

COUNCIL AGENDA

MONDAY, 4 SEPTEMBER 2017



GLENORCHY CITY COUNCIL

* *The General Manager certifies that the reports contained in this Agenda have been written by qualified persons under Section 65 of the Local Government Act 1993.*

Hour: 3.00 p.m.

Present:

In attendance:

Leave of Absence:

TABLE OF CONTENTS:

1.	APOLOGIES	3
2.	CONFIRMATION OF MINUTES	3
3.	ANNOUNCEMENTS BY THE CHAIR	3
4.	PECUNIARY INTEREST NOTIFICATION	3
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
6.	PUBLIC QUESTION TIME (15 MINUTES).....	5
7.	PETITIONS/DEPUTATIONS.....	5
	COMMUNITY	6
8.	COUNCIL COMPLAINTS REPORT FOR YEAR ENDING 30 JUNE 2016	7

ENVIRONMENT	9
9. GLENORCHY CBD REVITALISATION PROJECT PROGRESS UPDATE (10 JULY TO 4 SEPTEMBER 2017)	10
GOVERNANCE	15
10. CORPORATE PERFORMANCE INDICATORS - JULY 2017.....	16
11. ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT.....	19
12. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE	21
CLOSED TO MEMBERS OF THE PUBLIC	21
13. APPLICATIONS FOR LEAVE OF ABSENCE.....	21
GOVERNANCE	21
14. AUDIT PANEL CHAIRPERSON'S ANNUAL REPORT	21
15. ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT	21
16. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)	21

1. APOLOGIES

2. CONFIRMATION OF MINUTES

That the minutes of the Council Meeting held on 7 August 2017 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mrs. Kaye Smith – Constance Avenue, Glenorchy

Q: In respect to graffiti on visible private properties (e.g. old Chickenfeed store near the Glenorchy monolith on the Brooker Highway), what is Council doing about its removal and how strong are the laws going to be under the proposed *Environmental Amenity By-Law* to rectify it?

There is a provision under the By-law where Council can require an owner or occupier of a property to remove graffiti from being viewed from a public place. The intent of this clause is to ensure that Council can react quickly to deal with highly offensive or obscene material. The intent is not to issue notices to all owners of property where any graffiti may be placed. Instead, Council's preferred approach is to raise the issue with the owner of the property and work with them to have the material removed voluntarily. This may include advice on how best to treat the graffiti or in some instances assist with its actual removal.

In the first instance, where a report of significant graffiti incident has been raised with Council a letter is written to the property owner requesting the material be removed. In most cases this is the most effective resolution to the matter.

In relation to the particular matter raised with Council (the old Chickenfeed building located on the Brooker Highway), in the week following the Council meeting the building was repainted and the graffiti removed, with the exception of some minor graffiti remaining on the windows.

Council will follow up with the owner of the property if this is not attended to during the renovation of the building.

Mr. Martin Watkins – Dunedin Close, Claremont

Q: With respect to the old primary school in Claremont, it was understood that Council were progressing a heritage listing for the football oval next to the school. If this went ahead, this would severely restrict the developer to do what they wanted to do on the site. Does the football oval need to be heritage listed, and if it does not can the developer put in their application for development?

Council is aware, through many years of consultation, that the community recognises the heritage value of this site for a number of reasons including the original Primary School building and the values related to the Pine trees, archaeological and possible aboriginal cultural heritage on the site.

The Commissioner can confirm that there is a current Planning Scheme Amendment being considered by the Tasmanian Planning Commission in relation to the site. The amendment is to correct an error in Table E13.1 to the Historic Heritage Code in the *Glenorchy Interim Planning Scheme 2015* for the land at 1/36 and 2/36 Cadbury Road (Claremont Primary School site). Council Officers became aware that the translation of the former planning Scheme provisions to the Interim Planning Scheme provisions contained an error which did not make it clear that the whole site is intended to be heritage listed.

The site was the subject of an earlier amendment (approved in March 2013).

Essentially it is Council's view that the current amendment is not a change in relation to the provisions that have applied to the land since at least 2013, but a correction or clarification to the Interim Planning Scheme that reflects this status.

Also, a report is currently being prepared by Council's Strategic Planner which will contain extensive detail on this matter. The report will be considered at Council's Glenorchy Planning Authority Meeting on 21 August 2017. The Agenda is publicly available on Council's website.

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

COMMUNITY

8. COUNCIL COMPLAINTS REPORT FOR YEAR ENDING 30 JUNE 2016

Author: Customer Service Coordinator (Gabrielle Bowring)
Qualified Person: Acting Director, Community, Economic Development and
Business (David Ronaldson)
ECM File Reference: Complaints

Community Plan Reference:

Leading our Community

We will be a progressive, positive community with strong council leadership, striving to make Our Community's Vision a reality.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in the best interests of our community.
- 4.1.1 Manage Council for maximum efficiency, accountability and transparency.

Reporting Brief:

This report provides Council with a report on the number and nature of complaints received against Council for the 2017 financial year, as required under section 339F(5) of the *Local Government Act 1993*.

Proposal in Detail:

Section 339F(5) of the *Local Government Act 1993* (**the Act**) provides that:

"The general manager is to provide the council with a report at least once a year of the number and nature of complaints received"

On 12 December 2005 Council adopted a Customer Service Charter as required by section 339F of the Act. The charter came into effect on 1 January 2006 and was most recently updated and endorsed by Council on 15 May 2017.

In order for Council to monitor our performance against the Charter and to meet its service level requirements, Council established a complaints register. The information in this report is extracted from the register.

The register records details of 'complaints' received against Council, as distinct from 'service requests'. A 'complaint' is recorded when a service request has been made but not actioned or where there is dissatisfaction with a Council procedure or policy.

Attachment 1 to this report is Council's Complaints Report for the period 1 July 2016 to 30 June 2017. The Report notes that during that period:

- 27 complaints were received against Council
- of those, 25 were actioned within the 20 days required under the Charter and 2 were responded to outside the 20 day time frame.

The following table provides a comparison of the number of complaints received against previous financial years.

Registered Complaints		
2016/17	2015/16	2014/15
27	33	18

Customer Service, in conjunction with relevant departments, will continue to monitor and identify where improvements can be made to our processes.

Consultations:

Nil

Human Resource / Financial and Risk Management Implications:

Nil

Community Consultation and Public Relations Implications:

Nil

Recommendation:

That Council:

RECEIVE and NOTE the 2016/2017 Complaints Report.

Attachments/Annexures

- 1 [Complaints Report 2016-2017](#)

ENVIRONMENT

9. GLENORCHY CBD REVITALISATION PROJECT PROGRESS UPDATE (10 JULY TO 4 SEPTEMBER 2017)

Author: Engineering Projects Officer (Greg Blackwell)
 Qualified Person: Acting Director, City Services and Infrastructure
 (Paul Garnsey)
 ECM File Reference: CBD Steering Committee

Community Plan Reference:

Valuing Our Environment

We will value and enhance our natural and built environment. Our central business district (CBD) areas of Glenorchy, Moonah and Claremont will be revitalised, with a strong emphasis on great design, open spaces and public art.

Open for Business

We will create a strong economy and jobs for the future. We will encourage business diversity, innovation and new technologies to stimulate jobs, creativity and collaboration. We will be a place where business can establish, continue and flourish.

Strategic or Annual Plan Reference:

Objective: 3.1 Create a liveable and desirable City.
 Strategy: 3.1.1 Revitalise our CBD areas through infrastructure improvements.
 Action: 3.1.1.01 Implement the Glenorchy CBD Strategic Framework.

Reporting Brief:

This report provides the bi-monthly update to Council on the progress of the Glenorchy CBD Revitalisation Project.

Background:

At its meeting on 20 March 2017 (Item 8), Council resolved that a bi-monthly progress report of the Glenorchy CBD Revitalisation Project was to be provided. This is the third of the bi-monthly report given pursuant to that resolution.

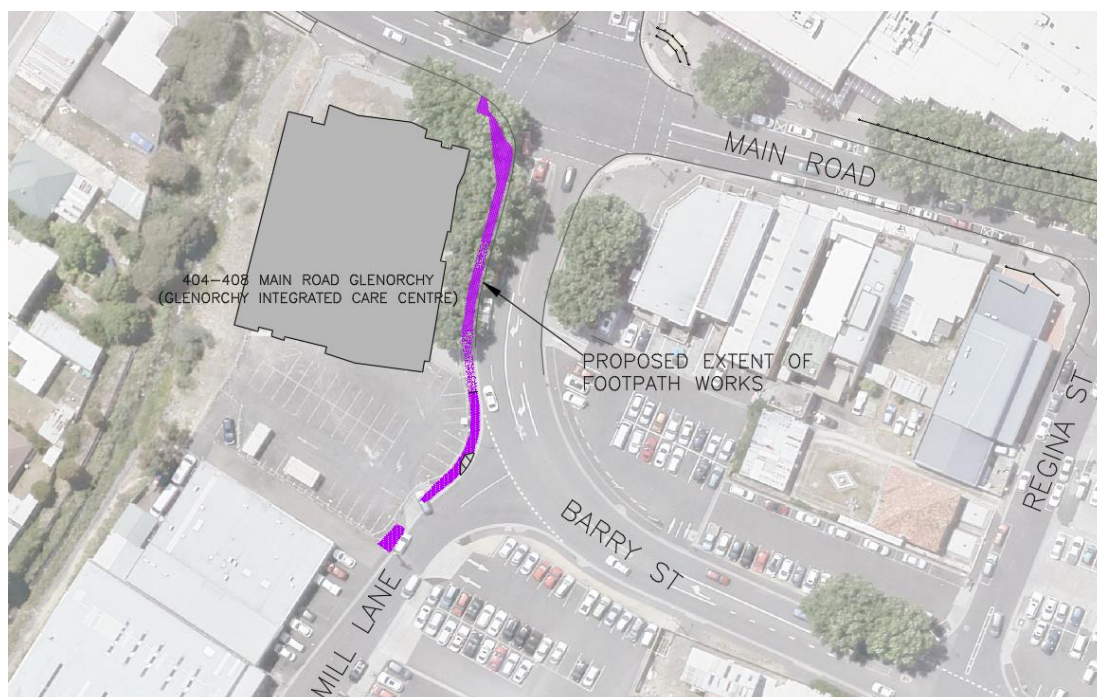
This report covers the period from 10 July to 4 September 2017.

Project Status:

1. Project Budget and Delivery Schedule

The estimated cost of the CBD Revitalisation Project is \$5.795M (inclusive of the \$0.5M Public Space Enhancement grant, see below). The project is expected to be constructed over the 2017-18, 2018-19 and 2019-20 financial years.

It is currently planned that the main component of the works will commence in February/March 2018, however some works may be undertaken earlier in the 2017-18 financial year to coincide with the completion of the Glenorchy Integrated Care Centre at 404 – 408 Main Road.



2. Building Better Regions Fund Grant Opportunity

At the Council meeting on 20 March 2017, Council was informed of a grant opportunity through the Federal Government's 'Building Better Regions Fund' (Infrastructure Projects Stream) which could potentially assist funding of the Glenorchy CBD Revitalisation project on a 50/50 cost-share basis. An application for shared funding of the project was submitted on 27 February 2017.

Unfortunately, Council was notified on 4 August 2017 that its application was not successful. We have requested an interview with the fund managers to obtain feedback on our application, which will assist if Council wishes to submit a new application in a future round of grant applications.

3. Public Space Enhancement grant

Council has previously received a \$500,000 grant from the State Government for the construction of a playground/coffee shop in the Council forecourt area.

Work on this project was placed on hold until the status of the Building Better Regions Fund grant was known because the two projects are linked in terms of scope and deliverables. Now that Council has received confirmation that it was not successful, development and implementation of this project will now recommence.

4. CBD Project Steering Committee

The CBD Project Steering Committee met once during the reporting period, on 15 August 2017. Key topics discussed or tasks progressed were as follows:

- communications strategy
- status of discussions with the Department of State Growth
- the BBRF Grant
- Public Space Enhancement Grant
- presentation to the Moonah Glenorchy Business Association
- Glenorchy Integrated Care Centre footpath works
- access audit undertaken on the concept design plans
- traffic modelling of proposed signal upgrades, and
- miscellaneous design issues

The next steering committee meeting is scheduled for 19 September 2017.

5. Communications Strategy

It is the intention of the Steering Committee to develop a communications plan for the design and construction phase of the project so that the community and local businesses can be kept informed of project developments and issues.

A draft of this strategy is expected to be available for review soon. Once finalised, it will be attached to a future progress report for Council's endorsement.

In the interim, project updates to the community will be published in the Glenorchy Gazette and on Council's website.

Council officers recently attended a Moonah Glenorchy Business Association meeting to update this group on project developments.

6. Public Art

Public art is recognised through the community plan and the concept urban design report to be an integral part to the success of the project.

As mentioned previously, the process for public art to be implemented as part of this project has been discussed by the CBD steering committee. The current timeline being considered for this aspect of the project is as follows:

2017-18: develop a brief, EOI process, invite tenders, selection

2018-19: work with community to identify needs and opportunities, and

2019-20: installation

7. Current Key Project Activities

Work is currently underway on the following:

- an access audit of the concept urban design plans was undertaken by an independent access consultant
- urban design consultants are continuing to review the concept urban design plans based on the learnings from our combined investigations and outcomes from the access audit - Attachment 1;
- investigation continuing into property boundaries in the project area that may impact on design outcomes
- a follow-up meeting was held with the Department of State Growth (Signals Branch) to discuss the relocation and or upgrade of traffic signals in the project area
- traffic modelling of a proposed upgrade to traffic signals at the intersection of Main Road and Tolosa Street is underway
- negotiations held with the contractors building the Glenorchy Integrated Care Centre for them to undertake footpath improvements around this development in conjunction with the internal works, and
- liaising with the Department of State Growth regarding obtaining approval for the proposed raised table pedestrian crossing points (speed humps).

8. Next Steps and Future Tasks

- once the urban design plans have been finalised, a development application will be submitted for the project
- existing and new street lighting to be reviewed
- CBD heritage sites within the project area to be reviewed to see whether there will be any potential impact from the proposed works
- discussion with TasWater and other service providers to investigate whether they wish to take the opportunity to replace or upgrade their infrastructure in conjunction with Council's works, and
- development of tactical urbanism/place activation activities in the study area. Tactical urbanism/place activation being low-cost, temporary changes to the street or public spaces, intended to facilitate activities and connections (cultural, economic, social, ecological) that define a place.

Consultations:

CBD Steering Committee
Key Council Staff
Department of State Growth
Urban Design consultants
Moonah Glenorchy Business Association
Access Consultant
Traffic Engineering Consultants

Human Resource / Financial and Risk Management Implications:

Design and project management resources are assigned to progress the project and civil construction. Resources will be allocated as required to supervise the tendering and construction of the works.

It was previously recognised that the success or otherwise of Council's application for co-funding of the project via the Building Better Regions Fund would be significant in terms of financial impact. Although our grant application was unsuccessful, the project will still proceed as Council has funds in place for this project in the long term asset management plans. Other funding opportunities will be investigated as they arise.

Community Consultation and Public Relations Implications:

The project has been through an extensive community engagement process and has received widespread support for the concept designs that have been presented.

As mentioned previously, it is the intention of the CBD Steering Committee to develop a communications plan for the design and construction phase of the project.

Council staff have been and will continue to consult with and provide updates to stakeholders (community and business groups etc.) as the project develops.

Recommendation:

That Council:

RECEIVE and NOTE the CBD Revitalisation Project bi-monthly progress report for the period from 10 July to 4 September 2017.

Attachments/Annexures

- 1 [Attachment 1 \(Urban Design Plans\)](#)

GOVERNANCE

10. CORPORATE PERFORMANCE INDICATORS - JULY 2017

Author: Systems Management Accountant (Mark Patmore)
Finance Reporting Officer (Allan Wise)

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: Traffic Lights

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

We will be a progressive, positive community with strong council leadership, striving to make Our Community's Vision a reality.

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-25

Objective 4.1 Govern in the best interests of our community

Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency

Objective 4.2 Prioritise resources to achieve our communities' goals

Strategy 4.2.1 Deploy the Council's resources effectively to deliver value

Reporting Brief:

The purpose of this report is to present Council's Corporate Performance Indicators as at the end of July 2017.

Proposal in Detail:

The Corporate Performance Indicators (**CPIs**) for July 2017 are Attachment 1 to this report. Appendix B to the CPIs is Attachment 2.

Appendix B outlines expected year-to-date variances within the various Capital Works programs for this financial year.

Monthly Results

For July 2017 the Council recorded:

- 1 red lights
- 8 yellow lights
- 18 green lights

Details of the red and yellow lights are recorded in the following table.

Light Colour	Item	Graph	Comments
	Lost Time Injury Frequency Rate (LTIFR)	27	There were zero (0) LTIs for July. This is the second consecutive month of zero LTI's. However the rolling 12 month LTIFR is 28.59, which is higher than for the same time last year which was 23.28. Safety remains a priority for the organisation and all incidents are reviewed to ensure policies and practices are refined to avoid future incidents.
	Community Economic Development and Business Revenue	5	The variance reported for the month is primarily the result of timing differences in the recorded actual versus budget. It is anticipated the variances will synchronise during the first quarter of the financial year.
	Total Capital Expenditure	11	A yellow light has been assigned to the Total Capital Works program as an indicator the collective program (excluding Roads) is recording an underspend in the first month of the financial year.
	Capital Expenditure – Property	13	The Property capital works program will be reviewed in detail to identify variances attributable to timing as well as works overspend and underspend.
	Capital Expenditure – Stormwater	14	The Stormwater capital works program will be reviewed in detail to identify variances attributable to timing as well as works overspend and underspend.
	Capital Expenditure – Other	15	The ICT, Fleet and Plant capital works program will be reviewed in detail to identify variances attributable to timing as well as works overspend and underspend.
	Interest Earned	17	This has been assigned a yellow light to flag the need to review the calculation of the July result and make any required adjustments in time for the August report.
	Interest Expense	18	This has been assigned a yellow light to flag the need to review the calculation of the July result and make any required adjustments in time for the August report.
	Percentage of Invoiced Rates Outstanding	20	The amount of rates paid by ratepayers in the month of July is down on historical levels. A clearer picture will be known after the August 15 due date and be reported in the August indicators.

 = Red Light: Immediate action required

 = Yellow Light: Monitoring and/or investigation required

Consultations:

Capital and Operational Expenditure Program Leaders

Human Resource / Financial and Risk Management Implications:

As outlined in the Corporate Performance Indicators reports.

Community Consultation and Public Relations Implications:

No public relations implications are known at this point, and no community consultation has been undertaken.

Recommendation:

That Council:

ACCEPT the information provided by the Corporate Performance Indicators for July 2017.

Attachments/Annexures

- 1 [Corporate Indicators - July 2017](#)
- 2 [Appendix B Capital - July 2017](#)

11. ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT

Author: Acting Manager, Governance and Risk (Bryn Hannan)

Qualified Person: Acting Director, Corporate Governance (Simon Scott)

ECM File Reference: Actions List - Council Meetings

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in the best interests of our community
 - 4.1.1 Manage Council for maximum efficiency, accountability and transparency
- 4.2 Prioritise resources to achieve our communities’ goals
 - 4.2.1 Deploy Council’s resources effectively to deliver value

Reporting Brief:

To provide Council with the Actions List (Open Council Meeting), updated following the Council meeting on 7 August 2017.

Proposal in Detail:

Key actions arising out of Council resolutions and/or throughout the general business of Council meetings are captured and distributed throughout Council for completion and update by departmental staff on a monthly basis.

The Actions List (Open Council Meeting), which is Attachment 1 to this report, highlights the progress of the items on the list following the 7 August 2017 Council meeting.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

None.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 7 August 2017 Council meeting.

Attachments/Annexures

- 1  Action List - Open Council Meeting

12. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE

CLOSED TO MEMBERS OF THE PUBLIC

13. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

14. AUDIT PANEL CHAIRPERSON'S ANNUAL REPORT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential).

15. ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential).

16. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)
