would include:

- Reducing the number of planning reports prepared for PA Meetings would reduce the Officer workloads and pressure. This is because a lot more resourcing goes into the preparation of a report as there are additional attachments, longer reports, formatting, additional correspondence and additional deadlines.
- If the workload is decreased through reduced number of Council reports being prepared, it would allow officers to continue with processing and assessment of more planning permit applications. Again, by reducing assessment timeframes and increasing the number of applications that are assessed will be of benefit to applicants and ratepayers.

It must be noted that the professionalism of officers is not compromised by changing the delegation, as proposed. Additionally, a representor's rights are also not compromised through the proposed change in delegation, and representors will still retain an avenue of appeal to the Resource Management and Planning Appeals Tribunal. When determining an application, Council Officers are still bound by the Act to consider the issues raised in a representation. Should the issues raised warrant a recommendation of refusal, the application would be delegated to the Council acting as the Planning Authority, as is the current situation.

Whilst not a determining factor, it is useful to refer to benchmarking with other Councils. Below is a list of the other urban and urban fringe Councils in the southern region and their delegations. The table shows that Brighton and Glenorchy are the only Council's where 1 or more representation is not determined under delegation.

Council	Trigger to proceed to a Council meeting for determination
Hobart	4 or more 'objections' or refusal
Huon Valley	3 or more objections, but if between 1 and 2 it goes to the GM to sign off
Sorell	2 or more representations or refusal or subdivisions more than 1 lot.
Kingborough	3 or more representations or refusal
Clarence	2 or more representations or refusal and developments with value over \$10 million.
Glenorchy	1 or more representations or refusal.

Consultation:

Consultation has occurred amongst the Senior Management Team and with other Councils in the southern region.

Risk Implications:

It is considered that there are no risks to Council that would occur as a result of the change. Qualified and professional planners will continue to undertake the assessments and make recommendations for planning applications, within the realm of *Land Use Planning and Approvals Act 1993* and the provisions of the relevant Planning Scheme at the time.

Financial/Budget Implications:

There are no direct financial implications that would result from the recommended change. However, planning staff will have more capacity to process their workloads more efficiently.

Social Implications:

None.

Environmental Implications:

None.

Economic Implications:

The proposed change to delegations will result in several applications being processed in a shorter timeframe which will allow some developments to begin earlier.

Strategic Plan:

The proposed amendment is consistent with the following goals from Councils Strategic Plan (2019-2020):

S1.2: Create Housing/ Employment/Play/ Education (Liveability)

S3.1: Support 30% Growth Target

S4.1: Ensure Financial & Risk Sustainability

S4.2: Be well-governed

S4.4: Long-term thinking & evidence-based

Options:

1. As per the recommendation.
 2. The recommendation is not supported.
 3. Other.
-

RECOMMENDATION:

That Council resolves to amend the Instrument of Delegation for the *Land Use Planning and Approvals Act 1993* as follows:

8.	S.57(6) – To grant a permit where no more than one representation objecting to the development application was received and to refuse to grant a permit for which an extension of time has not been granted by the applicant.	Ron Sanderson, Greg Davoren, Heath Macpherson, Janine Banks, James Dryburgh, David Allingham and Patrick Carroll
----	---	--

DECISION:

Cr Geard moved, Cr Gray seconded that the recommendation be adopted.

MOTION LOST

VOTING RECORD

In favour	Against
Cr Curran	Cr Murtagh
Cr Geard	Cr Owen
Cr Gray	Cr Whelan

The General Manager requested that Item 12.4 be deferred.

12.4 REVIEW OF BRIGHTON COMMUNITY NEWS:

AUTHOR: Chief Operations Officer
(Mr J Dryburgh)

Background:

At its January 2020 Ordinary Meeting, Council determined to undertake a review of the *Brighton Community News* (BCN) via a council workshop. After agreeing the scope of the review, the workshop was held on March 10.

A number of matters were discussed relating to potential cost savings, content, advertising, postage and distribution, community involvement and the mix of internal and external resources.

It was unanimously agreed to the following actions, some of which will require a gradual implementation/transition:

- No change to number of issues per year.
- Scheduling in December – January to be looked at (not necessarily changed).
- Discontinue BCN website and Facebook page.
- Host BCN with a section on Council’s website.
- Post BCN-related items with BCN banner on Council’s Facebook.
- Greater internal control of Council’s Social Media.

- Continue increased involvement of Council's Executive Officer in content creation and contact liaison.
- Increase price of political ads.
- Discontinue Uncle Chris publication and include a 'well-being' or similar type section in the BCN.
- Continue with current postage/distribution; Deputy General Manager to try to negotiate a better deal.
- Review calendar/what's on section, to make it clearer/more user friendly.
- Continue to ensure a high level of community content, access and engagement.
- Maintain council control of BCN and its content.
- Include more content on health/healthy living.
- Ensure impartiality (issue-focussed).

Consultation:

Consultation has occurred amongst the Senior Management Team, Executive Officer and Councillors.

Risk Implications:

It is important for council operations, reputation and for a number of community functions that council has a good quality, regular publication such as the BCN. Not having it would make essential communications with the community and stakeholders difficult and would reduce council's control over how it is perceived.

Financial/Budget Implications:

The proposed actions represent a saving of over \$20,000 per year.

Social Implications:

The BCN is extremely important to community organisations and is very important for council to be able to communicate broadly with the community, and advocate on issues of local importance.

Environmental/ Climate Change Implications:

None.

Economic Implications:

The BCN providing a cheap/free platform for local businesses and organisations to advertise or to reach a wide audience with information.

Strategic Plan:

The BCN is consistent with all the social goals within council's Strategic Plan.

Options:

1. As per the recommendation.
 2. Other.
-

RECOMMENDATION:

That Council endorse all the agreed actions from the workshop, as listed earlier in this report.

DECISION:

12.5 COUNCIL RESPONSE TO COVID19:

AUTHOR: General Manager
(Mr R Sanderson)

Introduction:

As required by council's Business Continuity Plan the General Manager must act once an incident such as a pandemic has been declared. The first action is to call an initial Community Management Team (CMT) meeting to obtain detailed information from the relevant business areas affected. This meeting was held on 16th March.

As a general statement, Brighton Council is well prepared to act quickly as its IT is totally cloud based which allows work to be done anywhere and there has been a history of staff successfully working from home.

Following are summary actions and decisions arising from that meeting. Details for these are being determined for each functional area.

Business continuity:

- Utilise three offices
 - Establish independent administration offices
 - The main office
 - The Brighton office
 - The Bridgewater depot
 - Some staff to relocate
 - GM to Brighton
 - Admin officer to Brighton
 - Payroll officer to the depot

Staff to remain in these offices with minimal or no face to face contact with the other locations

- Work from home

Strategic staff where possible

- Development services
- Engineering

General staff

- If schools are closed
- If an office is closed
- Self or forced isolation

- Coverage

Internal staff

- Location and availability
- Roster where possible

External support from other councils or consultants

- Animal control
- Environmental Health

Services such as waste collection, maintenance, capital work

- Contractors

Employees:

- Follow required hygiene practices
 - Hand washing and coughing practices
 - Avoiding contact with anyone with flu symptoms
 - Social distancing
 - Staying home if unwell
- Comply with government directives
 - Self-isolation
 - Adhere to travel directives
 - Social distancing
- No overseas travel

Communication:

- Health directives and pandemic information circulated to employees and councillors
- Website will contain live links to official government health sites
- Telephones diverted if an office is shut down
- Office 365 "Teams" utilised by the CMT and other functional groups to hold meetings without being face to face

Meetings:

- Follow health guidelines
- Attendance is optional

Signage:

- Health and information
 - Council offices
 - Council buildings
 - Public toilets

Council Events:

- Cancel council-initiated events such as ANZAC Day celebrations
- Cancel events in council premises in accordance to government directions for size of gatherings

RECOMMENDATION:

That the report be received.

DECISION:

Cr Geard moved, Cr Murtagh seconded that the report be received.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

Cr Geard moved, Cr Whelan seconded that Council resolve into Closed Council.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

13. CLOSED MEETING:

Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015 provides that Council may consider certain sensitive matters in Closed Meeting.

The following matters were listed in the Closed Meeting section of the Council Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015.

This item was to be considered in closed session in accordance with Meeting Procedures Regulation 15(2)(c).

13.1 MICROWISE REPORT TO COUNCIL:

AUTHOR: CEO Microwise Australia Pty Ltd
(Mr R Sanderson)

RECOMMENDATIONS:

That Council receives and notes the Microwise Report, March 2020.

DECISION:

Cr Whelan moved, Cr Murtagh seconded that the report be received.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

This item was to be considered in closed session in accordance with Meeting Procedures Regulation 15(2)(b).

13.2 FINANCE COMMITTEE MEETING – CLOSED - 10/3/20:

The recommendation of the closed portion of the Finance Committee Meeting of 10th March 2020, was submitted to Council for adoption.

DECISION:

Cr Gray moved, Cr Whelan seconded that the closed portion of the Finance Committee meeting be adopted.

CARRIED

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

That the closed session of Council having met and dealt with its business resolves to report in the open minutes of the Ordinary Council Meeting that it has determined the following in closed session.

Item 13.1 – Microwise Report to Council, March 2020

Cr Whelan moved, Cr Geard seconded that the decision be open to the public. **CARRIED**

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

Cr Geard moved, Cr Murtagh seconded that Council resolve out of Closed Council and the decision made while in Closed Council be ratified. **CARRIED**

VOTING RECORD

In favour	Against
Cr Curran	
Cr Geard	
Cr Gray	
Cr Murtagh	
Cr Owen	
Cr Whelan	

14. QUESTIONS ON NOTICE:

There were no Questions on Notice.

Ordinary Council Meeting

17/03/2020

The meeting closed at 6.20pm

Confirmed:

(Mayor)

Date:

15th April 2020