

GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 6 JUNE 2016



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Glenorchy City Council

2016/17 Budget & Long Term Financial Plan

Summary of Assumptions and Parameters

Background

During February 2016, management began to formulate the 2016/17 Budget and the Long Term Financial Plan (LTFP). An important part of the process is devising the assumptions and parameters for the budget and LTFP, which spans 10 years.

The starting point for this process is the 2015/16 Budget and LTFP approved by Council in June 2015. Some of the 2015/16 assumptions are required to be updated to reflect changes in economic conditions and projections. These include forecasts for planning approvals, consumer price index (CPI) and interest rates. These assumptions are based on projections provided by the Commonwealth Bank of Australia (CBA) economists.

General Assumptions

The following assumptions for consumer price index and interest rates for 2016/17 to 2025/26 are based on the Commonwealth Bank Economic Forecasts for the 2016/17 financial year as at 9 October 2015.

(Please note that a reference below to a year is to be read as a reference to the corresponding financial year e.g. "2017" is a reference to the Financial Year "2016/17").

Consumer Price Index

Budget	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
2.8%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%

Interest Rates

Reserve Bank Australia Cash Rate Forecast

Budget	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
2.0%	2.5%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

10 Year Treasury Bond Rate Forecast

Budget	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
2.8%	2.75%	2.75%	2.75%	2.75%	3.0%	3.0%	3.0%	3.0%	3.0%

Key Revenue Assumptions

Chart 1 below shows the weight of each major revenue segment as a percentage of total revenue. Appreciating the relative weight of each segment helps in understanding the relative significance of an assumed increase for a particular revenue segment. For example, a 1% increase in rates would result in a greater revenue boost than a 1% increase in interest income.

Chart 1 – Revenue Segments as Percentage of Total Revenue 2015/16 Budget

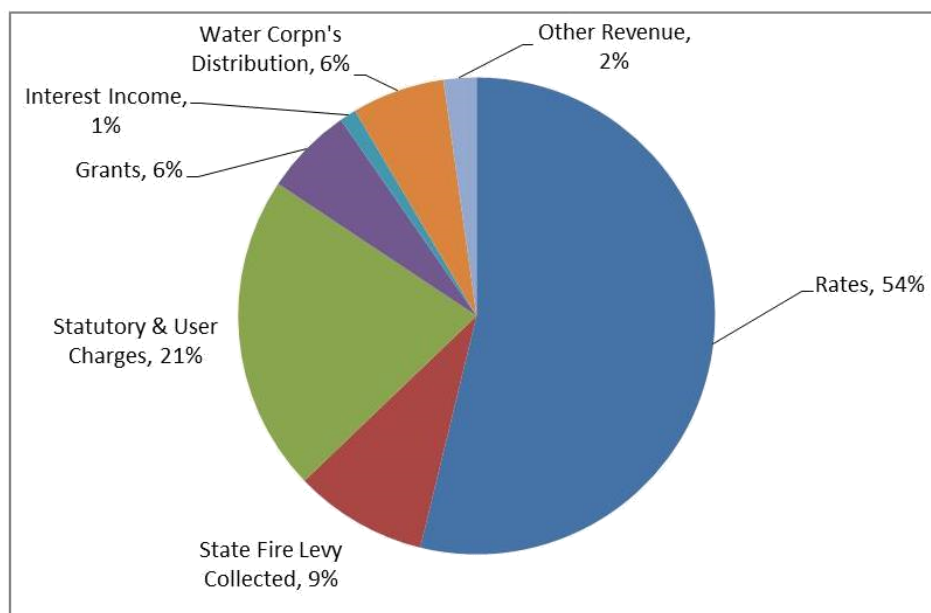


Table 1 below summarises the assumed percentage increases for the major revenue segments over the Budget and Long Term Financial Plan period.

Table 1 – Assumptions for Major Revenue Segments

Segment	Budget	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Rates Revenue	4.3%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Rates Growth	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Statutory Charges	2.8%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
User Charges	2.8%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
TasWater Distribution	0.0%	0.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Grant Revenue	0.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%

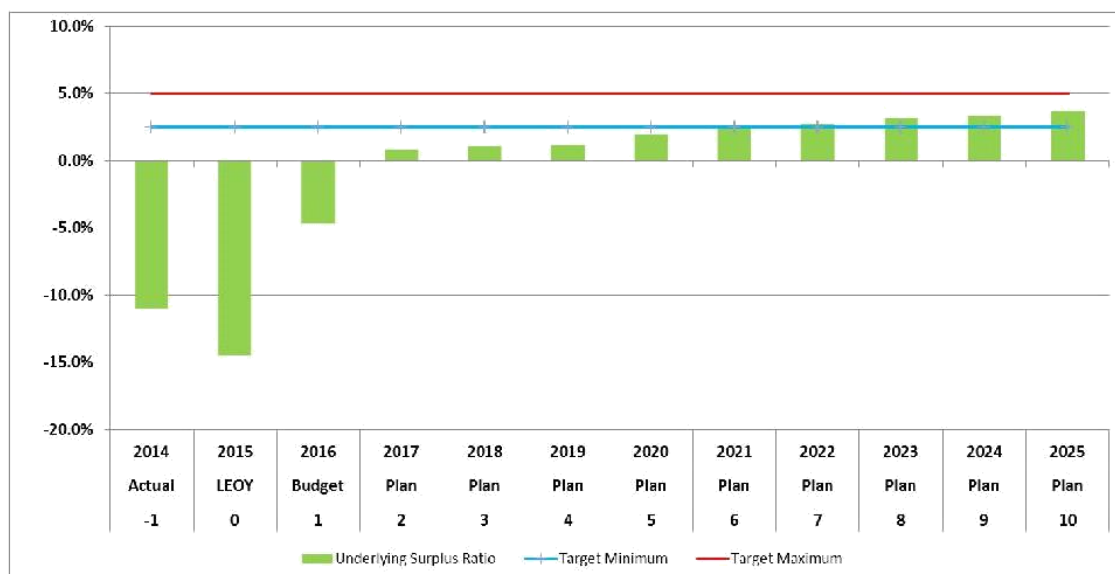
The following commentary explains each of the major revenue segments in more detail:

Rates Revenue

The percentage increase for rates revenue is based on the Long Term Financial Plan approved by Council in June 2015 plus 0.5% to reflect growth in rateable properties. Based on assumptions in the 2015/16 Budget and LTFP, an operating surplus is expected to be achieved in 2017 as noted in Chart 2 below.

Example: A residential property with an annual rates assessment in 2015/16 of \$1000 (not including waste) will increase by \$43 in 2016/17 assuming all other factors remain unchanged.

Chart 2 – Underlying Surplus/(Deficit) as a Percentage of Total Recurrent Income*



*Extract from Long Term Financial Plan 2015/16 – Approved by Council June 2015

Statutory Charges

Statutory charges include fines, building, planning and certification fees with several fees subject to limits set by legislation. It is assumed that these fees will increase in line with CPI.

User Charges

User charges include venue hire, waste and recycling charges and child care fees among several other activities across the organisation. It is assumed that user charges will increase in line with CPI.

Water Distribution

At the TasWater Owners' Meeting held in May 2015, it was agreed to maintain distributions at the 2014/15 level for the following three financial years. Current modelling provides for a 4% increase post 2017/18 based on earlier TasWater advice.

Grant Revenue

Recurrent grant revenue is largely from the Federal Financial Assistance Grant (FAGs) administered by the State Grants Commission. It is currently assumed that growth in FAGs will follow the projections in the Federal Government's May 2014 budget papers, when it was confirmed that the Grant would not be indexed for the 2014/15

to 2016/17 period. Projections currently assume that the Grant will be indexed from 2017/18 onwards in line with CPI.

Distribution of FAGs is dependent on several variables including population growth. Therefore, our share of the Grant may vary in real terms based on Glenorchy's performance in those variables relative to the nation as a whole. A reduction is most likely, based on past experience.

The other major source of operating grant revenue is childcare benefits which are expected to increase per full time equivalent placement in line with CPI.

State Fire Levy

The Tasmania Fire Service (TFS) sets the State Fire Levy each year. The Levy is collected by Council on the TFS's behalf. When Council drafts the Budget and LTFP, we estimate the likely levy increase for the following year. The TFS confirms the actual levy increase in April/May each year.

Interest Income

Interest rates appear to be holding steady at record lows with the Reserve Bank of Australia reducing the Cash Rate by 0.25% at its May 5, 2015 Board meeting to 2.0%.

The downward trend has placed some pressure on Council's budget as approximately 1% of the budgeted revenue is from cash investments. Budgeted interest revenue relies upon the CBA projection for Cash Rates as outlined above. The recent decisions from major banks to increase rates on lending and other indicators suggest that interest rates on investments may rise in coming years and this is reflected in the RBA Cash Rate Forecast.

Key Expenditure Assumptions

Chart 3 below shows the weight of each major expenditure segment as a percentage of total expenditure. Appreciating the relative weight of each segment helps in understanding the relative significance of an assumed increase for a particular expenditure segment.

Chart 3 – Expenditure Segments as Percentage of Total Expense 2015/16 Budget

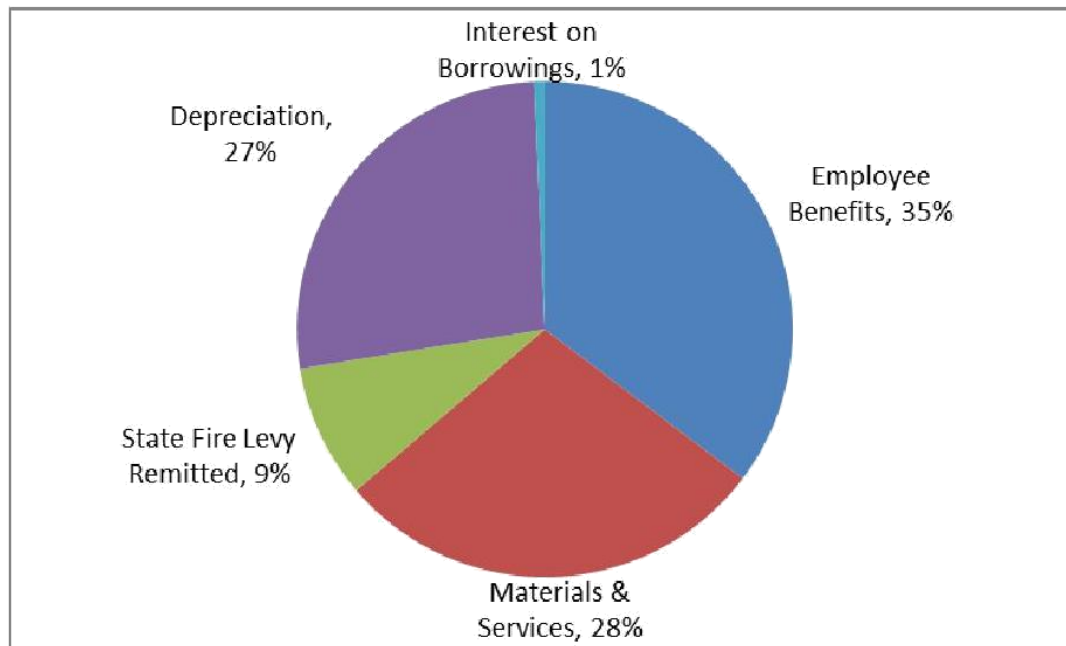


Table 2 below summarises the assumptions for the major expenditure segments over the Budget and Long Term Financial Plan period.

Table 2 – Assumptions for Major Expenditure Segments

Segment	Budget	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Employee Benefits	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Salary Review	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%
Contractors & Services	2.8%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Materials	2.8%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%

The following commentary explains each of the major expenditure segments in more detail:

Employee Benefits

Movements in employee benefits costs are driven by enterprise agreement, salary and allowance increases. Negotiations on the enterprise agreement remain in progress so there is no agreed position on salary movements currently. The assumption for this expense segment is that employee benefits will increase in line with CPI.

Materials

Costs for materials include supplies for undertaking operations and maintenance activities. It is assumed that prices in this expenditure segment will increase in line with CPI.

Contractors and Services

Expenses for contractors and services include resources for activities across the organisation. The assumption for this expense segment is that prices will increase in line with CPI.

Depreciation

As part of the continuous improvement and review of councils asset management practises the useful life of Transport infrastructure has been modelled to analyse a number of different scenarios to provide the optimum useful life whilst maintaining a high overall condition rating score. The modelling has resulted in a potential reduction in annual depreciation in the vicinity of 20%. This follows a review of the remaining asset classes (Drainage & Buildings) over the past 18 months which was highlighted by the extension of useful life of our Drainage assets resulting in a reduction of depreciation by approximately 25%. Ongoing modelling and reviews will continue but it is estimated that any further extension to useful life across the asset classes will have only a minor depreciation impact.

Confidence levels around the quality and accuracy of asset data is now at high levels with subsequent long term modelling providing a more accurate picture of the long term financial plan required to remain sustainable. Future versions of the overall long term financial plan will be driven by asset condition data modelling which is expected to change from the current forecast.

All infrastructure asset classes undergo a revaluation on a 3 year cycle with those classes not impacted on a given year receiving a nominal indexation percentage to remove the impact of a revaluation every 3rd year.

State Fire Levy

As the State Fire Levy is collected on behalf of the Tasmanian Fire Service, the State Fire Levy expense is assumed to be the revenue collected via the rate instalment process. (Note above under Key Revenue Assumptions)

The State Fire Service determines the annual increase in the State Fire Levy, and the expense is increased to match this value.

Interest Expense

The debt portfolio is primarily contracted at fixed rates. Therefore projections for the interest expense will reflect these contracted terms. Based on the current funding needs projected over the 10 Year Long Term Financial Plan, debt is assumed to be repaid when it falls due for renewal if on interest only repayment terms.

Postage

Australia Post has received approval for a 40% increase in retail postage charges to commence in January 2016. At current expenditure levels this would result in around a \$15,000 increase to this line item. Finance and Business Services will work with the relevant Cost Centres to adjust their budgets. It is also prudent to consider alternative methods for future communications in order to reduce costs in this area.

A review of cash flow requirements will be undertaken during the budget preparation process. Should the policy position change, a recommendation will be presented to the April 2016 Council workshop.

Key Capital Expense Assumptions

With the target of break-even by 30 June 2017, the 2016/17 capital expenditure budget will be focussed on funding renewal demand across each of the asset classes, i.e. roads, stormwater, property, fleet, plant & equipment, and information, communication and technology.

Funding for upgrade and new projects will be assessed through a business case process to ensure whole of life costs and related revenue that may be generated are considered as part of the process.

Glenorchy City Council

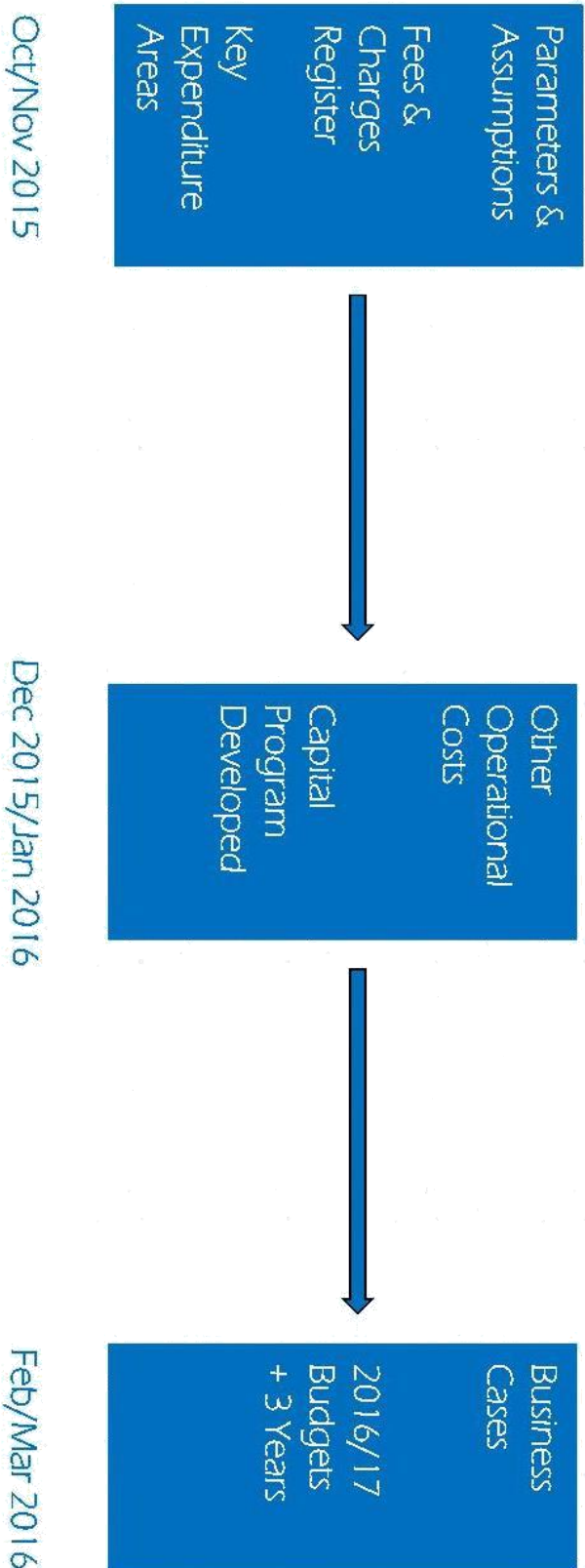


2016/17 Budget and Long Term Financial Plan

Summary of Assumptions and Parameters



2016/17 Budget Process



Summary of Budget Process to Date

October/November 2015

1. Identify Global Parameters and Assumptions
2. Update Fees and Charges Register – using assumptions paper, legislated fees, external information
3. Calculate key expenditure areas
 - Depreciation – 10 year capital plans
 - Employee costs – using known positions, EBA increase (known or directed)

Summary of Budget Process (cont)

January 2016

4. Other operational costs

- Budgets rolled over from 2015/16 to 2016/17 budget without indexation.

- To be reviewed by program co-ordinators in February

5. Capital program developed – based on 10 year capital plans

Summary of Budget Process (cont)

February 2016

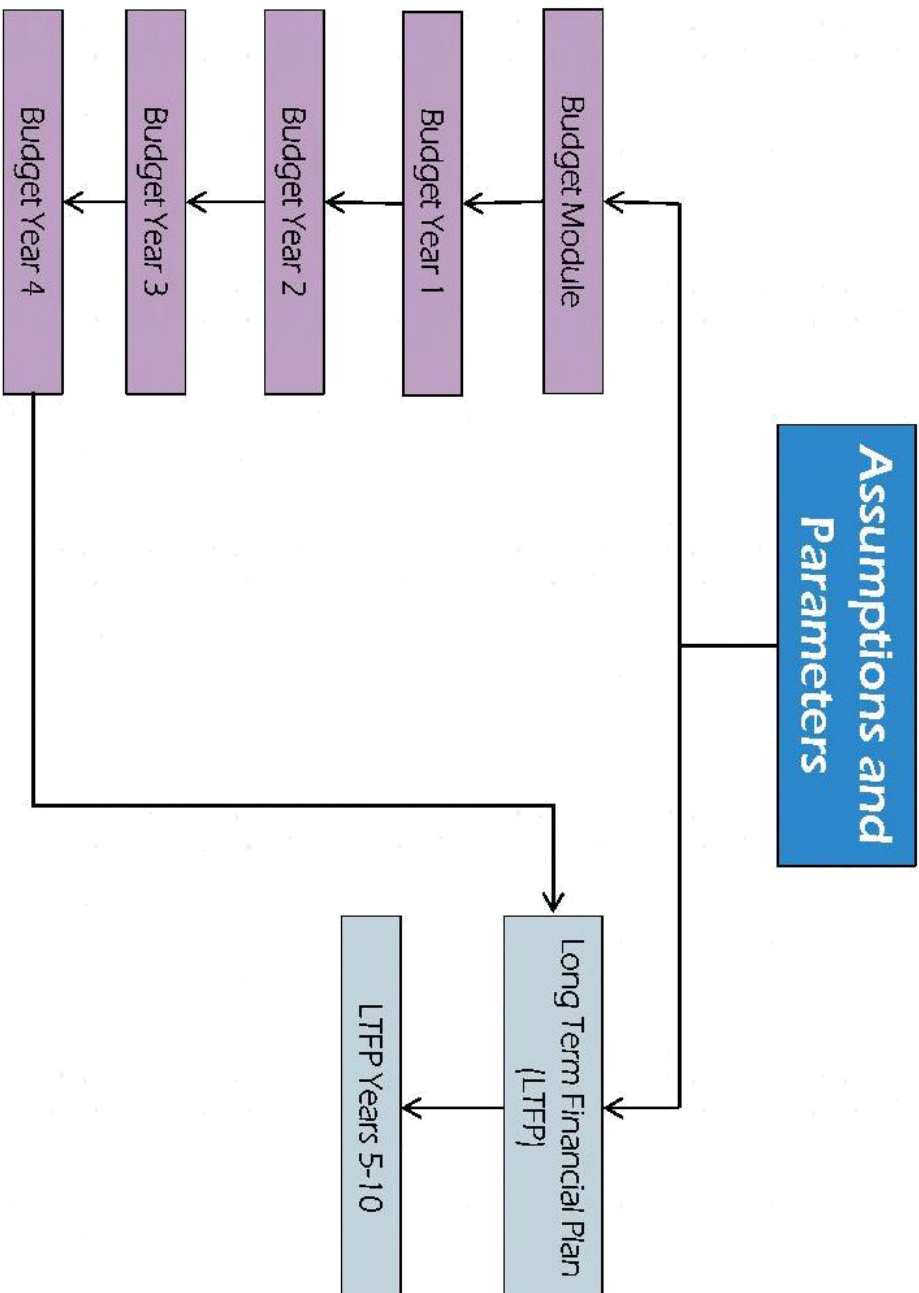
6. Business Cases – operational
 - Aligned to annual and strategic plans
 - ELT ranked and endorsed
 - Endorsed business cases to be added to budget
7. Co-ordinators and Managers review and update 2016/17 + 3 years

Assumptions and Parameters

A global assumptions and parameters document is prepared in October to:

- assist owners in the preparation of their 2016/17 – 2019/20 budgets
- provide parameters for Council's Long Term Financial Plan (LTFP)

Assumptions Flow Chart



General Assumptions

- Consumer Price Index (CPI)

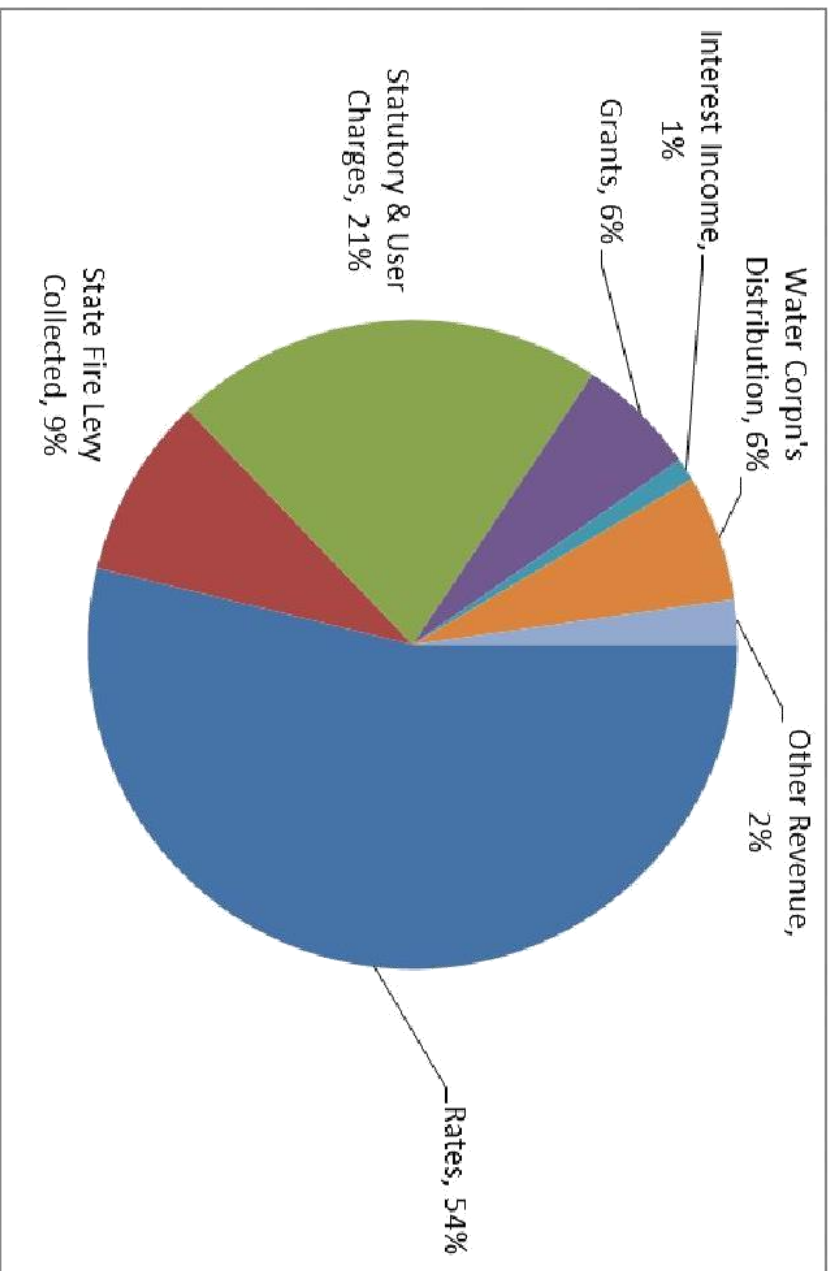
Budget	Plan	Plan	Plan
2017	2018	2019	2020
2.8%	2.5%	2.5%	2.5%

- Interest Rates

Budget	Plan	Plan	Plan
2017	2018	2019	2020
2.0%	2.5%	3.0%	3.0%



Revenue Segments as a Percentage of Total Revenue 2015/16 Budget



Rates Revenue

Rates Revenue consists of two components:

1. Rates Increase – rate in the dollar increase as agreed by Council

Segment	Budget	Plan	Plan	Plan
	2017	2018	2019	2020
Rates Revenue	4.3%	2.5%	2.5%	2.5%
Property Growth	0.5%	0.5%	0.5%	0.5%

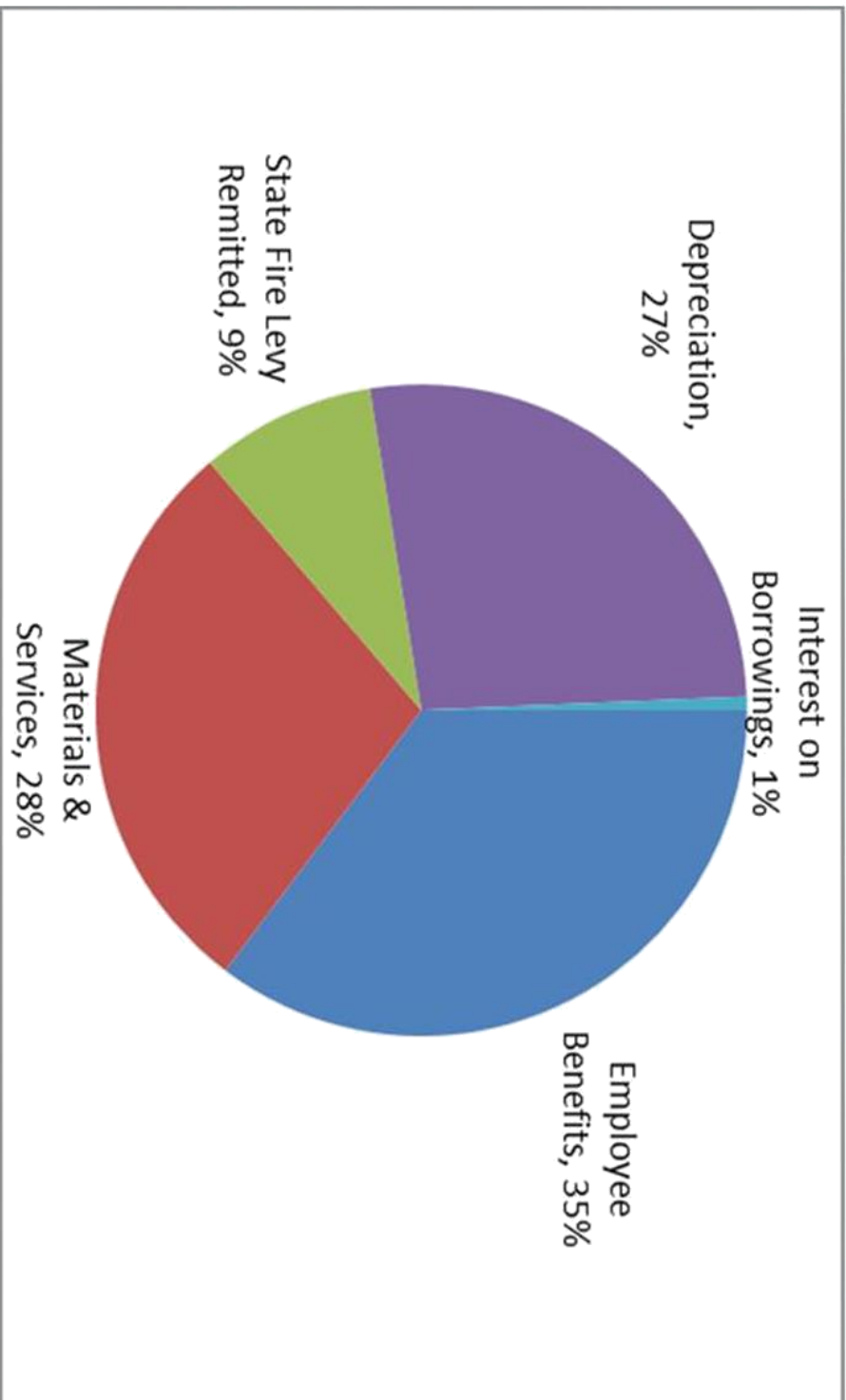
2. Property Growth – increase in the number of rateable properties and supplementary rates on improvements to existing properties

Other Revenue Assumptions

Segment	Budget 2017	Plan 2018	Plan 2019	Plan 2020
Statutory Charges	2.8%	2.5%	2.5%	2.5%
User Charges	2.8%	2.5%	2.5%	2.5%
TasWater Distribution	0.0%	0.0%	4.0%	4.0%
Grant Revenue	0.0%	2.5%	2.5%	2.5%



Expenditure Segments as a Percentage of Total Expense 2015/16 Budget



Expenditure Assumptions

Segment	Budget	Plan	Plan	Plan
	2017	2018	2019	2020
Employee Benefits	2.0%	2.0%	2.0%	2.0%
Salary Review	0.3%	0.3%	0.3%	0.3%
Contractors & Services	2.8%	2.5%	2.5%	2.5%
Materials	2.8%	2.5%	2.5%	2.5%



Depreciation Expense

Based on current asset modelling

Asset Class	2016/17 Depreciation
Transport	\$ 7,837
Stormwater	\$ 2,619
Buildings	\$ 2,396
Fleet	\$ 145
Plant & Equip	\$ 232
Technology	\$ 630
Total	\$13,859

Capital Expenditure Assumptions

Focus on Renewal

Asset Class	Renewal 2016/17 ('000)	Upgrade 2016/17 ('000)	New 2016/17 ('000)	Total 2016/17 ('000)
Transport	\$7,154	\$155	\$300	\$7,609
Stormwater	\$873	\$353	\$374	\$1,600
Buildings	\$1,199	\$211	\$203	\$1,613
Fleet	\$193	\$ 0	\$46	\$239
Plant & Equip	\$290	\$53	\$238	\$581
Technology	\$100	\$425	\$95	\$620
Other*	\$300	\$100	\$0	\$400
Total	\$10,109	\$1,297	\$1,256	\$12,662

*Includes SAMG Reserve

Hobart City Council

Specification

SCHEDULE 3 – SPECIFICATION**PROJECT BRIEF – GLENORCHY TO HOBART PUBLIC TRANSIT CORRIDOR PROJECT****EVALUATION CRITERIA FOR CONTRACTOR SELECTION**

In addition to any mandatory criteria specified by Council, when your company's submission is assessed by Council, the following evaluating criteria and weightings will be taken into consideration:

Item No.	Criterion Description	Weighting (%)
1.	<u>Value for Money (Price)</u> Total cost to Council over the entire duration of the Contract giving consideration to the impact of any qualifications, omissions or clarifications included in the quotation submission or other matters evident from the quotation having an impact on the quotation sums.	30
2.	<u>Experience & Capability</u> Relevancy and currency of your company's past experience, the delivery team experience and qualifications to meet the requirements of the brief, including meeting critical deadlines, and have an understanding of the environment in which the City of Hobart operates.	30
3.	<u>Demonstrated understanding of the task</u> Your company understands the required tasks, the suitability and rationale of the proposed method of approach, managing the process, ability to work and share knowledge with Council officers.	25
4.	<u>Proposed Personnel</u> Your company's access to the management and physical resources required to provide the services to a level of quality acceptable to Council. The collective suitability of team members (including any sub consultants if applicable) proposed in the quotation, including: • technical, management and professional capabilities; • degree, appropriateness and currency of experience; and • team composition, size and appropriateness.	15

REQUIRED EVALUATION RETURNS

Decisions on contractor selection will be made based on the information submitted with the quotation.

Assessment of the quotations and selection of the successful consultants will be by the project steering committee as outlined in the Project Brief.

The successful Consultant will be notified in writing of the outcome of the request for quotations process as soon as possible after the 20th April 2016.

Unsuccessful consultants will be notified at the conclusion of the procurement process.

Hobart City Council**Specification**

In order to enable evaluation of your company's submission, ensure the following information is submitted with the quotation:

Item	Return Description
1.	Lump sum fee proposal for the services. Itemised breakdown of the total project costs, including stages, key tasks, personnel hours and rates, and any expenses.
2.	Concise statement of your company's capabilities and experience against each non-price criterion.
3.	An explanation of the skills and experience of all personnel nominated to work on the project/undertake the services (Curriculum vitae).
4.	Details of three (3) projects similar to that required by Council, including project description, name of organisation for whom the work was undertaken, referee contact name and telephone number. Council may, at Council's absolute discretion rely on internal referee checks where companies have been previously engaged by Council to undertake services of a similar nature.
5.	Disclosure of any matters that could ultimately lead to a conflict of interest in undertaking the service.
6.	Details of the proposed methodology, including the timing of key tasks, stages, milestones, deliverables and key dates.
7.	Details of the Contractor's Representative

Hobart City Council

Specification

STATEMENT OF REQUIREMENTS

1. DESCRIPTION

The Hobart and Glenorchy City Councils are seeking to engage suitably qualified and experienced Contractors to undertake an investigation of the potential for activation of the Glenorchy to Hobart public transit corridor to be a catalyst for urban renewal.

2. PROJECT TIMEFRAME

The Contractor is required to commence work in early May 2016 with completion of all deliverables by 30 July 2016.

3. PROJECT BUDGET

The budget for the project is up to a maximum of \$150,000.

4. BACKGROUND

Beginning in 2009, various ideas around developing public transit along the now unused public transport rail corridor between Hobart and Brighton have attracted significant interest. A number of independent consultancies have examined the economic viability of a light rail service, under a range of operational scenarios. These include preparation of two business cases by ACIL-Tasman (2011 and 2013), a peer review by AECOM (2012) and a project evaluation by Pricewaterhouse Coopers (PWC) (2014).

Infrastructure Tasmania undertook a review of the consultancy reports to date and in January 2016 provided recommendations including;

Appropriate additional work be undertaken to improve understanding of how land use adjacent to the corridor can be shaped to support a public transit service, including the level and nature of interest from private sector investment in and around the areas.

The existing rail corridor from Macquarie Point to Granton be retained, and that the use of this corridor for a light rail, and other potential public or passenger transport uses over the long-term, be fully explored.

The recommendations recognise that prior consultancy reports did not look at the potential for activation of the public transit corridor as a catalyst for urban regeneration; or engage with the private sector regarding investment interest; or look at implementation of planning and regulatory changes to support more complimentary land uses adjacent to the corridor.

It is these complimentary changes, and their impacts on the viability of utilising the Public Transit Corridor that forms the basis for the outcomes of this brief.

Under the oversight of the Joint HCC/GCC Rail Corridor Steering Committee, further investigation is requested to satisfy the objectives listed as follows;

Hobart City Council

Specification

5. OBJECTIVES

- i. Examine the potential for urban regeneration in Hobart and Glenorchy capitalising on public transit corridor use;
- ii. Identify a Vision for urban regeneration in Hobart and Glenorchy arising from use of the public transit corridor, including visualisations to assist with communications;
- iii. Understand planning changes required to facilitate urban regeneration along the public transit corridor;
- iv. Focussed engagement to understand potential private sector investment interest along the public transit corridor;
- v. Identify economic development opportunities arising from urban regeneration along the public transit corridor.

6. STUDY AREA

The extent of the study area is within the 'walkable catchment' of the public transit corridor (the previous rail corridor) between Granton and Macquarie Point and includes potential public transport interchanges in the Hobart central business area.

7. SCOPE**Key Tasks:**

1. Examine the potential for urban regeneration in Hobart and Glenorchy capitalising on public transit corridor use;
 - 1.1. Identify environmental and built form characteristics, constraints and opportunities for urban regeneration including;
 - All potential locations for high-density residential and mixed use development;
 - Estimate an initial floor space ration or development or aspirational density target for the corridor;
 - Prepare an initial estimate of the ultimate dwelling and employment yield.
 - 1.2. Undertake a high level infrastructure capacity analysis;
 - 1.3. Forecast appropriate housing and economic growth to 2036 taking into account scenarios for regional population growth distribution inclusive of potential induced effects of a public transit system along the corridor;
 - 1.4. Identify the infrastructure required to support projected growth;
2. Identify a Vision for urban regeneration in Hobart and Glenorchy arising from use of the public transit corridor, including visualisations to assist with communications;

Hobart City Council

Specification

- 2.1. Develop a high level structure plan for the public transit corridor that;
 - Facilitates high-density urban infill
 - And investigate the conversion of industrial land to residential uses.
 - Provides visualisations of what the corridor might look like if developed.
3. Understand planning changes required to facilitate urban regeneration along the public transit corridor;
 - 3.1. Develop a framework of land use controls to guide future land use change to achieve optimum land value uplift that includes;
 - Suggested planning scheme provisions to facilitate ease of re-zoning and future development;
 - Streamlined approval processes across all regulatory entities, to deliver greater certainty to developers and increase the attractiveness of investment.
4. Focussed engagement to understand potential private sector investment interest along the public transit corridor;
 - 4.1. Targeted engagement with the investment industry to explore development opportunities associated with public transit corridor proposals.
5. Identify economic development opportunities arising from urban regeneration along the public transit corridor.
 - 5.1. Undertake a high level investigation of market demand and undertake economic feasibility analysis of developing along the corridor, taking into account;
 - Increased and commercial and residential densities;
 - Identification of the capacity for land value uplift and opportunities that may lead to uplift;
 - Development opportunities that would benefit from enhanced demand and through-traffic, including services and commercial activities supported by high population density;
 - Windfall capital gain benefits accruing to property owners achieved as a direct result of the infrastructure provision;
 - Conduct a preliminary assessment of how Local Government and the State Government might capture some of the value increases (via land and property based taxes) to contribute to the financing of a public transit project.

Hobart City Council**Specification**

5.2. Main road corridor;

- Comment on the potential synergies along the public transit corridor that includes the rail corridor and main road.

8. DETAILED REQUIREMENTS**Project Outputs:**

- The project output is a report that clearly presents the results of the tasks outlined in section 7.
- The report is to be submitted via email in PDF and Microsoft Office Word format to the Project Manager.
- 2 hard copies of any display documentation produced are to be provided.
- In addition to the written report, the Contractor is required to provide the steering committee and each of the Hobart and Glenorchy City Councils with a detailed and comprehensive presentation of its findings, including conclusions and recommendations.
- Presentations are to be in Microsoft Power Point (or equal alternative) format and will, in addition to providing a comprehensive summary of the key report items, include explanatory notes and observations.

9. REQUIRED CONSULTANT PROFILE

The Contractor is responsible for the provision of suitably skilled, experienced and qualified personnel. Personnel engaged in the provision of this service must have proven experience in this field. The Contractor must ensure that:

- it has a firm culture to ensure that the personnel involved in the project have the skills and competencies to ensure quality work and ability to work collaboratively with a diverse range of people;
- there are processes and quality systems in place to ensure the quality of the work performed, that the work meets current better practice thinking, particularly in the area of community and survey practices, processes and methodologies;
- there is a high level of supervision over the project, including appropriate level of expertise within the company involved in the review processes to ensure high standard of outputs; and
- it has a strong understanding and/or knowledge of the business of the Council and local government.

10. COUNCIL'S INPUT

The Councils will provide:

- Copies of or access to any relevant reports, plans or files;

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- Relevant property data contained within the Councils property information databases;
- GIS data held in the Councils GIS systems;
- Organisation of meetings with the steering committee and the Councils.

11. PROJECT MANAGEMENT

The project will be overseen by a joint HCC / GCC steering committee comprised of:

- Alderman Damon Thomas, Hobart City Council
- Alderman Anna Reynolds, Hobart City Council
- Alderman Jenny Branch-Allen, Glenorchy City Council
- Deputy Mayor Harry Quick, Glenorchy City Council
- Nick Heath, General Manager, Hobart City Council
- Peter Brooks, General Manager, Glenorchy City Council

The steering committee will be assisted by the following:

- James McIlhenny, Manager Planning Policy and Heritage, Hobart City Council
- Tony McMullen, Acting Director Community, Economic Development & Business, Glenorchy City Council
- Leigh Carmichael, Creative Director, MONA

James McIlhenny, Manager Planning Policy and Heritage, Hobart City Council will be the Project Manager and primary contact for the Contractor.

12. REPORTING REQUIREMENTS

The Contractor is to provide a fortnightly verbal progress report to the Project Manager and a written progress report to the Steering Committee every 4 weeks.

13. PROJECT MEETINGS

An initiation meeting will be held with the Contractor and the steering committee to discuss the brief and provide clarification of any issues prior to the project commencing.

A monthly progress meeting is to be held with the Contractor and the steering committee.

14. NOMINATED CONTRACTOR REPRESENTATIVE.

The Contractor will be expected to appoint a Project Manager who will be the main contact point for the project and be responsible for organising project team meetings with the clients.

15. REFERENCE DOCUMENTS

A range of previous reports relevant to the current project have been published by the Department of State Growth and by the Councils. These include:

Department of State Growth:

2009 - Parsons Brinckerhoff

Hobart City Council**Specification**

(This consultancy supported development of the Tasmanian Urban Passenger Transport Framework 2010. Light rail was considered as part of a package of final recommendations. A rail alignment to UTAS in Sandy Bay was considered at a high level only).

Review of Passenger Travel Demand Measures, Greater Hobart. Final Stage 1 Report. April

Review of Passenger Travel Demand Measures, Greater Hobart. Final Stage 2 Report. April

Review of Passenger Travel Demand Measures, Greater Hobart. Final Stage 3 Report. June

2011 - ACIL Tasman

Hobart to Northern Suburbs Light Rail Business Case. A report providing a summary of the findings of all three stages of the project. August

Hobart to Northern Suburbs Light Rail Business Case. A report detailing the findings of the third stage of the project. July

2012 - AECOM

Hobart northern suburbs light rail. Business case peer review. December

2013 -

ACIL Tasman Stage 1 Light rail business case. Hobart to Glenorchy. May
Developable Sites Analysis – Main Road,

2014

Wider economic benefits and funding options. Final report. February

Riverline - Hobart light rail preliminary plan. March

Riverline - Hobart light rail strategic assessment. March

Infill Development within Greater Hobart.

2016

Review of a proposed light rail system in Hobart. January

These reports are available at:

http://www.stategrowth.tas.gov.au/passenger/framework/transit-corridors/background_information

<http://www.stategrowth.tas.gov.au/passenger/framework/infill-development>

<http://www.stategrowth.tas.gov.au/passenger/light-rail>

http://www.stategrowth.tas.gov.au/data/assets/pdf_file/0004/129613/Light_Rail_Strategy_210116.pdf

[http://www.stategrowth.tas.gov.au/data/assets/pdf_file/0009/89154/Appendix_D_Attachment A developable sites report.pdf](http://www.stategrowth.tas.gov.au/data/assets/pdf_file/0009/89154/Appendix_D_Attachment_A_developable_sites_report.pdf)

Hobart City Council

Specification

Glenorchy City Council Reports:

Interim Land Use Planning Strategy (2010)

Glenorchy CBD Strategic Framework

City of Hobart reports:

Inner City Action Plan http://www.hobartcity.com.au/Hobart/A_City_with_People_in_Mind

Hobart 2010 Public Spaces and Public Life - A city with people in mind (Ghel Architects)
http://www.hobartcity.com.au/Hobart/A_City_with_People_in_Mind

Sustainable Transport Strategy 2009-2014
http://www.hobartcity.com.au/Transport/Sustainable_Transport_Planning

Southern Tasmania Regional Planning Project:

Southern Tasmania Regional Land Use Strategy <http://stca.tas.gov.au/rpp/southern-tasmania-regional-land-use-strategy/>

Regional Land Use Strategy background reports including *Dwelling Yield Analysis* and *Providing for Housing Needs* <http://stca.tas.gov.au/rpp/background-reports/>

Planning scheme related information is available at
<http://iplan.tas.gov.au/Pages/XC.Home/Home.aspx>



Stormwater Onsite Detention Policy

Title	STORMWATER RUN OFF MANAGEMENT POLICY
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes [this will equate to the date of policy commencement]
Responsible Directorate	City Services & Infrastructure
Due for Review	[Four (4) years from Council Resolution Date]
Strategic Plan Reference	3.1 Create liveable built environments and sustainably manage our natural and built environments.
ECM	Council Policies

PURPOSE

This policy defines the approach and measures adopted by Council to ensure that stormwater runoff generated by new developments does not exacerbate flooding to the extent that properties downstream are adversely affected.

SCOPE

This policy applies to:

- Any development that increases a property's calculated runoff co-efficient (calculated in accordance with the latest edition of Australian Rainfall and Runoff) to above 0.55 for the entire site. This includes sites where an existing structure is being demolished and the site is being redeveloped.

It does not apply to:

- Retrospective assessment of existing approved developments.
- Single structures classified as 10a under the Building Code of Australia with a combined roof area of 36 m² or less, except where combined with other development.
- A one-off extension involving impervious surfaces less than 36 m².
- Application where it can be demonstrated to the satisfaction of Council's Hydraulics Engineer, if the total catchment containing the site were developed to its full potential, while maintaining the existing infrastructure (including waterways), stormwater detention on the subject site would not be of benefit in reducing adverse flooding impacts on downstream roads, properties and open waterways. The Applicant must model the total catchment containing the site at its full development potential, while maintaining the existing public stormwater system. It is anticipated that this exemption may apply at the lower end of major catchments where delayed release of runoff may not assist in reducing peak flow.
- Development where a material or financial contribution to the satisfaction of Council's Hydraulics Engineer is provided by the developer to upgrade the downstream reticulation system to cater for 5% AEP events and the overall stormwater system to cater for 1% AEP events.
- Development which is able to discharge stormwater directly into the Derwent River.

Comment [FC1]: In line with the Building Regulation

Comment [FC2]: In line with the Building Regulation



Stormwater Onsite Detention Policy

STATUTORY REQUIREMENTS

Acts	- Urban Drainage Act 2013 - Building Act 2000
Regulations	Plumbing Regulations 2014
Australian/International Standards	- Australian Rainfall and Runoff (www.arr.org.au) - Australian Standard AS/NZS 3500.3:2003 Plumbing and Drainage

DEFINITIONS

Annual exceedance probability (AEP)	The probability of exceedance of a given discharge within a period of one year
Average recurrence interval (ARI)	The average or expected value of period between the exceedance of a given discharge
Developer	An owner of a property undergoing development or a person(s) authorised to act on behalf of a property owner
On-site stormwater detention (OSD)	Storage with controlled discharge of stormwater runoff, designed to reduce the peak flow from a site resulting from a storm event
Runoff	The portion of rainfall that does not infiltrate into the soil, resulting in the presence of surface water
Stormwater system	A drainage system designed to drain excess rain and ground water, including underground reticulation systems and above ground overland flow paths
Suitably Qualified Person	A professional engineer currently practising with relevant CPEng, NPER or accreditation under the Scheme for the Accreditation of Building Practitioners in Tasmania with an appropriate level of professional indemnity and public liability insurance
Site Storage Requirement (SSR)	The minimum storage volume that is needed to temporarily store and offset the excess stormwater run-off due to the development
Water Sensitive Urban Design (WSUD)	A land planning and engineering design approach which integrates the urban water cycle, including stormwater, groundwater and wastewater management and water supply, into urban design to minimise environmental degradation and improve aesthetic and recreational appeal

STORMWATER RUN OFF MANAGEMENT POLICY

POLICY APPLICATION:

- The maximum allowed peak runoff set by the Council is equivalent to the calculated runoff resulting from an assumed runoff coefficient for the entire site of 0.55.



Stormwater Onsite Detention Policy

2. Subject to the application of this policy as defined in the policy scope above, properties that exceed the maximum allowed peak runoff must have Onsite Stormwater Detention (OSD) designed by a suitably qualified person and approved by Council.
3. An OSD proposal must be submitted with the Plumbing Permit Application. The system proposed to retain the required runoff storage volume shall be detailed in an engineering design for assessment and approval by the Council.
4. Council's Development Engineer may condition the planning permit requiring the OSD and corresponding maintenance scheme to be included in the plumbing application, and to be designed, constructed and maintained to the satisfaction of Council's Plumbing Surveyor.
5. Any required OSD must cater for the difference between the allowable site discharge and the anticipated maximum discharge over the period of the design storm, and the OSD shall be designed to cater for 5% AEP storm events, and ensure that the development does not detrimentally impact on downstream properties in the event of a 1% AEP storm.
6. Water Sensitive Urban Design (WSUD) elements are encouraged and peak flow rate offset may be given depending on the effectiveness of the WSUD elements. If rainwater tank systems are proposed for a large development, some on-site stormwater detention offset may be given, at the discretion of the Council's Plumbing Surveyor.
7. Maintenance of the OSD is the sole responsibility of the owner(s) of the property.
8. Design Requirements to be submitted with OSD Proposal:
 - a. Detailed hydraulic designs must be submitted in accordance with the Australian Rainfall and Runoff (AR&R) to achieve a peak discharge rate for the site equivalent to or less than an assumed runoff coefficient for the entire site of 0.55.
 - b. For the purposes of calculating the peak runoff, a runoff coefficient of 0.9 shall be used for impervious areas and a coefficient of 0.4 shall be used for pervious areas.
 - c. The impervious rates for calculating runoff from various surface are specified below:
 - i. Roofs, driveways and carports, and other impervious hard standing areas will be considered to be 100% impervious for drainage calculation purposes;
 - ii. Driveways constructed with gravel or "grass-crete" or pervious pavers will be considered to be 80 % impervious for drainage calculation purposes;
 - iii. Courtyards and paths paved with pervious pavers and proper subsurface drainage system constructed underneath will be considered to be 25 % impervious for drainage calculation purposes; and
 - iv. Unroofed decks constructed with open timber decking will also be considered to be 25% impervious for the overall runoff coefficient calculation purposes.
 - d. Localised rainfall intensity data obtained from the Bureau of Meteorology Intensity Frequency and Duration (IFD) charts for the region shall be used for the peak flow calculation.



Stormwater Onsite Detention Policy

- e. The time of concentration (T_c) for both pre- and post- development scenarios shall be calculated respectively as described in the Australian Rainfall and Runoff (AR&R), and used for determining the rainfall intensity in 5% AEP events and 1% AEP events.
- f. The Site Storage Requirement (SSR) shall be determined in accordance with the critical storm duration of the entire catchment calculated by a suitably qualified person, unless specified otherwise by the Council's Hydraulics Engineer.
- g. The following three (3) main elements shall be included in the OSD system design:
 - i. Temporary storage: this may consist of an open surface pond/tank or underground tank. It is designed to contain the excess volume of stormwater resulting from limits on the peak discharge flow rate.
 - ii. Discharge Control Pit: a flow control pit and litter and sediment removal component must be included in the OSD design. The outlet/orifice shall be a minimum internal diameter or width of at least 25 mm and protected by an approved mesh screen. An overflow structure must be designed to cater for flows exceeding the capacity of the OSD. The overflow structure must direct excess flows in a manner so as to minimise any detrimental effects on property downstream.
 - iii. Maintenance Scheme: a maintenance schedule/plan for the OSD must be submitted to the Council with the OSD engineering design. The cleaning of below ground storage facilities should be conducted in accordance with the requirements and risk control measures specified in AS2865-2009 Confined Spaces.

9. Cash In-Lieu Alternative

It is acknowledged that, for very small scale developments, the construction of onsite detention elements may not be the most efficient and effective way to manage incremental increases in run off. In these instances and subject to the approval of Council's Hydraulics Engineer, payment of cash-in-lieu rather than the provision of an OSD by the developer may be appropriate.

The payment of cash in-lieu for non-provision of an OSD shall only apply for developments for which onsite detention is otherwise required under this policy, however, the calculated total detention volume under this policy required is less than 1m³.

In these circumstances and subject to the approval of Council's Hydraulics Engineer, a cash in-lieu amount of \$3,500 (inclusive of GST) must be paid to the Council by the Developer, prior to the issuing of a Plumbing Permit. The amount collected from the developers will be used for public stormwater system upgrade and extension in the future by the Council.

Comment [FC3]: Equivalent to the cost of constructing a single stormwater pit (e.g. Type 3 in the TSD drawing)



BACKGROUND

The Southern Tasmania Regional Land Use Strategy has identified the need, over 25 years, for infill development of 5,300 more dwellings in the Glenorchy local government area. There will also be increased commercial and other developments to service these residences. These developments invariably lead to more stormwater runoff and higher peak flows discharged to downstream public stormwater systems during storm events, due to increased impervious ground cover such as roofs, carparks, driveways and walkways.

This increased stormwater runoff will exacerbate existing public stormwater system capacity issues during storm events. Most of the older parts of the GCC stormwater system are unlikely to meet the modern design standard which requires that the reticulation system is designed to deal with a twenty year ARI (Annual Recurrence Interval) or 5% AEP rainfall events. In addition, the overall stormwater system, including designated overland flow path shall accommodate the one hundred year ARI or 1% AEP events. The effects of climate change are expected to increase the frequency of storm events, so that our stormwater systems are likely to be at, or over capacity, more frequently than has been the case in the past.

Council has a responsibility under the Urban Drainage Act to provide adequate drainage services and to ensure that new developments do not adversely impact on the performance of public stormwater systems or cause flooding of downstream properties.

The extra runoff generated by infill development and increased impervious surface areas, adds to the peak load on the public stormwater infrastructure and can cause flooding when the system is overwhelmed during particularly intense storms.

Increasing the capacity of the existing stormwater infrastructure is often impractical in established urban areas, due to the fact that much of the existing system is located on private property in close proximity to residential dwellings and commercial developments. Replacing existing pipes with larger capacity pipes or formalising designated overland flow paths can be prohibitively expensive on such a large scale. A far more cost effective method of dealing with increasing peak loads on the existing public stormwater system is to prevent the system being overwhelmed, by reducing the peak amount of runoff from newly developed impervious areas such as rooftops and carparks during the storm itself.

It is acknowledged industry-wide that spreading the stormwater load over a longer period can reduce the peak flow discharged into downstream public stormwater systems, and this reduction can be achieved by On Site Detention (OSD). OSD involves delaying or restricting the amount of water that leaves a site during a storm event by temporarily storing a portion of the water that has fallen on the property slowing its release into the downstream stormwater system. Over a city block this can amount to many kilolitres of water.

This policy supersedes a previous Council Policy (No. 28-4) which was endorsed by Council on 27 August 2012.

STORMWATER ON-SITE DETENTION POLICY

Policy Manual Number	28-4
Council Minutes Ref:	Item 9 Council Meeting 27 th August 2012
File Ref:	Council Policies
Author:	Michael Baker
Department:	Environment Infrastructure and Development

Background

The Southern Tasmania Regional Land Use Strategy has identified the need over 25 years for infill development of 5300 more dwellings in the Glenorchy LGA. There will also be increased commercial development to service these residences. Commercial and infill development invariably leads to more rainwater runoff during storms due to each property having an increased percentage of impervious ground cover such as roofs, carparks, driveways and walkways.

This increased rainwater runoff will exacerbate existing stormwater system capacity issues during storm events. Most of the older parts of the GCC stormwater system were designed to deal with a twenty year ARI (Annual Recurrence Interval) storm on the basis of an assumed percentage of impervious surfaces. The extra runoff now being generated by infill development adds to the peak load on the stormwater infrastructure and can cause flooding when the system is overwhelmed during particularly intense storms.

Increasing the capacity of the existing stormwater infrastructure is often impractical due to the fact that much of the existing system is located on private property in close proximity to residential dwellings and commercial developments. Replacing existing pipes with larger capacity pipes is also prohibitively expensive on such a large scale. Therefore a far more cost effective method of handling peak loads is to prevent the system being overwhelmed by reducing the peak amount of runoff from rooftops and carparks during the storm itself. This will give the water on the roads and in the creeks time to drain away and open some stormwater capacity in the overall system.

Spreading the stormwater load over a longer period can be achieved by On Site Detention (OSD). OSD involves delaying or restricting the amount of water that leaves each property during a storm event by temporarily storing a portion of the water that has fallen on the property. Over a city block this can amount to many kilolitres of water.

Under this policy the developments required to have OSD are determined by the individual property's runoff flow rate, based on the storm intensity and the percentage of impervious area assumed for the land when the bulk of the stormwater system was designed and installed. Most properties that generate a greater rate of runoff due to a greater impervious area will be required to install a suitable and Council approved OSD system. Other proposed developments may be required to contribute to the cost of upgrading part of the stormwater system to cater for increased runoff.

Policy Statement

1. This Policy applies to property developments that increase a site's impervious area, and therefore its peak stormwater discharge rate. The Policy also applies where an existing structure is being demolished and the site redeveloped. This Policy does not apply to:
 - a) existing impervious areas for approved commercial and industrial developments; or
 - b) single structures classified as 10a under the Building Code of Australia with a combined roof area of 20 square metres or less, except where combined with other development.
2. The maximum allowed runoff rate set by Council is equivalent to a runoff coefficient for the entire site of 0.55.
3. Subject to Clause 1, properties that exceed the maximum allowed runoff rate must have Onsite Stormwater Detention (OSD) approved by Council.
4. Any required OSD must cater for the difference between the allowable site discharge and the anticipated maximum discharge over the period of the design storm.
5. An OSD proposal must be submitted with the Plumbing Permit Application. The system proposed to retain the required runoff storage volume shall be detailed in a hydraulic design for assessment and approval by Council's Permit Authority. Water Sensitive Urban Design (WSUD) elements are encouraged. Detailed hydraulic designs must be submitted using the Rational Method as described in "Australian Rainfall and Runoff – A Guide to Flood Estimation 1987" to achieve a peak discharge rate for the site equivalent to a runoff coefficient for the entire site of 0.55. For the purposes of calculating the peak runoff from the redeveloped site a coefficient of 0.9 shall be used for impervious areas and a coefficient of 0.4 shall be used for porous areas. The rainfall intensity rate applicable for a twenty year annual recurrence interval and five minute duration storm (²⁰I₅ ARI) for the area is 100mm/hr (as determined by the Bureau of Meteorology Intensity Frequency and Duration (IFD) charts for the region).

This policy rescinds: Policy 06-06

STORMWATER POLICY NUMBER 1 – Multiple Dwelling Units

Review (3 years) 22ND June 2015

Status:

Current

POLICY DOCUMENT CONTROL SHEET

Policy Name: Stormwater On-Site Detention Policy

Policy No: 28-4

Department: Environment Infrastructure and Development

Date Policy Approved by Council:

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Michael Baker (Hydraulics Engineer)	Rewrite to address detention and not include reuse. Relates to most development not just unit development.	27/08/2012



Tree Management

Title	Tree Management
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes [this will equate to the date of policy commencement]
Responsible Directorate	City Services and Infrastructure
Due for Review	[Four (4) years from Council Resolution Date]
Strategic Plan Reference	3.1 Create a liveable and desirable City
ECM	Parks and Recreation Tree Management

PURPOSE

This policy provides direction in relation to how the Glenorchy City Council will manage existing and new tree assets.

SCOPE

This policy applies to:

- all tree assets owned and maintained by Council within the City boundaries.

This policy specifies the processes associated with the management of all pre-existing and potential tree assets and articulates the standards in which management practices shall be applied.

STATUTORY REQUIREMENTS

Sections 38 and 39 of the *Local Government (Highways) Act 1982* requires that Council and occupiers must manage trees and vegetation to facilitate good management of local highways and to reduce the danger to persons using local highways.

Acts	<i>Local Government Act 1993</i> <i>Local Government (Highways) Act 1982</i>
Regulations	<i>Electricity Safety (Electric Line Clearance) Regulations 2005</i> <i>Local Government (Highways) Regulations 2003</i> <i>Glenorchy City Council Planning Scheme</i>
Australian/International Standards	- AS4373-2007 Pruning of Amenity Trees - AS4970-2009 Protection Of Trees On Development Sites - AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines

DEFINITIONS

Tree Asset	Any tree which is owned and maintained by the Glenorchy City Council
Street Tree	Any tree planted or to be planted within a road reserve
Reserve Tree	Any tree planted within the boundaries of a nominated Glenorchy City Council open space area
Road Opening Permit	A two way legal document providing permission from Council for the undertaking of a road opening by another party, and specifying the conditions (if any) to which that other party must comply



TREE MANAGEMENT

Council is committed to sustaining and improving the visual appearance of the City through the maintenance and enhancement of tree assets. Council will ensure as practicable:

- that trees are recognised as a dynamic, living features of the City which require ongoing maintenance and management
- the appropriate protection and maintenance of the City's existing tree asset base
- resourcing the regular monitoring and maintenance of street trees
- planting of trees in streets and on public land which enhances the landscape of the City
- appropriate site and species selection for new street tree assets, and
- compliance with relevant acts and regulations.

It is the policy of Council that:

Tree Planting	• Trees shall be planted and managed according to Tree Planting Guidelines • Where practicable, all trees shall be replaced after they have been removed • Species selection shall be considered relevant for each situation
Tree Pruning	• All tree pruning carried out by Council staff and its contractors shall be in accordance with Australian Standard AS4373-2007 Pruning of Amenity Trees and the Tree Pruning Guidelines • Trees shall be pruned in accordance to relevant legislation governing a particular site • Council shall be responsible for pruning trees owned and maintained by the City of Glenorchy
Tree Removal	• Trees shall be assessed by appropriately trained staff on a 'case by case' basis and will only be removed if they meet one or more of the criteria set out in the Tree Removal Guidelines
Significant Trees	• Council will continue to manage trees of significance which are planted within the City • Trees shall be classified as being 'significant' if one or more of the criteria outlined in the Tree Management Guidelines are met
Tree Management	• Council will continue to develop and implement its Tree Management Program in line with the Tree Management Guidelines and Councils Service Level Manual. Council's Tree Database shall be updated accordingly to record Council's tree works • Risk regarding trees shall be assessed using a recognised tree risk matrix by trained staff • The Tree Management Guidelines are managed and maintained by City Services and Infrastructure, Parks and Recreation section and are available upon request

BACKGROUND

Trees contribute to the appearance of the City via their aesthetic value which provides individual character and identity. In order to sustain the environmental, social and economic benefits that trees contribute to our community they must be managed in a consistent manner that meets current arboricultural industry standards.

STREET TREE POLICY

Policy 14-5

Council Minutes Ref: Council Meeting Monday 7th July 2003
File Ref: 03789

Background

This policy will guide decision-making and assist in the development of specific procedures and tree related issues for the community and Council. The establishment of a street tree policy will encourage an elegant and cosmopolitan image for Glenorchy.

In support of principles of sustainability and liveable cities Glenorchy City Council wishes to increase community awareness as to the importance of street trees, to positive health and well being.

It is vital that Council protects its current street trees and demonstrates to the community that it is doing so and able to provide a rationale for the decisions it makes.

This policy relates to street trees throughout the City of Glenorchy.

Policy Statement

1. An application under the Glenorchy Planning Scheme 1992 is required for all street trees described in tree preservation clauses 9.7.1 and 9.7.2.
2. All plantings within the road reservation are subject to prior approval of the Property and Recreation Coordinator.
3. Council will endeavour to protect all significant street trees.
4. Tree species will be selected for planting depending on suitability to the site, performance and potential to contribute to the streetscape.
5. New trees will be incorporated into design streetscapes whenever there are opportunities to do so.
6. Exotic trees are an important element of the street amenity and they will be maintained and strengthened where appropriate.

7. Council will endeavour to plant a diverse range of exotic and native trees species, as site conditions deem appropriate.
8. Poor performing trees or inappropriate plantings will be removed and replaced to reinvigorate streetscapes.
9. Trees will be protected from development and other activities that threaten their long term health and vigour.
10. The conflicting requirements of trees and infrastructure will be minimised wherever possible.
11. Proposals for removal of trees to assist development will be assessed on their individual merits.
12. The community will be consulted and informed about all projects involving major landscaping changes.
13. Council will maintain a street tree register.
14. Street trees will be managed to protect community safety.
15. Council will identify all hazards and evaluate the risks in relation to tree management.
16. Council will ascertain the current value of its street trees using the 'tree amenity valuation formula' to assist in long-term asset management of street trees.
17. Accessibility and maintenance is to be a major consideration when new street trees are planted within street scapes.

This policy rescinds

This is a new Policy as of 7th July 2003

Review**Five Years*****Status:******Current***

POLICY DOCUMENT CONTROL SHEET**STREET TREE POLICY****Policy 14-5****Council Minutes Ref:** Council Meeting Monday 7th July 2003**File Ref:** 03789**Date:** 7th July 2003

(Before use, please check to ensure this is the current version)

Issue Date	Officer Name	Department	Nature of Amendment
7 th July 2003	Rod Marshall	Roads and Recreation	New Policy adopted



Glenorchy City Council

Tree Management Guidelines

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Summary

The Glenorchy City Council is committed to the preservation of our trees and is seeking to enhance the image of our city by developing a future planting and maintenance strategy.

We recognise the value of trees, their importance within the landscape and their contribution to the wellbeing of our community.

Trees are a major component of a successful streetscape as they provide aesthetic appeal, ambiance, sense of identity and a direct link to nature. They are one of the City's most valuable natural assets. Trees help to create softness and beauty in otherwise harsh streetscapes.

Trees also have roles in ecology and microclimate modification. They add significantly to the enjoyment of our City and can provide positive economic benefits to both residential and commercial properties.

The Tree Management Guidelines assist Council to program of works for the planting and management of trees throughout the city.



Mulberry Tree (*Morus nigra*), Mulberry Court, Glenorchy.

Introduction

The Tree Management Guideline will provide a framework for tree management in Glenorchy now and into the future.

The aim of this Guide will focus on protecting the existing tree resources and managing them to enhance the streetscapes throughout the municipality.

Trees create and enhance the landscape character of a suburb and our local area. They compliment architectural design, screen unsightly views and have a positive effect on property values.

Trees can define areas such as intersections, roundabouts, promenades and highways and they contribute to traffic calming.

Large, mature trees are important habitats for a wide range of wildlife, they provide food and shelter, and create corridors for movement between areas of natural vegetation.

Trees also have the potential to cause problems such as damage to essential underground services, public nuisance and shedding branches, fruit and leaves. Through the implementation of this management guideline it is envisaged that these issues can be either minimised or eliminated.

In some instances trees may not be accommodated within the road reserve. This may be due to underground services, width of the road reserve and other restrictions. This guide will assist in determining a range of typical planting methods to ensure consistency within the municipality.

The objectives of this document will act as a guide for the approval tree planting and/or removal. Adequate provisions will be made within Council approvals, documents and policies to provide for the protection of Council trees. This will include protection of the canopy, trunk and root zone, from damage by machinery or dumping of materials during maintenance, construction and other works.

Where tree plantings and types of trees are likely to have a significant impact on local residences, business proprietors, or other stakeholders, Council will ensure that public consultation occurs according to the Glenorchy City Council's Public Consultation Policy.

Definitions

For the purpose of the Tree Management Guidelines, the following definitions will apply:

Tree - A woody plant that can be expected to exceed five (5) metres in height under normal growth conditions, typically with a single, dominant leader (trunk) however some species can have multiple leaders or varying habit.

Shrub - A woody plant that would not be expected to exceed five (5) metres in height under normal growth conditions.

Pruning - The intentional removal of parts of a plant to improve its form or function, and can include repair of natural or storm damage.

Street tree - A tree growing within the road reserve or corridor.

Target – Is the infrastructure or property below a tree or limb. This term is used when evaluating the risk of a tree or limbs potential to fall onto infrastructure or property below.



Plane Tree (*Platanus x acerfolia*) – pedestrian avenue, Derwent Entertainment Centre, Elwick Bay

Tree Management Guidelines

Good planning, species selection and appropriate maintenance are vital considerations for the management of safe, healthy trees. Council trees will provide aesthetic, physical, environmental and ecological benefits to the community.

The aim of these guidelines is to provide a framework for making structured and environmentally sound management decisions for all trees that Council is responsible for. Council will deliver positive outcomes in a fair and consistent manner for our community.

The tree management guidelines have been developed to encompass all aspects of operational works undertaken involving trees. The Arborist and the Urban Services Coordinator will be responsible in co-ordinating tree works.

Through applying Service Level Standards aligned with tree management best practice, Council will endeavour to develop and maintain attractive, healthy and appropriate trees for the benefit of the entire community, both now and in the future.

Benefits of Well Managed Urban Forest

Street, roadside and other trees offer major benefits to the community. It is Council's role to manage these trees in a safe, effective and efficient manner. This will ensure our trees provide maximum aesthetic, physical and psychological benefits to the community.

Tree Management

Trees have a finite life. Their genetic potential and external factors that impact on them, determine how well they perform. In the case of street trees, the urban growing conditions are usually significantly altered from those encountered in their natural growing environment.

Trees grow amongst people and property and as such pose management challenges as a result of community expectations for amenity, functionality and safety. The impact of altered growing environments and community demands requires rigorous management for trees within our environments.

Areas of Responsibility

These guidelines apply to the day-to-day management activities undertaken by the Parks and Recreation Section and other staff or contractors who may need to attend trees generally.

Council is responsible for the design, plant selection, planting, removal, maintenance and record keeping of trees in all road reserves, parks and recreational reserves within the City with the following exceptions;

1. Aurora controls the power line clearance, except for those trees considered significant by the Council. Working under the Distribution Power line Vegetation Management, Code of Practice 2002, Tasmania.
2. National State Highways, medians and separators controlled by the Department of State Growth (DSG), namely Brooker Highway, including all on/off ramps and adjoining reserves.

Tree Database

The day to day management activities include Councils Tree Register and Exponare database. This database is primarily the responsibility of the Arborist to maintain and update and includes information such as;

- ❖ Tree location,
- ❖ Tree type/species,
- ❖ Age of tree,
- ❖ Size of tree,
- ❖ Condition of tree,
- ❖ Significant changes to tree (e.g., storm/insect damage, disease, impacts, etc)
- ❖ Condition of infrastructure immediately surrounding the tree,
- ❖ Any works/ recommendations required or undertaken,
- ❖ Frequency of inspections.
- ❖ Arboricultural maintenance
- ❖ Any other significant issue relation to tree and/or environment,
- ❖ Any risk management issues.

Staff

Persons with a minimum of qualifications in Arboriculture or other relevant qualifications and having suitable practical experience, shall carry out all assessments of trees under these guidelines.

Future tree strategies will include planning, tree selection, tree plantings, tree replacement and other tree related programmes or works shall be done in consultation with Urban Services Coordinator and the Arborist.

Liability

Any claims for damages against Council trees shall be made in writing, to Council's Insurance Officer or Risk Management Co-ordinator.

Pest and Disease Management

Parks & Recreation staff will manage Council owned trees in particular pest and disease outbreaks that will compromise the immediate or long-term survival of the tree/s or where Council owned trees substantially affects property.

In these circumstances the effectiveness and cost efficiency of available treatments will be assessed and, if justified, the appropriate integrated pest management techniques will be undertaken.

In specific cases where there is infection to privately owned trees, Council will undertake to notify owners of privately owned trees of these problems (i.e. elm leaf, potential infestation impacts on Council owned trees), so that the owner may take actions as required.

Insect Pests

Where a resident has good evidence to suggest that there is severe insect damage to a Council tree near their property, Council will arrange for the tree to be inspected by a licensed pest inspector or Arborist within five working days. This inspection and treatment will be at Council's expense.

Insect pests are a natural part of the environment as a result action by Council under this clause is done *ex gratia* and in no way infers any liability with regard to any alleged damage to property.

Elm Leaf Beetle Eradication

Elm Trees in Claremont and Berridale that have Elm Leaf Beetle is being managed through specific spraying operations to control the spread. This insect pest has the potential to destroy historic elm trees, some of which are nearly 120 years old. Supported by Quarantine Tasmania and the Department of Primary Industries and Water, the programme aims to restrict the spread of this introduced pest into the greater Hobart area.

Tree Valuation

Tree evaluation is necessary to have a method of applying a dollar value to a tree or landscape. This management process will protect a tree or trees from unlawful remove in terms of value the cost of replacement. A monetary value is determined and would be used as a penalty to the person (s) damaging the landscape, or illegal removal of a Council tree.

Council adopts the Revised Burnley Method (Moore, 1991) as a basis for determining economic values for Council's tree assets.

Unauthorised Actions

Pruning or removal of Council owned or managed trees by anyone other than Council staff or contractors engaged by Council, shall not be permitted.

Council may prosecute persons who prune, disfigure, damage, kill or remove Council trees without explicit authorisation from the Urban Services Coordinator and the Arborist. This applies under the Summary Offences Act or other appropriate laws or by-laws (Recreation, Reserve and Natural reserves by-law 1999 and the Local Government (Highways) Act 1982).

Council may seek to fine or recover costs for compensation, tree replacement (semi advance), loss of amenity value and remedial works required from unauthorised persons and contractors who prune, remove or cause damage to Council trees by failing to comply with these Guidelines, contract document conditions and other relevant policies and guidelines through Council's relevant Acts and/or Bylaws.

Guidelines for Tree Valuation (Revised Burnley Method)

Amenity Tree Evaluation: a revised method

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Abstract

Amenity tree evaluation systems have been widely used, not only in Australia but around the world. They place a monetary value on trees, usually for the purposes of insurance, compensation and litigation. However, the major significance of placing such a value on trees is that they are then recognised as assets.

The recognition of trees as assets has major implications, not only for their management, but also for the decision-making processes that involve trees.

Introduction

In 1988 a method of placing a monetary value on amenity trees was developed at the Victorian College of Agriculture and Horticulture Limited, Burnley Campus (McGarry and Moore, 1988). The method was developed in response to a perceived need by those involved in Australian arboriculture and those responsible for managing trees in public open space (Moore, 1991) for matters relating to compensation and litigation, insurance, and policy and decision-making.

The Burnley Method

The Burnley method has as its focus two simple elements. The first is the establishment of tree size. Initially, this was determined using the formula for a cylinder ($\pi r^2 h$), which requires the simple measurements of height and canopy spread. The second element of the method involved establishing a dollar base value for the tree. This was achieved by obtaining the retail price from appropriate nurseries for purchasing a specimen with a volume greater than 1m³, using the formula for a cylinder. The base value calculation was expressed as \$/m³.

The calculation was done by determining an average value for at least three specimens from different nurseries. In developing the Burnley method, it was intended that by multiplying the size and value components together a basic tree value would be established, which would then be modified to allow for the peculiarities of the tree and its location. The modifiers to be used were:

1. TREE SIZE (V): With large trees, the values determined by the formula were unrealistically high. Accordingly, a modifier was developed (Table 1) to reduce the value.
2. USEFUL LIFE EXPECTANCY (E): This modifier took into account the projected useful life expectancy of the specimen (Table 2).
3. FORM AND VIGOUR (FV): This factor was used to assess the form and vigour of the tree (Table 3).
4. LOCATION (L): This modifier was used to assess the tree's suitability for its particular location (Table 4).

In the Burnley Method as modified in 2005, the value of an amenity tree is determined using the formula:

$$\text{VALUE (\$)} = \text{TREE VOLUME} \times \text{BASE VALUE} \times (E) \times (FV) \times (L),$$

- where Value = valuation of tree in dollars, Tree Volume is calculated using the formula of a cone,
- Base Value is calculated from prices for advanced trees of the same or related species per unit of
- volume, E is useful life expectancy, FV relates to arboricultural determined form and vigour, L is

- the tree suitability to its particular location

The Revised Burnley Method (2005)

- F = Final Tree Value in \$AUD
- V = Volume of Cone
- $F = V * B * E * FV * L$ B = Base Tree Value \$/m³
- E = Useful Life Expectancy (0.5-1.0)
- FV = Form and Vigour (0.00-1.00)
- L = Location Modifier (0.4-1.0)

Table 1. Volume Modifier (V) To Be Used For A Given Volume Of Tree

Volume of Tree (m3)	Volume Modifier Value (V)
0 – 99	1.0
100 – 249	0.9
250 – 499	0.8
500 – 749	0.7
750 – 999	0.6
1000 – 1499	0.5
1500 – 1999	0.4
2000 – 2999	0.3
3000 – 3999	0.2
> 4000	0.1

Table 2. Values For The Life Expectancy (E) Modifier

Useful Life Expectancy Ranges	Modifier Value (E)
50 Years	1.0
40 – 49 Years	0.9
30 – 39 Years	0.8
20 – 29 Years	0.7
10 – 19 Years	0.6
< 10 Years	0.5

Table 3. Values And Descriptors For The Form And Vigour (Fv) Modifier

Form And Vigour Descriptors	Modifiers (FV)
Perfect form and excellent vigour	1.00
Slight imperfections in form	0.90
Slightly reduced vigour	0.90
Slight imperfections & slightly reduced vigour	0.80
Good form with good vigour	0.75
Good form with average vigour	0.70
Good vigour with average form	0.70
Good form with poor vigour	0.65

Good vigour with poor form	0.65
Bifurcation of trunk & excellent vigour	0.60
Bifurcation of trunk & good vigour	0.55
Bifurcation of trunk & average vigour	0.50
Bifurcation of trunk & poor vigour	0.40
Poor form with average vigour	0.30
Poor vigour with average form	0.30
Excessive deadwood, cavities & poor form	0.10
Dead	0.00

Table 4. Values And Descriptors For The Location (L) Modifier Location

Descriptors	Modifiers (L)
Perfect suitability	1.0
Could be better located but no problems	0.9
Minor problems, e.g. lifting paving	0.8
Species unsuited or causes problems	0.7
Species unsuited and causes problems	0.6
Species unsuited and causes major problems	0.5
Species unsuitable	0.4

Sample Calculations

***Schinus molle* (Peppercorn tree)** **Front of Council Chambers.**

$$\begin{aligned} \$ &= \text{Volume} \times \text{Base Value} \times \text{Useful Life Expectancy (E)} \times \text{Form \& Vigour (FV)} \times \text{Location (L)} \\ &= (1/3 \times 8 \times 8 \times 9) \times \$150 \times 1.0 \times 0.70 \times 0.9 \end{aligned}$$

TOTAL VALUE= \$57,001

(Additional value to be added for heritage listing)

$$\begin{aligned} \$ &= \text{Volume} \times \text{Base Value} \times \text{Useful Life Expectancy (E)} \times \text{Form \& Vigour (FV)} \times \text{Location (L)} \\ &= (1/3 \times 5 \times 5 \times 11) \times \$175 \times 1.0 \times 0.75 \times 0.8 \end{aligned}$$

TOTAL VALUE = \$30,237

$$\begin{aligned} \$ &= \text{Volume} \times \text{Base Value} \times \text{Useful Life Expectancy (E)} \times \text{Form \& Vigour (FV)} \times \text{Location (L)} \\ &= (1/3 \times 5 \times 5 \times 25) \times 120 \times 1 \times 0.9 \times 1 \end{aligned}$$

TOTAL VALUE = \$70,685



Golden Elm (*Ulmus glabra* 'Lutescens'), Charleston Place, Glenorchy

Tree Pruning and Protection Guidelines

Pruning of trees can only be undertaken by Council Staff or appointed contractors, under guidance from Council's Arborist. These guidelines demonstrate the correct arboricultural practices that Council staff utilise when undertaking any pruning works.

Trees grow in unnatural and harsh conditions and therefore the tree's own self-pruning (branch shedding) systems are often compromised. In these situations intervention may be required. The most common intervention is pruning.

Formative pruning on young trees extends longevity, makes young trees healthier and more likely to withstand storm damage. Pruning is also undertaken to make trees conform to spaces around other built structures. The extent of any pruning must take into account the condition and shape of the tree. Pruning should also take into account the location of the tree and its potential impact on traffic and pedestrians.

Practices

As a minimum Council undertakes all pruning in compliance with;

"Australian Standard 4970-2009 "Protection Of Trees on Development Sites".

"Australian Standard 4373 - 2007 "Pruning of Amenity Trees".

The Standard outlines that when pruning a Council owned tree, approved staff shall;

1. not remove major or scaffold limbs over 150mm in diameter unless absolutely necessary to provide;
 - a. essential physical clearance or sightlines
 - b. safety to the public
 - c. improvements the long term viability of the tree
 - d. remove bark inclusions that are growing to split the tree open.
2. not cause bark tearing or other bark damage;
3. minimise pathogen damage through the use of Natural Target Pruning methods, as described by Dr Alex Shigo in *Modern Arboriculture*;
4. not leave stubs;
5. not damage branch collars or branch bark ridges;
6. not be treated with wound sealants;
7. not be flush cuts; and
8. be made with sharp, properly maintained tools appropriate to the task.

Natural Target Pruning

Natural target pruning uses indications in the structure of the tree to locate the appropriate place to make pruning cuts. This minimises wounding and the possibility of infection and decay caused by pruning. Poor pruning cuts compromise the tree's defence mechanisms against pathogens.

Canopy Reduction

Wherever possible, canopy reduction pruning will be used on trees under electric lines.

Directional Pruning

Where canopy reduction pruning cannot be applied under electric lines, directional pruning shall be applied.

Lopping

Lopping is indiscriminate tree cutting, ignoring modern arboriculture pruning practices and understanding tree structural shape. This can lead to tree death or rapid epicormic and adventitious growth which are poorly attached to the tree. This growth creates a significant hazard to people and property near the tree. Lopping is totally discredited and will not be used at any time by the Council or its contractors.

Property Lines

Where a branch from a tree is growing over private property and causing concern to the owner of the property, Council shall seek to alleviate the problem through judicious pruning and negotiation with the property owner. Pruning back to the property boundary in a manner that will adversely affect the form of the tree shall only be performed with approval of the Urban Services Coordinator and/or Arborist.

Scenic Views

The pruning of Council owned or managed trees to provide or maintain scenic views from private property shall not be undertaken.

Root Pruning

Root pruning is generally to be discouraged, as this will generally impact on the stability of the tree. Where work in close proximity to trees is required the following general guidelines will apply –

1. The "structural root zone" will be determined using AS4970-2009.
2. Tree roots shall not be cut unless authorised by the Arborist or an authorised representative.
3. All root pruning is to be carried out using a sharp saw or specialised root-pruning equipment. Under no circumstances shall roots be ripped or pulled by machines,

4. Where roots have been inadvertently damaged during excavation works, the damaged roots must be cut clean as outlined in 3 above. Where these roots are in excess of 60mm in diameter, the Arborist must inspect the tree and damaged roots before work continues.

Excavation and Trenching Near Trees

Trees can suffer damage when physical works are undertaken near them, including bark damage, branch breakage, chemical poisoning and root damage.

Where work is to be carried out in the vicinity of a tree, an assessment of the site, job requirements and work procedures must be undertaken to estimate potential damage of the tree.

A work plan shall be developed that actively protects the tree.

The tree drip line is defined as a circle centred on the tree trunk with a radius equal to the furthest horizontal point of the tree canopy from the trunk.

Council may recover costs and compensation for replacement, loss of amenity value and remedial works from persons or contractors, who prune, remove or cause damage to Council trees by failing to comply with these guidelines, contract document conditions, Council Planning approval and other relevant documents.

Protection of Trunk and Canopy

The trunk and canopy of a tree are highly visible and, in most cases, comprise most of the benefits the tree has to offer to the community. As such, protection of them is extremely important.

In particular, damage, including bark damage, to the trunk and major limbs can have serious detrimental consequences for the health, structural integrity and aesthetic value of the tree.

All works near trees must be undertaken in a way that prevents tree damage. Where a tree has suffered damage, the tree must be inspected by the Council Arborist or authorised representative before works continue to determine any remedial action that may be required. Costs for such remedial action shall be borne by the person causing the damage.

Excavation/Boring

Where boring is to be used, the following conditions must be met:

- Trees must be assessed by an Arborist and the "Tree Protection Zone" determined used AS4970-2009
- Boring must be sufficiently deep as to prevent damage to tree roots,

- Works must not cause compaction of the soil within the trees “structural root zone”.

Trenching

Open trenching is actively discouraged in the vicinity of Council trees. Trenching will only be permitted where the following conditions are met:

- The tree is assessed and trenching may occur using the “Tree Protection Zone” encroachment considerations outlined within AS4970-2009.
- A “structural root zone” is calculated and determined for the protection of tree roots.
- Works must not cause compaction of the soil in the trees “structural root zone”.
- Trenches shall be the minimum width required for the installation, where underground infrastructure is to be installed directly beneath the trunk of a Council tree, boring techniques must be used.

Protection of tree root systems is essential for long-term health and mechanical stability of trees. Even minor damage to the root system can lead to catastrophic failure by allowing pathogenic organisms into the tree, causing decay to damage the tree far in excess of the original injury. Such damage may take years before actually leading to death or failure of the tree.

Apart from actual fracture of the root system, roots can be damaged or killed by compaction of the soil. Compaction reduces available air space in the soil and may also lead to water logging. These factors lead to reduced oxygen levels in the soil. If insufficient oxygen is available to the roots, they will die. This damage is difficult to detect, but may be more damaging to the tree than direct damage. Wet soils and soils with high clay content are especially prone to compaction.

Major root system damage will almost always lead to extensive harm of the tree; therefore, prevention of damage is essential. Persons who cause damage to tree root systems of Council trees will be liable for costs and compensation for remedial works and/or removal of the tree and the loss of amenity to the community.

Prevention of Soil Compaction

Persons performing works near Council trees will do so in a manner that will prevent compaction of the soil in the tree root zone.

Within the drip line or within three metres of the tree trunk, whichever is greater -

- No vehicle or vehicle-mounted equipment shall be parked, driven or operated,
- No materials shall be unloaded or stored,
- No heavy pedestrian operated equipment is to be stored or operated (e.g. rollers),

- Where the soil is wet or has significant clay content, all activity including pedestrian activity shall be excluded.

Use and Storage of Materials

No materials, chemicals, spoil or debris shall be used, stored or dumped within the drip line of or within three metres of the trunk of a tree, whichever is greater. This includes concrete, lime, bricks, soil, paint and detergents.

Structures near Trees

Trees are significant community assets with economic, environmental and aesthetic value. Mature trees, particularly street trees, have had a significant economic investment in planting, management and maintenance over the decades.

As such, their value must be considered in the event of alleged, potential or actual damage to structures. A mature tree has taken many years to grow and usually cannot be moved or replaced if removed, whereas most structures can be repaired, moved or replaced in a relatively short time.

When calculated, the economic value of the tree may far exceed that of the structure. The economic loss inherent in a tree must be balanced with the value of the structure.

Council may recover costs and compensation for replacement, loss of amenity value and remedial works from persons or contractors who prune, remove or cause damage to Council trees by failing to comply with this document, development approvals and other relevant contract documents conditions.

Electricity Supply

The clearing of vegetation around power lines is strictly regulated. Work must not be carried out within 3m of Low voltage lines and 6m of High voltage lines (unless authorised). See attached website for more detail.

[http://www.energyregulator.tas.gov.au/domino/otter.nsf/LookupFiles/Code_of_Practice_DistributionPowerlineVegetationMgmt.pdf/\\$file/Code_of_Practice_DistributionPowerlineVegetationMgmt.pdf](http://www.energyregulator.tas.gov.au/domino/otter.nsf/LookupFiles/Code_of_Practice_DistributionPowerlineVegetationMgmt.pdf/$file/Code_of_Practice_DistributionPowerlineVegetationMgmt.pdf)

Compliance

For further information, refer to the Code of Practice for Electric Line Clearance (1999) Management Plan prepared by Council as required under the Electricity Safety Act (1998).

TasNetworks

Aurora Energy is the principal electricity supply company in Glenorchy City. TasNetworks maintains the electricity supply network within the City.

Underground Electrical Lines

Underground electric lines are Council's preferred method of supplying the community with electricity. Council's preference would be for electricity supply companies, telecommunication companies and other related bodies to replace overhead cables with underground cables. *Dial Before you Dig* Plans will be required.

Aerial Bundled Cables

Council's preference would be for electricity supply companies to replace bare conductors with ABC where under grounding is not being considered. Installation of ABC and relocation of electric lines significantly reduces the need for intervention in the growth of Council's trees.

Civil Infrastructure

Council is responsible for the maintenance of both the trees and civil infrastructure (road pavement, footpaths, kerb and channel). The procedure for dealing with damage to Council infrastructure is relatively simple, as liability for the damage is not an issue.

Council's response to this type of damage shall be:

1. Damage inspected by a Council representative.
2. If repair is required, the damaged section shall be removed and the offending roots exposed.
3. Roots with a diameter less than 60 mm shall be cleanly cut with a sharp saw at the discretion of the on-site maintenance staff or contractor.
4. Roots of a diameter greater than 60 mm shall not be cut unless authorised by the Council Arborist or an authorised representative.
5. If roots which have caused or are likely to cause damage cannot be cut without affecting the stability or health of the tree, options such as re-alignment of the structure and root barriers shall be considered by the Council Arborist, in consultation with relevant engineering project officers as required. The level of expenditure committed to the redesign shall reflect the condition and significance of the tree,
6. If tree's are causing substantial damage or are likely to, and no other option is practical, the tree may be removed in accordance with the *Tree Removal section*.

Council Drains

Council is responsible for the maintenance of both the trees and drainage structures. The procedure for dealing with damage to them is relatively simple, as liability for the damage to Council Infrastructure is not an issue.

Council's response to this type of damage shall be:

1. Damage inspected by Drainage Coordinator or authorised representative.
2. To facilitate repair, roots with a diameter less than 60 mm shall be cleanly cut with a sharp saw at the discretion of the on-site maintenance staff or contractor.
3. Roots of a diameter greater than 60 mm shall not be cut unless authorised by the Council Arborist or an authorised representative.
4. If roots which have caused or are likely to cause damage cannot be cut with pipe clearing equipment or without affecting the stability or health of the tree, options such as realignment of the structure shall be considered by the Council Arborist and Drainage Coordinator as required. The level of expenditure committed to the redesign shall reflect the condition and significance of the tree,
5. If no other option is practical, the tree may be removed in accordance with the *Tree Removal Guideline* section.

Pipes

Damage to pipes by tree roots comes about by either;

1. The invasion of the pipe by roots through a fault in the pipe and subsequent blockage as roots grow within the pipe,
2. Mechanical fracture of pipes by pressure as roots grows adjacent to the pipe.

The former is the more common and is a result of poor pipeline construction materials and techniques. Roots cannot enter a pipeline unless there is a pre-existing fault or gap. Roots cannot “drill” into intact pipes, but they can exploit minute gaps around seals and joints.



Flamenco Circle, Glenorchy. Ash Trees (*Fraxinus excelsior*)

Private Drains and Sewers

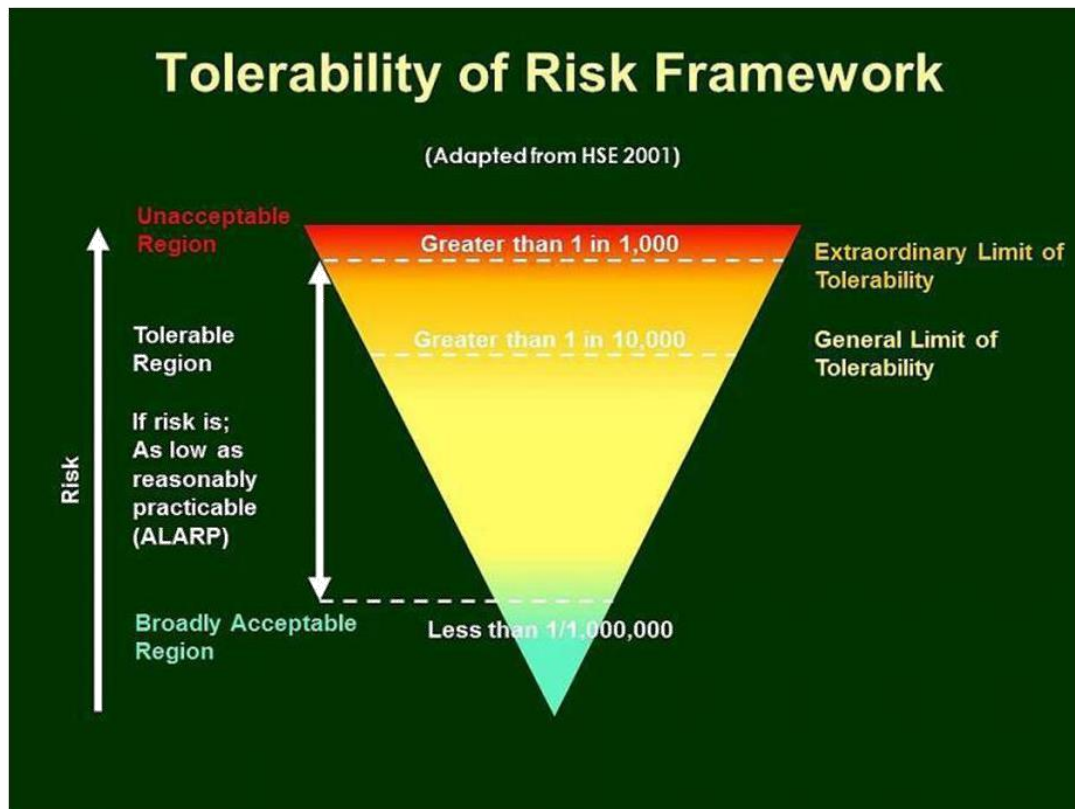
Maintenance of drains and sewer lines on private property is the responsibility of the householder, and if roots do block drains within private properties, the council may not be liable for any damaged caused.

Risk management

Risk evaluation is undertaken by trained staff using a recognized method. Quantified Tree Risk Assessment is used. A matrix is used in the field to assess trees, the level of risk is then determined using the chart below.

Risk is expressed by a number which is the likelihood of death per annum posed by the tree, with the colour code indicating the level of risk posed.

This number is referred to the Tolerability of Risk framework (HSE 2001). The colour codes are: Red – unacceptable (1-1000), Orange – unacceptable or tolerable by agreement (1001-10000), Yellow – tolerable if risk is (ALARP) as low as reasonably practical (10001 -1000000) and Green – broadly acceptable (>1000000).



Further information can be found at:
<http://www.qtra.co.uk/cms/index.php?section=4>

Tree Preservation

Significant Trees

Council's relevant Officer's shall adopt the following criteria when assessing whether a street, roadside or other tree is significant. The tree;

1. Has significant cultural value (e.g. trees in an Avenue of Honour),
2. Has significant historical value (e.g. planted by a dignitary),
3. Is an endemic species,
4. Has intrinsic value to the community through its contribution to the streetscape,
5. Is an outstanding specimen of its species as a result of its size or another growth characteristic,

6. Is an endangered species,
7. Is a habitat tree for an endangered species.

Significant Tree Register

Where a street, roadside or other tree is identified as significant it shall be photographed and its location documented in a centralised file created for that purpose.

All significant trees should be listed in the Glenorchy Planning Scheme.

Indigenous Vegetation

Where endemic vegetation exists on road reserves, all effort should be made to preserve and maintain existing vegetation in accordance with best practice vegetation strategies and Council's environment strategies; however, safety must be the overriding factor in management of such areas.

Significant Trees Removal *(exerts taken from Tree Removal Assessment section)*

Council planning approval is required to remove a tree that is 10m or greater in height or 6m or greater in width. Also if there is a stand of 3 or more trees, in an area of approximately a 10-metre radius but less than 10m high, these also require council approval.

A Significant tree shall only be removed if it is:

1. A hazard to person or property and the hazard cannot be removed by other means, or
2. Dead or irretrievably dying and not a habitat tree, and, a thorough consultation process has taken place that shall include:

A notification must be made in writing to affected customers, community groups and Councillors, and

An appropriate period for lodgement must be provided for of objections.

Where a significant tree poses an immediate and extreme hazard, it may be removed under the authority of the Council Arborist, relevant manager or authorised officer, appointed representative, and the consultation process shall be commenced as soon as possible after removal.



Mulberry Tree (*Morus nigra*), Mulberry Court, Glenorchy.

Tree Planting Specification and Guidelines

These guidelines provide minimum standards for tree planting in Glenorchy City. Advanced standards imposed by contract documents, project specifications or other requirements shall apply in addition to these guidelines.

Species and Site Selection

The success of a planting program, both in the long and short term, relies on appropriate tree selection. Selecting the most appropriate tree species for planting is very much about “planting the right tree in the right location”. Trees that perform well in one situation may perform poorly in others. A number of factors need to be considered before selecting a suitable tree species. These factors include:

Site Restrictions. Wherever possible, trees shall not be planted where they may possibly interfere with underground or overhead services. Council may plant trees in such locations if all reasonable steps have been taken to alleviate potential future damages and planting of a tree will provide a benefit to the community.

Depending on the vigour of the proposed tree, trees planted in restricted growth areas such as paving, roadways, nature strips will be required to be planted in a root director. If a root director cannot be used, planting in a box, container or root deflector should be considered.

Footpath width and driveways: the minimum footpath width for pedestrians is 900mm. Trees require a minimum of 600mm but preferably 1000mm for a planting hole.

Underground services: location and direction of stormwater lines, gas or mains water
Above ground services: overhead wires including: electricity, telephone, house wires, street lighting. Designated safety clearances by Aurora for all vegetation limits the range of suitable tree species
Sightlines for maintaining visibility for pedestrians and cars

Soil Level. For trees planted in paved or sealed areas, consideration should be given to the planting of the tree below the surrounding paving, at a depth of 50mm. This has a number of benefits.

- Mulch applied around trees has less chance of blowing away, being at ground level.
- Can act as water reservoir, reducing runoff and targeting water to tree.

Root Directors. When using a root director a soil interface should be created immediately below the root director to encourage good root development.

Tree Form

- Branches shall not rub against each other or the central leader and shall not cross each other in a pattern that may lead to rubbing at a later time.
- The central leader shall be straight, with no kink or bend of greater than 20 degrees. The central leader shall not have a lean of greater than 20 degrees from the vertical.

Root Structure.

- The tree shall have a radially arrayed, fibrous root system that is evenly distributed throughout the container.
- The root system shall be sufficiently developed to prevent collapse of the root ball when removed from the container but not so over developed as to cause excessive girdling at the base and sides of the root ball.

Tree Health.

- No more than 15% of leaves shall have evidence of damage by pests or disease.
- No more than 15% of leaves shall show evidence of damage caused by nutrient deficiency or improper fertiliser use.
- New growth shall be pest and disease free; there shall be no evidence of pest or disease damage within 150mm of growing tips.
- Plants shall be purchased from an accredited outlet to minimise the risk of fungal diseases e.g. *Phytophthora* and *Pythium* being present in the root ball.



Flowering Plum (*Prunus x blireiana*) – Somerdale Road, Claremont

Typical Planting Specifications

Council's typical planting options will be utilised to introduce trees into streets of each of the different Streetscape. Although it is understood that the physical size of each street is different, these options (or combinations of these options) will allow Council to plant trees in suitable streetscape found in the municipality pending clearance from underground or overhead infrastructure.

Planting in the Road Reserve

The standard planting of trees within the road reserve or road corridor area will be subject to the physical space available and the relationship to the road pavement area, the footpath, property boundary (property fences, buildings built to boundary, garden) and other physical constraints such as above and below ground service. The associated guidelines for road design and consultation with stakeholders will occur prior to planting.



Lime Tree (*Tilia cordata*) – Kelvin Avenue, West Moonah

Protection

Where no other protection is specified, all newly planted trees shall have installed at the time of planting;

- Two 1800x50x50 hardwood stakes equally spaced, at least 600mm spacing apart, driven 600mm into the ground,

- A watering device such as sub surface drain coil or installed devices in root directors should be used.
- 100mm depth of mulch to at least 300mm from the trunk.
- Tree guards should be installed in areas of high traffic, both vehicular and pedestrian.

Tree ties shall only be used for support of the tree. Various forms of tree ties are commercially available and should be applied in loose, figure 8 patterns. Tree ties shall be used for trees planted in tree root direction boxes.

Tree Data Base

A survey of Council's seven thousand urban trees was undertaken and the data was catalogued in a form of an electronic data base.

Each tree was assessed and information collected including: age, condition (health and structure), pruning history, site constraints and many other variables. This included a digital image on every service and updated assessment.

This information has now been incorporated into a tree database for the Glenorchy area and accessed on Councils spatial program. From this database we are now able to answer fundamental questions relating to our trees:

- What species are growing where?
- How are they performing across the different planting zones?
- What is their predicted useful life expectancy in these conditions?
- Are they causing damage to surrounding infrastructure?
- What opportunities are there for increasing urban canopy cover?
- What is the health and condition of a tree or group of trees

The majority of urban trees have a life span of between 30 to 80 years. Many of our mature trees are reaching the stage where natural attrition due to age, poor soils, pollution stress and tree root conflicts with driveways and footpaths are taking their toll.

By utilising the information from the tree database, tree planting programs for the next ten to twenty years can be planned to help maintain the continuity of planting and offset the loss of some of these larger trees from our urban area.

Tree Watering

Newly Planted Trees

Newly planted trees shall be thoroughly watered in immediately following planting.

Subsequent watering will be no less than two growing seasons from the date of planting. Where possible a temporary watering system will be installed.

Supplementary watering shall be required as dictated by environmental conditions or individual species requirements.

The community will be encouraged to water trees to ensure survival and success of the tree.

Central Business Districts

Trees within the Central Business Districts within Glenorchy are put under a great deal of stress by their restricted root zones, pollution, vandalism and shading from buildings.

It is likely that most trees in these areas will require supplementary watering during hot or dry weather. Such watering shall be undertaken on an as needed basis and shall be the responsibility of the Coordinator of Urban Services and Arborist.

Watering of Trees

Generally trees will not be watered. There are some situations in which watering may be considered:

- Newly planted trees shall be watered as per the planting specification and supplementary watering may be considered on seasonal requirements.
- Significant trees that are under drought stress.
- Advanced trees that have not fully established after transplanting.
- In restricted planting sites, such as in pavements and malls.
- Where extended dry conditions endanger tree survival.

Tree Removal Guidelines

Authority for removal will rest with the Council Arborist or those associated with trees including the Coordinator Urban Services in consultation with other relevant staff as required.

Removal of trees (and requests for removal of trees) from nature strips and parks is potentially the greatest cause of conflict in the management of the City's trees.

Understandably, residents can become very attached to a long-lived tree that has been growing near their home. Prudent tree management requires Council to assume that every tree, no matter how insignificant it may appear, has some value to someone.

Experience shows that public concerns associated with the removal of trees can be minimised thorough consultation with residents and a demonstration of respect for the importance of trees by Council staff work practices.

The decision to remove a tree can be in response to resident applications, the impact of new developments, installation or upgrading of infrastructure. Observed incidents by residents and Council staff may also result in the decision to remove a tree as part of a risk minimisation management process.

Falling leaves, twigs, fruit and flowers are considered normal and expected tree behaviours and are not valid reasons for removal under these Guidelines. Similarly, failures to establish grass or other plantings under street or other trees are not a valid reason for removal under these Guidelines.

All trees removed under these Guidelines may be replaced in the next available planting season if a suitable planting location exists, as determined by Council.

Tree Removal Assessment

No permit is required for tree removal under the new interim planning scheme which was declared on 1st July 2015.

Approval is required only where a tree is on a heritage listed site and is included in the description of the heritage item or is listed as a significant tree in the Significant Tree Code of the Scheme or is within the Biodiversity Code in the Scheme.

Associated forms can be obtained from planning at the Glenorchy City Council Chambers or from the council web site.

Assessment

Requests to remove any Council trees shall be assessed by the Council Arborist under these Guidelines. Other relevant Urban Services staff may undertake this role, if the Arborist is unavailable.

Assessment of condition will be based on:

- health,
- structure,
- form,
- useful life expectancy,
- faults
- safety,
- damage caused.

Assessment of suitability of the tree will be based on:

- compatibility with the surrounding streetscape or landscape,
- compliance with any existing streetscape policy or management plan,
- potential to cause damage or injury to people or structures,
- potential to cause nuisance,
- vigour,
- any excessive maintenance requirements,
- suitability of species to growing space and conditions.



Lime Tree (Tilia cordata) – Kelvin Avenue, West Moonah

A tree, other than a Significant Tree, shall only be removed if it is:

1. A hazard to person or property and the hazard cannot be removed by other means. For a hazard to be present there must be a risk (e.g. a structural fault, and a target, i.e. people or property).

The hazard posed by a tree can be eliminated or minimised through removing modifying the risk zone (i.e. shifting a park bench, altering footpath alignment, etc...).
2. Dead or irretrievably dying and sustainable long term or not a significant habitat tree that can be safely pruned as such.
3. Causing damage to structures and the structure cannot be relocated or redesigned to enable retention of the tree.
4. Repair to the structure will destabilise the tree by damaging the root system.
5. Inappropriate for its site and an appropriate new tree is to be planted in that site.
6. To be removed as part of Council tree, woody weed removal, weed management strategy or fire prevention programs, where it is deemed necessary and conforms to these overall guidelines.
7. A planning permit or permission to conduct private works is held and no alternative exists to removing the tree to allow those works. See *Section 6.3 Tree Removal for Private Development*.

Significant Trees

A Significant tree shall only be removed if it is:

1. A hazard to person or property and the hazard cannot be removed by other means, or
2. Dead or irretrievably dying and not a habitat tree, and, a thorough consultation process has taken place that shall include:
 - a) A notification must be made in writing to affected customers, community groups and Councillors.
 - b) An appropriate period for lodgement must be provided for of objections.

Where a significant tree poses an immediate and extreme hazard, it may be removed under the authority of the Council Arborist, relevant manager or authorised officer,

appointed representative, and the consultation process shall be commenced as soon as possible after removal.

Tree Removal Authorisation

Any decision regarding removal or retention of trees will be made on the basis of the assessment criteria outlined above and shall adhere to the Tree Removal Guidelines defined here. Unless otherwise stated, authority for removal will rest with the Council Arborist in consultation with other relevant staff as required.

Emergency Tree Removals

Applications for emergency tree removals to allow urgent repairs to water, sewerage or other essential services, of where there is an immediate danger to the general public, may be approved by a Council Officer other than the Council Arborist where;

- the Council Arborist or authorised representative is not available to assess the tree,
- all alternatives to removal are explored,

Removal after Vehicle Impact

Where a Council Officer attends reported damage/removal of a tree by vehicle impact the officer will, where possible, obtain the driver's name and address and accident details which shall then be subject of an incident report by the relevant Council officer. In such cases Council may seek to recover costs or part thereof of:

- Tree valuation
- Valuation report cost
- Removal cost
- Cost of replacement tree

Tree's From Private Land Fallen onto Public Land

Where a tree on private property is felled and obstructs public roads or land, the Council may be required to urgently remove such trees. In these case's Council may seek to recover the cost of such removals from the owner of the property from where the tree originated. Such cost shall include:

- Labour Charge
- Cartage
- Chipping
- Damage to public property (i.e. street tree, fences)
- Cost of any contractors
- Plant and equipment
- Overheads and on costs

Record Keeping

When Council undertakes tree removals, the Council Officers update Council's GIS database to document the specific reasons for the tree removal. Photographic evidence is entered into the database to demonstrate each specific case, along with other maintenance information.

Notification and Consultation associated with tree removals.

Notification of affected residents regarding proposed tree removals shall be undertaken as outlined below;

Does not require written or verbal notification to residents;

- Dead, dying or dangerous trees may be removed immediately.
- A tree which is listed as a weed.

Notification to the residents most affected:

- A tree in poor condition
 - a) Not suited to its location e.g. prone to cause damage or injury, weed species (typically the nearest residences).
 - b) Suited to its location may be removed providing its condition cannot be improved through other means and affected residents (typically the nearest 3 residences and Council community groups).
- Not suited to its location, because it is causing damage (at least the nearest 4 residences)
- Where more than three trees are to be removed from a street (all residents of that street or section of street between intersections).

Any tree in good condition suited to its location shall not be removed, except for Emergency Tree Removals.

Cost

The cost for general tree removal under these guidelines will be borne by Council through current Tree Maintenance budgets. Tree removals to facilitate Council infrastructure upgrade or repair shall be borne separately through the specific project budget. Tree removals to facilitate private works shall be borne by the person carrying out those private works.



London Plane (Platanus x acerifolia) – Barry Street. Glenorchy

Community Engagement

A key part of Council's community responsibility is to educate the community in responsible tree care and management. Council will actively promote responsible arboriculture to the community and endeavour to provide horticultural and responsible tree selection advice to private property owners and developers.

Community Planting Requests

Individual trees requested by residents should be considered as part of a local area tree-planting plan, and if approved after a consultation and site assessment process should be planted in the next planting season.

Requests for block or whole-street planting will be considered as part of an overall area tree planting program. This will include consideration of the forward budget and master plan. Where such a request cannot be fulfilled in the immediate planting year, it shall be deferred and reconsidered in the following year's program.

Resident Tree Plantings in the Nature Strip

Planting of trees by residents can only be undertaken with the cooperation of Council as part of a community planting scheme or where specific permission has been sought and given by Council.

This is to ensure that plantings are appropriate for the area, fit in with the tree planting strategy and are planted in the Council approved methods to minimise damage to infrastructure and threats to public safety.

Unauthorised planting of trees by residents shall be discouraged, but recently planted trees will be allowed to remain provided they are -

- of a suitable species and compatible with the surrounding streetscape,
- good quality specimens,

- in a suitable location,
- planted to council standards and specifications.

Where a tree does not meet these conditions, the resident shall be asked to remove the tree. If the resident does not comply, Council staff or Council contractors will remove the tree.

Species Selection

Tree species selection, planting location and planting spacing will give necessary considerations to the following list of selection criteria;

Allergies – the ability for a tree species to aggravate pollen allergies will be considered.

Borrowed Landscape – competition between proposed trees and reserve/private property plantings will be considered when assessing each planting location. Council will promote planting in private property where planting cannot be achieved within the road reserve.

Historic and Cultural Associations – new tree planting will consider any historical context or cultural values associated with each street or planting location.

Leaf Drop and Mess – tree species selection will be based on those with minimal fruit or nut drop that can create potential hazards to pedestrians. It is understood that all trees species create leaf litter throughout the year. Tree species selection for each location, will take the leaf drop habit of each species into consideration and street /footpath sweeping strategies will be coordinated to reduce the impact of leaf litter.

Pedestrian Access – maintaining pedestrian access to the road verge and footpath network, and ensuring the integrity of access will be a necessary consideration when renewing or proposing street tree planting.

Service Authorities – where there is a relationship with new or replacement street tree planting and DSG controlled roadways, Council will seek consultation and approval during the planning phase. Where new planting or replacement plantings are undertaking in close proximity to powerlines, consideration of Aurora Energy guidelines will apply. *Aurora Energy (2012) Safe Growing Near Powerlines*.

Service Infrastructure – the depth, position and location of service infrastructure will be the main constraint when determining if new tree plantings can be positioned within any location throughout the municipality. Selection of small tree species, with non-evasive root systems is to be considered. Alternative planting specification such as engineering solutions (i.e. root barriers, central median strip plantings, tree pits in the road pavement, etc...) may also produce satisfactory outcomes in restrictive locations.

Sight Lines – road traffic and pedestrian sight lines will be reviewed and resolved in relationship to the tree species selections, planting location and planting spacing's.

Solar Access – tree species will be selected to provide appropriate levels of solar access during winter.

Preferred Tree Species:

<u>Botanical Name</u>	<u>Common Name</u>
Acacia melonoxylon	Blackwood
Acer negundo	Cut leaf Maple
Acer palmatum	Japanese Maple*
Acer platanoides	Norway Maple
Acer rubrum	Red Maple
Acer pseudoplatanus	Sycamore
Aesculus hippocastanum	Horse Chestnut
Agonis flexuosa	Willow myrtle*
Allocasuarina verticillata	Bull Oak
Alnus jorullensis	Black Alder
Angophora costata	Sydney Cider Gum
Banksia ericifolia	Heath Banksia*
Banksia integrifolia	Coast Banksia
Banksia marginata	Silver Banksia
Banksia serrata	Old Man Banksia
Betula pendula	Silver Birch*
Callistemon species	Bottlebrush*
Eucalyptus citriodora	Lemon Scented Gum
Eucalyptus delegatensis	Peppermint
Eucalyptus ficifolia	Flowering Gum
Eucalyptus globulus	Blue gum

Eucalyptus leucoxylon "Rosea"	Red Flowering Gum
Eucalyptus obliqua	Stringy bark
Eucalyptus pulchella	White Peppermint*
Eucalyptus tenuiramis	Peppermint
Eucalyptus viminalis	Peppermint
Fraxinus excelsior	Golden Ash
Fraxinus pennsylvanica	Red Ash
Fraxinus raywoodii	Claret Ash
Ginkgo biloba	Maiden Hair tree*
Grevillea robusta	Silky Oak
Hakea laurina	Pin Cushion Hakea
Magnolia grandiflora	Southern Magnolia
Magnolia X soulangiana	Japanese Magnolia
Malus sp.	Apple (ornamental)*
Prunus species	Ornamental plum or cherry*
Pyrus species	Ornamental Pear*
Quercus coccinea	Scarlett Oak*
Quercus pallustris	Pin Oak*
Quercus robur	English Oak
Schinus molle	Pepper tree
Virburnum burkwoodii	Burkwood Spotted Viburnum
Zelkova serrata	Japanese Zelkova*

***Signifies trees suitable for a streetscape application.**

This list is a guide only and trees not listed may be considered for use on some sites or projects.

References:

Street Tree Urban Master Plan:

City of Marion (2008) *City of Marion Street Tree Strategy*, SA
City of Salisbury (2007) *Streetscape Renewal Policy*, SA
City of Sydney (2004) *City of Sydney Street Tree Master Plan*, NSW
Shire of Murray
Waverley Council (2008) *Street Tree Master plan*,

Street Tree Management Guidelines:

Coder, Dr. K. (1996) *Identified benefits of Community trees and forests*. University of Georgia, Forest Extension Service web site.
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Guidelines for Tree Valuation (Revised Burnley Method):

Anon (1974), "Tree Valuation" *Aust. Parks*, Vol. 11, No. 1, 72-73, August.
Helliwell, D. R. (1967), "The Amenity Value of Trees and Woodlands", *Scottish Forestry*, Vol. 21, 109-112.
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Wycherley, P. R. (1976), "Towards a National Method of Valuing Trees", *Aust. Parks and Rec.*, 41-43, May.
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Yau, P. (1990), *Personal Communication from P Yau, Arborist, Melbourne City Council, Town Hall, Melbourne*.

Photographs and Graphics:

All photographs and graphics not produced by the Glenorchy City Council, are specifically credited below image.



Title	Graffiti Management
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes [this will equate to the date of policy commencement]
Responsible Directorate	City Services and Infrastructure
Due for Review	[Four (4) years from Council Resolution Date]
Strategic Plan Reference	3.1 Create a liveable and desirable City
ECM	Council Policy

PURPOSE

This policy provides direction in relation to how the Glenorchy City Council manages graffiti.

SCOPE

This policy applies to:

- all assets owned and maintained by Council within the City boundaries.

STATUTORY REQUIREMENTS

Acts	Not Applicable
Regulations	Not Applicable
Australian/International Standards	Not Applicable

DEFINITIONS

Art Mural	A mural or street art applied to a designated surface and location that has been deliberately commissioned or approved by Council
Council Property	Property owned, occupied or under the control of Council and includes 'public land' within the meaning of the <i>Local Government Act 1993</i> .
Graffiti	One or more letters, symbols, figures, designs, drawings, messages, slogans, etchings, scratches, inscriptions, stains or other markings that are written, marked, etched, scratched, sprayed, drawn, painted, engraved on or otherwise affixed to Property without owners consent or not in accordance with Council's Planning Scheme
Offensive Graffiti	Graffiti that contains or depicts a racist, discriminative, offensive or obscene content
Property	Property within the City including land, buildings, structures or part of a building or structure, and includes outbuildings, fences, signs, poles, awnings, floors, pavements, sidewalks, roads, highways and erections thereon including all mobile homes, mobile buildings and mobile structures
Public Space	A place to which the public has access, as of right or by invitation, expressed or implied



GRAFFITI MANAGEMENT

Council is committed to providing a clean, safe and welcoming environment for all. As part of this commitment, the Council maintains infrastructure across the city. This infrastructure can be subjected to vandalism in the form of graffiti.

Council will provide advice to residents, building owners and occupiers on how to reduce the likelihood of private property being targeted by graffiti vandals.

Graffiti will be removed from Council assets as part of the Council's Graffiti Management Plan and Service Level provision.

It is the policy of Council that:

- Council will implement the Graffiti Management Plan to address graffiti on Council assets on a citywide basis
- graffiti on Council's assets (including roads, footpaths, street furniture, sculptures, artworks, bridges, buildings, pedestrian bridges and parks and gardens) will be removed within two (2) working days of notification
- graffiti on Council's assets that contains racist, obscene or offensive material will be removed within one (1) working day of notification. Council will continue to work with owners and occupiers and managers of private property to encourage prompt removal of graffiti
- Council will work with neighbouring Councils to share knowledge and ideas on graffiti management and will continue to research best practice strategies and innovative responses to maintain its graffiti management plan and fact sheet as relevant and realistic
- Council will continue to use the principles of Crime Prevention through Environmental Design (CPTED) in the design of all public assets and infrastructure, to minimise the potential for graffiti vandalism
- Council will continue to assist the Tasmania Police to identify persistent graffiti vandals by photographing tags and relaying these to Tasmania Police to help in the apprehension and prosecution of vandals, and
- the resources required to implement the Graffiti Management Plan are to be considered on an annual basis for inclusion in Council's budget.

BACKGROUND

Council has developed a Graffiti Management Plan which states that graffiti is unwanted, unwelcome and will not be tolerated.

GRAFFITI MANAGEMENT

Policy Manual Number 21-5

Council Minutes Ref: Item 8 Council Meeting 6th December 2010 (Please note: this policy has not been endorsed until the Council Minute or CMT reference has been documented)

File Ref: Graffiti Management
Policies – City Assets

Author: Property & Recreation Co-ordinator (Rod Marshall)
Co-ordinator Youth & Community Safety Development
(Ross Park)

Department: City Assets

Background

The Glenorchy City Council is committed to providing a clean, vibrant, safe and welcoming environment for all residents, workers and visitors. As part of this commitment, the Council maintains a network of roads, footpaths, laneways and other infrastructure across the city. This infrastructure is regularly subjected to vandalism in the form of graffiti, diminishing perceptions of the City's cleanliness and safety.

Until now, Glenorchy City Council has tackled the issue of graffiti in a variety of ways, but has not had a formal strategy on graffiti. Glenorchy City Council has helped residents and building owners, occupiers and managers to remove graffiti from their properties. Council has also provided advice on how to reduce the likelihood of private property being targeted by graffiti vandals. Graffiti has been removed from Council assets generally as part of the Glenorchy City Council's service level agreements for street cleaning and waste removal. Removal is also addressed in processes managed by Parks and Recreation, Youth & Community Safety, Facilities Management and Building Control.

The Glenorchy City Council has developed a graffiti management plan which states that graffiti is unwanted, unwelcome and will not be tolerated. The plan details what action the Council will take to address this issue, how the Council will help residents and building owners, occupiers and managers to rid their properties of graffiti, and what enforcement action it will take to ensure the city stays free of graffiti.

This policy will support the graffiti management plan and Environmental Health By-Law No1 of 2010 and will bring management of graffiti to a central location. The policy is required as the By-Law does not address Council's actions where graffiti is placed on Council properties. The By-Law and Council Policy will address all private and public properties within the City.

Graffiti or murals exceeding 0.2m² are treated the same as signage as determined in the Glenorchy Planning Scheme of 1992 and require development approval.

Definitions

“Art Mural” means a mural or street art applied to a designated surface and location that has been deliberately commissioned or approved by Council for the purpose of beautifying a specific location or mitigating the unsightly appearance of Graffiti.

“Council Property” means any Property owned occupied or under the control of Council and includes “public land” within the meaning of the *Local Government Act 1993*.

“Graffiti” means one or more letters, symbols, figures, designs, drawings, messages, slogans, etchings, scratches, inscriptions, stains or other markings that are written, marked, etched, scratched, sprayed, drawn, painted, engraved on or otherwise affixed to Property without owners consent or not in accordance with Council’s Planning Scheme. Graffiti does not include marks made accidentally or any of the following:

- i. An Art Mural approved by Council and the owner or occupier of Property;
- ii. A sign, public notice or traffic control mark approved by Council or another road authority;
- iii. Markings applied by Council or public utilities that identify infrastructure or services; and
- iv. Numbering, names, signs, public notices or placards permitted or approved pursuant to the Glenorchy Planning Scheme 1993, a Council By-Law or State or Commonwealth legislation.

“Offensive Graffiti” means Graffiti that contains or depicts a racist, discriminative, offensive or obscene content.

“Interior Space” means an interior wall, ceiling, floor and other partition that defines the interior space within a building or structure.

“Property” means property within the City including land, buildings, structures or part of a building or structure, and includes outbuildings, fences, signs, poles, awnings, floors, pavements, sidewalks, roads, highways and erections thereon including all mobile homes, mobile buildings and mobile structures.

“Public Space” means a place to which the public has access, as of right or by invitation, expressed or implied.

Policy Statement

1. Council will develop and implement a graffiti management plan to address graffiti vandalism on a citywide basis.
2. Council will include graffiti management and cleanliness of land in the Environment and Health Services By-Law No 1 of 2010.
3. Graffiti on Glenorchy City Council’s assets (including roads, footpaths, street furniture, sculptures, artworks, bridges, buildings, pedestrian bridges and parks and gardens) will be removed within two (2) working days of notification.
4. Graffiti on Glenorchy City Council’s assets that contains racist, obscene or offensive material will be removed within one (1) working day of notification.

5. Council's vandalism hotline (6216 6700) is to be promoted as the central location for the reporting of graffiti vandalism throughout the City.
6. Glenorchy City Council will continue to work with owners, occupiers and managers of private property to encourage prompt removal of graffiti and the development of and commitment to longer term approaches to prevention and self management.
7. Glenorchy City Council will work with neighbouring Councils to share knowledge and ideas on graffiti management.
8. Glenorchy City Council will provide information to residents, building owners, occupiers and managers about how Council can assist in the removal of graffiti.
9. Glenorchy City Council will continue to research best practice strategies and innovative responses to maintain its graffiti management plan and fact sheet as relevant and realistic.
10. Glenorchy City Council will continue to use the principles of Crime Prevention through Environmental Design (CPTED) in the design of all public assets and infrastructure, to minimise the potential for graffiti vandalism.
11. Glenorchy City Council will continue to assist the Tasmania Police to identify persistent graffiti vandals by photographing tags and relaying these to Tasmania Police to help in the apprehension and prosecution of vandals.
12. Glenorchy City Council will establish an evaluation plan, including performance measures, to monitor the success of the graffiti management plan. Data from the evaluation plan is to be submitted to Council on an annual basis.
13. The resources required to implement the Graffiti Management Plan are to be considered on an annual basis for inclusion in Council's budget.

This policy rescinds

None

Review (5 years)

6th December 2015

Status:

Current

POLICY DOCUMENT CONTROL SHEET

Policy Name: Graffiti Management

Policy No: 21-5

Department: City Assets

Date Policy Approved by Council: 6th December 2010

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment



Glenorchy City Council

Glenorchy City Council Corporate Performance Indicators

April 2016



Profit & Loss

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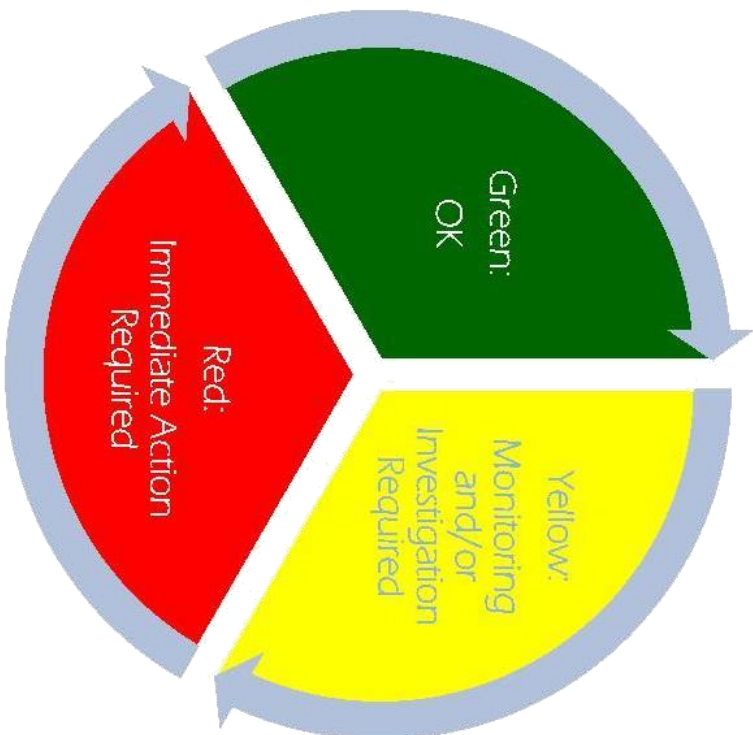
OH & S

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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



Glenorchy City Council

Profit and Loss Corporate Performance Indicators

April 2016

Monthly Profit and Loss Summary								
Revenue \$'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance	
Rates Income (Includes SFL)	3	19	(16)	32,657	32,506	151	0%	
Statutory Charges	109	135	(26)	1,678	1,771	(94)	-5%	
User Charges	432	431	1	7,762	7,625	137	2%	
Grants Subsidies	77	65	11	2,815	3,263	(448)	-14%	
Investment Income	346	355	(9)	2,766	2,867	(101)	-4%	
Water Wastewater Charges	9	81	(71)	196	629	(433)	-69%	
Reimbursements	31	27	4	425	457	(32)	-7%	
Other Income	91	100	(9)	809	620	189	30%	
Total Revenue	1,099	1,213	(114)	49,107	49,738	(631)	-1%	

**REVENUE - COMMENTS FOR MONTHLY VARIANCE:
(\$'000)****Rates - \$16 under budget**

A supplementary rates increase was budgeted for but not processed, due to delays in receiving valuation updates from the Valuer General office.

Statutory Charges - \$26 under budget

Primarily due to lower planning fees \$10, parking fines \$10 and animal charges \$3.

User Charges – \$1 above budget

Primarily due to higher landfill fees being partially offset by lower childcare fees and revenues from the Derwent Entertainment Centre.

Grants Subsidies - \$11 above budget

Primarily due to unbudgeted Community Development grants and above budget subsidies partially offset by reduced childcare grants (due to lower numbers).

Investment Income - \$9 under budget

Due to lower than forecast interest rates than when the budget was formulated.

Water Wastewater Charges - \$71 under budget

Primarily due to lower than budgeted water sales during the month due to low rainfall.

Reimbursements - \$4 above budget

Primarily due to reductions in Derwent Entertainment Centre cost recoveries due to lower attendances at events.

Other Income - \$9 under budget

Primarily due to lower receipts for recovery of legal costs as compared to budget and payments for fuel tax credits due to a delay in processing the claim.

(\$'000)

Rates Income – \$151 over budget

Due to a higher than budgeted number of rateable properties since the budget was developed and the coming on line of the Bunnings development.

Statutory Charges – \$94 under budget

Primarily due to lower than budgeted parking fines and building and development fees.

User Charges – \$137 over budget

Primarily due to higher than budgeted Landfill fees \$314, Derwent Entertainment Centre Food and Beverage Sales \$46, partially offset by lower than budget Childcare Fees \$225 due to lower than budget equivalent full time places.

Grants Subsidies – \$448 under budget

Primarily due to the State Financial Assistance Grants Commission making a part year advance payment of \$1.2M which was received on 30 June 2015, the 2014-15 financial year, but budgeted to be received in the 2015-16 financial year, partially offset by increased Federal Government funding for the Roads to Recovery program \$421.

Investment Income – \$101 under budget.

Due to lower than budgeted bank interest as a result of lower than budgeted interest rates.

Water Wastewater Charges – \$433 under budget

Due to generally lower than budgeted sales as a result of lower rainfall and a delay with the introduction of Stage 2.

Reimbursements – \$32 under budget

Primarily due to lower than budgeted private works activities and lower Derwent Entertainment Centre cost recoveries \$46 due to lower attendances at events.

Other Income – \$189 over budget

Primarily due to the proceeds of asset sales \$48 and the AGL Royalty payment \$36 for access to tip methane.

Monthly Profit and Loss Summary								
Expenditure \$'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance	
Finance Charges	33	38	5	332	353	22	6%	
Employee Costs	1,486	1,459	(27)	15,581	15,629	48	0%	
Admin Office Costs	272	408	136	4,196	4,565	369	8%	
Materials, Contractors & Other	716	1,137	420	8,003	9,437	1,434	15%	
Depreciation	1,148	1,172	24	11,664	12,100	436	4%	
Rates Expenses	-	-	-	3,539	3,515	(24)	-1%	
Total Expenditure	3,656	4,214	558	43,315	45,600	2,285	5%	
Total Surplus (Deficit)	(2,557)	(3,001)	444	5,792	4,138	1,654	-40%	

(\$'000)

Finance Charges – \$5 under budget

Primarily due to slightly lower levels of electronic (BPay) payment for both rates and animal charges.

Employee Costs – \$27 above budget

Primarily due to an adjustment processed to align employee provisions with the outstanding liabilities, and additional unbudgeted positions.

Admin Office Costs – \$136 under budget.

Primarily due to lower catering costs at the Derwent Entertainment Centre, electricity costs \$18 and IT software support charges \$11.

Materials, Contractors & Other – \$420 under budget

Primarily due to street lighting which was budgeted quarterly but paid on a monthly cycle \$193, water and sewerage charges due to delays in billing \$83, partially offset by consultancy charges \$107.

Depreciation – \$24 under budget

Primarily due to lower than budget depreciation on IT Systems \$38 due to delays in project implementation.

Rates Expenses – \$ on budget

On budget.

**EXPENDITURE - COMMITMENTS FOR YTD VARIANCE:
(\$'000)****Finance Charges – \$22 under budget**

Due to slightly lower levels of electronic (BPay) payment for both rates and animal charges.

Employee Costs – \$48 under budget

Primarily consistent with budget.

Admin Office Costs – \$369 under budget

Primarily due to IT software maintenance costs under budget \$197 due to project delays.

Materials, Contractors & Other – \$1,434 under budget

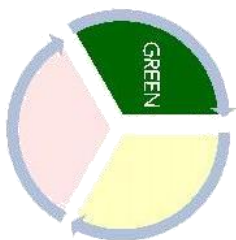
Primarily due to savings derived from the Street Lighting project \$548, savings in vehicle leases \$278 and underspends in materials \$184 and contractors \$170.

Depreciation - \$436 under budget

Primarily due to lower than budget depreciation on IT Systems due to delays in project implementation.

Rates Expenses – \$24 over budget

Primarily due to the a higher payment of the fire services levy to the State Government from an unbudgeted increase in the number of rateable properties.



Grants Revenue for All Departments – Graph 1

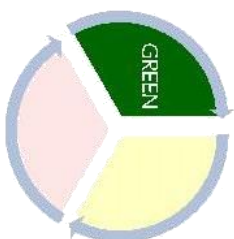
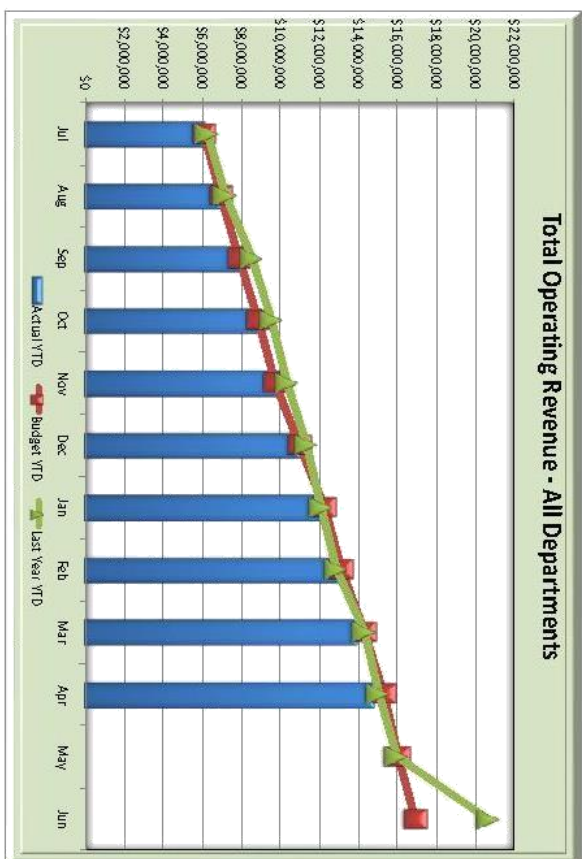
The total of grants revenue received from Government bodies.

Responsible: Executive Leadership Team

\$'000

- Actual YTD: \$2,815
- Budget YTD: \$3,263
- Under Budget: \$ 448

Refer to comments on pages 6-7



Total Operating Revenue (excluding rates, grants, Tas/Water income) – Graph 2

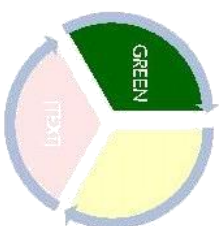
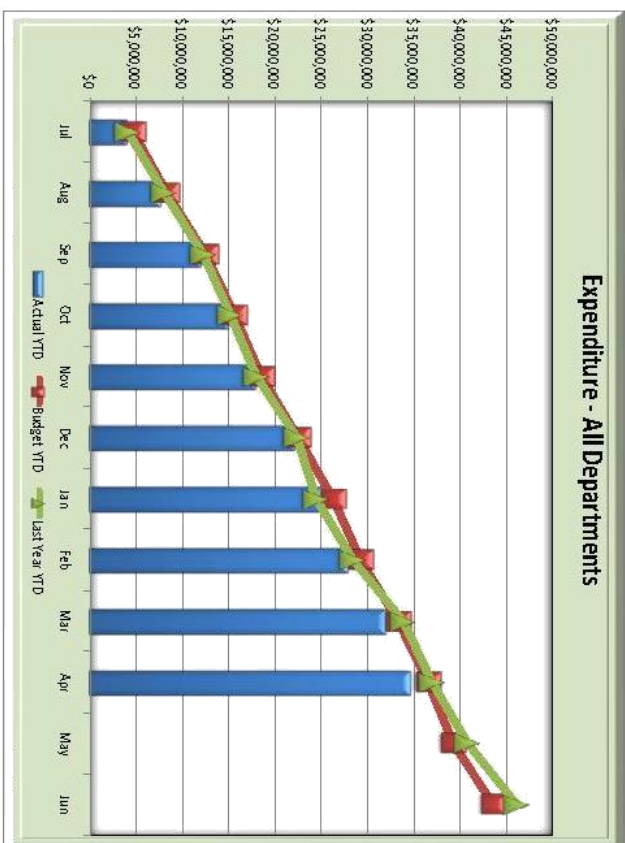
Total revenue earned by all areas of the council through fees, charges and fines compared to budget

Responsible: Executive Leadership Team

\$'000

- Actual YTD: \$14,851
- Budget YTD: \$15,282
- Under Budget: \$ 431

Refer to comments on pages 6-7



Total Operating Expenditure (excludes depreciation) – Graph 3

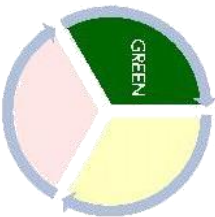
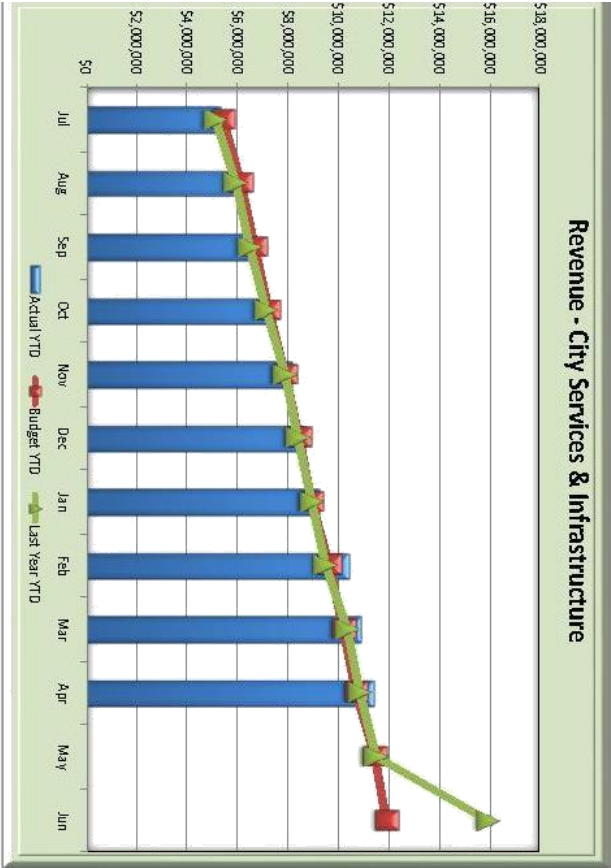
Total op. expenditure for all areas of the council compared to budget.

Responsible: *Executive Leadership Team*

-	Actual YTD	\$34,657
-	Budget YTD	\$36,548
-	Under Budget	\$ 1,891

Refer to comments on pages 6-10

Note: Variance to Consolidated Profit & Loss is result of removing Internal Income and Internal Expenditure



City Services and Infrastructure Revenue - Graph 4

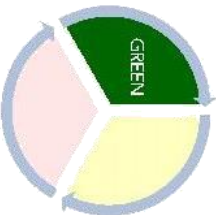
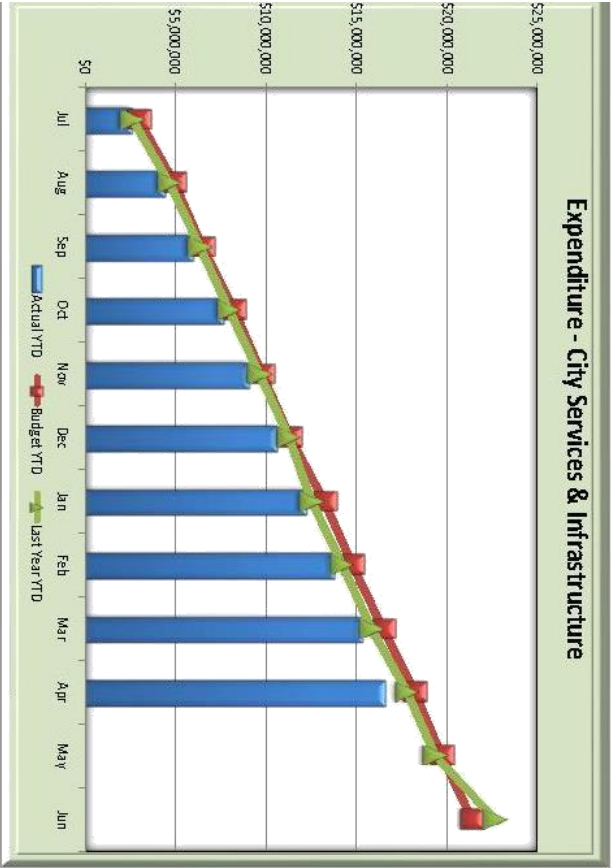
Total revenue for City Services and Infrastructure for fees, charges and grants compared to budget.

Responsible: Director City Services and Infrastructure

-	Actual YTD	\$11,480
-	Budget YTD	\$10,719
	Over Budget	\$ 761

Landfill revenue is \$314 ahead of budget.

Expenditure - City Services & Infrastructure



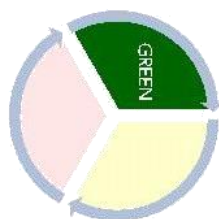
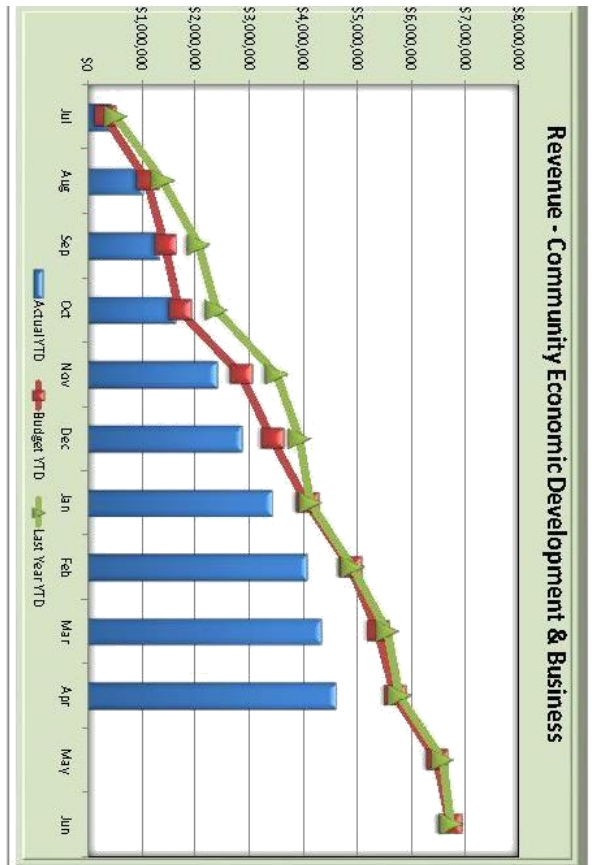
City Services and Infrastructure Expenditure - Graph 5

Total expense for City Services and Infrastructure compare to Budget, less depreciation.

Responsible: Director City Services and Infrastructure

-	Actual YTD	\$16,582
-	Budget YTD	\$18,206
	Under Budget	\$ 1,624

Major savings have been generated from the Street Lighting project \$548.



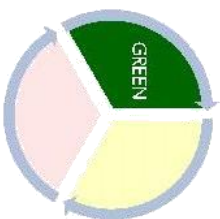
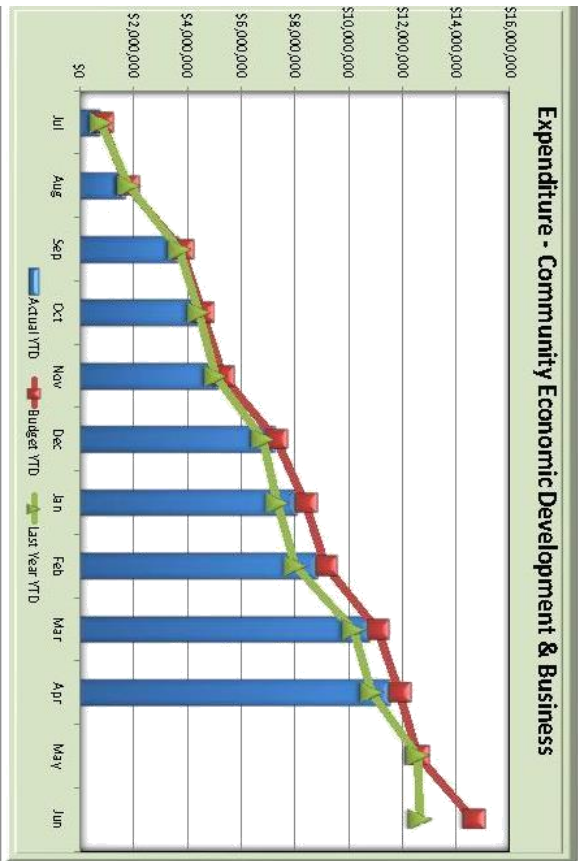
Community Economic Development and Business Revenue – Graph 6

Total revenue of *Community Economic Development and Business* for fees, charges and grants

Responsible: *Director Community Economic Development and Business*

\$'000		
- Actual YTD		\$4,618
- Budget YTD		\$5,685
- Under Budget		\$1,067

The Financial Assistance Grant expected this year was partly paid (in advance) in June 2015..



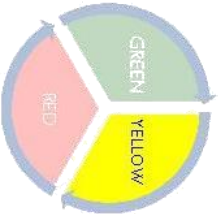
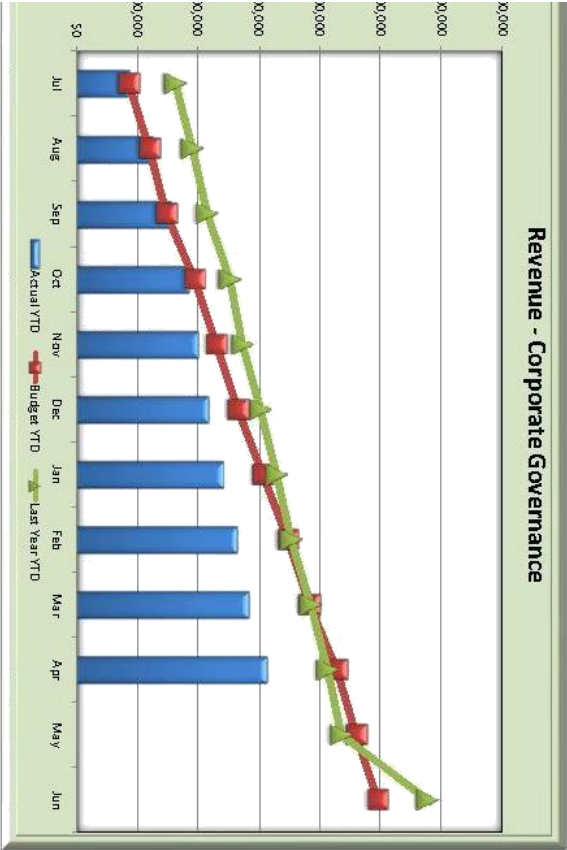
Community Economic Development and Business Expenditure – Graph 7

Total expense for *Community Economic Development and Business*

Responsible: *Director Community Economic Development and Business*

\$'000		
- Actual YTD		\$11,580
- Budget YTD		\$11,873
- Under Budget		\$ 293

IT software support costs are lower than budget due to delays in implementing new projects.



Corporate Governance Revenue - Graph 7

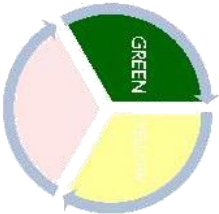
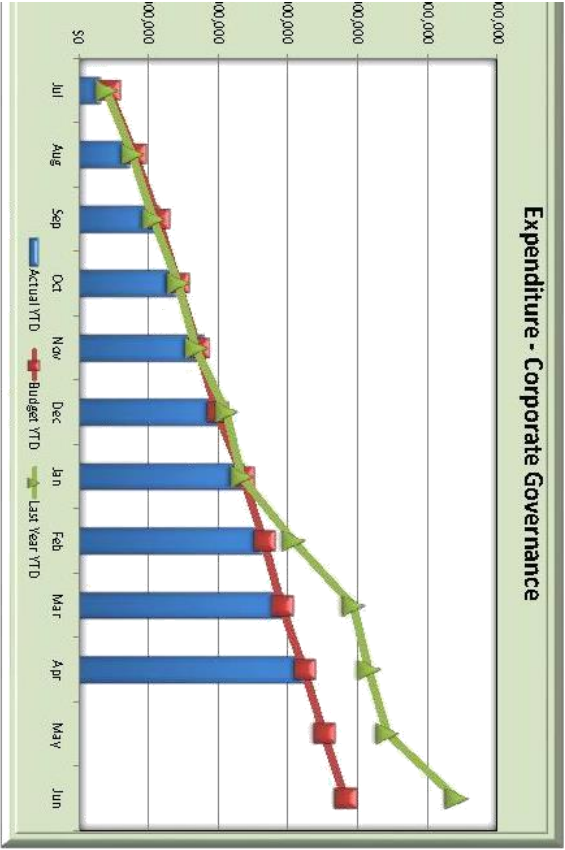
Total revenue for:

Responsible: Director Corporate Governance

\$'000

- Actual YTD \$1,569
- Budget YTD \$2,141
- = Under Budget \$ 572

Sales of water from the Denwent Reuse scheme have been below budget.



Corporate Governance Expenditure - Graph 8

Total expense for EID compared to budget (exc. depreciation).

Responsible: Director Corporate Governance

\$'000

- Actual YTD \$6,495
- Budget YTD \$6,469
- Over Budget \$ 26

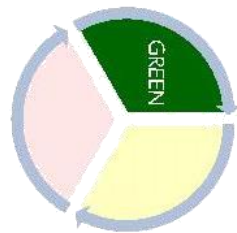
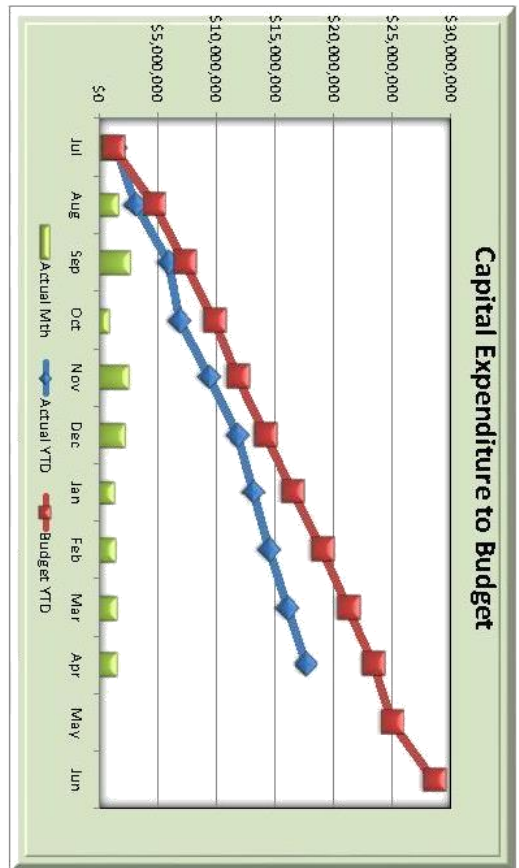
Wages and salaries are above budget.



Glenorchy City Council

Balance Sheet Corporate Performance Indicators

April 2016



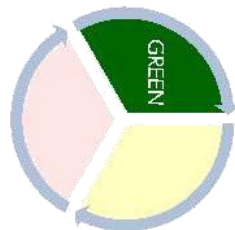
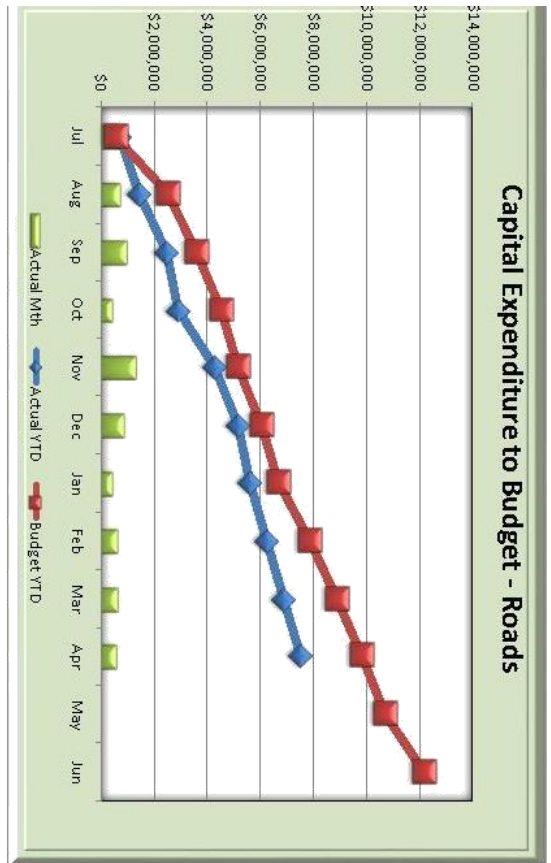
Total Capital Expenditure – Graph 14

Total Capital expenditure compared to budget.

Responsible: *Executive Leadership Team*

	\$'000
- Actual YTD	\$17,651
- Budget YTD	\$23,366
Under Budget	\$5,715

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

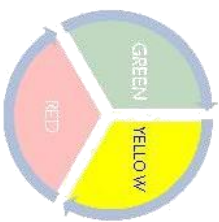
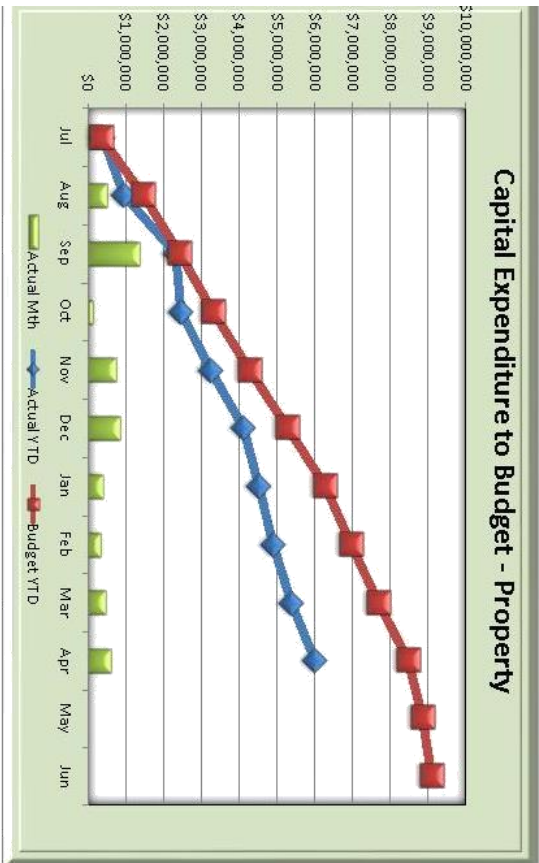


Capital Expenditure - Roads – Graph 15

Total expenditure for roads compared to budget.
Responsible: Director City Services and Infrastructure

-	Actual YTD	\$7,501
-	Budget YTD	\$9,807
	Under Budget	\$2,306

Additional information regarding capital variances is contained in Appendix B.

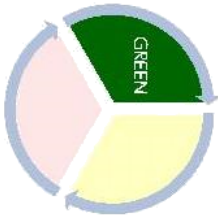
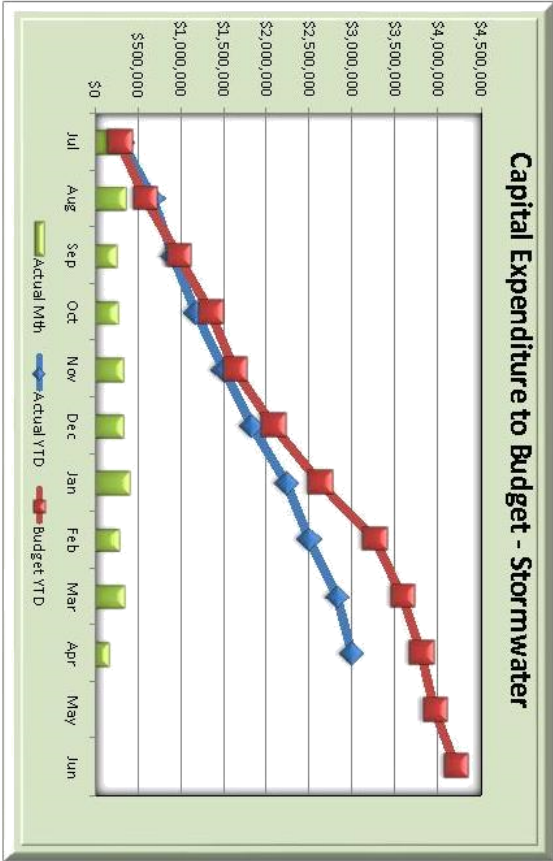


Capital Expenditure – Property – Graph 16

Total expenditure for property compared to budget.
Responsible: Director Community Economic Development and Business

-	Actual YTD	\$6,009
-	Budget YTD	\$8,473
	Under Budget	\$2,464

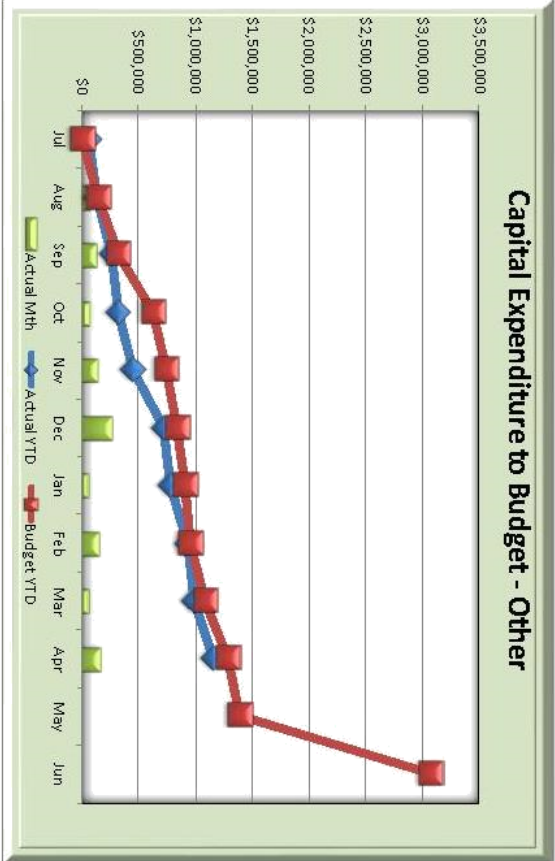
Additional information regarding capital variances is contained in Appendix B.



Capital Expenditure – Stormwater (excluding stormwater property connections) – Graph 17
Total expenditure for stormwater compared to budget
Responsible: Director City Services and Infrastructure

-	Actual YTD	\$2,991
-	Budget YTD	\$3,806
-	Under Budget	\$ 815

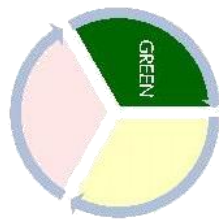
Additional information regarding capital variances is contained in Appendix B.



Capital Expenditure – Other (e.g. capital grants, technology, plant and equipment etc.) – Graph 18
Total expenditure for other capital compared to budget
Responsible: Director Community Economic Development and Business

-	Actual YTD	\$1,150
-	Budget YTD	\$1,280
-	Under Budget	\$ 130

Additional information regarding capital variances is contained in Appendix B.



Cash Flow Movement - Graph 19

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

-	Actual Cash	\$20,261
-	Budget	\$15,859
-	Variance	\$4,402

Interest Earned – Graph 20

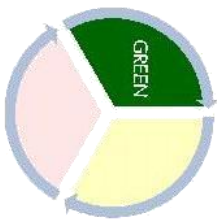
Total interest earned (accrued and received) compared to budget

Responsible: Director Community Economic Development and Business

		\$'000
-	Actual YTD	\$ 534
-	Budget YTD	\$ 635
-	Under Budget	\$ 101

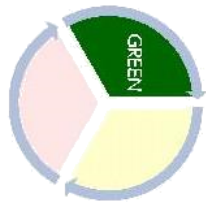
Effective Interest Rate: 2.64%

Benchmark:
RBA Cash Rate (currently 2.00%) + 0.50% = 2.50%



Investment Profile		
Maturity	Total Amount	Average Rate
Cash on hand	\$ 113,995	0.00%
At call	\$ 1,437,267	1.62%
30 - 60 days	\$ 5,018,642	2.55%
61 - 90 days	\$ 7,190,703	2.80%
90 - 120 days	\$ 6,500,000	3.10%
120+ days	\$ -	0.00%
Total	\$ 20,260,607	2.73%

Loan Profile		
Maturity Date	Rate	Loan Balance YTD
15-Jun-21	4.84%	\$ 1,004,286
15-Jun-22	6.76%	\$ 884,409
15-Jun-24	3.49%	\$ 301,051
15-Jun-25	4.78%	\$ 509,747
15-Jun-27	4.75%	\$ 289,696
30-Jun-22	5.01%	\$ 3,825,168
Total		\$ 6,814,357



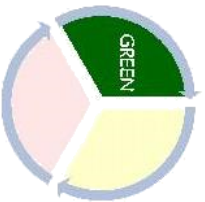
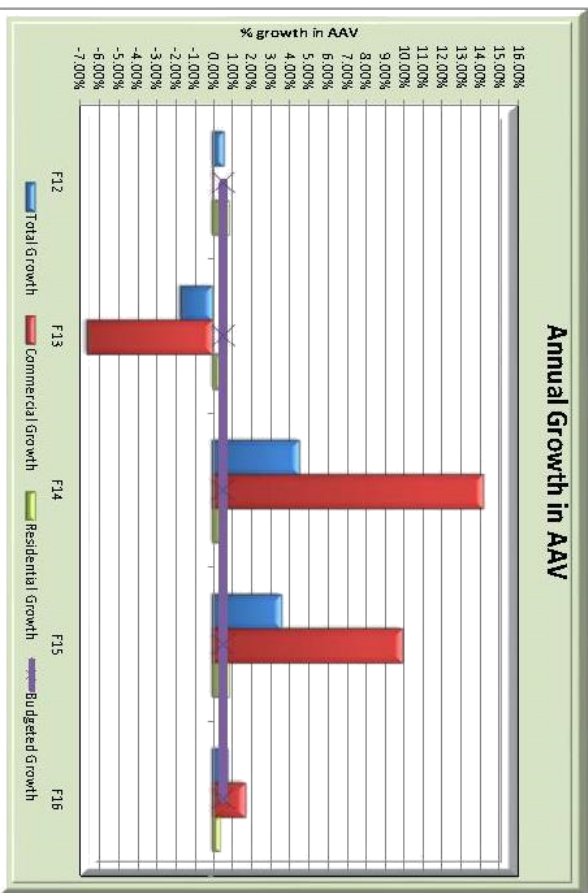
Interest Expense – Graph 21

Total interest expense (accrued and paid) compared to budget

Responsible: Director Community Economic Development and Business

	\$'000
- Actual YTD	\$ 267
- Budget YTD	\$ 288
Variance	\$ 21

Comment: Total loan repayments due during year ending 2015/16 is \$1,145.



Annual Growth in AAV – Graph 22

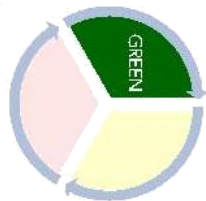
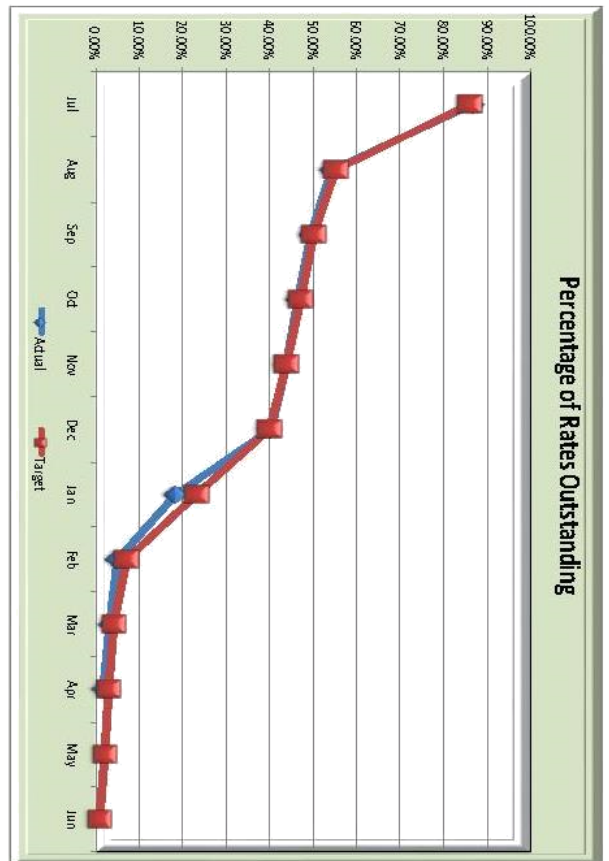
A comparison of the annual growth in the Assessed Annual Value (AAV) for Commercial, Residential and Overall Total.

Responsible: Director Community Economic Development and Business

AAV growth 2015/16 on July 1st 2015 Base

- Commercial 1.71% (being 68% of the total AAV growth)
- Residential 0.39% (being 32% of the total AAV growth)
- Total AAV growth 0.81%

Target 0.50% AAV growth compared to previous year



Percentage of Invoiced Rates Outstanding – Graph 23

Shows the percentage amount of invoiced rates not paid.

Responsible: Director Community Economic Development and

Business

- Actual 30 Apr 2016: 1.85%
- Target 30 Apr 2016: 3.00%
- Variance: 1.15%

Total outstanding 30 Apr 2016: \$'000 \$644

Arrears as at	this month	last month	Movement
2015:	\$91	\$99	\$8
2014:	\$21	\$25	\$4
2013:	\$8	\$9	\$1
2012:	\$0	\$0	\$0
2011 +:	\$1	\$2	\$1
TOTAL	\$121	\$135	\$14

Accounts Receivable (AR) – Graph 24

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

Responsible: Director Community Economic Development and Business

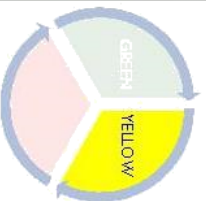
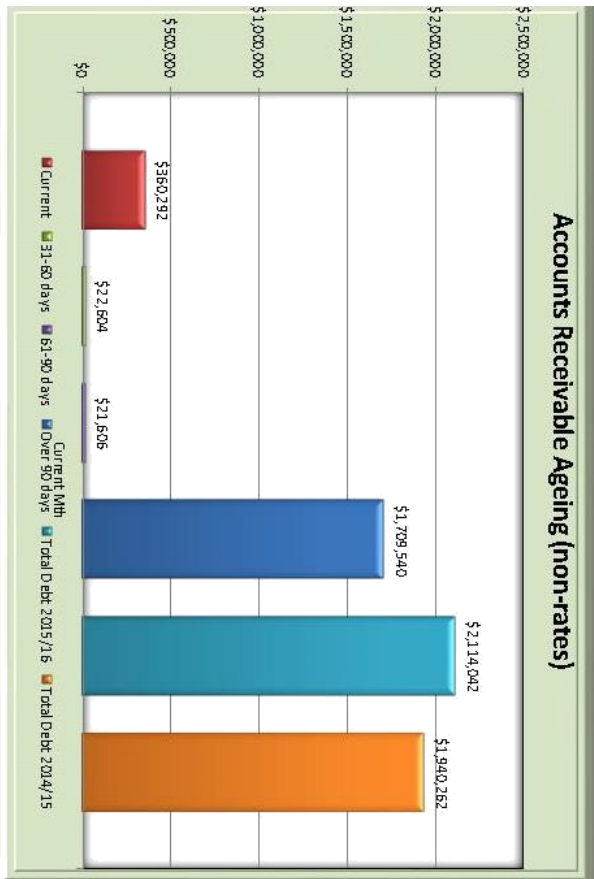
- Total 30 Apr 2016: \$'000 \$2,114
- % of AR 61 days & over: 81.4 %

Target <25% of AR 61 days and over (excluding property debts)

Comment:

Major component is \$1.6M contractor debt relating to Derwent Park Re-use scheme in the process of being written off. Other debts are being managed in accord with policy.

77

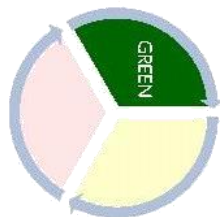
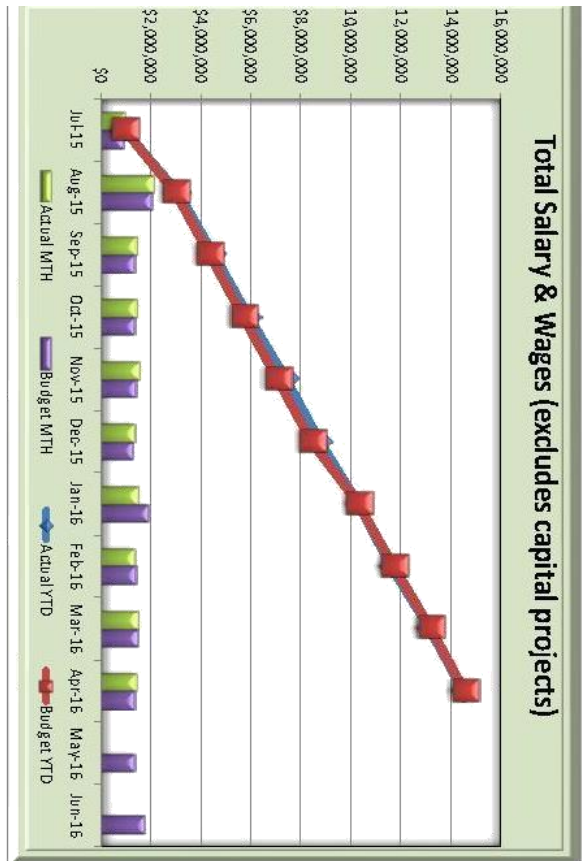




Glenorchy City Council

HR and OH & S Corporate Performance Indicators

April 2016

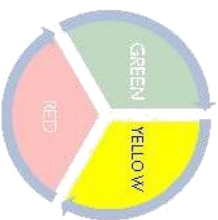
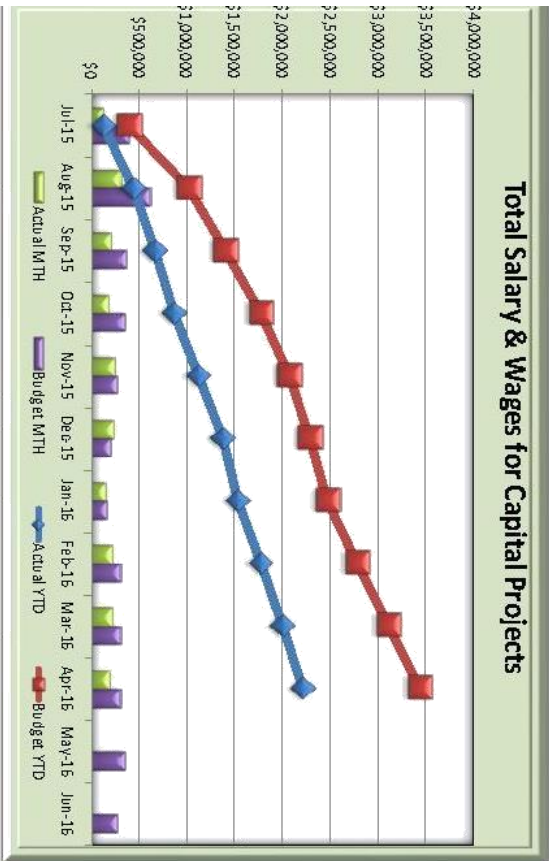


Salaries & Wages including on-costs – Operational (excludes capital projects) – Graph 25

Total operational salary costs compared to budget
Responsible: Executive Leadership Team

-	Actual YTD	\$14,508
-	Budget YTD	\$14,575
	Under Budget	\$ 67

\$'000

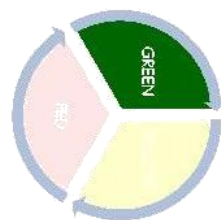
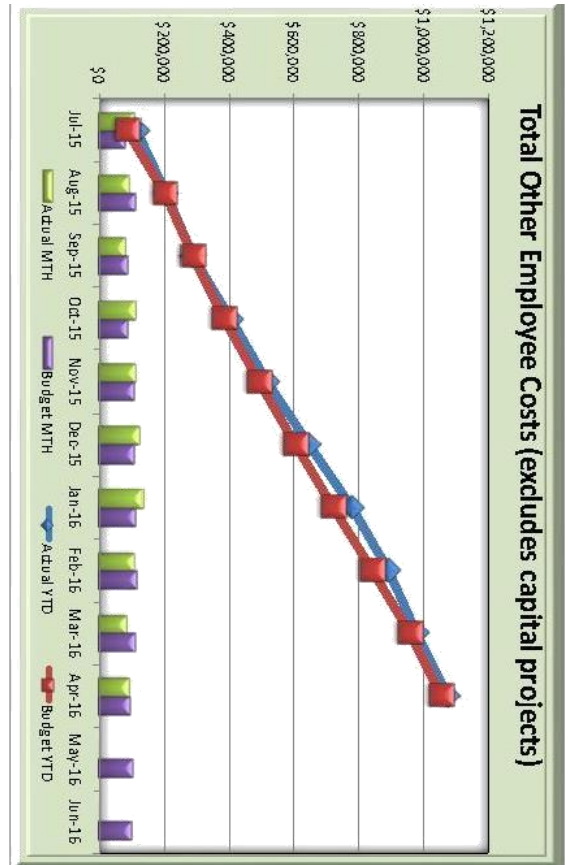


Salaries & Wages including on-costs – Capital Projects – Graph 26

Total salary costs for capital projects compared to budget
Responsible: Executive Leadership Team

-	Actual YTD	\$2,220
-	Budget YTD	\$3,435
	Under Budget	\$1,215

\$'000



Other Employment Costs – Operational (excludes capital projects) – Graph 27

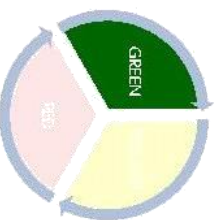
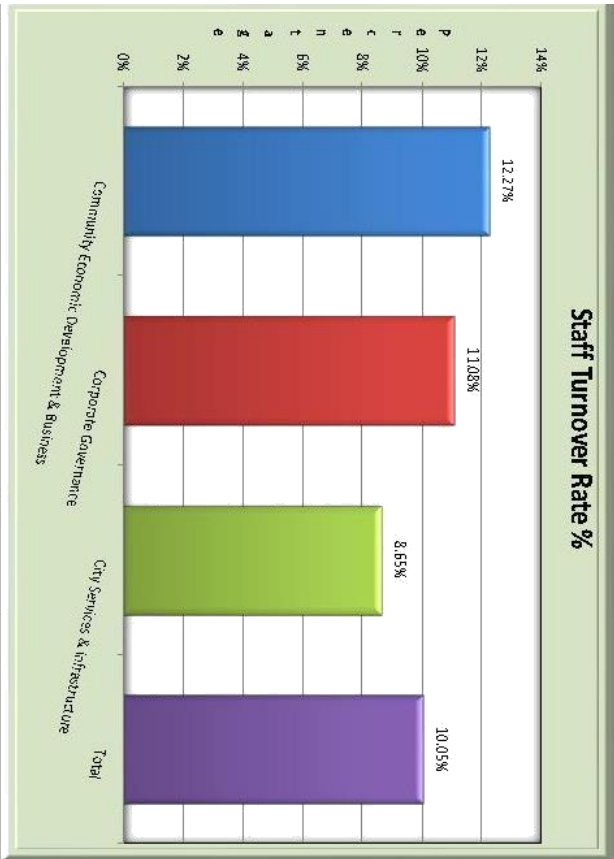
Total operational other employment costs compared to budget (i.e. relief/casuals, overtime, medical expenses, FBT etc).

Responsible: Executive Leadership Team

-	Actual YTD	\$1,072
-	Budget YTD	\$1,053
	Over Budget	\$ 19

\$'000

Staff Turnover Rate %



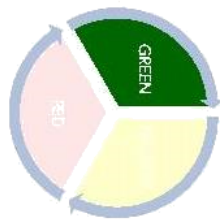
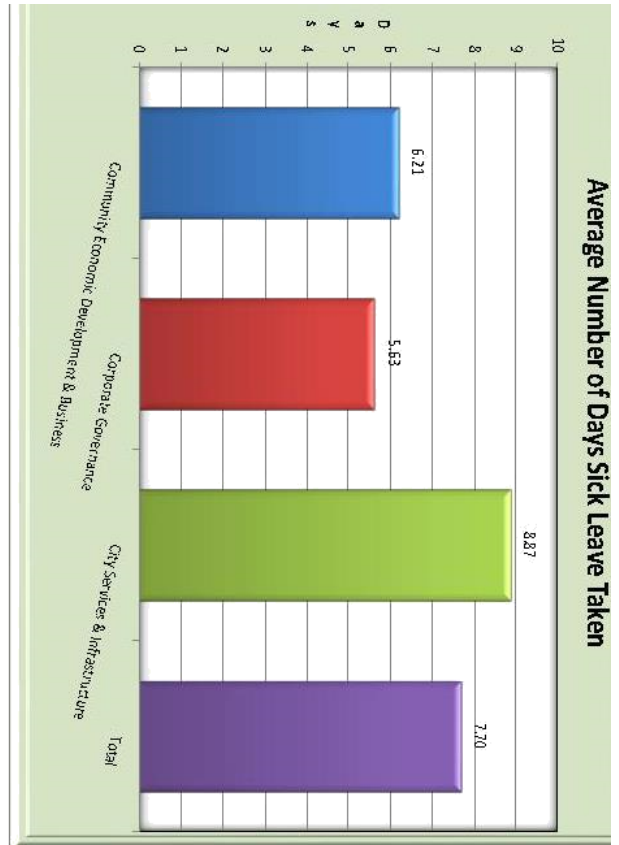
Permanent Staff Turnover Rate – Graph 28

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

	2016	2015
Rolling 12 month turnover rate	10.05%	14.37%
Benchmark: LGAT All Tasmanian Councils Group Average (2007/08) recorded: 15.20%		



Average Number of Days Sick Leave Taken

– Graph 29

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*

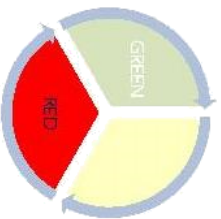
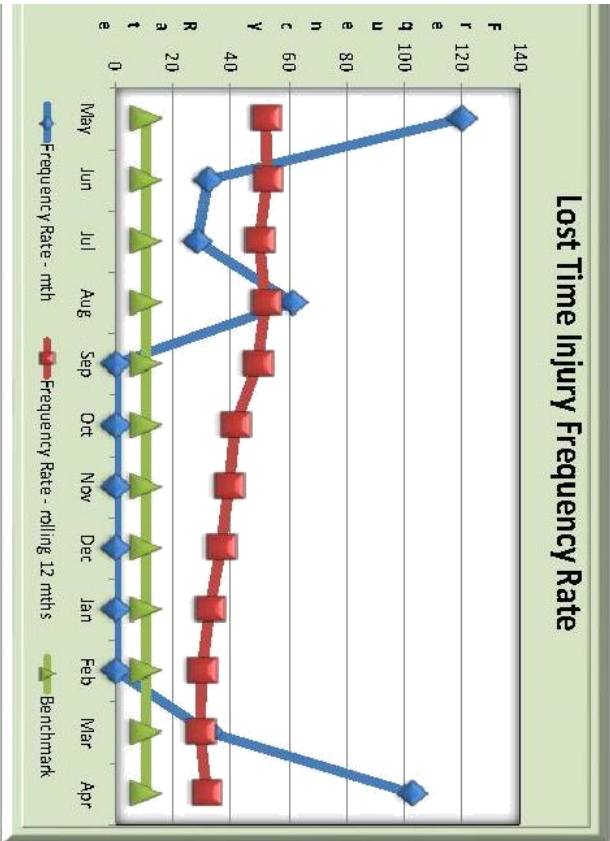
- Total average sick leave days taken last 12 months:

Last 12 mths: 7.70 Days

Prev. 12 mths: 6.70 Days

Benchmark: LGAT All Tasmanian Councils Group

Average (2007/08) recorded: 6.80 days



Lost Time Injury Frequency Rate - Graph 30

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 31.39

• Current month 103.05

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

Capital Expenditure Summary (\$'000)		30/04/2016
2015/16 Capital Budget Year to Date		23,366
2015/16 Capital Year to Date Expenditure		17,651
Total Over/(Under) Spend		(5,715)
Total Over/(Under) Spend Comments		
Roads Capital - Under Budget \$2,306		
Primarily under budget due to:		
11849 - Tolosa Street \$776 - delayed. Works now commencing April.		
11916 - Gepp Pde \$461 - project delayed. Works now commenced.		
11922 - Wattle Avenue \$398 - project delayed. Works now delayed.		
11850 - Sinclair Avenue \$331 - delayed. Works now commenced.		
11738 - Lawson Street \$163 - Works completed		
Property Capital - Under Budget \$2,464		
Primarily under budget due to:		
3031 - KGV Redevelopment \$922 - project delayed		
12005 - Public Space Revitalisation \$500 - project now deferred		
11797 - KGV Sports Precinct Toilet \$188 - project delayed		
11616 - DEC box Office \$160 spending deferred to other DEC priorities		
Stormwater Capital - Under Budget \$815		
Primarily under budget due to:		
300* - Derwent Park Reuse Scheme \$597 - project delayed against budget timeline		
11956 - Tolosa Street \$133 - project delayed. Works commencing April.		
11778 - Redfern Place \$82 - costs included in 11745 (roads project)		
11963 - Pekum Crescent \$73 - costs included in 11748 (roads project)		
Other Capital - Under Budget \$130		
Primarily under budget due to:		
Vehicle Purchases \$183 - delays with purchasing		

Emergency/Unforeseen Projects Commenced (No budget allocated in 2015/16 Funded from SAMG Reserve \$400,000)			
Project Number	Description	Budget Approved	Comments
3591	GASP Pavilion Glazing	\$18,060	Approved IMG 20/8/15
3602	Glenorchy Pool Blue and Burner	\$9,085	Approved IMG 15/10/15
3031	Hydrotherapy Pool at KGV (revised specs)	\$248,044	Approved ELT 1/3/16
Total		\$275,189	

Emergency/Unforeseen Projects Commenced (No budget allocated in 2015/16) Funded from savings within Program			
Project Number	Description	Estimated Full Cost of Project	Comments
3587	DEC oven replacement	47,507	Funded by deferring part of 11616 (Box Office Replacement)
3585	DEC Heat Pump (Board Room)	4,497	Funded by deferring part of 11616 (Box Office Replacement)
Total		\$2,004	

Budgeted 2015/16 projects that will not be undertaken this Financial Year			
Project Number	Description	Annual Budget	Comments
Total		0	

2015/2016 CAPITAL WORKS STATUS REPORT

ITEM	PROGRAM AREA	PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
	Property						
1	North Chigwell Sports Grounds – Perimeter Fence	Feb 16	Mar 16	100%	\$10,200	\$11,600	Project completed
2	KGV Rail Corridor – Planting & Fencing	TBA	Dec 16	0%	\$12,600	-	Project connected to the proposed KGV Community (skate) Park area. Project programmed for DEC 2016
3	Shoobridge Park (Weston Park) – Hoop Bollards	Jul 15	Aug 15	100%	\$15,130	\$15,100	Project completed
4	Solar Powered Lights – Montrose	Aug 15	Dec 15	100%	\$33,400	\$33,400	Completed as part of carpark project
5	Artistic Plant Boxes – Moonah	Mar 16	Mar 16	100%	\$6,000	\$7,800	Completed
6	Pool Slide Top Coat	Mar 16	May 16	80%	\$30,720	\$19,240	11K further committed completion awaiting weather
7	Windermere Bay – Board Walk	Mar 16	June 16	95%	\$16,000	\$14,600	Finalised this FY
8	Claremont Recreation Ground – Public Toilet	Feb 16	Sept 16	30%	\$90,000	\$43,800	12K further committed completion expected September 2016
9	Emergency Exit Doors – DEC	Feb 16	Apr 16	100%	\$66,000	\$56,600	Internal and external doors converted to meet current standards
10	DEC – Chairs	Feb 16	Feb 16	100%	\$6,510	\$6,810	Purchase of new equipment
11	Chattels – Various Buildings	Jul 15	Apr 16	100%	\$14,000	\$14,000	Completed throughout financial year
12	GCC Offices – Office Accommodation Strategy	EOI process 2015	TBA	20%	\$80,000	\$8,000	Consultants currently undertaking strategy. Initial outcomes this financial year. Carry forward required
13	Chigwell Soccer Ground – Fencing	Jan 16	Feb 16	100%	\$12,000	\$11,600	Project completed
14	Elwick Bay Sea Wall – Montrose/DEC Foreshore	Jan 16	Jun 16	20%	\$202,240	\$8,000	Consultancy work underway only. Remainder of funding reallocated to assist the Montrose Bay Toilet / BBQ - GASP

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Property						
15	Austins Cottage – Roofing	Feb 16	Feb 16	100%	\$8,000	\$275	Maintenance works undertaken only, New roof forecast into 10 yr capital future program
16	Wilkinson's Point Subdivision	EOI process 2015	TBA	0%	\$142,600	-	Awaiting outcomes of Wilkinson Point Steering Committee
17	DEC Arena Floor Finish	Dec 15	Jun 16	5%	\$100,000	\$1,000	Materials priced, order for carpet tiles to be placed – delivery this FY
18	DEC Curtains	Oct 15	Nov 15	100%	\$33,280	\$29,000	Purchase of new equipment
19	DEC Box Office	Oct 15	Dec 15	100%	\$206,500	\$47,000	Change of scope - Underspends attributed to other DEC capital upgrade projects listed below
20	DEC Astley Room Upgrade	May 15	Jan 16	100%	\$84,500	\$43,800	Project Completed in a number of stages between performances
21	DEC Nostalgia Bar Upgrade	Apr 16	Jun 16	40%	-	\$2,600	Works underway completion this financial year expected
22	DEC Kitchen Upgrade	Aug 15	Nov 15	100%	-	\$18,400	Project completed
23	Tolosa Park Street Park	Apr 16	Jun 16	15%	\$21,900	\$1,500	Works underway completion this financial year expected
24	Tolosa Park Hut 3	Apr 16	Jun 16	85%	\$35,800	\$35,800	Works underway completion this financial year expected
25	Tolosa Park Hut 5	Feb 16	Apr 16	95%	\$50,000	\$47,400	Works underway completion this financial year expected
26	Citywide Park Signage	Aug 15	Apr 16	100%	\$53,000	\$58,500	40 signs designed and installed in stages throughout the year
27	Montrose Bay Foreshore Fence	Jun 15	Nov 15	100%	\$133,000	\$100,200	Project completed across two stages
28	KGV Soccer Kiosk	Feb 16	Apr 16	100%	\$35,000	\$32,400	Scope of works altered to include accessible toilet and viewing platform
29	KGV Sports Precinct Toilets	Apr 16	Oct 16	45%	\$215,000	\$56,800	Project completed in four stages, first two complete, awaiting GDFC move to new facility to finalise scope
30	Bayswater Road Netball Court Resurface	Jul 15	Jul 15	100%	\$18,000	\$20,250	Project completed

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Property						
31	Glenorchy Recreation Area Sports Ground Lighting	Mar 15	Jul 15	100%	\$200,000	\$239,500	Project Completed across 14/15 & 15/16 FY
32	KGV Sports and Community Precinct Building	Dec 14	Jul 16	85%	\$6.983M	\$5.983M	Two Tenancies to be finalised this FY, with the third approximately July
33	Gibbins Street Reserve Playground	Jun 15	Oct 15	100%	\$78,900	\$78,900	Project Completed across 14/15 & 15/16 FY
34	Public Space Grant – Council Chambers forecourt playground	TBA	Jun 17	0%	\$500,000	-	Project to await outcomes of the Office Accommodation and Work Centre Strategy
35	Goodwood Community Centre extensions	Nov 15	Jun 16	62%	\$283,000	\$177,000	Project to be completed this financial year
36	Collinsvale Oval Fence Upgrade	Jul 15	Mar 16	100%	\$29,000	\$29,200	Project completed
37	Montrose Bay Toilet / BBQ GASP Stage	Jul 15	Dec 16	10%	\$400,00	\$50,000	Including approved budget move from Elwick Bay seawall
38	Arunta Crescent Community Garden Amenities Building	Feb 16	Apr 16	100%	-	\$13,500	Completed as part of Community assistance
39	Rothsay Circle Reserve	Dec 15	Jun 16	15%	\$14,500	\$5,800	Project to be completed this financial year, partially funded from grant
40	GASP Pavilion Glazing	Aug 15	Nov 15	100%	\$18,060	\$18,539	Additional works to reduce vandalism to glass panels
41	Glenorchy Pool Flue and Burner	Nov 15	Feb 16	100%	\$9,085	\$6,241	Additional project undertaken due to the need of these works
42	Audio Equipment for GCC Chambers	June 16	July 16	0%	\$27,034	-	To be installed when equipment arrives
43	Glenorchy Skate Park	Jul 15	Dec 16	20%	\$250,000	\$4,500	To be progressed after Community Consultation is complete
44	Moonah Arts Centre	Nov 13	Jun 16	99%	\$4.35M	\$4.34M	Project practically completed this financial year

2015/2016 CAPITAL WORKS STATUS REPORT

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Roads, Footpaths, Kerb and Channel						
45	Rosbar St (Boxhill to Delange)	Oct 15	Nov 15	100%	\$105,000	\$88,200	Reseal Program 15/16 Savings achieved through efficiencies in the construction phase of works prior to sealing.
46	Hanlon St (Harbord to Spring)	Sept 15	Nov 15	100%	\$114,500	\$93,200	Reseal Program 15/16 Savings achieved due to overestimate in asphalt milling and reduced amount SAMI seal required.
47	Abbotsfield Rd (Main to No. 10)	Aug 15	Nov 15	100%	\$106,500	\$88,300	Reseal Program 15/16 Savings achieved due to overestimate in asphalt milling and reduced amount SAMI seal required.
48	Main Rd (Chapel to Grove)	Nov 15	Jun 16	90%	\$212,600	\$155,600	Reseal Program 15/16 Underspend due to not replacing approx. 70mt kerb and footpath as per original scope.
49	Chapel St (Kenbrae to Pitcairn)	Oct 15	Nov 15	100%	\$125,000	\$110,800	Reseal Program 15/16 Savings achieved due to overestimate in quantity of SAMI seal required. Cracking in the surface did not deteriorate as much as anticipated at time of original scope and estimate.
50	KGV Ave (Peltro to Wrights)	Nov 15	Jun 16	99%	\$136,600	\$134,000	Reseal Program 15/16 All works complete except for two manholes to raise, will be completed before end of June.
51	Corinda Gr (Devines to Springfield)	Sept 15	Dec 15	100%	\$95,900	\$99,500	Reseal Program 15/16 Minor overspend due to additional drainage required.
52	Glenlusk Rd (Pole No. 5 to Collinsvale)	Jan 16	Feb 16	100%	\$80,800	\$61,646	Reseal Program 15/16 Savings achieved due to reduced amount of asphalt correction course required.
53	Collinsvale Rd (Church to Shop)	Feb 16	Feb 16	100%	\$39,200	\$39,774	Reseal Program 15/16
54	Lampton (Sunderland Intersection)	Oct 15	Nov 15	100%	\$56,700	\$49,581	Reseal Program 15/16 Savings achieved due to overestimate in asphalt milling and reduced amount SAMI seal required.

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Roads, Footpaths, Kerb and Channel						
55	Tavistock Rd (Main to Sunshine)	Sept 15	Nov 15	100%	\$112,200	\$96,772	Reseal Program 15/16 Savings achieved due to overestimate in asphalt milling and reduced amount SAMI seal required.
56	Arndcliffe Rd (Tracy to No. 17)	Nov 15	Jan 16	100%	\$65,000	\$59,390	Reseal Program 15/16 In conjunction with pavement repair works
57	Collinsvale Rd (School to Church Rd)	-	-	0%	\$87,400	-	Reseal Program 15/16 {Associated Pedestrian Access Bid}. Deferred to 16/17 due to unsuccessful grant bid.
58	Kingswood Cres (Catherine to Anne)	Jul 15	Jul 15	100%	\$60,000	\$55,736	Footpath Program 15/16
59	Central Ave (Bayswater to Fluers)	Nov 15	Dec 15	100%	\$59,500	\$53,133	Footpath Program 15/16
60	Bowden St (Windsor to No. 12)	May 16	Jun 16	100%	\$48,800	\$42,600	Footpath Program 15/16
61	Lampton Ave (No. 41 to No. 73)	Oct 15	Jun 16	100%	\$142,200	\$97,000	Footpath Program 15/16
62	Jackson St (No. 2 to Albion)	May 16	May 16	100%	\$53,000	\$38,200	Footpath Program 15/16
63	Illawarra Rd (Jackson to No. 13)	May 16	May 16	100%	\$75,500	\$57,800	Footpath Program 15/16
64	Florence St (Main to Charles)	Aug 15	Sept 15	100%	\$72,500	\$67,700	Footpath Program 15/16
65	Teering Rd (Adj to No. 10)	Sept 15	Oct 15	100%	\$42,000	\$40,900	Footpath Program 15/16
66	Sunlea Pl (Sanders to Wariga)	Feb 16	Mar 16	100%	\$44,000	\$49,000	Footpath Program 15/16
67	Homer Ave (Springfield to Keats)	Aug 15	Nov 15	100%	\$168,200	\$192,079	Footpath Program 15/16
68	Gormanston Rd (Albert to Dorset)	Oct 15	Nov 15	100%	\$96,500	\$104,400	Footpath Program 15/16
69	Twelfth Ave (Second to Sherwood)	Dec 15	Jan 16	100%	\$48,000	\$44,300	Footpath Program 15/16

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Roads, Footpaths, Kerb and Channel						
70	Humphrey St (No. 14)	Feb 16	Feb 16	100%	\$57,000	\$37,800	Footpath Program 15/16
71	Chapel/Frome Intersection	Apr 16	Jun 16	100%	\$75,700	\$125,500	Footpath Program 15/16 New Budget estimate after design 125,500
72	Harold St Intersection	May 16	Jun 16	100%	\$51,500	\$105,730	Footpath Program 15/16 once design under taken Budget estimate increased
73	Athol St (O'Grady to End)	Sept 15	Jun 16	100%	\$318,000	\$285,000	Road Renewal Program 15/16 savings achieved
74	Gepp Pde (Fenwick to Graham)	Nov 15	Jun 16	100%	\$792,000	\$773,840	Road Renewal Program 15/16
75	Maroni Rd (Moorina to Myella)	Nov 15	Jun 16	75%	\$544,000	Estimated \$542,000	Road Renewal Program 15/16 Pavement box out yet to be completed. Contractors to complete before EOFY.
76	St Aubyn Square (No. 2 to No. 19)	Apr 16	Jun 16	100%	\$192,500	\$211,790	Road Renewal Program 15/16
77	Fluers St (Central to End)	Mar 16	May 16	95%	\$215,000	Estimated \$198,000	Road Renewal Program 15/16 All works complete except for road seal. Programmed for end of May.
78	Wattle Ave (Ashbolt to Michael)	Jan 16	Jun 16	100%	\$700,000	Estimated \$630,000	Road Renewal Program 15/16
79	Tolosa St (Balmain to Bowden)	Apr 16	Jul 16	90%	\$900,000	Estimated \$680,000	Road Renewal Program 15/16
80	Tenth Ave (Sherwood to Second)	Apr 16	Jun 16	50%	\$194,000	\$170,747	Road Renewal Program Works in progress Expected completion date mid-June
81	Bowen Rd (Hopkins to Brooker)	Aug 15	Feb 16	100%	\$319,100	\$461,000	Road Renewal Program Overspend due to additional stormwater pipes and pit level changes due to flat grade and unforeseen delays.
82	Sinclair Ave (Florence to No. 22)	Feb 16	Jun 16	90%	\$474,700	\$474,000	Road Renewal Program 15/16
83	Sinclair Ave (Cul-De-Sac)	Feb 16	Jun 16	90%	\$119,000	\$132,000	Road Renewal Program

ITEM	PROGRAM AREA	PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
	Roads, Footpaths, Kerb and Channel						
84	Terry St Car Park	-	-	0%	\$192,000	-	Road Renewal Program 15/16 In conjunction with property project. Project pending on the Planning rezoning application approval.
85	Hone Rd	Mar 16	Mar 16	100%	\$22,941	\$22,941	Road Reseal Program 15/16
86	Pekurn Cres (Maroni to Teering)	Mar 16	May 16	100%	\$500,000	\$383,377	Road Renewal Program Savings achieved
87	Austins Ferry Rd Car Park	Apr 16	May 16	95%	\$66,000	\$69,600	Road Renewal Program Drainage and kerb complete. Seal yet to be complete. Expected completion mid-June.
88	Bristol/Wyndham Intersection	Apr 16	Apr 16	100%	\$50,000	\$59,000	Road Renewal Program 15/16 Minor overspend due to additional work required.
89	Pavement Repairs (Major)	Jul 15	Jun 16	100%	\$150,258	\$151,275	Road Renewal Program 15/16
90	Pavement Investigations	Jul 15	Jun 16	100%	\$45,000	\$45,000	Road Renewal Program 15/16
91	Access Projects	Jul 15	Jun 16	100%	\$50,000	\$134,741	Citywide Access Improvements, additional projects completed to those initially scoped
92	Gentile Crt Stair Lighting	Feb 16	Jun 16	90%	\$15,000	\$14,000	Long set of concrete steps in need of lighting. Awaiting TasNetworks connection.
93	Shoobridge Park Bridge Replacement	Jun 16	Jul 16	90%	\$400,000	Estimated \$260,00	Existing bridge has become dangerous. More efficient pre-fab replacement option identified savings.
94	Collinsvale Rd Footpath (Guardrail)	-	-	0%	\$33,000	-	Grant funding requested to expand this project, deferred until 16/17 due to unsuccessful grant application.
95	Main Rd Laser Scanning	Mar 16	Apr 16	100%	\$29,500	\$34,800	Information will assist with the Redevelopment of Main Rd, Glenorchy.

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Roads, Footpaths, Kerb and Channel						
96	Intercity Pathway, removal of chicane barriers	Jun 16	Jul 16	0%	\$105,000	-	Removal of chicane barriers, late project from Council resolution, will be a carry forward project
97	Creek Road Foot Bridge	Mar 16	Apr 16	100%	\$14,000	\$13,335	Decking coated with non-slip treatment.
98	Proactive Capital Works	Jul 15	Jun 16	100%	\$200,000	\$192,925	A number of reactive road remediation projects undertaken with this account
99	Brooker Hwy (Abbotsfield to Upper Hilton)	Jun 16	Jun 16	0%	\$252,000	-	Additional concrete footpath project due to saving in Capital Works Program
100	Hudson Cres (Stansbury to Devines)	Jun 16	Jun 16	0%	\$92,000	-	Additional concrete footpath project due to saving in Capital Works Program
101	Keynsham Rd (Mitcham to Moreton)	Jun 16	Jun 16	0%	\$52,000	-	Additional concrete footpath project due to saving in Capital Works Program
102	Mitcham Rd (Keynsham to Moreton)	Jun 16	Jun 16	0%	\$72,000	-	Additional concrete footpath project due to saving in Capital Works Program
103	Cleland Crt (Devines to End)	Jun 16	Jun 16	0%	\$21,000	-	Additional concrete footpath project due to saving in Capital Works Program
104	UCA	Ongoing	Ongoing	0%	\$124,810	-	Unallocated Capital Account
105	Mary's Hope Road traffic lights	May 16	Jun 16	50%	\$250,000	\$250,000 Estimated	Black spot grant Project
106	Berriedale Road Roundabout	May 16	Jul 16	10%	\$730,000	\$730,000 Estimated	Black spot grant Project
107	Coleman Street	Jan 15	Aug 16	100%	\$234,177	\$474,216	Carry forward project from 14/15 completed this FY
108	Main Road Granton	Apr 15	Jul 15	100%	\$204,798	\$298,037	Carry forward project from 14/15 completed this FY

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ITEM	PROGRAM AREA	PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Completed	Allocated Budget (\$)	Actual Cost (\$)	Comments
	Stormwater						
109	Gepp Pde (Stonehaven to Beaufort)	Nov 15	Dec 15	100%	\$53,500	\$73,000	Replace 225 dia pipe with 300 dia in conjunction with roads project.
110	Bowen Rd (Hopkins to Brooker)	Oct 15	Nov 15	100%	\$66,000	\$72,300	In conjunction with roads project, renew and upgrade stormwater pits and pipe
111	Tenth Ave (Sherwood to Second)	May 16	Jun 16	50%	\$49,000	\$25,000	In conjunction with roads project, renew and upgrade stormwater pits and pipe
112	Terry St Car Park Extension	-	-	0%	\$51,000	-	In conjunction with property project. Project delayed pending the Planning rezoning application approval
113	Wattle Ave (Ashbolt to Michael)	Apr 16	Jun 16	100%	\$119,000	\$92,500	In conjunction with roads project. Upgrade undersized pipe
114	Harold St Intersection	May 16	May 16	100%	\$19,900	\$19,000	In conjunction with roads project. Upgrade undersized pipe
115	Pekurn Crescent (Maroni to Teering)	Apr 16	Jun 16	100%	\$73,000	\$73,000	In conjunction with roads project. Upgrade undersized pipe
116	Islet rivulet (Islington Rd)	-	-	20%	\$26,000	\$6,035	Gabions and rock mattresses. Project deferred to next year due to the change of scope
117	Arnold St (No. 3 to No. 17)	Feb 16	Apr 16	100%	\$159,559	\$133,500	Replace and upgrade undersized failing pipe
118	St Virgils Entrance to Campus	May 16	Jun 16	30%	\$71,531	\$20,000	Upgrade undersized pipe
119	Upper Hilton Rd (47)	Jan 16	Feb 16	100%	\$47,000	\$38,353	Construct public open drain on private property with 2 culvert crossings
120	Pit Replacement	May 16	Jun 16	100%	\$50,000	\$50,000	Various locations. Renewal of old damaged pits
121	Mains Patching	Ongoing	Ongoing	60%	\$50,000	\$30,000	Various locations. Early intervention to prevent asset failure

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Completed	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Stormwater						
122	Seventh Ave (No. 2 to No. 6)	Apr 16	Jun 16	80%	\$37,000	\$25,000	Replace existing pipe due to poor condition. Shed in the way delaying completion
123	O'Grady Ave (25)	Feb 16	Feb 16	100%	\$53,000	\$51,000	Install new 225 dia pipe for 4 properties that are not connected to our network

2015/2016 CAPITAL WORKS STATUS REPORT

ITEM	PROGRAM AREA	PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
	Plant						
124	Mobile traffic Lights	Feb 16	Jun 16	100%	\$19,800	\$19,978	New plant, to reduce plant hiring cost
125	Trailer – Mobile Traffic Lights	-	-	0%	\$2,500	-	Trailer not required for new traffic lights. Identified savings
126	Compactor Plate #1	-	-	0%	\$2,650	-	Item selected under \$1500. Purchased utilising small plant replacement Identified savings
127	Cordless 5 Piece Set	Jul 15	Jul 15	100%	\$1,750	\$1,750	Scheduled replacement program
128	Pressure Cleaner Fixed Petrol/Electric	Jul 15	Sept 15	100%	\$9,000	\$8,663	Scheduled replacement program
129	Compactor Plate #2	Nov 15	Dec 15	100%	\$2,650	\$2,272	Scheduled replacement program
130	Petrol Jackhammer	May 16	Jun 16	100%	\$3,500	\$2,209	Scheduled replacement program
131	Compactor Plate #3	Nov 15	Dec 15	100%	\$2,650	\$2,272	Scheduled replacement program
132	Tractor Attch Mower	Nov 15	Jan 16	100%	\$26,500	\$23,345	Scheduled replacement program
133	Power Crimper Cordless	Oct 15	Nov 15	100%	\$3,750	\$2,595	Scheduled replacement program
134	Tractor Attch Slasher	Nov 15	Jan 16	100%	\$10,000	\$9,895	Scheduled replacement program
135	Compressor 240v Electric	-	-	0%	\$3,000	-	Item selected under \$1500. Purchased utilising small plant acc. Identified savings
136	Generator Petrol #1	Dec 15	Jan 16	100%	\$2,200	\$1,767	Scheduled replacement program
137	Level Laser Rotating	Nov 15	Dec 15	100%	\$5,000	\$6,200	Scheduled replacement program
138	Drill Hammer Cordless	Oct 15	Nov 15	100%	\$2,250	\$2,500	Scheduled replacement program
139	Slicer Cultivator	-	-	0%	3,500	-	Item re-assessed with new Parks asset (Amazone's) ability, extend and then review Slicer's requirement. Identified savings

ITEM	PROGRAM AREA	PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
	Plant						
140	Generator Petrol #2	Dec 15	Jan 16	100%	\$2,200	\$1767	Scheduled replacement program
141	Spray Unit 500l	-	-	0%	\$2,500	-	Unit reviewed and assessed surplus to requirements. Identified savings
142	Chain Motors (x6)	Sept 15	Jun 16	100%	\$26,233	\$24,414	Scheduled replacement program DEC, issue with chain motor cases
143	Chain Motor Cases (x3)	Sept 15	Jun 16	100%	\$2,707	\$2,896	Scheduled replacement program DEC
144	Portable Appliance Tester	Nov 15	Dec 15	100%	\$2,091	\$6788	New plant to reduce cost of testing and tagging electrical equipment. Unit required for DEC and Workshop more expensive than budget. Approval to purchase utilising savings within program
145	Fuel Pump – Meter	-	-	0%	\$1,650	-	Item selected under \$1500. Purchased utilising small plant replacement Identified savings
146	Recycle Bins	Jul 15	Jun 16	100%	\$45,000	\$45,000	Bins replaced during the year
147	Cat 7 Custom Build	Jan 16	Apr 16	100%	\$31,760	\$32,837	Scheduled replacement program, bike track ute
148	Cat 5 Vehicle	Jun 15	Jul 15	100%	\$34,205	\$32,323	Scheduled replacement program. Directors vehicle
149	Cat 1 Vehicle Custom Build	Nov 15	Jun 16	100%	\$44,836	\$46,894	Scheduled replacement program. Animal mgt vehicle
150	Cat 1 Vehicle Custom Build	Nov 15	Jun 16	100%	\$44,836	\$46,894	Scheduled replacement program. Animal mgt vehicle
151	Cat 7 Vehicle Custom Build	Jul 15	Aug 15	100%	\$42,925	\$26,539	Scheduled replacement program. Managers vehicle
152	Cat 1 Vehicle Custom Build	May 16	Jul 16	80%	\$24,309	\$25269	Scheduled replacement program. Plumbers ute, allowing for shipment and body swap expect delivery mid-July

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Plant						
153	Cat 8 Vehicle Custom Build	May 16	Sept 16	80%	\$33,680	\$33,680	Scheduled replacement program. T-Park Rangers vehicle. Awaiting next shipment of units from Thailand. Expect arrival August, delivery Sept.
154	Cat 8 Vehicle Custom Build	May 16	Sept 16	80%	\$42,925	\$42,925	Scheduled replacement program. Vegetation control ute. Awaiting next shipment of units from Thailand. Expect arrival August, delivery Sept.
155	Cat 5 Vehicle	Dec 15	Apr 16	100%	\$34,205	\$32,087	Scheduled replacement program. Managers vehicle
156	Cat 7 Vehicle Custom Build	May 15	Sept 16	80%	\$42,925	\$42,925	Scheduled replacement program. Vegetation control ute. Awaiting next shipment of units from Thailand. Expect arrival August, delivery Sept.
157	Cat 9 Vehicle Custom Build	Sept 15	Oct 15	100%	\$15,504	\$9,130	Scheduled replacement program. Workshop ute, purchased leased unit
158	Cat 2 Vehicle	May 15	Jul 16	90%	\$28,824	\$32,195	Scheduled replacement program. Drawing Office ute, unit should arrive late June/early July, set at 90% in case of delivery problems.
159	Cat 9 Vehicle	Sept 15	Oct 15	100%	\$15,504	\$9,500	Scheduled replacement program. Workshop ute, purchased leased unit
160	Cat 5 Vehicle	Jan 16	Apr 16	100%	\$34,205	\$32,703	Scheduled replacement program. Managers vehicle
161	Cat 1 Vehicle Custom Build	May 16	Jul 16	80%	\$21,962	\$25,721	Scheduled replacement program. Carpenters ute, allowing for shipment and body swap expect delivery mid-July

2015/2016 CAPITAL WORKS STATUS REPORT

ITEM	PROGRAM AREA	PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
	Other						
162	Rates modelling software	Mar 16	Apr 16	100%	\$14,500	\$14,500	Software is installed and configured ready for use in 2016/17 Financial year for Rates Modelling for 2017/18 Financial year
163	DBYD PelicanCorp Replacement	Jun 16	Jun 16	0%	\$3,000	\$3,000 Estimated	This project is to be completed in June 2016.
164	Venue/Facilities Booking System	Apr 16	Jun 16	25%	\$60,000	\$30,000	This will be as "Software as a Service" (SaaS). Currently being configured for use at DEC, MAC and for Customer Service Hall Bookings. Currently this project is being managed by DEC Manager
165	Technology One – One Council implementation	Sept 15	Oct 17	10%	\$1.824M	\$500,000	Currently this projects Go Live dates are under review due to staff resourcing issues and development work required for Property and Rating business process solutions
166	GCC Website Development	Jan 16	Dec 16	10%	\$27,000	-	Currently this project is managed by Community Development and has just commenced obtaining quotes for development
167	ICT Service Management Software	May 16	Jun 16	0%	\$15,000	\$15,000	Underway. Expect completion June 16
168	Finance and Business – Mobile Devices (x4)	May 16	Jun 16	0%	\$10,000	\$10,000	Finance and Business devices
169	Project Management Register	-	-	0%	\$5,100	-	To be deferred to 2016-17 until after Procurement Project.

		PERFORMANCE MEASURES					
		Works Start Month	Works Completion Month	Works % Complete	Allocated Budget (\$)	Actual Cost (\$)	Comments
ITEM	PROGRAM AREA						
	Other						
170	Unified Threat Monitoring	-	-	0%	\$18,000	-	Cloud Protection device – to be deferred to 2016/17
171	DEC – Audio Visual Equipment – TV's (x4)	Mar 16	Jun 16	100%	\$25,478	\$25,096	Completed and in Service
172	DEC – Laptops (x2)	Feb 16	Mar 16	100%	\$2,767	\$2,907	Completed and in Service
173	Derwent Park Reuse Scheme	Oct 11	Sep 16	91%	\$2.618M	\$2.258M	91% total value of the constructed assets will be capitalised FY16. Co-generator and heat exchanger unit to be fully operational by Sept 16.
174	IT Catch-up Investment	Jul 15	Jun 16	95%	290,000	290,000	Expected completion June 2016



**THE AUDIT PANEL CHARTER
OF
GLENORCHY CITY COUNCIL**

Glenorchy City Council

Title	Audit Panel Charter of Glenorchy City Council
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes
Responsible Directorate	Corporate Governance
Due for Review	At least every second year as per Clause 17.2 of the Audit Panel Charter
ECM	Audit Panel Charter
Version	1.0 Approved Item 9 (04 August 2014) as per Council Minutes
	1.1 Endorsed (as amended) Item 7 (20 April 2016) as per Audit Panel Minutes
	2.0 Approved Item XX (DD MMM YYYY) as per Council Minutes

THE AUDIT PANEL CHARTER

The Audit Panel Charter of Glenorchy City Council is made under sections 85, 85A and 85B of the *Local Government Act 1993* (Tas) and the *Local Government (Audit Panels) Order 2014* (Tas) detailing:

- (a) the manner in which the Audit Panel is to perform its functions; and
- (b) the procedure of the Audit Panel in respect of its meetings.

PART 1 – PRELIMINARY

1.1 Short Title

The Audit Panel Charter of Glenorchy City Council may be cited as the Charter.

PART 2 – INTERPRETATION

2.1 Interpretation

In this Charter –

“**Act**” means the *Local Government Act 1993* (Tas);

“**Audit Panel**” means an audit panel that Glenorchy City Council is required to establish under section 85(1) of the Act;

“**Council**” means Glenorchy City Council established under section 18 of the Act;

“**Councillor**” means a person elected to Council and includes the Mayor, Deputy Mayor and Alderman;

“**Chairperson**” means the chairperson of the Audit Panel appointed by Council in accordance with the *Local Government (Audit Panels) Order 2014* (Tas);

“**Chief Financial Officer**” means the person, determined by the General Manager of Council by notice provided to the person, to be responsible to the General Manager in relation to the preparation of Council's financial statements;

“**financial statements**” means the annual financial statements required by section 84 of the Act and produced in accordance with the *Audit Act 2008* (Tas);

“**General Manager**” means the General Manager of Council appointed pursuant to section 61 of the Act;

“independent person” means a person who is not a Councillor/Alderman or an employee of Council;

“Order” means the *Local Government (Audit Panels) Order 2014* (Tas);

“Part 7 plan” means a strategic plan, an annual plan, a long-term financial management plan or a long-term strategic asset management plan of Council prepared under Division 2 of Part 7 of the Act.

PART 3 – OBJECTIVE

- 3.1** The objective of the Audit Panel is to review Council’s performance under section 85A of the Act and report to Council its conclusions and recommendations.

PART 4 – FUNCTIONS OF THE AUDIT PANEL

- 4.1** The Audit Panel is to consider in a review of Council’s performance:
- (a) whether the annual financial statements of Council accurately represent the state of affairs of Council;
 - (b) whether and how the Part 7 plans are integrated and the processes by which, and assumptions under which, those plans were prepared;
 - (c) Council’s financial system, financial governance arrangements and financial management;
 - (d) the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that Council has in relation to safeguarding its long-term financial position;
 - (e) whether Council is complying with the provisions of the Act and all other relevant legislation;
 - (f) whether Council is complying with its internal policies and procedures;
 - (g) whether Council has taken any action in relation to previous recommendations provided by the Audit Panel to Council and, if it has so taken action, what that action was and its effectiveness; and
 - (h) any other matters specified in the Order under section 85B of the Act as matters that the Audit Panel is to consider in such a review.
- 4.2** The Audit Panel is to review the General Manager’s corporate credit card expenditure.

PART 5 – KEY AREAS FOR CONSIDERATION

- 5.1 In fulfilling its functions, the Audit Panel should consider the following key areas:
- (a) corporate governance;
 - (b) human resource management, including its policies, procedures and enterprise agreement;
 - (c) information and communication technology governance;
 - (d) management and governance of the use of data, information and knowledge; and
 - (e) internal and external reporting requirements.

PART 6 – RESPONSIBILITIES OF THE AUDIT PANEL MEMBERS

- 6.1 A member of the Audit Panel is expected to understand and comply with the legal requirements of the Act and the Order.
- 6.2 A member of the Audit Panel is expected to:
- (a) act in the best interests of Council;
 - (b) apply sound analytical skills, objectivity and judgment;
 - (c) express opinions constructively and openly, raise issues that relate to the Audit Panel's functions and pursue independent lines of enquiry; and
 - (d) contribute the time required to review the papers provided.

PART 7 – MEMBERSHIP OF THE AUDIT PANEL

- 7.1 The Audit Panel of Council is to be constituted by five (5) members of whom three (3) must be independent persons.
- 7.2 Without limiting who may be members of the Audit Panel, the following persons are eligible to be members of the Audit Panel:
- (a) a Councillor, other than the Mayor, of Council; or
 - (b) a member of an Audit Panel of another Council.
- 7.3 A person who is an employee or the General Manager or the Mayor of Council is not entitled to be a member of the Audit Panel of Council.
- 7.4 Council is to seek expressions of interest for the appointment of Aldermanic members of the Audit Panel through a secret ballot process.

- 7.5 Council is to seek expressions of interest for appointment of members of the Audit Panel, including through publicly advertising.
- 7.6 Council is to appoint the independent persons of its Audit Panel after a selection process conducted by Council.
- 7.7 In appointing an independent person as a member of the Audit Panel, Council –
- (a) is to ensure that the person possesses good business acumen and sound management and communication skills; and
 - (b) may take into account any other relevant knowledge, abilities and skills of the person including, but not limited to –
 - (i) knowledge and expertise in the areas of audit practices and financial management;
 - (ii) knowledge of, and experience in, relevant industries;
 - (iii) experience in, and good understanding of, relevant legal requirements; and
 - (iv) experience with governance processes including, but not limited to, risk management.
- 7.8 Council is to appoint two (2) Aldermanic proxies through a secret ballot process that are to be called upon when the elected Aldermanic members are unavailable to attend the Audit Panel meeting(s).

PART 8 - CHAIRPERSON OF THE AUDIT PANEL

- 8.1 The Chairperson of the Audit Panel may only be an independent person who is a member of the Audit Panel.
- 8.2 Council is to appoint one of the independent persons as Chairperson of the Audit Panel by secret ballot in a Council Meeting.
- 8.3 When the Chairperson is unavailable to attend a meeting of the Audit Panel, a Deputy Chairperson is to be selected from the remaining two (2) independent persons as voted on by the Audit Panel or as voted on by Council at the time of appointing the Chairperson.

PART 9 - TERM AND CONDITIONS OF APPOINTMENT OF THE AUDIT PANEL MEMBERS

- 9.1 A member of the Audit Panel holds office for a period of two (2) years as specified in the member's instrument of appointment.
- 9.2 A member of the Audit Panel, if eligible, may be re-appointed by Council.

- 9.3 A member of the Audit Panel who is an independent person is entitled to be paid the remuneration and allowances as determined by Council.

PART 10 - NOTIFICATION OF APPOINTMENT OF MEMBERS OF AUDIT PANEL

- 10.1 The General Manager of Council is to notify the Director of Local Government of:
- (a) the appointment of all the members of Council's Audit Panel, and the term of each of those appointments, as soon as practicable after establishing the Audit Panel;
 - (b) the identity of the Chairperson and each independent person of the Audit Panel; and
 - (c) the appointment of each new member of the Audit Panel and the term of his or her appointment, as soon as practicable after making that appointment.

PART 11 - ANNUAL WORK PLAN

- 11.1 To assist the Audit Panel in performing its functions efficiently and effectively, the Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting so scheduled.
- 11.2 The forward meeting schedule should include the dates, location and proposed agenda items for each meeting.

PART 12 - MEETINGS OF THE AUDIT PANEL

- 12.1 The Audit Panel is to hold not less than four (4) meetings in each financial year.
- 12.2 At a meeting of the Audit Panel, a quorum is constituted by three (3) members in attendance one of whom must be an independent member, and another an Alderman member of the Audit Panel.
- 12.3 The General Manager of Council is to attend, or to ensure that his or her delegate attends, each meeting of Council's Audit Panel as an ex-officio (non-voting) member.
- 12.4 The following Officers of Council are to attend, or to ensure that their respective delegates attend, each meeting of Council's Audit Panel as an ex-officio (non-voting) member:
- (a) Director, Corporate Governance and General Counsel; and
 - (b) Chief Financial Officer.
- 12.5 The Audit Panel may invite or allow a councillor of Council and/or an employee of Council and/or internal and/or, external auditor to attend one or more meetings of the Audit Panel.

- 12.6 Subsections 12.3, 12.4 and 12.5 do not apply in relation to a meeting of the Audit Panel if the Chairperson determines that the meeting is to be held in private.
- 12.7 Within the context of this Charter the Audit Panel may regulate its own meetings.
- 12.8 The relevant provisions of the *Local Government (Meeting Procedures) Regulations 2015* (Tas) are to apply to meetings of the Audit Panel.
- 12.9 The Chairperson is required to call a meeting if requested to do so by Council, or an Audit Panel member.

PART 13 – REPORTING

- 13.1 The Audit Panel is to report regularly to Council on its operations and activities during the year.
- 13.2 The Audit Panel is to provide a copy of its confirmed meeting minutes to Council as soon as practicable after each Audit Panel meeting.
- 13.3 With respect to communicating with Council:
- (a) Within ten (10) working days of an Audit Panel meeting, the Chairperson is to prepare a brief report of that meeting and circulate that report to Audit Panel members;
 - (b) The Chairperson will forward the report to the General Manager to include in the next available Council meeting agenda (closed section);
 - (c) The Chair (or other Audit Panel member, if unavailable) will attend that Council meeting to present the report and answer questions on the recent Audit Panel meeting; and
 - (d) After the next Audit Panel meeting, the secretariat will include the confirmed minutes of the previous Audit Panel meeting on the next available Council meeting agenda, together with the Chairperson's brief report of that meeting.
- 13.4 The Audit Panel may, at any time, report to Council any other matter it deems to be of sufficient importance to do so.
- 13.5 The Audit Panel, through the Chairperson, must report annually to Council on its overall operation and activities during the year.
- 13.6 The Audit Panel's annual report is to include but not limited to:
- (a) A summary of the work the Audit Panel performed to fully discharge its responsibilities during the preceding year; and
 - (b) An overall assessment of Council's legal, governance, financial, risk, control and compliance framework including details of any significant emerging risk impacting on Council.

PART 14 - RECOMMENDATION OF THE AUDIT PANEL

- 14.1** On conducting a review under section 85A of the Act, the Audit Panel is to provide Council with a written report of its conclusions and recommendations, if any.

PART 15 - RESOURCES OF THE AUDIT PANEL

- 15.1** Council is to provide secretarial support to, and all necessary funding required by, the Audit Panel.
- 15.2** The secretariat is to ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chairperson, at least four (4) days before the meeting.
- 15.3** The secretariat is to ensure the minutes of the meetings are prepared and maintained.
- 15.4** The minutes must be approved by the Chairperson and will be confirmed at the next meeting of the Audit Panel.
- 15.5** The secretariat will provide a copy of the Audit Panel's confirmed meeting minutes to Council as soon as practicable after each Audit Panel meeting.
- 15.6** The Audit Panel, through the General Manager, will obtain any information and/or document it needs from any employee of Council and/or external party when such information and/or document is required to carry out its functions. This is subject to the Audit Panel members' legal obligations to protect the obtained information and/or document.
- 15.7** The Audit Panel will obtain, at the cost of Council, external professional advice when it is required to carry out its functions.
- 15.8** The Audit Panel will discuss any matters with the internal and/or external auditor when required, subject to confidentiality considerations.
- 15.9** Council is to provide induction for the members of the Audit Panel to enable them to meet their responsibilities under this Charter.

PART 16 – CONFLICTS OF INTEREST

- 16.1** The Conflict of Interest provisions of Part 5 of the Act are to apply to members of the Audit Panel, Council and Council employees who provide advice or recommendations to the Audit Panel.
- 16.2** A member of the Audit Panel must declare to the Chairperson any potential or actual pecuniary or non-pecuniary interests that may affect the carrying out of the functions and responsibilities under the Act and the Order.
- 16.3** Such declaration of pecuniary or non-pecuniary interests will be recorded in the meeting minutes.
- 16.4** Independent persons are to consider past employment, consultancy arrangement and any related party issues in making these declarations.

- 16.5 Where required by the Chairperson the member will be excused from the meeting or from the Audit Panel's consideration of the relevant agenda item(s).

Part 17 –REVIEW OF THE AUDIT PANEL AND THE CHARTER

17.1 Performance Review of the Audit Panel

- (a) The Chairperson of the Audit Panel, in consultation with Council, will initiate a review of the performance of the Audit Panel at least once every two (2) years.
- (b) The review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Audit Panel, the General Manager, the internal and external auditors, management and any other relevant stakeholders, as determined by Council.

17.2 Review of the Charter

- (a) At least every second year the Audit Panel will review the Charter to ensure its provisions comply with the Act and the Order.
- (b) Any changes to the Charter will be recommended by the Audit Panel and approved by Council.

Approved by Glenorchy City Council at its Meeting dated

Signed on behalf of Glenorchy City Council

Signature

Title

Full Name

Date



**THE AUDIT PANEL CHARTER
OF
GLENORCHY CITY COUNCIL**

Glenorchy City Council

<u>Title</u>	<u>Audit Panel Charter of Glenorchy City Council</u>
<u>Council Resolution</u>	<u>Item XX (DD MMM YYYY) as per Council Minutes</u>
<u>Responsible Directorate</u>	<u>Corporate Governance</u>
<u>Due for Review</u>	<u>At least every second year as per Clause 17.2 of the Audit Panel Charter</u>
<u>ECM</u>	<u>Audit Panel Charter</u>
<u>Version</u>	<u>1.0 Approved Item 9 (04 August 2014) as per Council Minutes</u>
	<u>1.1 Endorsed (as amended) Item 7 (20 April 2016) as per Audit Panel Minutes</u>
	<u>2.0 Approved Item XX (DD MMM YYYY) as per Council Minutes</u>

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THE AUDIT PANEL CHARTER

The Audit Panel Charter of Glenorchy City Council is made under sections 85, 85A and 85B of the *Local Government Act 1993* (Tas) and the *Local Government (Audit Panels) Order 2014* (Tas) detailing:

- (a) the manner in which the Audit Panel is to perform its functions; and
- (b) the procedure of the Audit Panel in respect of its meetings.

PART 1 – PRELIMINARY

1.1 Short Title

The Audit Panel Charter of Glenorchy City Council may be cited as the Charter.

1.2 Application

~~The Charter may only relate to administrative matters.~~

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PART 2 – INTERPRETATION

2.1 Interpretation

In this Charter –

“Act” means the *Local Government Act 1993* (Tas);

“Audit Panel” means an audit panel that Glenorchy City Council is required to establish under section 85(1) of the Act;

“Council” means Glenorchy City Council established under section 18 of the Act;

“Councillor” means a person elected to Council and includes the Mayor, Deputy Mayor and Alderman;

“Chairperson” means the chairperson of the Audit Panel appointed by Council in accordance with the *Local Government (Audit Panels) Order 2014* (Tas);

~~“Executive Manager Finance & Business Services”~~ **“Chief Financial Officer”** means the person, determined by the General Manager of Council by notice provided to the person, to be responsible to the General Manager in relation to the preparation of Council's financial statements;

“financial statements” means the annual financial statements required by section 84 of the Act and produced in accordance with the *Audit Act 2008* (Tas);

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“General Manager” means the General Manager of Council appointed pursuant to section 61 of the Act;

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“Order” means the *Local Government (Audit Panels) Order 2014* (Tas);

“Part 7 plan” means a strategic plan, an annual plan, a long-term financial management plan or a long-term strategic asset management plan of Council prepared under Division 2 of Part 7 of the Act.

PART 3 – OBJECTIVE

- 3.1 The objective of the Audit Panel is to review Council’s performance under section 85A of the Act and report to Council its conclusions and recommendations.

PART 4 - FUNCTIONS OF THE AUDIT PANEL

- 4.1 The Audit Panel is to consider in a review of Council's performance:

- (a) whether the annual financial statements of Council accurately represent the state of affairs of Council;
- (b) whether and how the Part 7 plans are integrated and the processes by which, and assumptions under which, those plans were prepared;
- (c) Council’s financial system, financial governance arrangements and financial management;
- (d) the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that Council has in relation to safeguarding its long-term financial position;
- (e) whether Council is complying with the provisions of the Act and all other relevant legislation;
- (f) whether Council is complying with its internal policies and procedures;

- 4.2 (g) whether Council has taken any action in relation to previous recommendations provided by the Audit Panel to Council and, if it has so taken action, what that action was and its effectiveness; and

~~(h) (h)~~ — any other matters specified in the Order under section 85B of the Act as matters that the Audit Panel is to consider in such a review.

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4.2 The Audit Panel is to review the General Manager's corporate credit card expenditure.

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PART 5 – KEY AREAS FOR CONSIDERATION

5.1 In fulfilling its functions, the Audit Panel should consider the following key areas:

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- (c) information and communication technology governance;
- (d) management and governance of the use of data, information and knowledge; and
- (e) internal and external reporting requirements.

PART 6 – RESPONSIBILITIES OF THE AUDIT PANEL MEMBERS

6.1 A member of the Audit Panel is expected to understand and comply with the legal requirements of the Act and the Order.

6.2 A member of the Audit Panel is expected to:

- (a) act in the best interests of Council;
- (b) apply sound analytical skills, objectivity and judgment;
- (c) express opinions constructively and openly, raise issues that relate to the Audit Panel's functions and pursue independent lines of enquiry; and
- (d) contribute the time required to review the papers provided.

PART 7 – MEMBERSHIP OF THE AUDIT PANEL

7.1 The Audit Panel of Council is to be constituted by five (5) members of whom three (3) must be independent persons.

7.2 Without limiting who may be members of the Audit Panel, the following persons are eligible to be members of the Audit Panel:

- (a) a Councillor, other than the Mayor, of Council; or

~~(b) (b) — a Councillor, or employee, of another Council;~~

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Glenorchy City Council

~~(e)~~ — a member of an Audit Panel of another Council.

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- 7.3 A person who is an employee or the General Manager or the Mayor of Council is not entitled to be a member of the Audit Panel of Council.
- 7.4 Council is to seek expressions of interest for the appointment of Aldermanic members of the Audit Panel through a secret ballot process.
- 7.5 Council is to seek expressions of interest for appointment of members of the Audit Panel, including through publicly advertising.
- 7.6 Council is to appoint the independent persons of its Audit Panel after a selection process conducted by Council.
- 7.7 In appointing an independent person as a member of the Audit Panel, Council –
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 - (b) may take into account any other relevant knowledge, abilities and skills of the person including, but not limited to –
 - (i) knowledge and expertise in the areas of audit practices and financial management;
 - (ii) knowledge of, and experience in, relevant industries;
 - (iii) experience in, and good understanding of, relevant legal requirements; and
 - (iv) experience with governance processes including, but not limited to, risk management.
- 7.8 Council is to appoint two (2) Aldermanic proxies through a secret ballot process that are to be called upon when the elected Aldermanic members are unavailable to attend the Audit Panel meeting(s).

PART 8 - CHAIRPERSON OF THE AUDIT PANEL

- 8.1 The Chairperson of the Audit Panel may only be an independent person who is a member of the Audit Panel.
- 8.2 Council is to appoint one of the independent persons as Chairperson of the Audit Panel by secret ballot in a Council Meeting.
- 8.3 When the Chairperson is unavailable to attend a meeting of the Audit Panel, a Deputy Chairperson is to be selected from the remaining two (2) independent persons as voted on by the Audit Panel or as voted on by Council at the time of appointing the Chairperson.

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PART 9 - TERM AND CONDITIONS OF APPOINTMENT OF THE AUDIT PANEL MEMBERS

- 9.1** A member of the Audit Panel holds office for a period of two (2) years as specified in the member's instrument of appointment.
- 9.2** A member of the Audit Panel, if eligible, may be re-appointed by Council.
- 9.3** A member of the Audit Panel who is an independent person is entitled to be paid the remuneration and allowances as determined by Council.

PART 10 - NOTIFICATION OF APPOINTMENT OF MEMBERS OF AUDIT PANEL

- 10.1** The General Manager of Council is to notify the Director of Local Government of:
- (a) the appointment of all the members of Council's Audit Panel, and the term of each of those appointments, as soon as practicable after establishing the Audit Panel;
 - (b) the identity of the Chairperson and each independent person of the Audit Panel; and
 - (c) the appointment of each new member of the Audit Panel and the term of his or her appointment, as soon as practicable after making that appointment.

PART 11 - ANNUAL WORK PLAN

- 11.1** To assist the Audit Panel in performing its functions efficiently and effectively, the Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting so scheduled.
- 11.2** The forward meeting schedule should include the dates, location and proposed agenda items for each meeting.

PART 12 - MEETINGS OF THE AUDIT PANEL

- 12.1** The Audit Panel is to hold not less than four (4) meetings in each financial year.
- 12.2** At a meeting of the Audit Panel, a quorum is constituted by three (3) members in attendance one of whom must be an independent ~~person~~member, and ~~the oano~~ther an Alderman member of the Audit Panel.
- 12.3** The General Manager of Council is to attend, or to ensure that his or her delegate attends, each meeting of Council's Audit Panel as an ex-officio (non-voting) member.
- 12.4** The following Officers of Council are to attend, or to ensure that their respective delegates attends, each meeting of Council's Audit Panel as an ex-officio (non-voting) member:

Glenorchy City Council

- (a) Director, Corporate Governance and General Counsel; and
 - (b) Manager, Governance & RiskChief Financial Officer;
 - (c) ~~Manager, People & Safety; and~~
 - (d) ~~Manager, Business & Finance.~~
- 12.5 The Audit Panel may invite or allow a councillor of Council and/or an employee of Council and/or internal and/or, external auditor to attend one or more meetings of the Audit Panel.
- 12.6 Subsections 12.3, 12.4 and 12.5 do not apply in relation to a meeting of the Audit Panel if the Chairperson determines that the meeting is to be held in private.
- 12.7 Within the context of this Charter the Audit Panel may regulate its own meetings.
- 12.8 The relevant provisions of the *Local Government (Meeting Procedures) Regulations 2015* (Tas) are to apply to meetings of the Audit Panel.
- ~~12.9 The Audit Panel is to provide a copy of the minutes of its meetings to Council as soon as reasonably practicable and in any case within seven (7) working days of the meetings.~~
- ~~12.9~~10 The Chairperson is required to call a meeting if requested to do so by Council, or an Audit Panel member.

PART 13 – REPORTING

- 13.1 The Audit Panel is to report regularly to Council on its operations and activities during the year through the provision of all Audit Panel minutes.
- 13.2 The Audit Panel is to provide a copy of its confirmed meeting minutes to Council as soon as practicable after each Audit Panel meeting.
- 13.3 With respect to communicating with Council:
- (a) Within ten (10) working days of an Audit Panel meeting, the Chairperson is to prepare a brief report of that meeting and circulate that report to Audit Panel members;
 - (b) The Chairperson will forward the report to the General Manager to include in the next available Council meeting agenda (closed section);
 - (c) The Chair (or other Audit Panel member, if unavailable) will attend that Council meeting to present the report and answer questions on the recent Audit Panel meeting; and
 - (d) After the next Audit Panel meeting, the secretariat will include the confirmed minutes of the previous Audit Panel meeting on the next available Council meeting agenda, together with the Chairperson's brief report of that meeting.
- ~~13.5~~4 The Audit Panel may, at any time, report to Council any other matter it deems to be of sufficient importance to do so.

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13.65 The Audit Panel, through the Chairperson, must report annually to Council on its overall operation and activities during the year.

13.76 The Audit Panel's annual report is to include but not limited to:

- (a) A summary of the work the Audit Panel performed to fully discharge its responsibilities during the preceding year; and
- (b) An overall assessment of Council's legal, governance, financial, risk, control and compliance framework including details of any significant emerging risk impacting on Council.

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PART 14 - RECOMMENDATION OF THE AUDIT PANEL

14.1 On conducting a review under section 85A of the Act, the Audit Panel is to provide Council with a written report of its conclusions and recommendations, if any.

PART 15 - RESOURCES OF THE AUDIT PANEL

- 15.1** Council is to provide secretarial support to, and all necessary funding required by, the Audit Panel.
- 15.2** The secretariat is to ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chairperson, at least four (4) days before the meeting.
- 15.3** The secretariat is to ensure the minutes of the meetings are prepared and maintained.
- 15.4** The minutes must be approved by the Chairperson and will be confirmed at the next meeting of the Audit Panel.
- 15.5** The secretariat will provide a copy of the Audit Panel's confirmed meeting minutes to Council as soon as practicable after each Audit Panel meeting.
- 15.6** The Audit Panel, through the General Manager, will obtain any information and/or document it needs from any employee of Council and/or external party when such information and/or document is required to carry out its functions. This is subject to the Audit Panel members' legal obligations to protect the obtained information and/or document.
- 15.7** The Audit Panel will obtain, at the cost of Council, external professional advice when it is required to carry out its functions.
- 15.8** The Audit Panel will discuss any matters with the internal and/or external auditor when required, subject to confidentiality considerations.
- 15.9** Council is to provide induction for the members of the Audit Panel to enable them to meet their responsibilities under this Charter.

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PART 16 – CONFLICTS OF INTEREST

- 16.1** The Conflict of Interest provisions of Part 5 of the Act are to apply to members of the Audit Panel, Council and Council employees who provide advice or recommendations to the Audit Panel.
- 16.2** A member of the Audit Panel must declare to the Chairperson any potential or actual pecuniary or non-pecuniary interests that may affect the carrying out of the functions and responsibilities under the Act and the Order.
- 16.3** Such declaration of pecuniary or non-pecuniary interests will be recorded in the meeting minutes.
- 16.4** Independent persons are to consider past employment, consultancy arrangement and any related party issues in making these declarations.
- 16.5** Where required by the Chairperson the member will be excused from the meeting or from the Audit Panel's consideration of the relevant agenda item(s).

Part 17 – REVIEW OF THE AUDIT PANEL AND THE CHARTER

17.1 Performance Review of the Audit Panel

- (a) The Chairperson of the Audit Panel, in consultation with Council, will initiate a review of the performance of the Audit Panel at least once every two (2) years.
- (b) The review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Audit Panel, the General Manager, the internal and external auditors, management and any other relevant stakeholders, as determined by Council.

17.2 Review of the Charter

- (a) At least every second year the Audit Panel will review the Charter to ensure its provisions comply with the Act and the Order.
- (b) Any changes to the Charter will be recommended by the Audit Panel and approved by Council.

Glenorchy City Council

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Approved by Glenorchy City Council at its Meeting dated

Signed on behalf of Glenorchy City Council

Signature

Title

Full Name

Date

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Outstanding Actions List - Open Council Meeting				
Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible
9/06/2015	13.3	Notice of Motion Alderman M. Stevenson	That a brief projects and major operational items summary be provided at each Council meeting.	Corporate Governance
3/08/2015	8	Community Garden - Kenbrae Avenue and Picaillin Street	That Council acknowledges that the Legal and Property Department will negotiate a lease under section 179 of the Local Government Act with the Glenorchy Precinct Group for the portion of land between Kenbrae Avenue and Picaillin Street on either side of the footpath to develop a community garden for the benefit of our community.	Corporate Governance
3/08/2015	15.1	Notice of Motion - Alderman D. Pearce	That Council re-examines its consultation processes and methods.	Community, Economic Development & Business
3/08/2015	15.2	Notice of Motion - Alderman J. Branch-Allen	1. Glenorchy City Council plan to facilitate a community forum in 2016 to talk about community food security. 2. We invite Professor David Adams (leader in this area) to talk at the forum.	Community, Economic Development & Business
			Council Officers have met 4 times in the past 4 months with a Precinct Working Group to develop the Community Garden proposal. The group has discussed management and operation of the space, stages to the development, local community consultation and placement of physical features e.g.: shedding, specifically trained Council staff completed a CPRED review in early December and this was presented to the Working Party on 7 Dec 2015 for consideration. Council staff and The Greater Glenorchy Community Precinct now await an agreed layout plan and management / operation documentation from the working party to be able to progress with the project to the community consultation phase. There has been no agreed layout plan presented. Thus the Glenorchy Community Precinct have written to the working party requesting specific agreement on progress or the Community Precinct will withdraw support for the project. Aid Dunsby has assisted the Working Party to provide a response to the Greater Glenorchy Community Precinct which was tabled at their most recent meeting. This is an action in the Glenorchy City Council Annual Plan 2015/16 to 2018/19 which was adopted by Council on 1 June 2015: L1.3.01: Utilise the community engagement process implemented for the new Community Plan to review Council's community engagement process including the operation of Precinct Committees and new methods such as social media. Review Council's community engagement strategy and develop a community engagement manual. The target date for completion of the Action is 30 June 2016. A Co-ordinator Community Planning and Inclusion position has been approved and the position is anticipated to be advertised in the near future. This will enable the review to commence following the hiatus resulting from the resignation of the Co-ordinator Communications & marketing in September 2015. Resources to be allocated as part of 2016/17 to 2019/20 Annual Plan development. Subject to budgetary consideration. (NB: There is no line item for this currently in the draft budget.)	Estimated Completion Date June 2016 No Estimate available at this time. 31 Dec-16

Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible	Comments/Update	Estimated Completion Date
10/06/2014	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.	City Services & Infrastructure	Parking Strategy Working Group has been re-established. The Terms of Reference have been endorsed by Council. Meetings of the working group are now underway. A project plan has been agreed by the Group for completion of the review mid-2017.	31-Jul-17
13/10/2014	7.1	Notice of Motion 7 - Alderman M. Stevenson Develop an 'expression of interest' process	That Council develop an 'expression of interest' process that could be implemented to help find a naming rights sponsor for the Derwent Entertainment Centre and other Council facilities.	Community, Economic Development & Business	EOI process to be developed in conjunction with Manager Legal & Property. To be implemented, in respect of the DEC, as an action item in the DEC Business Plan. Initially to be pursued as foyer naming rights until the DEC brand consolidates. Reply received from DEC on 23 March 2016. Advising as follows (in summary): • It would be operationally problematic for Tasmania Police to provide information on the operation of the CCTV system. • A report could be developed but it would need to be expurgated for legal reasons – to the extent that it would be anecdotal only. • There is no baseline data to use for comparison purposes. • There has been a decrease in the local crime rate, albeit a slight increase in public order incidents. • CCTV provides a level of reassurance to the community and has a deterrent and displacement effect on offending. • CCTV footage is not actively monitored and is used on an "as need" basis where an investigating officer believes it may assist an investigation.	Dec 2016
1/09/2014	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)	Community, Economic Development & Business		On-going
31/08/2015	10	Community and Multi-Cultural Feasibility Study - Election Commitment Grant Deed	a) Council call for expressions of interest in developing a feasibility plan to meet the needs of the community for a Multi-Cultural Centre/ Community Spaces Plan. b) Confirm with the Department of Premier and Cabinet that the proposed grant timelines are acceptable - expenditure within the 2015/16 financial year.	Community, Economic Development & Business	Final draft report is due from the project on 1 June 2016 with presentation to Council workshop on 20 June 2016.	June 2016
26/10/2015	17	Audio Recording of Meetings of Council	That Council APPROVE for the General Manager to negotiate and enter into an agreement with the preferred EOI applicant a suitable audio recording solution for Council.	Corporate Governance	Contract has been entered into and audio equipment is enroute from USA and may take another few weeks to arrive in Australia. A week between Council meeting will need to be set aside for installation and training. It is envisaged that Alderman will need to attend a familiarisation brief to acquaint themselves of the new system.	end June 2016
23/11/2015	9	Notice of Motion - Proposing the replacement of all speed limit signs and 'No Stopping' signs with pavement marking and the change of road markings from white to yellow.	(c) That Council ENDORSES a database associated with all traffic signs and road markings within Glenorchy municipality be developed. (d) That Council ENDORSES a review of existing speed limit signs within the Glenorchy municipality so that the number of speed limit signs is minimised following the development of the proposed street sign database. (e) That Council ENDORSES a procedure for the 'No Stopping' restrictions be developed to determine where to use signage and/or line marking in terms of full-time 'No Stopping' parking restrictions with the consideration of minimising installation and maintenance costs. (f) That Council ENDORSES that the existing 'No Stopping' signs also be reviewed subsequent to the development of the proposed database. (g) That Council ENDORSES a long term plan for line marking maintenance to be developed subsequent to the development of the proposed database.	City Services & Infrastructure	Transport Engineer has commenced work on the development of the traffic signs and linemarking database. Additional resources are needed to collect and process the data. A 'trial' of a suburb or similar area is needed to clarify the time needed to complete the database.	Estimated time to be advised following completion of a 'trial' area to assess resource needs.

Actions Register (Open Council)

Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible	Comments/Update	Estimated Completion Date
23/11/2015	10	Bushfire Management	2. That Council APPROVES the implementation of an improved, on-going bushfire management program (stages 1-3) to meet statutory responsibilities that is expected to cost, on average, \$343,000 per year over the first 10 years and thereafter have an on-going cost of \$273,000. 3. That Council APPROVES a budget variation of \$45,000 for the 15/16 financial year to commence stage 1 of the bushfire management program for policy and strategy development.	City Services & Infrastructure	2. Council Policy/Strategy and Bushfire Management Plan to be developed by new position holder. 3. New Position Description has been developed for approval and advertising.	2. 30 Dec 2016 3. Expect position to be advertised in May 2016.
21/12/2015	9	Main Road Transit (Public Transport) Corridor, Bus Priority and Bus Stop Optimisation Measures	3. Requires a further report be provided to Council on completion of detailed design and prior to the implementation of bus priority measures at the intersection of Main Road and Derwent Park Road/Springfield Avenue	City Services & Infrastructure	Officers from the Department of State Growth have been made aware of the resolution and will provide Council with detailed design drawings for further review before final approval is agreed.	Subject to progressing by State Growth.
25/01/2016	9	Development Opportunities along the Potential Public Transit Corridor	That Council (b) subject to the matched support of Hobart City Council: (i) INITIATE a Public Transit Corridor Urban Utilization and Economic Benefit project for the current rail corridor, based on that Project Proposal, in partnership with Hobart City Council; (ii) EXCHANGE Memoranda of Agreement to proceed with the project on terms and conditions agreed by the General Managers of the respective Councils; (iii) PREPARE a brief requesting expressions of interest from suitably qualified and experienced public transport and urban development consultants demonstrating their capacity to fully develop a report and recommendations satisfying the combined requirements of the two Councils. (iv) AGREE to requesting submissions from consultants that have demonstrated through their expressions of interest submissions that they have the capacity to provide a report capable of satisfying the requirements of the brief. (v) ALLOCATE up to \$75,000 as Glenorchy City Council's contribution to the cost of engaging a consultant, subject to Hobart City Council agreeing to allocate \$75,000 to the total fees for the consultant work over a 12-month period. - Corporate Performance Reporting - Management to provide a framework at February workshop. - Clarification as to reporting requirements of the Council.	Community, Economic Development & Business/Corporate Governance	The Joint Working Group met on 18 May 2016 and selected GHQ Pty Ltd as the consultants to undertake the project. An inception meeting between the consultants and the Joint Working Group was held on 31 May 2016.	30-Jun-16
25/01/2016	11	Actions List - Update Report	- Corporate Performance Reporting - Management to provide a framework at February workshop. - Clarification as to reporting requirements of the Council.	Community, Economic Development & Business/Corporate Governance	Council was advised at the Council meeting on 9 May 2016 that corporate performance reporting would be considered at a Council Workshop in June with a report to the Council meeting on 4 July 2016.	Dec 2016
25/01/2016	19.1	Notice of Motion - Alderman M. Stevenson	That Council investigates its jurisdiction to ban smoking along the InterCity Cycleway and; Returns a report to Council advising if it does have jurisdiction to do so, and; If possible, provide an appropriate schedule for implementing such a ban, and Council to consult with HCC e.g. Salamanca markets compliance.	City Services & Infrastructure	This report was laid on the table pending a Council Workshop on a date to be determined.	30-Aug-16
15/02/2016	10	KGV Skate Park	That Council: RECEIVES and notes the update on the relocation and construction of the Skate Park and that there be extended community consultation about the location of the Skate Park and further report come back to Council, giving consideration to Council's strategic plan and projects, before the final location is determined by Council.	Corporate Governance	Presentation made to Council Workshop on 26 April 2016. Presentations have been made to precinct and other groups as the opportunity arises. Letters have been sent to stakeholders and residents inviting them to attend targeted information sessions at the UMC on 15 and 16 June 2016. Then display in Council foyer, notice in Gazette and Mercury with feedback closing mid-July.	30-Aug-16
15/03/2016	9	InterCity Cycleway Proposed Clifane Gate Changes at Road Intersections	That Council remove one of the existing "paired" chloride gates, to replicate what the Hobart City Council has completed, at all road crossings along the InterCity cycleway.	City Services & Infrastructure	Project planning has commenced.	Dec 2016
13/04/2016	17.1	Notice of Motion - Alderman J. Branch-Allen	That Council: AGREES to hold a community forum prior to the adoption of the 2016/17 budget to outline the upcoming budget considerations and likely scenarios for rate setting for 2016-17 based on current information that will inform the Council when making its decisions in the Council meeting on the 6 June 2016.	Community, Economic Development & Business	Community forum successfully conducted at the MAC on 19 May 2016. Fifty (50) people in attendance.	19-May-16

Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible	Comments/Update	Estimated Completion Date
9/05/2016	11	Proposed Environmental Amenities By-law	That Council: DECLARES its intention to make the Environmental Amenities 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 Amenities By-law No. 1 of 2016.	City Services & Infrastructure	Draft RIS developed for internal approval. Expect advertising for public consultation in June 2016.	Dec 2016
9/05/2016	12	Council Feedback on Draft Provisions of the Tasmanian Planning Scheme	That Council: ENDORSES the comments on the draft State Planning Provisions as presented to Council and APPROVES them to be forward to the Tasmanian Planning Commission	City Services & Infrastructure	Draft comments sent to the TPC on 10 May 2016.	Completed.

TasWater 10 Year Distribution Scenarios

Council: Glenorchy

Distribution Percentage: 10.86%

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	Total
Original Distribution Profile¹											
Total Distributions	[A]	3,388	3,524	3,665	3,848	4,040	4,242	4,412	4,589	4,772	41,644
10 Year Freeze Distribution Profile²											
Total Distributions	[B]	3,258	3,258	3,258	3,258	3,258	3,258	3,258	3,258	3,258	32,580
Increase/(Decrease)	[B - A]	(130)	(266)	(407)	(590)	(782)	(984)	(1,154)	(1,331)	(1,705)	(8,864)

Notes:

1. Based upon the financial outcome under TasWater's submitted Price and Service Plan 2015 - 2018 (PSP2). Total distributions grow each year at the same rate as revenue, being 4% per annum for the period of PSP2 (FY16 - FY18), 5% per annum for the period of PSP3 (FY19 - FY21) and 4% per annum beyond PSP3 (FY22 onwards).

2. Based upon the financial outcome under the approved PSP2, and discussed with Owners Representatives at the General Meeting of Owners held on 12 May 2016.

Statistics on workers in Australia
published by Safe Work Australia
Table 2.1 - number, frequency rate and incidence rate of serious claims by industry (2009-10 to 2013-14)

Industry of employer	Number of serious claims					Frequency rate (serious claims per million hours worked)					Incidence rate (serious claims per 1000 employees)				
	2009-10	2010-11	2011-12	2012-13	2013-14 ^a	2009-10	2010-11	2011-12	2012-13	2013-14 ^a	2009-10	2010-11	2011-12	2012-13	2013-14 ^a
Accommodation and food services	6 295	6 490	6 580	6 730	6 155	6.6	6.9	6.9	6.8	6.7	8.2	8.4	8.6	8.5	7.8
Accommodation	1 605	1 610	1 550	1 540	1 445	9.7	10.3	10.1	9.8	8.7	14.4	14.9	15.5	15.0	13.5
Food and beverage services	4 695	4 885	5 030	5 190	4 715	6.0	6.2	6.3	6.2	5.8	7.2	7.3	7.6	7.5	6.9
Cafes, restaurants and takeaway food services	2 850	2 990	3 220	3 325	2 945	5.3	5.3	5.6	5.5	4.9	6.0	6.0	6.5	6.4	5.6
Clubs (hospitality)	875	945	805	840	880	11.1	12.6	10.4	10.3	10.2	15.4	15.9	13.5	13.6	14.1
Pubs, taverns and bars	870	950	905	1 025	940	5.3	6.5	6.4	6.8	7.1	7.7	9.0	8.7	9.4	9.6
Administrative and support services	5 585	6 280	5 785	5 130	4 525	8.6	9.4	8.3	7.4	6.5	13.8	15.2	13.4	12.1	10.5
Employment services	3 510	4 270	3 485	3 035	2 525	7.1	8.5	6.6	6.0	4.9	12.0	14.6	11.5	10.2	8.4
Administrative and support services	2 885	2 875	2 970	2 815	2 180	8.1	8.2	7.7	7.1	5.8	13.7	14.0	13.4	12.3	9.9
Building cleaning, pest control and other support services	2 075	2 010	2 300	2 095	2 000	13.2	12.1	13.3	11.5	11.3	18.3	16.6	18.1	16.6	15.5
Building cleaning, pest control and gardening services	1 915	1 840	2 145	1 940	1 870	13.9	12.3	14.1	12.1	11.7	18.7	16.5	18.4	17.0	15.7
Packaging services	160	170	155	155	130	7.9	10.5	7.7	7.0	7.6	14.8	17.8	14.6	12.9	13.9
Agriculture, forestry and fishing	3 815	3 585	3 815	3 625	3 385	11.2	10.3	10.5	10.5	8.6	22.0	20.2	20.8	20.6	17.4
Agriculture	2 845	2 785	2 945	2 865	2 565	10.1	9.3	9.7	9.9	7.8	20.0	18.3	19.3	19.4	16.1
Dairy cattle farming	185	195	220	225	230	5.3	5.2	10.1	9.5	6.4	11.3	11.8	19.6	19.5	15.9
Fruit and tree nut growing	475	435	435	420	385	12.8	9.8	12.1	10.2	7.7	21.2	17.1	20.6	17.7	14.1
Mushroom and vegetable growing	185	210	205	210	205	5.7	8.0	9.5	8.4	8.5	10.2	13.1	15.6	15.8	15.0
Nursery and horticulture production	200	200	175	210	195	11.9	9.1	14.9	12.9	14.1	19.8	13.9	22.5	21.3	21.8
Poultry farming	200	175	220	140	115	15.4	10.2	14.6	11.4	16.5	27.0	18.2	23.1	18.0	32.9
Sheep, beef cattle and grain farming	1 180	1 155	1 175	1 210	1 065	9.5	9.0	8.8	11.8	10.7	21.2	20.1	20.1	25.5	23.0
Agriculture, forestry and fishing support services	555	470	550	485	520	18.3	17.0	17.7	15.1	13.7	32.6	31.5	32.4	27.6	24.9
Agriculture and fishing support services	465	395	480	420	425	18.1	17.3	20.3	16.9	14.4	34.8	32.2	38.4	30.6	26.1
Forestry and logging	140	125	115	110	130	10.9	12.9	8.0	9.3	11.2	22.7	27.5	16.4	19.8	22.5
Arts and recreation services	2 155	2 155	2 285	1 870	1 865	8.7	8.4	8.3	6.8	7.3	11.1	10.6	11.0	8.8	9.2
Creative and performing arts activities	190	215	180	180	185	7.3	9.4	6.0	5.2	7.5	9.3	12.6	8.4	6.3	11.3
Parks and gardens operations	380	340	315	285	250	12.0	10.2	7.7	8.0	8.4	17.2	15.9	11.9	12.9	11.3
Gambling activities	515	570	575	295	255	11.0	12.0	13.0	8.3	5.6	17.7	17.7	20.4	9.8	8.9
Amusement and other recreation activities	200	180	165	150	175	18.3	13.1	14.9	13.1	13.3	22.8	16.8	17.1	14.9	14.9
Heritage activities	425	385	380	345	295	9.4	8.0	6.2	6.4	5.9	13.3	11.7	8.9	9.8	8.3
Sports and recreation activities	1 005	975	1 130	1 070	1 125	7.8	7.1	8.3	7.6	8.4	9.1	8.1	9.9	8.8	9.3
Sports and physical recreation activities	370	350	480	415	380	3.7	3.1	4.3	3.6	3.5	4.1	3.4	5.0	4.1	3.9
Construction	12 440	12 630	12 850	12 100	11 535	9.2	8.9	8.9	8.2	7.2	18.3	17.8	17.8	16.7	14.7
Building construction	2 460	2 665	2 625	2 330	2 230	*5.9	*6.5	*5.5	*4.9	4.5	*12.0	*13.0	*11.3	*10.2	9.3
Non-residential building construction	1 080	1 240	1 255	980	965	*7.0	*7.8	*12.3	*12.1	9.0	*15.3	*16.7	*21.7	*26.4	20.1
Residential building construction	1 375	1 425	1 375	1 350	1 265	*5.3	*5.7	*11.4	*11.5	9.4	*10.3	*10.9	*22.2	*22.4	18.4
Construction services	8 050	8 060	8 220	7 660	7 240	10.0	9.3	9.9	9.0	7.9	19.6	18.3	19.3	17.7	15.6
Building completion services	1 700	1 640	1 715	1 456	1 450	11.4	9.6	11.0	8.9	8.3	20.9	18.3	20.9	17.2	16.0
Building installation services	2 890	2 815	2 955	2 690	2 585	8.2	7.2	8.1	7.4	6.5	16.2	14.3	15.8	14.7	12.8
Building structure services	1 390	1 485	1 330	1 245	1 215	13.4	13.6	11.8	11.2	11.1	25.7	26.2	23.3	21.1	21.8
Land development and site preparation services	870	990	1 030	1 000	855	11.6	11.7	11.6	11.0	8.4	25.3	26.1	24.8	24.4	18.4
Heavy and civil engineering construction	1 930	1 905	2 005	2 115	2 065	13.5	13.2	14.1	14.4	11.4	28.5	28.9	31.1	33.4	25.5
Education and training	7 130	7 385	7 175	6 550	6 025	5.3	5.4	5.3	4.6	4.2	8.4	8.5	8.3	7.2	6.5
Adult, community and other education	420	500	395	425	335	3.7	4.4	2.5	2.9	2.0	5.0	5.8	3.4	3.9	2.6
Tertiary education	980	1 195	1 255	1 135	1 005	2.7	3.0	3.3	2.8	2.6	4.1	4.8	5.2	4.3	4.1
Preschool and school education	5 720	5 690	5 525	4 990	4 695	6.7	6.7	6.8	5.8	5.3	10.9	10.7	10.8	9.1	8.6

Industry of employer	Number of serious claims					Frequency rate (serious claims per million hours worked)					Incidence rate (serious claims per 1000 employees)				
	2009-10	2010-11	2011-12	2012-13	2013-14p	2009-10	2010-11	2011-12	2012-13	2013-14p	2009-10	2010-11	2011-12	2012-13	2013-14p
Preschool education	245	210	185	225	210	6.6	4.8	4.1	4.1	3.9	8.6	6.5	5.1	5.5	5.5
School education	5 480	5 485	5 340	4 770	4 475	6.7	6.8	6.9	5.9	5.4	11.1	10.9	11.2	9.4	8.8
Electricity, gas, water and waste services	1 355	1 445	1 340	1 175	1 100	5.5	5.3	4.8	4.5	3.9	11.0	10.2	9.4	8.7	7.5
Electricity supply	345	380	325	310	250	*3.1	*2.8	*2.7	*2.5	2.2	*6.0	*5.7	*5.4	*4.8	4.3
Electricity distribution	265	250	240	245	195	*5.7	*4.9	*8.6	*9.0	6.4	*10.9	*9.4	*16.7	*16.7	12.2
Waste collection, treatment and disposal services	660	635	590	650	675	10.9	9.7	8.0	11.4	8.8	22.4	19.4	16.1	22.3	17.3
Waste collection services	195	305	265	265	315	6.7	8.8	7.8	10.2	7.8	14.1	17.9	16.3	20.6	15.4
Waste treatment, disposal and remediation services	465	330	325	385	360	14.8	10.6	11.6	19.5	13.6	30.0	21.0	22.5	38.3	28.6
Water supply, sewerage and drainage services	115	180	175	185	155	2.1	2.7	2.7	3.2	2.8	4.2	5.0	5.1	6.0	5.2
Financial and insurance services	1 080	1 105	1 035	815	665	1.5	1.6	1.4	1.1	0.9	2.8	2.9	2.6	2.1	1.7
Auxiliary finance and insurance services	265	280	250	185	140	1.5	1.7	1.3	1.1	0.7	3.0	3.3	2.4	2.0	1.4
Finance	565	595	540	400	395	1.5	1.5	1.3	1.0	0.8	2.8	2.7	2.4	1.8	1.5
Depository financial intermediation	560	540	505	375	300	1.5	1.4	1.4	1.1	0.9	2.7	2.6	2.5	2.0	1.6
Insurance and superannuation funds	220	230	245	220	210	1.6	1.7	1.8	1.6	1.4	2.8	3.0	3.3	2.8	2.5
Health and general insurance	195	210	215	200	185	1.6	1.8	2.1	1.8	1.6	3.0	3.3	3.8	3.2	2.8
Health care and social assistance	18 385	18 825	19 585	18 685	17 415	10.9	10.4	10.2	9.7	8.7	15.4	14.9	14.9	13.8	12.5
Hospitals	7 060	7 415	7 485	7 065	6 370	11.9	12.2	11.6	11.8	11.2	17.8	18.4	17.7	17.6	16.5
Medical and other health care services	2 305	2 335	2 495	2 455	2 420	5.3	4.9	4.8	4.3	4.0	7.7	7.0	7.1	6.2	5.9
Allied health services	430	505	455	405	390	2.7	3.0	2.7	2.4	2.1	3.7	3.9	3.8	3.2	2.9
Medical services	315	325	285	295	280	1.9	1.7	1.6	1.6	1.3	2.8	2.5	2.3	2.3	2.0
Pathology and diagnostic imaging services	220	270	290	285	280	3.5	3.8	3.7	4.4	3.7	5.4	5.8	5.9	6.8	5.6
Residential care services	5 835	6 055	6 655	6 240	5 770	21.5	21.3	22.5	21.4	19.2	28.9	29.0	30.8	27.9	24.4
Social assistance services	3 185	3 020	2 970	2 905	2 855	8.1	6.9	6.5	6.1	5.7	10.9	9.5	9.1	8.6	8.0
Child care services	980	1 095	1 270	1 175	1 175	7.4	7.6	9.0	8.0	6.8	9.7	10.0	12.2	11.1	9.4
Telecommunications services	755	715	790	585	575	2.1	2.0	2.1	1.5	1.7	3.7	3.5	3.9	2.7	3.0
Telecommunications services	210	185	235	190	215	1.1	1.0	1.1	0.9	1.1	2.0	1.8	2.2	1.7	2.0
Publishing (except internet and music publishing)	185	185	190	155	110	3.5	3.2	3.4	2.8	2.7	6.2	5.8	5.9	4.9	4.8
Newspaper, periodical, book and directory publishing	185	185	185	155	110	3.5	3.2	3.8	3.2	3.2	6.2	5.8	6.6	5.7	5.5
Manufacturing	17 870	17 400	17 220	15 105	12 930	10.5	10.3	10.4	9.2	7.9	19.8	19.7	20.0	17.6	15.0
Basic chemical and chemical product manufacturing	480	470	545	465	410	5.0	5.2	6.7	5.9	4.9	9.7	10.0	13.2	11.1	8.8
Beverage and tobacco product manufacturing	430	375	385	340	360	7.9	7.9	6.7	7.3	5.7	14.7	14.6	12.6	14.0	10.5
Beverage manufacturing	390	350	370	330	380	7.7	7.7	6.8	7.4	5.9	14.4	14.3	12.6	14.3	11.0
Fabricated metal product manufacturing	2 695	2 785	2 810	2 550	2 185	22.4	26.9	29.1	29.9	20.0	45.3	54.1	56.8	60.0	38.4
Metal container manufacturing	180	185	180	125	120	11.4	15.9	19.5	12.4	8.4	23.1	31.6	38.2	23.7	15.5
Food product manufacturing	4 855	4 480	4 325	3 890	3 315	14.0	12.7	10.2	8.5	8.3	24.7	22.4	18.2	16.2	14.8
Bakery product manufacturing	605	585	660	535	530	5.9	5.5	8.3	7.6	6.2	9.0	8.5	12.2	10.6	9.1
Dairy product manufacturing	380	335	335	280	240	10.1	8.7	11.0	8.4	10.9	20.2	16.3	21.1	16.0	18.8
Fruit and vegetable processing	280	195	205	180	140	13.6	15.4	21.5	21.2	14.5	24.9	25.4	36.5	39.9	29.1
Grain mill and cereal product manufacturing	230	190	180	155	150	31.5	16.8	21.5	18.0	18.5	59.7	28.8	43.1	33.8	34.8
Meat and meat product manufacturing	2 510	2 245	2 075	1 930	1 605	21.6	20.2	22.8	20.9	20.2	40.6	38.9	43.2	38.7	38.5
Sugar and confectionery manufacturing	260	245	215	230	180	8.6	7.3	10.9	10.2	6.9	16.6	14.4	20.0	19.5	12.7
Furniture and other manufacturing	865	740	775	665	555	8.7	8.6	8.4	7.7	6.2	16.8	16.2	16.8	15.3	11.7
Furniture manufacturing	640	555	555	465	365	8.7	9.0	8.2	7.2	4.9	17.3	17.5	16.6	14.3	9.2
Machinery and equipment manufacturing	1 890	1 805	2 025	1 900	1 415	7.7	7.7	9.4	8.9	6.4	15.1	15.5	19.1	18.0	12.4
Electrical equipment manufacturing	295	295	270	260	175	7.1	8.5	9.4	9.4	7.5	14.0	16.9	19.4	17.7	14.2
Professional and scientific equipment manufacturing	130	135	145	120	100	2.6	3.3	5.0	3.8	2.8	5.0	6.4	10.1	7.3	5.3

Industry of employer	Number of serious claims					Frequency rate (serious claims per million hours worked)					Incidence rate (serious claims per 1000 employees)				
	2009-10	2010-11	2011-12	2012-13	2013-14p	2009-10	2010-11	2011-12	2012-13	2013-14p	2009-10	2010-11	2011-12	2012-13	2013-14p
Specialised machinery and equipment manufacturing	585	845	770	715	500	12.3	11.4	14.6	13.5	10.3	25.4	23.8	31.2	27.8	21.0
Non-metallic mineral product manufacturing															
Cement, lime, plaster and concrete product manufacturing	870	880	950	795	775	12.3	13.0	13.5	12.9	12.4	24.6	26.0	27.9	26.8	24.6
Glass and glass product manufacturing	530	520	625	530	545	18.7	22.4	25.3	24.8	21.2	37.5	46.8	50.5	50.3	45.4
Polymer product and rubber product manufacturing	155	185	175	135	115	9.7	9.6	11.0	13.7	9.2	18.2	18.4	22.9	28.3	15.7
Polymer product manufacturing	900	815	695	530	480	13.4	12.7	10.2	7.6	8.9	25.8	24.6	20.3	14.4	16.9
Primary metal and metal product manufacturing															
Basic ferrous metal manufacturing	830	775	845	470	445	12.9	12.8	10.1	7.2	9.3	24.7	24.4	20.2	13.6	17.3
Basic non-ferrous metal manufacturing	550	655	620	555	415	3.5	3.7	3.7	3.6	2.9	6.9	7.5	7.6	7.3	5.7
Printing (including the reproduction of recorded media)	140	175	120	145	100	1.8	2.0	1.7	2.3	1.5	3.6	4.2	3.4	4.6	2.9
Printing (including the reproduction of recorded media)	200	255	240	200	145	3.8	3.9	3.7	3.0	2.7	7.0	7.9	7.6	6.2	5.4
Printing and printing support services	510	440	395	325	265	5.5	4.4	5.9	4.1	3.7	10.0	8.3	10.5	7.6	7.0
Pulp, paper and converted paper product manufacturing	495	430	390	310	255	5.4	4.3	5.8	4.0	3.7	10.0	8.3	10.5	7.3	7.0
Converted paper product manufacturing	375	355	330	255	205	*10.5	*9.4	*11.8	*9.2	8.2	*19.8	*18.2	*22.6	*18.1	15.8
Textile, leather, clothing and footwear manufacturing	285	270	215	170	155	*11.8	*10.5	*17.6	*14.8	10.7	*22.9	*20.2	*34.9	*28.6	21.3
Textile product manufacturing	545	520	455	230	240	8.2	7.8	8.7	4.2	4.5	14.1	13.7	15.6	7.5	8.2
Transport equipment manufacturing	320	300	270	125	140	12.2	16.7	24.2	9.2	8.6	21.2	28.6	39.3	16.6	17.1
Motor vehicle and motor vehicle part manufacturing	1 375	1 480	1 505	1 340	1 265	8.5	8.5	9.9	9.4	8.7	16.9	17.3	19.7	18.6	16.8
Wood product manufacturing															
Log sawmilling and timber dressing	835	920	945	860	815	8.1	8.7	10.6	10.2	9.7	15.8	17.2	20.7	19.7	18.4
Logging	1 470	1 535	1 340	1 156	970	18.1	22.5	20.8	19.7	11.2	33.9	43.0	40.5	37.8	22.2
Logging	425	475	395	255	245	16.3	19.3	21.3	12.8	13.0	34.3	37.8	42.6	25.5	24.8
Logging	2 225	2 425	2 865	2 965	2 670	5.9	5.4	5.3	5.1	4.6	13.5	12.5	12.2	11.7	10.4
Coal mining	680	725	805	855	755	7.4	7.0	7.4	9.1	6.7	16.2	15.6	16.4	20.1	14.3
Exploration and other mining support services	640	680	905	910	780	7.9	7.1	9.2	7.4	5.6	18.1	15.8	20.0	17.3	13.0
Exploration	195	180	270	250	195	3.8	3.5	6.5	4.4	2.8	8.7	7.6	13.2	10.2	6.1
Metal ore mining															
Non-metallic mineral mining and quarrying	540	570	720	810	800	3.8	3.0	3.6	4.2	4.2	8.9	7.1	8.7	9.8	9.7
Construction material mining	295	375	360	315	295	*12.2	14.4	*12.2	*9.6	10.1	*28.0	32.9	*27.5	*22.5	24.9
Other services	255	300	300	245	250	*12.6	15.9	*22.1	*18.0	17.1	*30.4	36.6	*49.8	*41.5	44.4
Personal and other services															
Civic, professional and other interest group services	3 385	3 385	3 885	3 895	3 370	5.5	5.6	6.3	6.0	4.9	9.4	9.7	10.9	10.4	8.6
Religious services	1 390	1 385	2 035	1 880	1 785	4.9	5.1	7.6	7.1	5.9	7.3	7.8	11.5	10.6	8.9
Personal care services	535	530	1 155	1 045	1 015	7.9	7.8	17.3	15.3	12.0	12.2	12.5	29.2	24.0	19.0
Religious services	225	210	220	195	185	2.3	2.5	2.5	2.1	2.2	3.4	3.7	3.6	3.1	3.0
Repair and maintenance															
Automotive repair and maintenance	115	200	170	170	140	1.8	3.4	3.6	3.6	2.3	3.0	5.2	5.3	5.3	3.8
Machinery and equipment repair and maintenance	1 980	2 000	1 820	1 780	1 580	5.9	5.9	5.2	5.1	4.1	11.4	11.4	10.2	10.0	8.1
Professional, scientific and technical services	1 310	1 260	1 210	1 200	1 045	6.7	6.2	6.2	5.8	4.3	12.7	11.7	12.0	11.4	8.2
Computer system design and related services	615	705	545	535	475	4.8	5.3	3.8	4.1	3.6	9.4	11.0	7.6	8.0	7.3
Professional, scientific and technical services (except computer system design and related services)	2 150	2 310	2 065	1 865	1 665	1.7	1.8	1.5	1.3	1.1	3.2	3.3	2.8	2.4	2.1
Professional, scientific and technical services (except computer system design and related services)	190	185	185	170	160	0.7	0.7	0.6	0.5	0.5	1.4	1.3	1.2	1.1	1.0
Architectural, engineering and technical services	1 960	2 125	1 900	1 695	1 505	1.9	2.1	1.8	1.5	1.3	3.6	3.8	3.2	2.7	2.4
Legal and accounting services	640	700	665	585	465	2.0	1.9	1.8	1.5	1.2	3.8	3.7	3.4	2.8	2.3
Management and related consulting services	300	295	385	305	280	0.8	0.9	1.1	0.8	0.7	1.5	1.5	2.0	1.5	1.3
Veterinary services	580	620	435	410	385	5.9	5.8	4.0	3.1	2.6	11.1	10.6	7.7	5.9	5.0
Public administration and safety	135	140	140	125	155	4.6	4.9	4.8	3.6	6.2	7.8	7.4	7.4	5.3	8.8
Public administration and safety	10 240	10 335	9 240	9 505	8 775	9.4	8.8	7.5	7.8	6.9	16.0	14.8	12.8	13.6	11.7
Defence	130	115	145	180	175	2.0	1.7	1.3	2.4	2.3	3.4	3.1	3.4	4.2	4.1

Industry of employer	Number of serious claims					Frequency rate (serious claims per million hours worked)					Incidence rate (serious claims per 1000 employees)				
	2009-10	2010-11	2011-12	2012-13	2013-14p	2009-10	2010-11	2011-12	2012-13	2013-14p	2009-10	2010-11	2011-12	2012-13	2013-14p
Public administration	5 140	4 705	4 280	4 280	3 775	6.3	5.7	4.8	5.0	4.2	10.6	9.5	8.2	8.5	7.1
Central government administration	665	685	1 035	1 000	795	2.1	2.1	3.0	2.7	2.2	3.6	3.5	5.1	4.6	3.8
Local government administration	2 205	1 660	1 645	1 660	1 700	12.1	9.3	8.8	9.5	8.8	19.7	15.4	14.5	16.2	14.7
State government administration	2 150	2 265	1 480	1 540	1 195	7.8	7.9	5.0	5.6	4.1	13.2	13.0	8.5	9.7	6.8
Public order, safety and regulatory services	5 470	5 515	4 895	5 045	4 830	21.4	19.1	17.0	18.1	15.9	37.6	33.4	30.2	32.2	27.9
Public order and safety services	5 475	5 475	4 820	5 030	4 800	21.5	19.2	17.3	18.4	16.1	37.9	33.5	30.6	32.7	28.3
Police, fire and real estate services	1 370	1 395	1 375	985	965	4.8	4.5	4.2	3.1	2.8	8.5	8.0	7.7	5.7	5.0
Property operators and real estate services	555	625	840	370	375	2.5	2.6	2.5	1.5	1.4	4.6	4.9	4.7	2.8	2.5
Property operators	345	390	405	185	190	6.1	6.7	5.9	3.0	2.7	10.0	11.7	10.3	5.3	4.7
Real estate services	215	235	235	185	185	1.3	1.3	1.3	1.0	0.9	2.5	2.5	2.5	1.9	1.7
Rental and hiring services (except real estate)	815	770	735	625	590	12.5	10.5	9.8	9.1	7.8	20.0	16.5	17.2	15.1	13.8
Motor vehicle and transport equipment rental and hiring	120	120	135	110	120	6.8	7.1	6.7	5.2	5.3	11.2	12.7	11.6	9.2	9.8
Retail trade	9 515	9 875	10 020	9 735	8 975	6.1	6.1	6.2	5.9	5.4	8.3	8.3	8.5	8.1	7.3
Food retailing	4 245	4 390	4 240	4 055	3 850	8.9	8.7	8.6	8.1	7.6	11.3	11.0	11.0	10.5	9.7
Specialised food retailing	780	730	705	700	615	5.8	4.8	4.8	5.3	4.3	8.1	6.9	7.0	7.9	6.1
Supermarket and grocery stores	3 455	3 655	3 535	3 355	3 235	10.2	10.3	10.3	9.4	9.2	12.4	12.4	12.6	11.4	11.2
Fuel retailing	245	260	295	270	255	5.3	5.0	6.1	5.2	4.4	7.7	6.8	8.5	7.3	6.5
Motor vehicle and motor vehicle parts retailing	1 085	1 070	1 200	1 165	1 065	6.3	6.3	5.7	4.7	4.4	11.9	11.8	10.1	8.3	7.8
Motor vehicle parts and tyre retailing	365	380	420	420	365	7.7	7.9	9.5	9.0	8.6	14.1	14.1	18.4	16.0	15.4
Motor vehicle retailing	720	690	780	770	710	5.7	5.7	6.2	6.1	5.1	11.0	10.9	11.3	12.2	9.9
Other store-based retailing	3 885	4 095	4 200	4 170	3 735	4.5	4.7	5.0	5.1	4.4	6.0	6.3	6.7	6.7	5.8
Clothing, footwear and personal accessory retailing	630	710	730	685	605	3.6	3.9	4.2	4.0	3.3	4.4	4.8	5.0	4.6	4.0
Department stores	675	715	660	625	480	7.4	7.3	7.3	6.3	5.8	7.3	7.6	7.6	6.8	5.5
Electrical and electronic goods retailing	330	320	280	250	235	2.8	2.8	2.5	2.5	2.5	4.8	4.9	4.2	4.3	4.2
Furniture, floor coverings, houseware and textile goods retailing	530	575	595	620	550	8.0	9.5	9.6	9.2	7.4	12.7	14.4	15.0	14.2	11.0
Hardware, building and garden supplies retailing	745	795	880	990	930	5.8	6.3	7.4	9.2	7.5	9.2	9.8	11.7	14.4	11.9
Pharmaceutical and other store-based retailing	865	720	770	760	745	3.6	3.6	4.0	3.8	3.8	4.6	4.6	5.2	5.0	4.8
Recreational goods retailing	290	265	285	240	190	3.3	3.0	3.3	3.3	2.4	4.2	4.0	4.3	4.0	3.0
Transport, postal and warehousing	10 985	10 770	10 955	10 265	9 425	11.6	11.3	11.7	10.3	9.3	21.7	21.3	22.1	19.3	17.4
Air and space transport	665	785	635	695	675	9.2	8.9	8.3	8.6	8.2	15.3	15.4	13.1	14.0	13.7
Pipeline and other transport	365	380	440	375	340	14.7	14.0	16.0	13.4	12.7	27.5	26.5	30.3	25.5	23.8
Postal and courier pick-up and delivery services	1 225	1 385	1 360	1 050	960	6.5	7.5	8.3	6.6	5.2	10.8	12.6	14.1	11.1	8.8
Rail transport	990	750	580	655	660	*10.5	*7.9	*6.8	*7.8	7.9	*20.2	*15.4	*13.3	*14.6	15.3
Rail freight transport	220	165	150	140	150	*6.0	*5.1	*9.8	*8.9	7.8	*12.3	*9.4	*19.7	*17.2	14.6
Road transport	4 745	4 675	4 675	4 860	4 435	13.4	13.5	13.6	13.0	11.8	27.4	28.0	27.7	26.2	24.0
Road freight transport	3 790	3 785	3 845	4 005	3 650	14.2	14.6	15.2	14.5	13.1	31.1	32.2	33.6	31.5	28.7
Road passenger transport	955	890	830	855	785	11.1	10.4	9.1	8.6	8.2	18.6	17.9	15.3	14.7	13.7
Transport support services	1 480	1 225	1 800	1 310	1 210	16.8	13.0	20.7	13.6	11.0	30.7	24.0	40.1	25.6	20.7
Airport operations and other air transport support services	310	205	450	265	310	13.8	9.0	17.9	10.1	10.5	25.5	16.3	33.8	16.1	19.7
Water transport support services	520	545	565	535	410	18.2	16.2	26.0	17.8	11.9	32.6	30.1	50.7	34.1	21.1
Warehousing and storage services	1 110	1 130	1 305	1 005	880	15.3	14.4	12.3	8.3	8.0	27.0	25.4	22.3	15.1	14.3
Water transport	310	305	285	245	200	8.6	9.5	*7.2	*6.1	5.1	20.7	24.1	*16.3	*14.4	11.7
Water freight transport	200	240	225	190	165	6.5	9.0	*8.7	*7.1	5.9	17.0	23.5	*22.6	*18.7	15.7
Wholesale trade	5 970	6 130	5 780	4 805	4 380	8.1	8.6	8.1	6.3	6.1	15.4	16.3	15.2	12.0	11.6
Basic material wholesaling	1 705	1 715	1 590	1 135	1 010	9.0	8.7	7.8	4.9	4.7	17.7	16.9	15.0	9.5	9.1
Agricultural product wholesaling	300	290	330	200	150	6.6	8.4	10.6	6.2	4.2	12.5	14.7	18.7	11.4	8.0
Mineral, metal and chemical wholesaling	685	585	615	385	375	11.0	9.2	11.4	7.2	6.5	17.1	17.5	22.7	14.9	12.8
Timber and hardware goods wholesaling	730	775	570	550	455	8.5	7.8	7.5	5.9	5.9	21.6	16.0	14.5	11.6	12.0
Grocery, liquor and tobacco product wholesaling	1 270	1 285	1 150	1 155	1 040	10.2	10.7	10.1	9.3	10.7	19.3	19.7	19.2	17.0	19.6

Industry of employer	Number of serious claims					Frequency rate (serious claims per million hours worked)					Incidence rate (serious claims per 1000 employees)				
	2009-10	2010-11	2011-12	2012-13	2013-14p	2009-10	2010-11	2011-12	2012-13	2013-14p	2009-10	2010-11	2011-12	2012-13	2013-14p
Machinery and equipment wholesaling	1 480	1 470	1 590	1 220	1 050	7.0	7.6	7.8	6.0	5.1	13.8	15.0	15.0	11.7	10.1
Specialised industrial machinery and equipment wholesaling	370	415	510	470	430	7.5	8.6	10.0	9.0	8.2	14.6	18.8	20.5	18.4	18.4
Motor vehicle and motor vehicle parts wholesaling	435	450	480	345	395	8.2	12.4	11.9	7.6	8.7	15.7	24.7	24.2	14.3	18.7
Other goods wholesaling	980	1 010	880	845	835	6.7	6.6	5.8	6.1	5.9	11.9	12.1	10.8	10.8	10.6
Furniture, floor covering and other goods wholesaling	630	845	545	560	565	9.1	8.0	7.0	7.7	7.6	15.4	14.3	12.4	13.7	13.5
Pharmaceutical and toiletry goods wholesaling	195	210	175	165	165	4.5	5.9	4.9	4.2	4.3	8.1	10.5	8.7	7.4	7.9
Textile, clothing and footwear wholesaling	160	155	140	120	110	4.8	4.3	4.3	4.7	3.8	9.0	8.3	8.1	8.2	6.7
All industries	123 485	125 170	125 305	116 325	106 565	7.5	7.4	7.2	6.6	5.9	12.4	12.2	12.1	11.0	9.8

serious claim is an accepted workers' compensation claim that involves one or more weeks away from work and excludes all fatalities, and all injuries and diseases experienced while travelling to or from work or while on a break away from the workplace. claim numbers are rounded to the nearest 5 to maintain confidentiality. Therefore, the sum of claims may not be equal to the reported totals. me lost and amounts of compensation are not reported for the preliminary year (2013-14) because serious claims for that period are likely to be open and claimants may accrue more time off work and compensation in subsequent years. median amounts of compensation are rounded to the nearest 100.

data are preliminary and are subject to revision.

data are not available due to confidentiality restrictions.

rate should be interpreted with caution because the relative standard error of the denominator is between 25% and 50%.

rate suppressed because the relative standard error of the denominator is above 50%.

Source: National Data Set for Compensation-Based Statistics, Safe Work Australia (explanatory notes are available on the following webpage: <http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/explanatory-notes-datasets>).



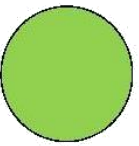
HEALTH AND SAFETY SCOREBOARD

January 2016

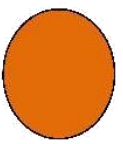
Were we inside the Safety Circle?



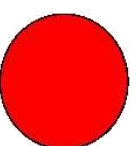
Item / Activity	Target	Results	Notes
Near Misses Reported	Industry Standard 100 near misses for ever one incident	1 Reported	This information is required so that we can improve our work practices, safety issues and potential injuries.
Hazard Reports	Industry Standard 5 per week	1 Reported	Storm damaged tree at Tolosa Park needs removal after lightning strike.
Safety Committee Meetings	4 per month	0 Reported	Due to new year rescheduling.
Workplace Inspections	1 worksite inspection per month	0 Reported	This will be addressed in February.
Lost Time Injury (LTI) When an employee is involved with an incident which leads them to taking time off work	Zero	0 Reported	Congratulations to everyone keep looking out for each other this is another excellent result.
Medical Treatment When an employee requires medical treatment after an incident	Zero	2 Reported	
Property / Plant Damage Damage to any Council Property	Zero	2 Reported	1 Property 1 Plant
Vehicle Damage	Zero	2 Reported	1 GCC not at fault this is recoverable. This result is much better let's get in the green.
Personal Injury or Incident	Zero	7 Reported	1 was not a GCC Employee



Green Light
Inside the Safety Circle
On Track



Amber Light
Warning
Further Action Required



Red Light
Not Meeting Target
Outside the Safety Circle URGENT



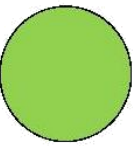
HEALTH AND SAFETY SCOREBOARD

February 2016

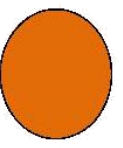
Were we inside the Safety Circle?



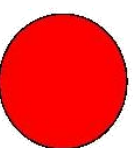
Item / Activity	Target	Results	Notes
Near Misses Reported	Industry Standard 100 near misses for ever one incident	4 Reported	This information is required so that we can improve our work practices, safety issues and potential injuries.
Hazard Reports	Industry Standard 5 per week	0 Reported	This information is required so that we can improve our work practices, safety issues and potential injuries.
Safety Committee Meetings	4 per month	0 Reported	Due to rescheduling and appointment of new WH&S Officer Peter McNeil.
Workplace Inspections	1 worksite inspection per month	3 Reported	This is an excellent result that identified some issues that required immediate attention.
Lost Time Injury (LTI) A lost-time injury is defined as an occurrence that resulted in a fatality, permanent disability or time lost from work of one day/shift or more.	Zero	0 Reported	This is another great result and all at GCC must be congratulated.
Medical Treatment When an employee requires medical treatment after an incident	Zero	0 Reported	
Property / Plant Damage Damage to any Council Property	Zero	3 Reported	1 Property 2 Plant (1 item of plant under warranty and replaced)
Vehicle Damage	Zero	3 Reported	This result is much better let's get in the green.
Personal Injury or Incident	Zero	5 Reported	This is an improvement on last month's total of 7 but still of concern.



Green Light
Inside the Safety Circle
On Track



Amber Light
Warning
Further Action Required



Red Light
Not Meeting Target
Outside the Safety Circle URGENT



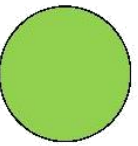
HEALTH AND SAFETY SCOREBOARD

March 2016

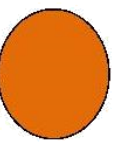
Were we inside the Safety Circle?



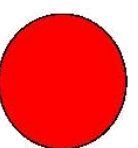
Item / Activity	Target	Results	Notes
Near Misses Reported	Industry Standard 100 near misses for every single incident	2 Reported	- Sharps incident resulting in a change in procedure and training to be carried out. - Jockey wheel broken on trailer.
Hazard Reports	Industry Standard 5 per week	0 Reported	Once again this information is required so that we can improve our work practices, safety issues and potential injuries.
Safety Committee Meetings	4 per month	0 Reported	The WH&S team will rectify this.
Workplace Inspections	1 worksite inspection per month	1 Reported	This inspection incorporated emergency floor plans of the Chambers and Terry Street buildings.
Lost Time Injury (LTI) A lost-time injury is defined as an occurrence that resulted in a fatality, permanent disability or time lost from work of one day/shift or more.	Zero	1 Reported	Worker has resumed work on full unrestricted duties with a medical clearance.
Medical Treatment When an employee requires medical treatment after an incident	Zero	4 Reported	3 GCC employees 1 AES contract employee
Property / Plant Damage Damage to any Council Property	Zero	6 Reported	3 Property – 1 notifiable to Worksafe now completed 3 Plant
Vehicle Damage	Zero	1 Reported	This is a good result The one incident was a GCC driver at fault.
Personal Injury or Incident	Zero Harm	11 Reported	9 involving GCC workers 2 involving members of the public



Green Light
Inside the Safety Circle
On Track



Amber Light
Warning
Further Action Required



Red Light
Not Meeting Target
Outside the Safety Circle URGENT



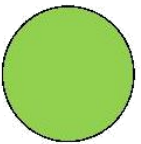
HEALTH AND SAFETY SCOREBOARD

April 2016

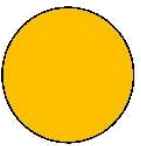
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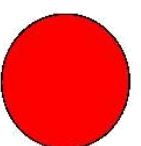
Item / Activity	Target	Results	Notes
Near Misses Reported	Industry Standard 100 near misses for every single incident	 2 Reported	• .
Hazard Reports	Industry Standard 5 per week	 0 Reported	Once again this information is required so that we can improve our work practices, safety issues and potential injuries.
Safety Committee Meetings	4 per month	 0 Reported	.
Workplace Inspections	1 worksite inspection per month	 1 Reported	
Lost Time Injury (LTI)	Zero	 3 Reported	1 x 1 day back to full duties 1 x 6 days back to full hours of work 1 x 5 days – yet to return to work
Medical Treatment When an employee requires medical treatment after an incident	Zero	 2 Reported	Minor injuries both workers returned to work.
Property / Plant Damage Damage to any Council Property	Zero	 Reported	Property Plant
Vehicle Damage	Zero	 1 Reported	.
Personal Injury or Incident	Zero Harm	 Reported	involving GCC workers . involving members of the public



Green Light
Inside the Safety Circle
On Track



Amber Light
Warning
Further Action Required



Red Light
Not Meeting Target
Outside the Safety Circle URGENT



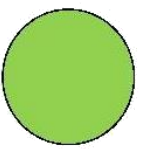
HEALTH AND SAFETY SCOREBOARD

December 2015

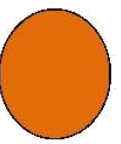
Were we inside the Safety Circle?



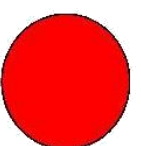
Item / Activity	Target	Results	Notes
Near Misses Reported	Industry Standard 100 near misses for ever one incident	1 Reported	3x youths accessed roof of Chambers. 1x person jumped and landed on balcony.
Hazard Reports	Industry Standard 5 per week	1 Reported	1x report of aggressive person towards GCC worker
Safety Committee Meetings	4 per month	3 Reported	1x WHS Committee meeting did not meet quorum of 50% Works Centre Safety Committee.
Workplace Inspections	1 worksite inspection per month	0 Reported	No worksite inspections undertaken.
Lost Time Injury (LTI) When an employee is involved with an incident which leads them to taking time off work	Zero	0 Reported	Well done to everyone at GCC
Medical Treatment When an employee requires medical treatment after an incident	Zero	4 Reported	4x workers attended to GP for further treatment post personal injury.
Property / Plant Damage Damage to any Council Property	Zero	1 Reported	1x Site shed was broken into out of hours. A spirit level was taken approx. value \$80.00. Police notified.
Vehicle Damage	Zero	4 Reported	1x GCC driver reversed into parked vehicle. 1x rock hit windscreen while driving GCC vehicle. 1x GCC ride on mower 'flicked' rock and hit vehicle. 1x GCC vehicle tailgate damaged when unloading debris
Personal Injury or Incident	Zero	7 Reported	4x workers required to attend GP for treatment.



Green Light
Inside the Safety Circle
On Track



Amber Light
Warning
Further Action Required



Red Light
Not Meeting Target
Outside the Safety Circle URGENT



HEALTH AND SAFETY SCOREBOARD

November 2015

Were we inside the Safety Circle?



Item/Activity	Target	Results	Notes
Near Misses Reported	Industry standard 100 near misses for every-one incident	1 Reported 	Worker not wearing safety boots
Hazard Reports	Industry standard 5 per week	6 reported 	Ride on mower rear chutes Trailer ramps slip hazard Traffic calming Clydesdale Ave 3 Reports of Aggressive persons 3 Reports of poor driver behaviour
Safety Committee Meetings	4 per month	3 Meetings 	1 at the Works Centre 2nd meeting unable to be held due to lack of quorum 1 Administration 1 Strategic
Workplace Inspections	1 work site Inspection per month	2 completed 	2 at Chambers a good result
Lost Time Injury (LTI) When an employee is involved with an incident which leads to them taking time off from work.	Zero	0 LTI 	Total days lost: 0 Well done everyone.
Medical treatment When an employee requires medical treatment after an incident.	Zero	0 GP visits 	
Property/Plant Damage Damage to any Council property	Zero	5 incidents 	1 Property damage 2 Plant damage 2 TasWater asset damage
Vehicle Damage	Zero	1 incidents 	GCC Vehicle parked other vehicle hit GCC vehicle. GCC not at fault
Personal Injury or Incident	Zero	7 Incidents 	7 personal injury reports received no medical treatment required.

- Green Light— Inside the Safety Circle = on track
- Amber Light— Warning— Further action required
- Red Light— Not meeting Target = outside the Safety Circle = Urgent action

GCC File: Closed Circuit Television System
Enquiries: Tony McMullen
Direct Phone: 03 6216 6323
Email: TMcMullen@gcc.tas.gov.au



24 February 2016

Inspector Glenn Keating
PO Box 88
GLENORCHY TAS 7010

Dear Inspector Keating

Glenn

Re: Closed Circuit Television System – Glenorchy

I write to enquire in relation to the above system that was implemented into the Glenorchy CBD during 2013 in a joint initiative by Tasmania Police and the Glenorchy City Council.

Specifically I would like to enquire:

- Could a report be developed and delivered to Council outlining the operations of the system since it was installed and how the Glenorchy LGA is performing with the system in place?
- Could a process be put in place whereby a six monthly report could be delivered to Council's Safer Communities Committee to provide understanding and information about the on going effectiveness of the system?
- What have been the ongoing operational costs of the system?
- Any other relevant matter.

I shall be reporting back to Council following your response to update the Aldermen on the project. I look forward to your response and our collective work in this important area for the Glenorchy community.

Yours sincerely,

Peter

Peter Brooks
General Manager

PO Box 103 – Glenorchy TAS 7010
Ph: (03) 6216 6800
gccmail@gcc.tas.gov.au
ABN: 197 532 52 493

TASMANIA POLICE

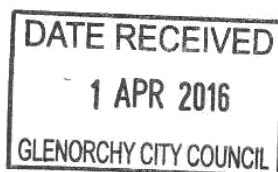
Glenorchy Division

GPO Box 308 HOBART TAS 7001

Phone (03) 6230 2111

Email tasmania.police@police.tas.gov.au

Our ref:



23 March 2016

Mr Peter Brooks
General Manager
Glenorchy City Council
PO Box 103
Glenorchy TAS 7010

Dear Mr Brooks **Closed Circuit Television System - Glenorchy**

In response to your correspondence of 24 February 2016 in respect to the above system, implemented in the Glenorchy CBD in 2013, the following details are provided in line with your dot points.

While it is possible a report could be developed and delivered to Council outlining the operations of the system since its installation. Any such report would need to be devoid of much of the detail, due to pending legal proceedings, and would therefore be anecdotal as to the effect of the CCTV system and its impact on crime and public safety.

To my knowledge there are no baseline statistics to make a proper comparison prior to installation of CCTV systems and current crime and offending rates relative to locations of the cameras. It should be noted that there has been a decrease in local crime, consistent with an overall state-wide decline. Albeit public order incidents have increased slightly for the corresponding period.

At present a representative, normally myself, attends the Glenorchy Safer Communities Committee meeting on a monthly basis and provides a verbal report on the current crime and public order statistics. I would be reticent to provide a report to this committee on the CCTV system due to the wide representation and the possible disclosure of police practises and/or a perceived value of the system should there be limited police usage.

There have been no ongoing operational costs to Tasmania Police. Effectively Tasmania Police only owns the client machine and monitor located in the Glenorchy Police Station. All other infrastructure is owned by Glenorchy City Council and maintenance is presumed by contract with RNH Audio and Video by your organisation.

The CCTV vision is not routinely monitored live, it is only accessed when an incident is reported to police and there is a belief by the investigating officer that the footage may afford evidence to prove or disprove a crime or offence. Such access to the system is not recorded unless noted in a Police Offence Report or prosecution file.

Footage is maintained on an external client machine, maintained by Tasmania Police, for 55 days therefore access to such footage and the time frames to download are limited to that period.

Research into CCTV has shown that public perception of such provides a level of reassurance and has a deterrent and displacement effect on offending, despite levels of monitoring or measurable prosecutions.

I note there is a current upgrade being undertaken and I am hopeful this will alleviate some of the current ongoing operational issues.

Should you require any further information or wish to meet in respect to this matter please contact me on 61732721 or glenn.keating@police.tas.gov.au.

Yours sincerely



Glenn Keating
Inspector