GLENORCHY CITY COUNCIL

ATTACHMENTS

MONDAY, 4 SEPTEMBER 2017

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Complaint Report – 2016/2017

Author: Gabrielle Bowring

Date: 3/7/2017

Purpose / Background:

This report summarises the progressive number of complaints received for the 2016/17 financial year.
The definition of a complaint is a record of a customer's dissatisfaction with the delivery of a service offered by the Council.

Operational Complaints

2016/17 Performance

Total Complaints	Response sent within timeliness
27	25

Summary & Comparison

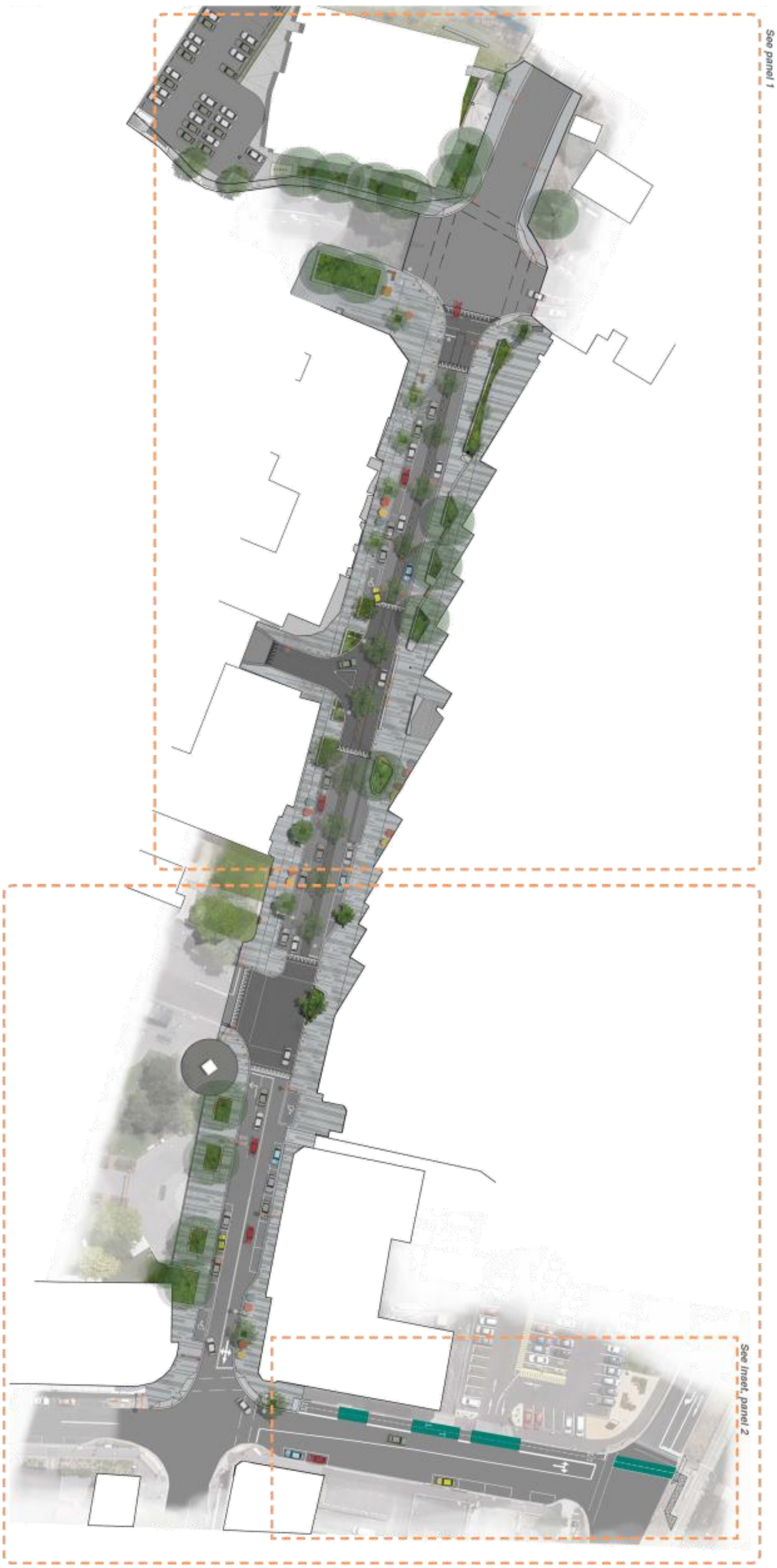
Year to Date	2016/17	2015/16	2014/15	2013/14
Total Registered	27	33	18	31
Reponse sent within Service Level (20 days)	25	29	16	27
Result %	**93%**	**88%**	**88%**	**97%**
By Source				
Phone	2	5	0	1
Email	23	20	13	24
Letter	0	7	5	4
Aldermen	0	0	0	
Visits	0	0	0	
Internet	2	1		
By Department				
Corporate Governance & General Counsel	13	9	5	6
City Services & Infrastructure	14	21	13	23
Community, Economic Development & Business	0	3	8	10

Current complaints

- There are 0 complaints currently open for the 2016/17 financial year

GCC Main Road Urban Design Concept

Location Plan




GCC Main Road Urban Design Concept
Concept Plan Panel 1
KEY:
1 New street trees in centre of roadway
2 Pedestrian refuge in middle of roadway with bollards and paved surface
3 New paving to footpaths. Paving to feature two tones of grey paving. Where space permits, widen footpath to increase pedestrian space
4 High quality concrete and timber bench seating. Seating design to feature different configurations, to promote social interaction and provide places to rest
5 New feature tree planted within pavement space in either tree grate or garden bed
6 Low garden beds featuring low maintenance plants, with concrete seat and timber inset edge surround
7 Existing trees along Main Road housed within garden beds, and where possible, with raised concrete seating edge
8 New street trees on Northgate side of Main Road, planted within garden bed, with concrete seat edge
9 Bike racks
10 Rubbish bin
11 Widening of pavements allows for cafe style, removable chairs and tables
12 Access parking space
13 Taxi rank
14 Maxi taxi
15 Bollards located on all corners of raised tables, for pedestrian safety
16 Raised vehicle tables at key intersections on Main Road, featuring cobbled surface. Raised tables included as a traffic calming device
17 Existing lighting / banner pole locations (lights shown in red tone along Main Road)
18 Proposed lighting locations (shown in white tone along Main Road)
GRAPHIC KEY:
Orange dashed line indicates boundary of works
Existing tree
Proposed tree
Proposed tree removal
Existing light pole
Proposed light pole
Integrated Care Centre (Under Construction) - Separate DA application
Barry Street
Regina Street
Extent of works line
Northgate Main Entry
A1 Fruit Market

Peltro Street Inset

KEY:

1. New street trees in centre of roadway
2. Pedestrian refuge in middle of roadway,with bollards and paved surface
3. New paving to footpaths. Paving to feature two tones of grey paving. Where space permits, widen footpath to increase pedestrian space
4. High quality concrete and timber bench seating. Seating design to feature different configurations, to promote social interaction and provide places to rest
5. New feature tree planted within pavement space in either tree grate or garden bed
6. Low garden beds featuring low maintenance plants, with concrete seat and timber inset edge surround
7. Existing trees along Main Road near Council Chambers housed within garden beds, and where possible, with raised concrete seating edge
8. Existing Peppercorn tree; reshape garden surround, and include concrete wall with seat
9. Bike racks
10. Rubbish bin
11. Widening of pavements allows for cafe style removable chairs and tables
12. Access parking space
13. Armaguard / Drop off space
14. Bollards located on all corners of raised tables, for pedestrian safety
15. Raised vehicle tables at key intersections on Main Road, featuring cobbled surface. Raised tables included as a traffic calming device
16. Dual direction, protected bicycle lane running along Peltro Street. Bike lane connects onto Intercity cycle way. Bike lane allows for vehicle to access driveways located on west side of Peltro Street. See adjacent inset for full length of bike lane on Peltro Street, including updated ramped connection to Inter City Cycle way
17. Upgraded bike ramp to Inter City Cycle way, to promote easier passage on / off cycle way (on Peltro St. inset)
18. Bus lane
19. Existing Memorial: Update paving surround to single tone paver (to suit new paving style)
20. Future kiosk and playground project location; subject to separate application
21. Existing lighting / banner pole locations (lights shown in red tone along Main Road)
22. Proposed lighting locations (shown in white tone along Main Road)

GRAPHIC KEY:

Orange dashed line indicates boundary of works

Existing tree

Proposed tree

Proposed tree removal

Existing light pole

Proposed light pole

GCC Main Road Urban Design Concept

Concept Plan Panel 2

Glenorchy City Council
Corporate Performance Indicators

July 2017

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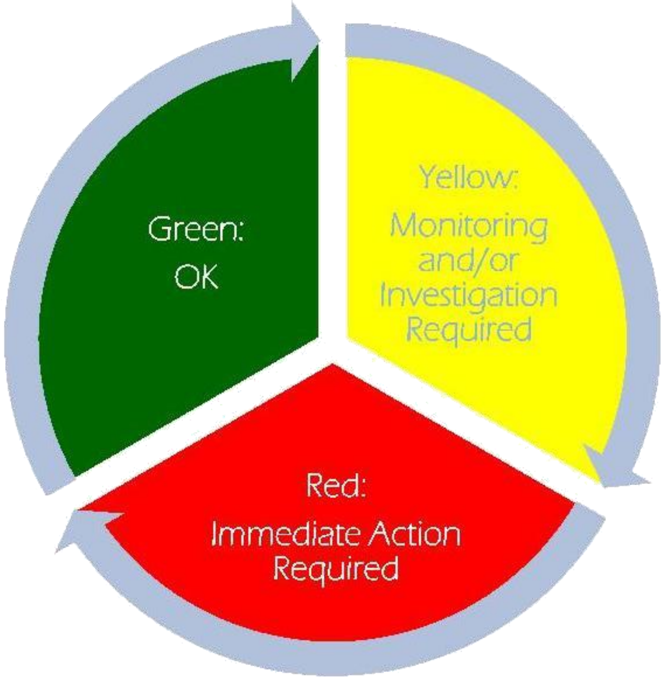
Corporate Performance Indicator Legend



Considerations when reviewing performance statistics:

» Indicators for previous months may change in the future as adjustments are made to the accounting system after that month's reporting period.

» Scales on the charts vary within indicator groups

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Glenorchy City Council

Profit and Loss
Corporate Performance Indicators

July 2017

Monthly Profit and Loss Summary

Revenue $'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Rates Income (Includes SFL)	35,213	35,165	48	35,213	35,165	48	0%
Statutory Charges	598	570	28	598	570	28	5%
User Charges	4,100	4,246	(146)	4,100	4,246	(146)	-3%
Grants Subsidies	86	50	35	86	50	35	70%
Investment Income	20	108	(88)	20	108	(88)	-81%
Water Wastewater Charges	7	24	(17)	7	24	(17)	-71%
Reimbursements	97	106	(9)	97	106	(9)	-9%
Other Income	127	183	(57)	127	183	(57)	-31%
Internal Income	2,054	2,068	(14)	2,054	2,068	(14)	-1%
Total Revenue	**42,301**	**42,521**	**(220)**	**42,301**	**42,521**	**(220)**	**-1%**

REVENUE - COMMENTS FOR MONTHLY VARIANCE:
($'000)

Rates - $48 over budget
Annual rate revenue of $35.212m has been raised and billed to ratepayers. A small YTD increase in actual over budget ($48) is the result of minor growth in AAV after the budget was set.

Statutory Charges - $28 over budget
Increased revenue from Building fees ($22), Planning fees ($11) and Fines ($7) are offset by reduced Animal Registration fees ($10).

User Charges - $146 under budget
Rental revenue on KGV commercial leases ($98) has not been billed pending finalisation of the leases. Landfill revenue is lower than budgeted ($69) due to reduced patronage during the month. Childcare Centre fee revenue is down ($23). Additional revenue of approximately $48 has been received for Kerbside waste management ($14) and Property lease/licence/hire fees ($22).

Grants Subsidies - $35 over budget
Blackspot funding of $39 was received during the reporting period which was not budgeted.

Investment Income - $88 under budget
TasWater dividend ($84) is yet to be received.

Water Wastewater Charges – $17 under budget
Derwent Park Water Reuse revenue is down.

Reimbursements - $9 under budget
Reimbursement revenue on KGV commercial leases ($10) has not been billed pending finalisation of the leases.

Other Income - $57 under budget
Derwent Entertainment Centre ticketing revenue ($60) has not been received.

Internal Income - $14 under budget
With less than1% variance in budget versus actual, this cost centre is considered to be on target.

REVENUE - COMMENTS FOR YTD VARIANCE:
($'000)

As this is the first month of the 2017/18 financial year, the revenue monthly variance comments on page 6 also apply to the YTD variances

Monthly Profit and Loss Summary

Expenditure $'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Finance Charges	12	50	37	12	50	37	75%
Employee Costs	1,626	1,645	19	1,626	1,645	19	1%
Admin Office Costs	1,003	1,051	48	1,003	1,051	48	5%
Materials, Contractors & Other	475	850	375	475	850	375	44%
Depreciation	1,097	1,198	100	1,097	1,198	100	8%
Rates Expenses	-	-	-	-	-	-	0
Internal Expenses	1,992	2,040	48	1,992	2,040	48	2%
Total Expenditure	**6,205**	**6,833**	**627**	**6,205**	**6,833**	**627**	**9%**
Total Surplus (Deficit)	**36,096**	**35,688**	**407**	**36,096**	**35,688**	**407**	**1%**

EXPENDITURE - COMMENTS FOR MONTHLY VARIANCE:
($'000)

Finance Charges - $37 under budget
Loan interest Actual is for the month however the Budget is for the quarter. Budget and actual will synchronise in the September report.

Employee Costs - $19 under budget
Minor variance of 1% difference in budget versus actual.

Admin Office Costs - $48 under budget
Mostly timing issues with alignment of Actual and Budget expectations to occur in coming months. These include EMPCA ($29), Regional Waste Contribution ($72), Aldermanic Expenses ($27), GASP Contribution ($95) Rate Notices ($24) These are offset by Technology One IT ($82), Software Support($49), Network IT ($22) and Legal ($18).

Materials, Contractors & Other - $375 under budget
Mostly timing issues with alignment of Actual and Budget expectations to occur in coming months. Several larger projects and many smaller projects contribute to the under budget result including Multicultural Hub ($50), Street Lighting ($44) and Greenwaste Mulching ($16).

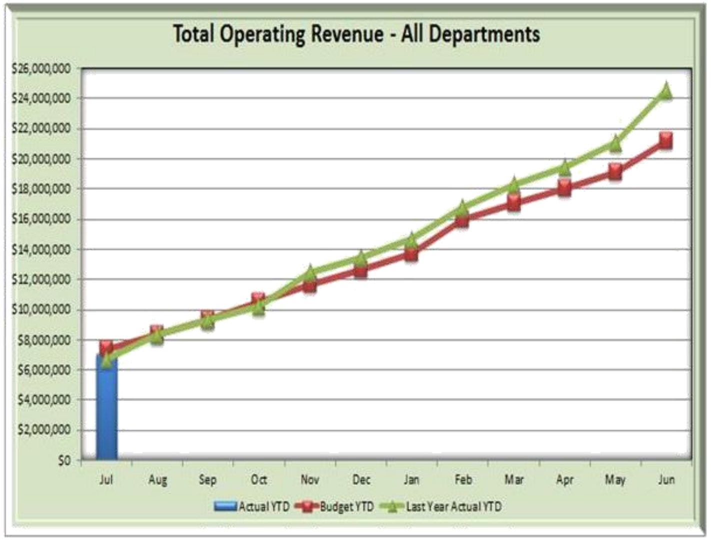
Depreciation and Asset Write-off - $100 under budget
Depreciation for Plant, Vehicles, Computer Systems and Furniture & Fittings has not been processed for July due to system issues. It is anticipated this will be rectified within the next several months.

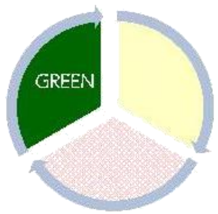
Rates Expenses - $0
On budget.

Internal Expenses - $48 under budget
Charging of Depot Administration and Store expenses across user Cost Centres is yet to occur.

EXPENDITURE - COMMENTS FOR YTD VARIANCE:
($'000)

As this is the first month of the 2017/18 financial year, the expenditure monthly variance comments on page 9 also apply to the YTD variances





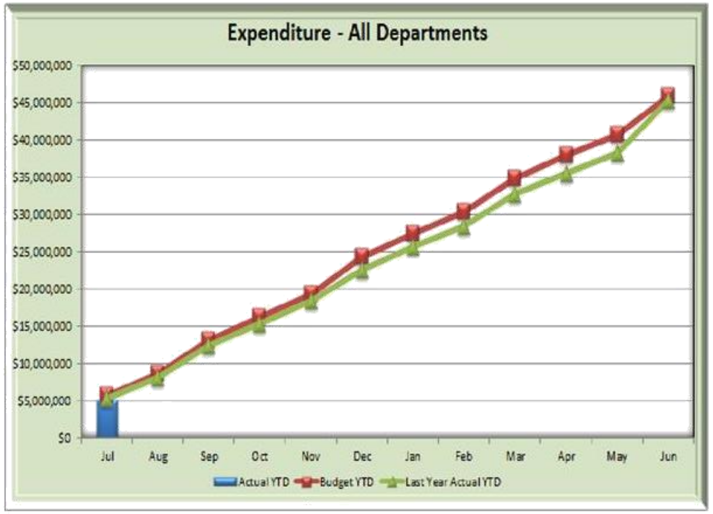
Total Operating Revenue - Graph 1

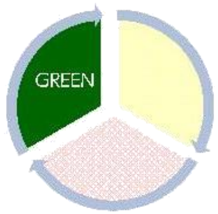
Total revenue earned by all areas of the council compared to budget – excluding Rates and Fire Levy.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$7,048
–	Budget YTD	$7,357
–	Under Budget	$309

Refer to comments on page 6.





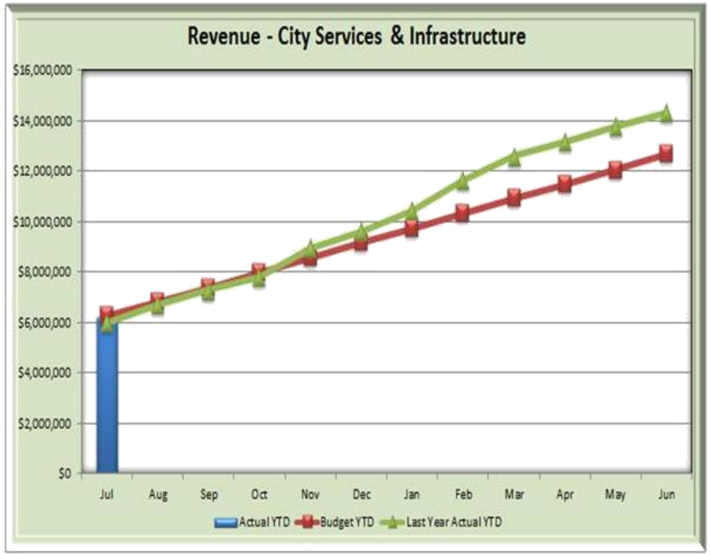
Total Operating Expenditure – Graph 2

Total operating expenditure for all areas of the council compared to budget – excluding Depreciation.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$5,134
–	Budget YTD	$5,635
–	Under Budget	$501

Refer to comments on page 9.



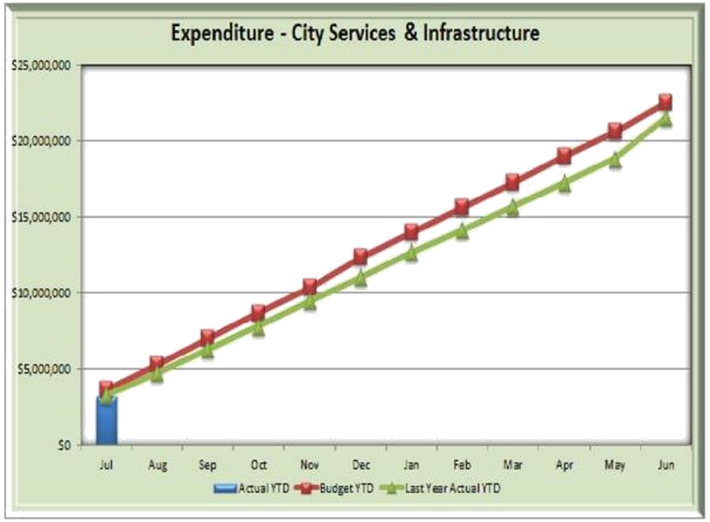
City Services and Infrastructure Revenue - Graph 3

Total revenue for City Services and Infrastructure compared to budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$6,219
–	Budget YTD	$6,276
–	Under Budget	$57

Refer to Comments on page 6.



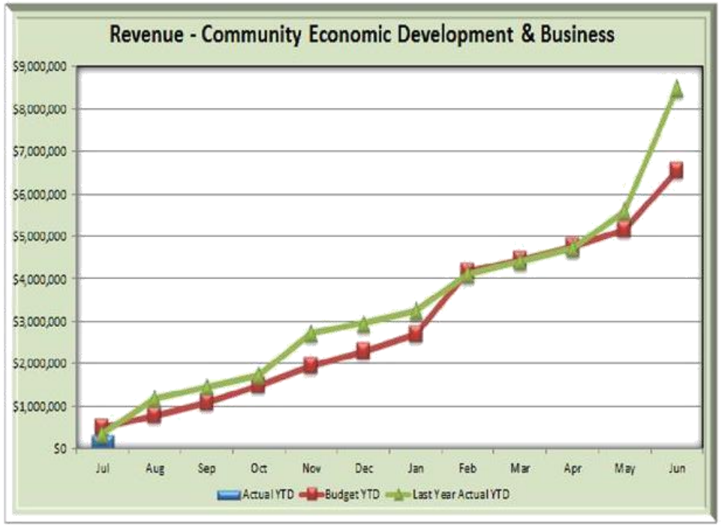
City Services and Infrastructure Expenditure – Graph 4

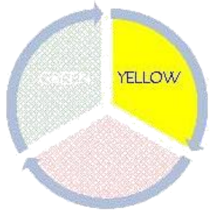
Total expense for City Services and Infrastructure compared to Budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$3,170
–	Budget YTD	$3,590
–	Under Budget	$420

Refer to comments on page 9.





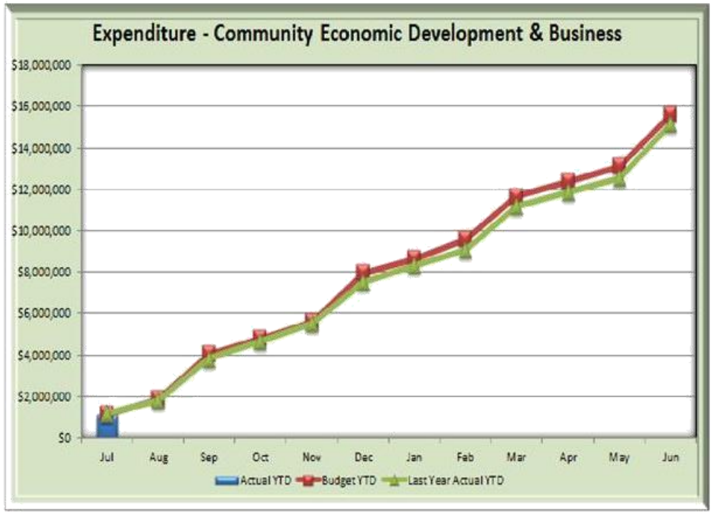
Community Economic Development and Business Revenue – Graph 5

Total revenue of Community Economic Development and Business, compared to budget.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$326
–	Budget YTD	$508
–	Under Budget	$182

Refer to Comments on page 6.



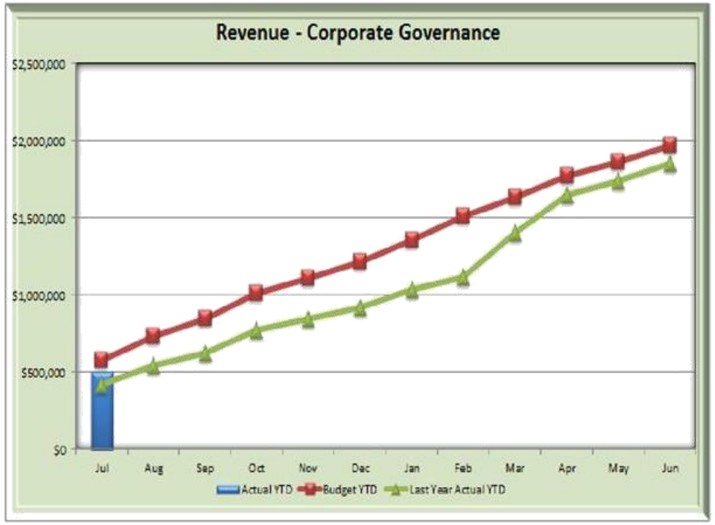
Community Economic Development and Business Expenditure – Graph 6

Total expense for Community Economic Development and Business compared to budget.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$1,147
–	Budget YTD	$1,135
–	Over Budget	$12

Refer to comments on page 9.



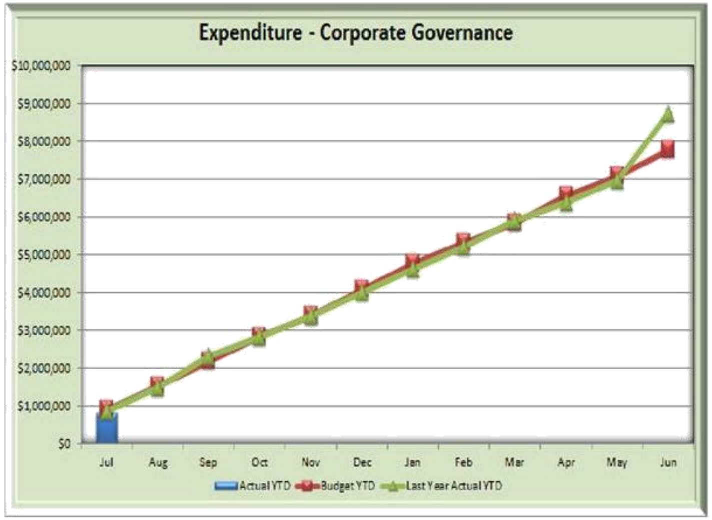
Corporate Governance Revenue - Graph 7

Total revenue for Corporate Governance compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$503
–	Budget YTD	$574
–	Under Budget	$71

Refer to Comments on page 6.



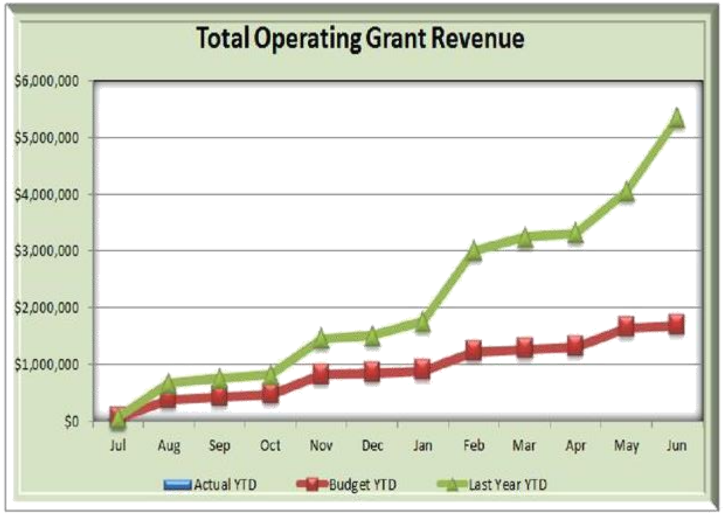
Corporate Governance Expenditure – Graph 8

Total expense for Corporate Governance compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$817
–	Budget YTD	$910
–	Under Budget	$93

Refer to comments on page 9 .



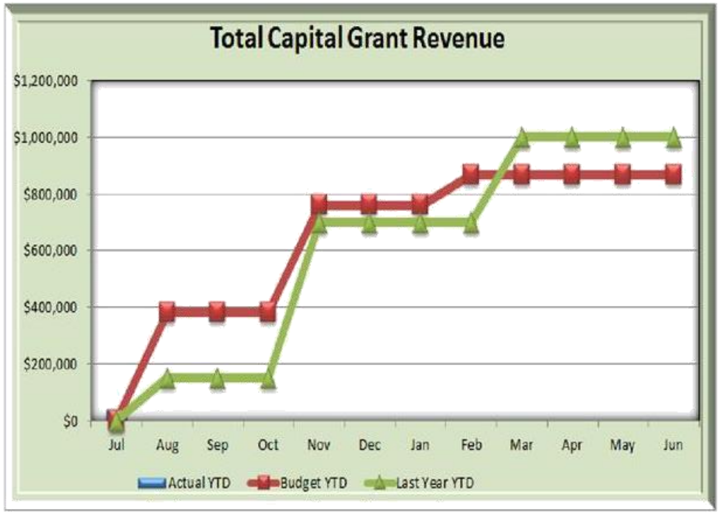
Operating Grants Revenue - All Departments – Graph 9

The total of operating grants revenue received from Government.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD:	$46
–	Budget YTD:	$50
–	Under Budget:	$4

Refer to comments on page 6.



Capital Grants Revenue - All Departments – Graph 10

The total of capital grants revenue received from Government.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD:	$39
–	Budget YTD:	$0
–	Over Budget:	$39

Refer to comments on page 6.

Glenorchy City Council

Balance Sheet
Corporate Performance Indicators

July 2017

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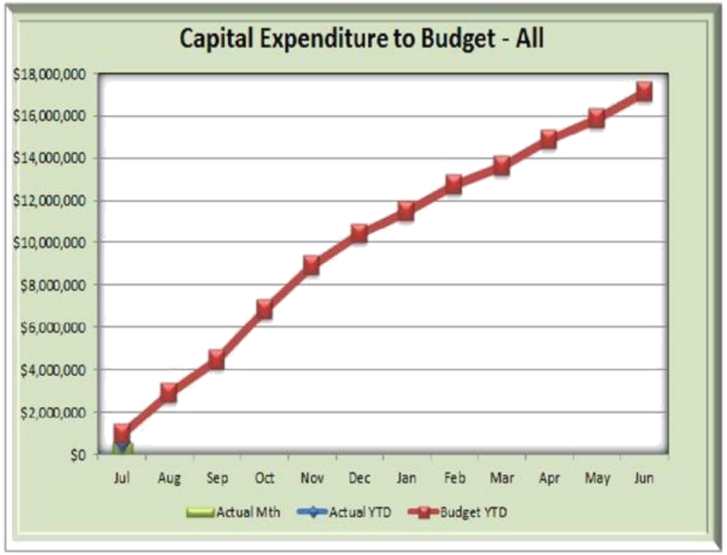
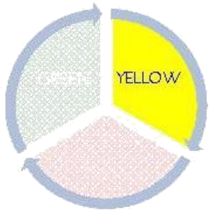




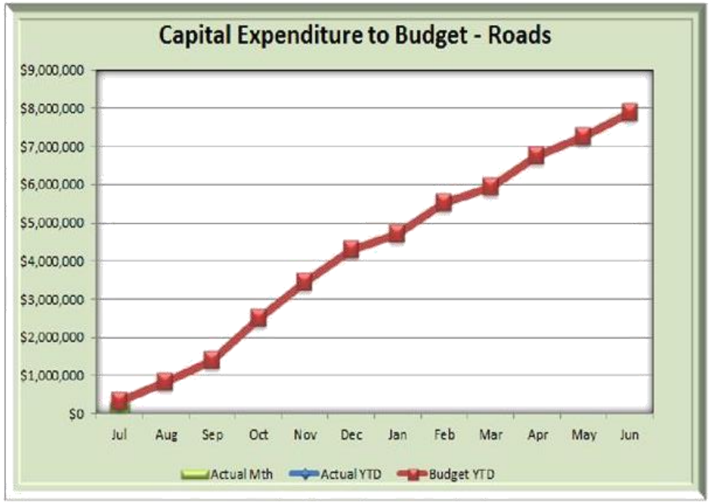
Total Capital Expenditure – Graph 11

Total Capital expenditure compared to budget

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$574
–	Budget YTD	$951
–	Under Budget	$377

Refer pages 18-19. Additional information regarding capital variances is contained in Appendix B.



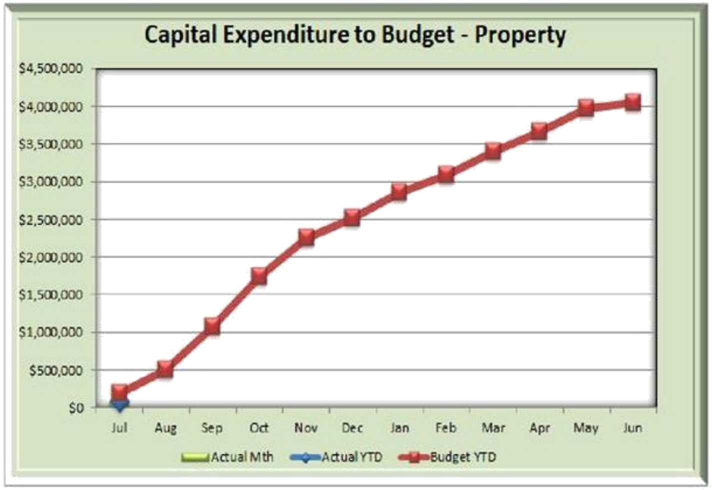
Capital Expenditure - Roads – Graph 12

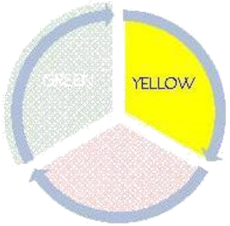
Total expenditure for roads compared to budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$332
–	Budget YTD	$327
–	Over Budget	$5

Additional information regarding capital variances is contained in Appendix B.





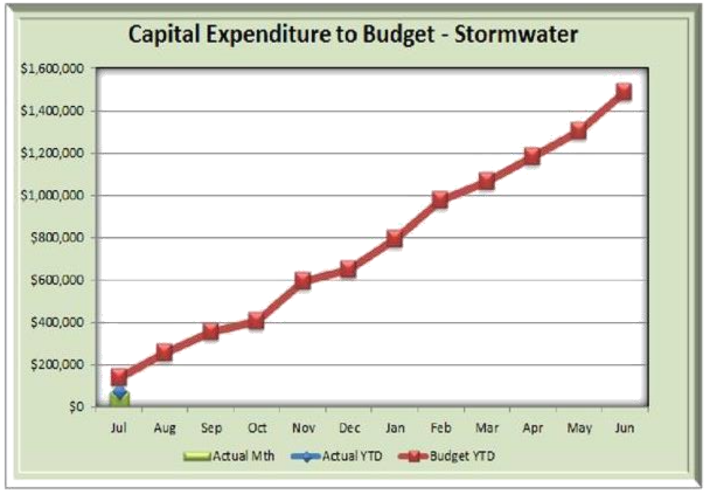
Capital Expenditure – Property – Graph 13

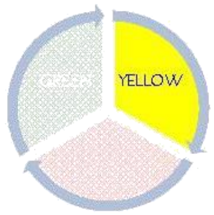
Total expenditure for property compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$88
–	Budget YTD	$194
–	Under Budget	$106

Additional information regarding capital variances is contained in Appendix B.





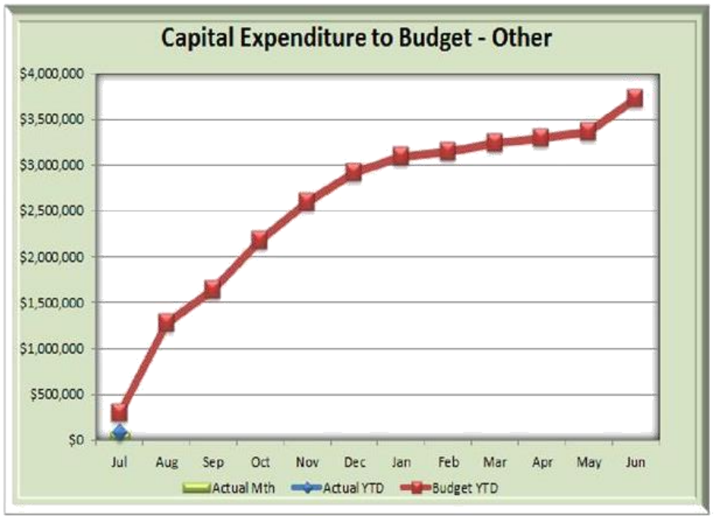
Capital Expenditure – Stormwater – Graph 14

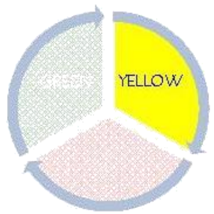
Total expenditure for storm water compared to budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$70
–	Budget YTD	$134
–	Under Budget	$64

Additional information regarding capital variances is contained in Appendix B.





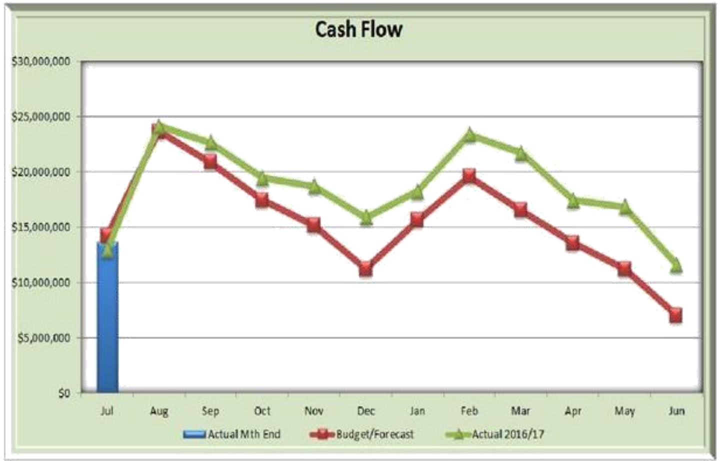
Capital Expenditure – Other (e.g. capital grants, technology, plant and equipment etc.) – Graph 15

Total expenditure for other capital compared to budget

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$85
–	Budget YTD	$287
–	Under Budget	$212

Additional information regarding capital variances is contained in Appendix B.



Cash Flow Movement - Graph 16

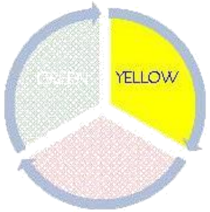
Total cash assets available (cheque account, cash floats and short term deposits), compared to budget and last year.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual Cash :	$13,693
–	Budget :	$14,200
–	Variance	$507

Investment Profile

Maturity		Total Amount	Average Rate
Cash on hand	$	88,552	0.00%
At call	$	5,559,653	1.45%
30 - 60 days	$	3,044,529	2.39%
61 - 90 days	$	-	0.00%
91 - 120 days	$	1,000,000	2.83%
120+ days	$	4,000,000	2.60%
Total	**$**	**13,692,734**	**2.31%**



Interest Earned – Graph 17

Total interest earned (accrued and received) compared to budget.

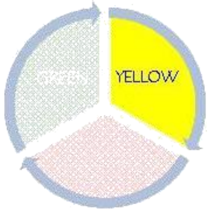
Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$20
–	Budget YTD	$108
–	Under Budget	$88

Effective Interest Rate: 2.31%

Benchmark:
RBA Cash Rate (currently 1.50%) + 0.50% = 2.00%

Loan Profile		
Maturity Date	**Rate**	**Loan Balance YTD**
15-Jun-21	4.84%	$ 700,985
15-Jun-17	6.76%	$ 672,177
15-Dec-17	2.67%	$ 253,195
15-Jun-18	4.78%	$ 426,099
15-Jun-17	4.75%	$ 252,001
30-Jun-22	5.01%	$ 2,863,853
Total		**$ 5,168,311**

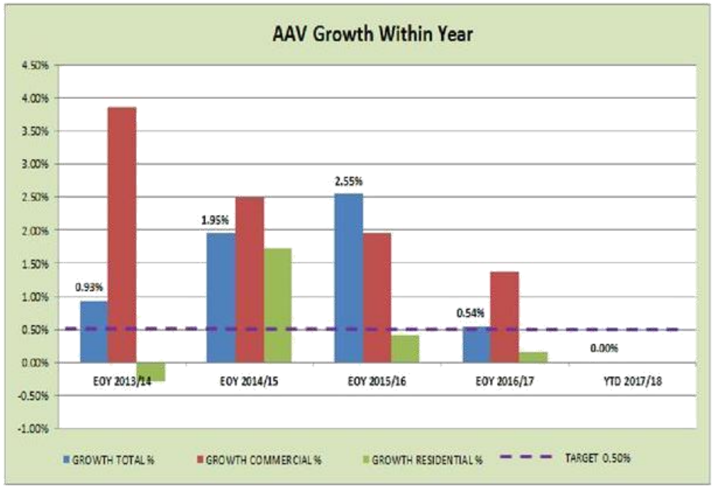


Interest Expense – Graph 18

Total interest expense (accrued and paid) compared to budget.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$12
–	Budget YTD	$50
–	Variance	$38



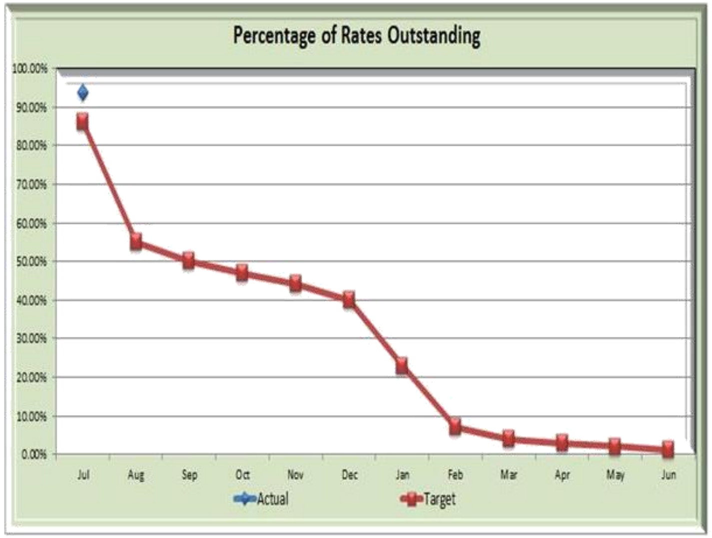
Annual Growth in AAV – Graph 19

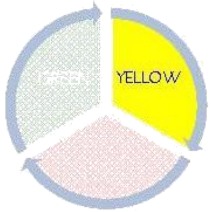
A comparison of the annual growth in the Assessed Annual Value (AAV) for Commercial, Residential and Overall Total for a five year period.

Responsible: Director Community Economic Development and Business

- Commercial Growth YTD 0.00%
- Residential Growth YTD 0.00%
- Overall Total Growth YTD 0.00%

Target: 0.50% AAV overall growth within the year
Source: Supplementary Valuations by the Valuer-General





Percentage of Invoiced Rates Outstanding – Graph 20

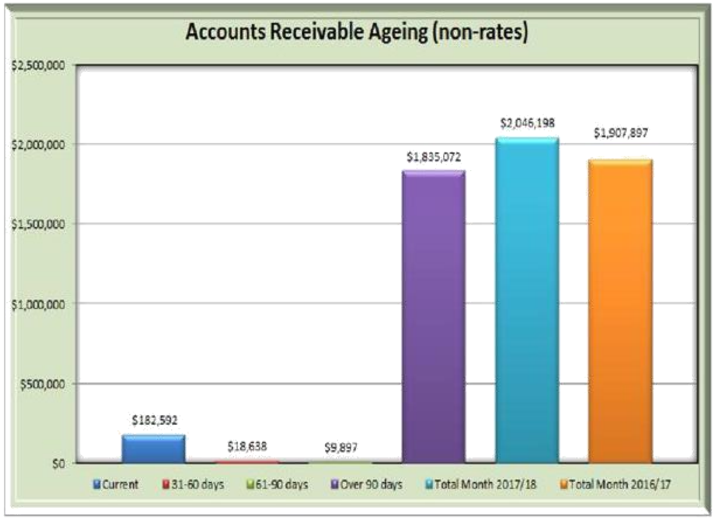
Shows the percentage amount of invoiced rates not paid.

Responsible: Director Community Economic Development and Business

- Actual YTD: 93.9%
- Target YTD: 86.0%
- Variance: 7.9%

	$'000
Total outstanding at month end:	$33,552

Arrears as at:	This month:	Last month:	Movement:
2016/17	$229	$0	$229
2015/16	$93	$114	($21)
2014/15	$30	$38	($8)
2013/14+	$3	$1	$2
TOTAL	$355	$153	



Accounts Receivable (AR)– Graph 21

A monthly summary of the level of money owing to council for non rate income.

Responsible: Director Community Economic Development and Business

	$'000
– Total at month end:	$2,046
– % of AR 61 days & over:	90.1%

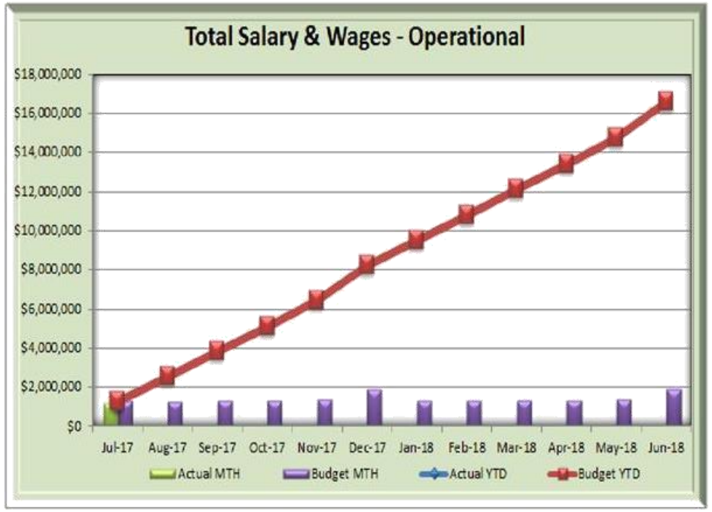
Target: <25% for 61 days and over (excluding property debts)

Comment: Major component is $1.6m contractor debt relating to Derwent Park Re-use scheme which has been allowed for as a doubtful debt in the annual accounts.

22

People & Safety
Corporate Performance Indicators

July 2017

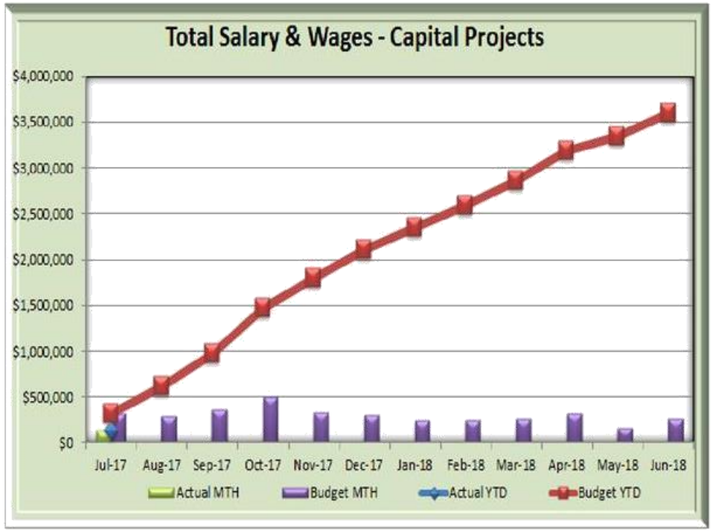


Total Salaries & Wages - Operational Projects (including on-costs) – Graph 22

Total operational salary costs compared to budget.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$1,122
–	Budget YTD	$1,252
–	Under Budget	$130



Salaries & Wages – Capital Projects (including on-costs) – Graph 23

Total salary costs for capital projects compared to budget

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$137
–	Budget YTD	$316
–	Under Budget	$179

Other Employment Costs – Operational (excludes capital projects) – Graph 24

Total operational other employment costs compared to budget (i.e. relief/casuals, overtime, medical expenses, FBT etc).

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$395
–	Budget YTD	$424
–	Under Budget	$29

Permanent Staff Turnover Rate – Graph 25

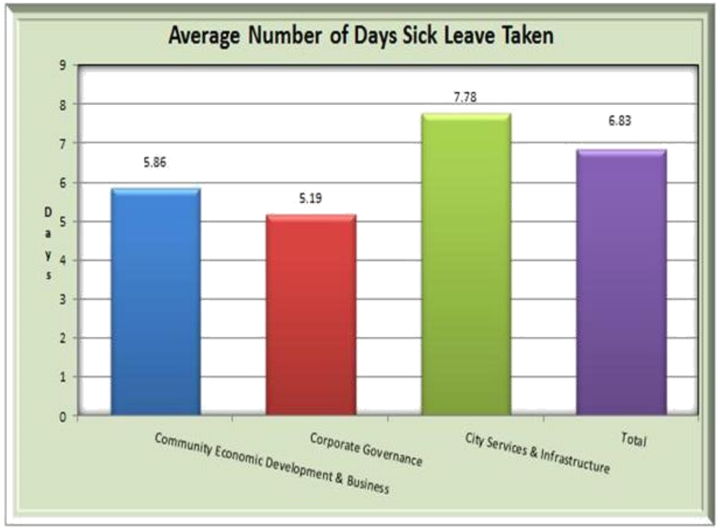
Total staff turnover is the total number of terminations over the last twelve months divided by the number of staff as at the last day of the month. This ratio represents the percentage of our total workforce who leave the council.

Responsible: Executive Leadership Team

Rolling 12 month av. turnover rate calculations used

	2017	2016
Rolling 12 month turnover rate	12.03%	11.82%

Benchmark: LGAT All Tasmanian Councils Group Average (2007/08) recorded: 15.20%



Average Number of Days Sick Leave Taken – Graph 26

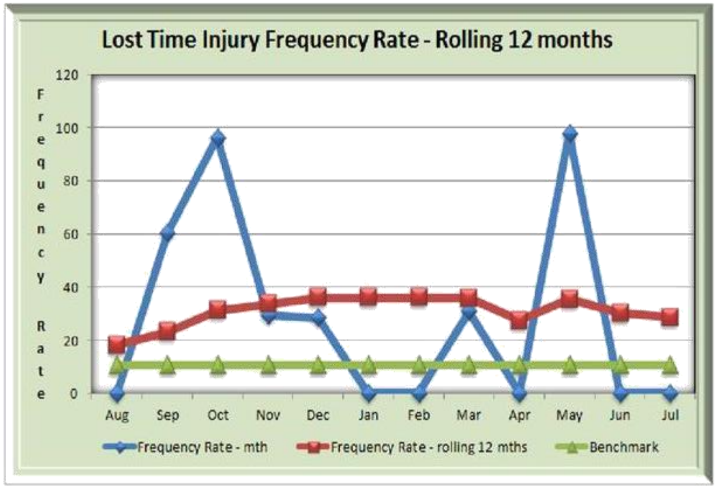
For each department: Total number of days sick taken divided by number of staff for previous 12 months. This ratio represents the number of sick days taken per person on average.

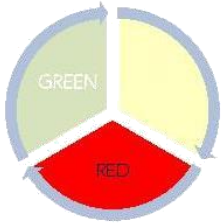
Responsible: Executive Leadership Team

– *Total average sick leave days taken last 12 months:*

- *12 month average at July 2017 - 6.83 days*
- *12 month average at July 2016 - 7.35 days*

Benchmark: LGAT All Tasmanian Councils Group Average (2007/08) recorded: 6.80 days





Lost Time Injury Frequency Rate - Graph 27

The Lost Time Injury Frequency Rate is the number of lost time claims per one million hours worked for permanent, casual and overtime staff.

Responsible: Executive Leadership Team

Claims per 1 million hours worked:

- *Rolling 12 month average: 28.59*
- *Current month: 0.00*

Benchmark: Work Cover Tasmania All Industries (2010/11) recorded: 10.80 claims.

Capital Expenditure Summary ($'000)	31/07/2017
2017/18 Capital Budget Year to Date	951,888
2017/18 Capital Year to Date Expenditure	574,644
Total Over/(Under) Spend	(377,244)

Total Over/(Under) Spend Comments	
Roads Capital - Over Budget $5	
Primarily under/over project budgets:	
Proactive Capital Works	$72,247
Arunta Crescent (Bucaan Street To Biara Street)	$52,993
Terry St Carpark Extension	$32,023
Browning Rd (Leonard Ave to Coleman St)	-$18,645
Urban Pavement Repairs - Major	-$24,298
Access Projects	-$25,365
Karwin Street (Allunga Road To Arunta Crescent)	-$43,900
Coleman Street (Johnston Street To End Of Road)	-$48,216
Property Capital - Under Budget $106	
Primarily under/over project budgets:	
Accessible WC Upgrade	$14,983
Sport and Rec Match Grant Funding	$12,105
Playground Equipment Upgrade	-$15,000
DEC External Storage	-$18,000
KGV Sports & Community Precinct Project - Community Hub	-$99,197
Stormwater Capital - Under Budget $64	
Primarily under/over project budgets:	
Bournville Cres DN225	$28,048
Terry St Car Park Extension - S/W	-$19,750
Manhole Rehabilitation - Various	-$26,018
Catherine Street 24 Undersized SW Upgrade	-$30,491
Other Capital - Under Budget $212	
Primarily under/over project budgets:	
DPR - Water Quality Monitoring Station for Pump Station 4	$12,390
PINFORCE Technology	-$22,480
External Web Site Redevelopment	-$33,383
Technology One - Re-Implementation	-$89,410
Bushfire Management 4WD	-$43,002
F5307 - Cat 10 - Van	-$44,892

Emergency/Unforeseen Projects Commenced (No budget allocated in 2017/18)
Funded from IMG Unallocated Capital a/c $400,000

Project Number	Description	Budget Approved	Comments
100629	Bushfire Management 4WD Vehicle	$43,002	GM Approved 27/6/2017
	Total	$43,002	0

Emergency/Unforeseen Projects Commenced (No budget allocated in 2017/18)
Funded from Reserve funds

Project Number	Description	Estimated Full Cost of Project	Comments
	None		
	Total	$0	0

Budgeted 2017/18 projects that will not be undertaken this Financial Year

Project Number	Description	Annual Budget	Comments
	None		
	Total	$0	

utstanding Actions List: Open Council Meeting

Council eeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
0/06/2014	22.3	Notice of Motion - Alderman C. Lucas - 2 - Car Parking Strategy	Council provide a report on current Car parking strategy in the City commercial precincts including: 1. The present parking strategy for the future of the city, and any proposed changes. 2. Details Cash-In-Lieu payments in Commercial areas, Glenorchy precinct, Moonah and Claremont – including total fees collected and numbers of spaces-in-lieu by year since the year 2000. 3. Any feedback received from developers. 4. How application of this policy and fee levels relate to the Regional Planning scheme. 5. A schedule of fee rates for all Southern councils.	CSI	The draft Parking Strategy was presented to Council at its meeting on 13 June 2017. Council approved the draft Strategy for public consultation. Public Consultation on the draft Strategy was completed on 28 July 2017. A final version of the strategy will be presented to Council at a future meeting.	30-Sep-17
./09/2014	13.4	Question on Notice - Alderman K. Johnston (Relates to Notice of Motion - Alderman K. Johnston - CCTV Evaluation (12 February 2013))	That a report be prepared by the Director Community, Economic Development & Business following consultation with Tasmania Police with respect to the Closed Circuit TV system. That the CCTV system be evaluated every six months and a report produced with a range of identified KPIs. That Council as a priority develop and adopt CCTV system operating procedures and protocols. (refer to Question On Notice for specific details)	CSI / CEBD	Works have commenced and were intended to be complete by the end of June 2017. However, some minor unforeseen issues have arisen regarding the variations to the scope of works, which have further delayed completion, which is now expected by the end of September 2017	30-Sep-17
)/06/2015	13.3	Notice of Motion Alderman M. Stevenson	That a brief projects and major operational items summary be provided at each Council meeting.	General Manager	Blackadder Consultants provided a draft report to Council on 27 December 2016. The The draft report has been circulated to departmental managers who are currently formulating a structure for the reporting model. The reporting model and potential actions will be presented to Council at a future meeting.	To be advised
5/03/2016	9	Intercity Cycleway Proposed Chicane Gate Changes at Road Intersections	That Council remove one of the existing "paired" chicane gates, to replicate what the Hobart City Council has completed, at all road crossings along the intercity cycleway.	CSI	At the 24 October 2016 meeting, Council approved the release of $105,000 from the Strategic Asset Management Reserve to fund the project. The majority of the hcicane gates have now been removed. Project planning has been completed for the remainder of the project and line marking and the first stage of signage installed. Cycling South is ordering the remaining signs and these will be installed over the coming months.	30-Sep-17

utstanding Actions List: Open Council Meeting

Council eeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
3/04/2016	10	Smoking Ban Along the Intercity Shared Pathway	That this Item lay on the table for further information and consideration of this item at a future Council Workshop.	CSI	A Council workshop was held on 20 June 2016. Council formally wrote to Hobart City Council (HCC) in August 2016 seeking HCC's support in jointly lobbying the State Government to declare the Intercity Shared Pathway smoke-free. If HCC's support is obtained, other bodies such as Quit Tasmania, the Heart Foundation, the Cancer Council and the AMA will be invited to support the initiative. HCC's City Planning Committee approved HCC's support for the initiative at its meeting on 10 April 2017 and we were formally notified on the 5th June. We are currently working with HCC to draft a joint letter to the State government to declare the Cycleway a smoke free zone. We are also enagaging with other stakeholders (ie Cancer Council, Quit Tasmania etc) to support our petition to the State Government.	TBA (subject to sign off by HCC of draft petition to the State Government)
)/05/2016	11	Proposed Environmental Amenity By-law	That Council: DECLARES its intention to make the Environmental Amenity By-law No. 1 2016 pursuant to s156 of the Local Government Act 1993; and APPROVES the initiation of the statutory process required under Part 11 of the Local Government Act 1993 for making the proposed Environmental Amenity By-law No. 1 of 2016.	CSI	The new by-law was made under Council's Common Seal on 11 August 2017. Notice of the new by-law was published in the Government Gazette on 23 August 2017 and will be presented to State Parliament (as reuqired under the Act) at its next sitting, after which the matter will be complete.	30-Sep-17
ι/07/2016	11	Acquisition and Disposal of Land - Bosco Drive AND Dalmacia Place	That Council: APPROVE Council Officers negotiations and settlement of the purchase of private land at 2/1 Dalmacia Place for the purpose of allowing Council to formalise and maintain a public walkway through Dalmacia Place to Bosco Drive APPROVE Council Officers to continue negotiations to dispose of part of the public land at 23 Bosco Drive for the purpose of extending the private rear yard of 19 Bosco Drive, subject to the compliance of the requirements of section 178 of the Local Government Act 1993 (noting the investigation of the possibility of a similar sale to the owners of 21 Bosco Drive, to establish a safe, easily maintained and monitored piece of land which will comprise part of the public walk way). APPROVES the advertising of Council's intention to dispose of any part of the public land at 23 Bosco Drive under section 178 of the *Local Government Act 1993* .	CG	A contract for the purchase of the adjoining parcel of land (to be used by Council as a reserve) was provided to the vendor for execution some months ago and some amendments have been sought by the vendor's solicitor in July 2017. The Council approved the sale of parts of 23 Bosco Drive to the owners of 19 Bosco and 21 Bosco Drive at its meeting on 13 June 2017. Contracts were sent to each purchaser. The owner of 21 Bosco Drive has signed and returned their contract which has now been executed by the Council. Council is currently negotiating final conditions with the owners of 19 Bosco Drive.	30-Sep-17
9/08/2016	17.1	Notice of Motion - Alderman J Branch-Allen	1. That Aldermen be on a rotating roster system at Council once a month to meet with the community. 2. Appointment could be pre arranged for members of the community who wanted to book or a drop-in system. 3. Advertising to be put in the Glenorchy Gazette each month of who is on duty and day and time they will be at Council. 4. That the office down stairs used by the JP on duty be used with similar signage outside the door, and 5. That this be conducted on a 3 month trial.	CEBD	Planning was underway to implement this process in the first quarter of 2017, with a a trial planned for Feb, Mar and April 2017. However, the process has been placed on hold due to the suspension of Aldermen and will be resumed subject to the outcome of the Board of Inquiry.	To be advised

)utstanding Actions List: Open Council Meeting

Council eeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
1/11/2016	19.4	Question on Notice - Alderman M. Stevenson	Alderman Stevenson noted that the Shared Services Agreement included a requirement that the committee receive an Annual Report on the group's activities. He requested that Council receive regular reports on the activities of the Shared Services Committee.	CG	Council received a final draft of the LGSS Agreement on 10 March 2017, which is currently being reviewed. A report presenting the draft agreement to Council and making recommendations will be presented to Council at a future meeting.	To be advised
3/01/2017	11	Question taken on notice - Alderman Stevenson	Management to provide a report to Council identifying the deficiencies in items that are include in the Good Governance Framework which was adopted by Council on 23 January 2017.	CG	A report will be presented to Council at the October 2017 Council meeting.	30-Oct-17