

COUNCIL AGENDA

MONDAY, 7 AUGUST 2017



GLENORCHY CITY COUNCIL

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

Hour: 3.00 p.m.

Present:

In attendance:

Leave of Absence:

TABLE OF CONTENTS:

1.	APOLOGIES	3
2.	CONFIRMATION OF MINUTES	3
3.	ANNOUNCEMENTS BY THE CHAIR	3
4.	PECUNIARY INTEREST NOTIFICATION	3
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
6.	PUBLIC QUESTION TIME (15 MINUTES).....	3
7.	PETITIONS/DEPUTATIONS.....	3
	COMMUNITY	4
8.	GLENORCHY CITY COUNCIL AUSTRALIA DAY CELEBRATIONS	5

9.	MOONAH TASTE OF THE WORLD FESTIVAL.....	9
10.	CLAREMONT COMMUNITY LIBRARY - ANNUAL REPORT.....	15
ENVIRONMENT		18
11.	ENVIRONMENTAL AMENITY BY-LAW 2017 (AMENDMENTS TO DRAFT BY-LAW)	19
GOVERNANCE		23
12.	ADOPTION OF 2016/17 CARRY FORWARDS AND VARIATION IN 2017/18 BUDGET	24
13.	ADOPTION AND RESCISSION OF COUNCIL POLICIES	31
14.	DELEGATION OF POWERS TO THE GENERAL MANAGER (S. 207, LOCAL GOVERNMENT ACT)	34
15.	ANNUAL PLAN PROGRESS REPORT AS AT 30 JUNE 2017.....	36
16.	CORPORATE PERFORMANCE INDICATORS - JUNE 2017	39
17.	ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT.....	42
18.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE	44
CLOSED TO MEMBERS OF THE PUBLIC		45
19.	APPLICATIONS FOR LEAVE OF ABSENCE.....	46
GOVERNANCE		47
20.	REFUND OF WASTE AND RECYCLING SERVICE CHARGES: 196 MARY'S HOPE ROAD, ROSETTA	48
21.	ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT	48
22.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)	48

1. APOLOGIES

2. CONFIRMATION OF MINUTES

That the minutes of the Council Meeting held on 10 July 2017 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

COMMUNITY

8. GLENORCHY CITY COUNCIL AUSTRALIA DAY CELEBRATIONS

Author: Acting Manager, Community and Customer Service
(Akin Falaki)

Qualified Person: Acting Director, Community Economic Development and
Business (David Ronaldson)

ECM File Reference: Australia Day, Citizens of the Year

Community Plan Reference:

Making Lives Better

We continue to be a safe, inclusive, active and vibrant community.

Strategic or Annual Plan Reference:

Making Lives Better

1.1.2 Encourage diversity in our community by facilitating opportunities and connections.

1.1.2.02 Foster and support community cultural events and projects that celebrate Glenorchy's cultural diversity and build identity, inclusion and City pride.

Reporting Brief:

This report provides Council with recommendations in relation to Council's organisation of Australia Day celebrations in the City of Glenorchy.

Proposal in Detail:

In January 2017, Council resolved to auspice a working party to enable planning to commence for community celebrations to mark Australia Day in 2018 and beyond. A working party was subsequently established and has met on a number of occasions. This report provides Council with information and recommendations about Australia Day Celebrations in Glenorchy.

Tasmania's Australia Day program is delivered by the Department of Premier and Cabinet (DPAC). The program is affiliated with the National Australia Day Council, who coordinates Australia Day programs at a national level. DPAC liaises with local Councils to promote Australia Day and expand Australia Day celebrations throughout the community.

On Australia Day, local Councils across Tasmania recognise the exceptional contribution of their community members with the presentation of awards.

Council Australia Day Celebrations

Glenorchy City Council organises an Australia Day Celebration which incorporates a Citizenship Ceremony, presentation of Citizen and Young Citizen of the Year Awards and the inclusion of an Australia Day Ambassador.

Community members nominate persons they believe are deserving of the awards and a Citizen and Young Citizen of the Year Selection Committee comprising of four (4) Aldermen (including the Mayor) selects the awardees.

The Citizenship Ceremony welcomes new citizens as full members of the Australian community. This is a requirement of the Australian citizenship law and is coordinated by the Department of Immigration and Border Protection and organised by Glenorchy City Council officers.

Council also participates in the Australia Day Ambassador Program, which is organised and supported by DPAC and provides a unique opportunity for Tasmanians to meet inspirational Australian achievers and high profile personalities. Ambassadors travel to communities across the state to spread the message of national pride at various celebrations. Past Glenorchy Ambassadors have participated in local activities, assisted with the presentation of local awards and delivered a short speech on what being Australian means to them. This is an honorary role requiring the ambassadors to give their time to helping the cause.

Community Celebrations in Glenorchy

Various community groups in Glenorchy have previously also held their own Australia Day celebrations.

The Greater Claremont Precinct organised community celebrations on Australia Day from 2013 until 2016. The event attracted between 100 and 300 people each year. Activities included a free BBQ, novelty races, ball games, an MG car display and a variety of children's activities. Community groups such as Lion's Club, Claremont Girl Guides, Neighbourhood Watch and Leos Club partnered with the Precinct volunteers to plan and help out on the day. Council staff convened a working group with several Precinct members to develop a work plan and risk management plan and provided support and event resources on the day. An average of about \$700 was expended by Council each year for the event (from the former Precinct Program budget, which no longer exists).

The community events were mainly attended by local neighbourhood residents.

Following the Council's decision to end its financial support of the precinct program, former Precinct Committee members who had been involved in previous events had hoped they could go ahead with a 2017 event. Unfortunately, however, due to lack of coordination and resources this did not occur. Council staff who had been providing support to the Precinct to coordinate the event had reported that recruiting volunteers for planning and attendance on the day was becoming increasingly difficult.

Community Feedback and Past Experiences

Anecdotal feedback from some members of the community showed a preference for Council to continue with organising Australia Day celebrations as it currently does.

The view expressed is that this allows different communities to celebrate in their own way after the citizenship ceremonies have ended.

It is the intention of Council staff to undertake broader community engagement on this issue to ascertain other options and approaches.

Council has previously trialled holding the Citizenship Ceremony on the front lawns of Council (2007 and 2008) followed by community activities, and events at Tolosa Park between 2009 and 2012. The events were open to the whole community and promoted as such. Council applied for Australia Day Grants from DPAC to help cover costs, and there was a planning committee made up of Community Development Officers, previous Citizens of the Year, Telstra, the Mayor and Governance staff. The events included a range of activities which were organised and facilitated by Community Development staff and contractors. The events included entertainment, children and family activities and a barbecue.

However, none of these events were very well attended and did not attract many people from the community other than those who were receiving their citizenship and their families. Many people would leave almost immediately after the Citizenship Ceremony to enjoy their own celebrations that their communities had planned for them. Further, although Australia Day grants covered some of the costs of these events, Council was required to fund had to cover the shortfall. The events also took a great deal of staff time and resources to manage.

After trialling and evaluating the events each year, Council made a decision to discontinue the events and focus on promoting other local events that the Community Precincts and other community organisations were planning.

Conclusion

For the reasons outlined above, Council officers are of the view that Council's Australia Day celebrations for 2018 should continue as they have in recent years, with a view to undertaking a broader review and potentially looking at alternative plans in future years.

Consultations:

The following business areas of Council were consulted in the preparation of this report:

- Community Planning and Inclusion
- Community Development
- Arts and Culture

Human Resource / Financial and Risk Management Implications:

It will require additional staff time and financial resources to do anything more than Council is currently doing for the Australia Day Celebration. Furthermore, changes to current arrangements may be impacted by the possible changes to Australia Day programming at the State and national levels.

Community Consultation and Public Relations Implications:

Consultations are currently ongoing at the state and national levels to review the approach to Australia Day.

These changes are expected to have a knock-on effect on the delivery of Australia Day program and activities at a Council level. Council is currently consulting with DPAC on the Australia Day program as well (the correspondence from DPAC is [Attachment 1](#)).

Council's review of its Australia Day program is best placed to happen after the review at the State and national levels.

Recommendation:

That Council:

1. APPROVE the 2018 Australia Day program organised by Council being held in the same format as it has in previous years (with the inclusion of the Citizenship Ceremony, Citizen and Young Citizen of the Year awards and the Australia Day Ambassador Program)
2. APPROVE the continuation of the Glenorchy Citizen and Young Citizen of the Year award process in its current form, and
3. RESOLVE that the current Australia Day program is to be reviewed after strategic review at the State and national levels have taken place.

Attachments/Annexures

- 1  Email from DPAC re Australia Day Survey

9. MOONAH TASTE OF THE WORLD FESTIVAL

Author: Acting Coordinator, Community Planning and Inclusion
(Andrea Marquardt)
Acting Manager, Community and Customer Service
(Akin Falaki)

Qualified Person: Acting Director, Community, Economic Development and
Business (David Ronaldson)

ECM File Reference: Moonah Taste of the World Festival

Community Plan Reference:

Making Lives Better

We continue to be a safe, inclusive, active and vibrant community. We will focus on developing a hub of multiculturalism, arts and culture.

Our Community Priorities:

Supporting and celebrating our diversity

Strategic or Annual Plan Reference:

Making Lives Better

- 1.1.2 Encourage diversity in our community by facilitating opportunities and connections.
- 1.1.2.01 Deliver the annual Moonah Taste of the World Festival.
- 1.1.2.02 Foster and support community cultural events and projects that celebrate Glenorchy's cultural diversity and builds identity, inclusion and City pride.

Reporting Brief:

The purpose of this report is to provide an overview of the 2017 Moonah Taste of the World Festival.

Proposal in Detail:

The Moonah Taste of the World Festival is a unique annual multicultural event that celebrates the rich cultural diversity of the Glenorchy municipality through food, music, dance and cultural and family activities at Benajfield Park in Moonah.

The Festival was established in 2011 with the aims of building the capacity of culturally diverse communities within the City, promoting tolerance, acceptance and understanding of diversity and promoting community pride.

An initiative of the Glenorchy Cultural Diversity Advisory Committee, the Festival was originally planned as a "once off" event but has proved so popular in the community that it has become established as Council's major annual event.

The 7th Moonah Taste of the World Festival was held on Sunday 26 March 2017 at Benjafield Park. Some highlights of the event included:

- estimated crowd attendance of 10,500 people
- 30 food stalls, including 14 multicultural community groups and 16 businesses
- 41 community volunteers
- 146 performers representing 22 communities
- 17 groups providing cultural/family activities
- ABC Radio live outdoor broadcast from the event

Festival Outcomes:

The Festival has significant outcomes for the Glenorchy community including:

- **Promotion of cultural diversity and mechanisms for culturally and linguistically diverse communities to participate in community activities.**

The Glenorchy municipal area has been identified as being significantly culturally diverse. According to the Australian Bureau of Statistics (ABS), the percentage of City of Glenorchy residents who were born overseas increased from 11.0% in 2011 to 12.5% in 2016 while those from non-English speaking countries increased from 4.1% to 6.2% in the same period.

The Moonah Taste of the World Festival is seen as one way to encourage people from all backgrounds to participate in a fun, friendly event. The Festival provides different mechanisms for people to be involved, whether it is through planning, volunteering, holding an activity, running a food stall, performing or just being there.

Regarding the 2017 Festival, there was a significant increase in the number of community food stalls with 14 at this year's event (up from 10 in 2016 and 7 in 2015). Support is provided to enable community groups to participate with a food stall, and this is now being reflected in the number of groups involved. It is noteworthy that several of the community groups who have participated in the Festival are now being offered places at other events – for example the Lucky Sri Lankan Kitchen recently participated in Dark Mofo and the Australian Wooden Boat Festival.

Community capacity building can also be seen in the musical program. This year on the Market World Music Stage there were some intercultural collaborations through the Moonah Arts Centre's 'Taste of the Future' initiative which was run on the day by a team of trained refugee/migrant workers on sound (Milad Vaezi from Iran) and MC (Mwase Makalani from Malawi) with mentoring support from Matthew Fargher and Betsy Hanson. Combined with the Migrant Resource Centre's (MRC) Inspire project it is anticipated that the program will deliver by next year a number of highly professional, well organised musical performers, who will have organised three concerts and be much more skilled at staging.

Overall, the Festival provides a great forum to promote cultural diversity through shared experiences and a safe community gathering. In a survey of patrons at the Festival, 118 said that the Festival gave them a greater understanding of the cultural diversity in the community, with only 8 people saying it did not give them a greater awareness and 14 people undecided. Comments included *"This is the only place you get to see so much diversity – like being in Sydney,"* and *"Keep it going – it's really needed for changing attitudes about refugees, education, culture etc"*.

- **Increased community pride**

Anecdotal evidence suggests that the Festival engenders a great deal of community pride, which is clearly important for any community. Feedback from a survey undertaken at the event indicated that people felt very strongly about an event like this in their local area. An indicative comment from a resident was *"Thank you for putting on the best multicultural festival Tasmania has ever had. Keep it going!"*

The Glenorchy municipality can at times be the subject of negative stereotyping, and Council itself has been the focus of negative media coverage over the last 18 months. The Festival offers a genuine opportunity to build reputation and allow people from all areas of the community to contribute positively to the City.

- **Provision of a low cost, family event**

There was an estimated attendance at this year's event of over 10,500 people, which indicates that the community support the Festival.

With many families in the City not having a high disposable income, it is important to be able to offer low cost, family activities that all members of the community can enjoy and where social connections can be made.

There remains no entry fee to the Festival, and all of the activities and musical entertainment are free. Whilst people can choose to purchase food from the food vendors, there is no obligation to do so and there are many low cost options available.

- **Community partnerships**

Once again the Festival developed or continued with a number of partnerships. Aside from the event participants themselves. These included:

- The State Government – supported the 2017 event with a grant and funding allocation to the Festival confirmed for a further two (2) years (2017/18 and 2018/19). Funding will increase from \$8,000 to 10,000.
- TasTafe – for the second year running, the Festival co-ordinator worked with TasTafe students enrolled in the Certificate 3 Events Management. The students volunteered at the event receiving an introduction to event management and credit for their course, with the Festival in return receiving valuable volunteer support.

- Department of Justice – several participants undertaking community service orders participated in the set up and delivery of the Festival. This is an ongoing partnership that has existed over the life of the event. The partnership provides participants with meaningful work and has also strengthened an existing partnership with Council.
- Migrant Resource Centre – as well as participating with activities at the Festival, discussions have been held with the MRC to provide language support for food safety sessions for community organisations in 2018. As mentioned above, there were also opportunities for cross promotion with the MRC's Inspire project.
- Local schools – important connections continue to occur with local schools. Moonah Primary, Cosgrove High and Dominic College were involved in the 2017 event, with Bowen Road Primary and Guilford Young College expressing an interest in the 2018 event.
- Local businesses and sponsors – though the Festival, links have been made with a number of local businesses including the Moonah Business Association, Nyrstar, and Moreton Group Solutions.

Budget and Resources

Whilst the Festival operated within budget, funding the Festival and human resourcing for the event continues to be a challenge.

The 2017 Moonah Taste of the World Festival Income and Expenditure was \$65,879.47 (Attachment 1) which was expended from the Community Planning and Inclusion Program budget. A further \$12,293.00 was drawn from the Arts and Culture Program budget.

In September 2017, Council resolved to underwrite the Festival up to an additional \$20,000, all of which was ultimately required.

Additional costs for the 2017 Festival were primarily for work health and safety related issues, and specifically gas compliance and assistance with the set up/pack down of the Festival, which had to be outsourced.

For future events, additional budget will continue to be required to meet work health and safety requirements, including an additional resource to provide support for community groups with their food stalls on the day of the Festival. Feedback also indicated that additional shelter and seating be provided.

The preparation and implementation of the event remains primarily the responsibility of the Major Events and Communications Officer (Community Planning and Inclusion) and the Cultural Programs Officer (Moonah Arts Centre).

Four days of administrative support was provided for the event from the event budget, which could be increased. The Festival is also reliant on volunteer assistance from both Council staff and external volunteers.

Consultations:

In addition to feedback gathered from survey conducted during the festival, the following business areas of Council were consulted as part of evaluation for the 2017 festival and in the preparation of this report:

- Arts and Culture
- Community Development
- Community Planning and Inclusion
- Customer Service
- People and Safety
- Works Centre
- Environmental Health

Human Resource / Financial and Risk Management Implications:

Human Resources

The Moonah Taste of the World Festival has a dedicated officer (Major Events and Communications Officer) responsible for coordinating its planning and delivery. The involvement of more volunteers as well as other Council sections such as People and Safety and Works Centre will be valuable to better manage the complexities that come with the growth of the festival and event.

Furthermore, the Moonah Taste of the World Festival Committee will need re-establishment as it has not been fully operational for the last three festivals.

Financial

Council has committed to funding to deliver the festival into the future. Other sponsors renew their funding commitment on an annual basis. Council staff continue to seek additional funding resources from sponsorships, grants and other avenues to meet the growing requirements of the festival.

Current Year: \$55,000 budgeted (\$45,000 general infrastructure and \$10,000 Arts and Cultural Program). The remainder of the budget will be sourced from the State Government (\$10,000), sponsors and food stall income. Approximately \$80,000 in total is required.

Next Year and Future Years are to be costed and confirmed.

Risk

As the Moonah Taste of the World Festival continues to grow and make positive impacts on the municipality, it may require more resources to keep the festival at the high standard expected by the community as well as meet work health and safety standards.

Community Consultation and Public Relations Implications:

The Moonah Taste of the World Festival has been a useful platform for residents and visitors to the municipality to interact and provide feedback to Council. This will continue to happen into the future.

The Festival presents one of the best opportunities for Council to showcase our community as connected, inclusive, positive and liveable.

Recommendation:

That Council

- (a) RECEIVE the Moonah Taste of the World Festival 2017 report, as presented
- (b) APPROVE the 2018 Moonah Taste of the World Festival to be held on Sunday 25 March 2018, and
- (c) APPROVE the establishment of a Community Working Group to support the organising of the festival and give the community the opportunity for more participation in the planning of the festival.

Attachments/Annexures

- 1  2017 Moonah Taste of the World Festival Income and Expenditure

10. CLAREMONT COMMUNITY LIBRARY - ANNUAL REPORT

Author: Acting Manager, Community and Customer Service
(Akin Falaki)

Qualified Person: Acting Director, Community, Economic Development and
Business (David Ronaldson)

ECM File Reference: Claremont Community Library 2016/17

Community Plan Reference:Making Lives Better

There will be community services and programs for people of all ages and abilities to connect, support and make lives better.

Strategic or Annual Plan Reference:Making Lives Better

- 1.2.1 Support our communities to pursue and achieve their goals.
- 1.2.2 Facilitate and/or deliver services to our communities.

Reporting Brief:

The purpose of this report is to provide an annual update of the Claremont Community Library for October 2016 – June 2017.

Proposal in Detail:

The Claremont Community Library is a program established about 15 years ago through the former Greater Claremont Community Precinct. The aim was to provide much needed library services and opportunities for community participation for residents of Claremont and surrounding areas.

At its August 2016 meeting, Council resolved to discontinue the Community Precinct Program. As part of the arrangement to transition the Community Precinct Program and its projects, Council, at its October 2016 meeting, resolved to continue to auspice and oversee the functions of the Claremont Community Library. The resolution is to be reviewed in 2019.

The Library continued to operate successfully from the Claremont Memorial Hall and is being well utilised by community members. 30 new members have joined during the last 10 months. There are approximately 600 members registered, however not all remain financial at this stage. \$870 has been collected in membership fees.

Members visited 1,366 times throughout the period under review to borrow books and there were 394 visits on a social basis. Most of these visits are from local isolated senior/elderly residents who usually travel by foot to the Library. The visits are extremely beneficial to both the residents and volunteers.

The Library is managed by a volunteer co-ordinator, and there are a total of 29 registered volunteers who work on a rostered basis. Five (5) new volunteers joined during the past 10 months. One volunteer who had been volunteering since the Library commenced reluctantly retired due to poor health.

A permanent book donation drop off point was established at Council's Chambers, and books continue to be dropped off at the Library. Donation of books has been overwhelming. The books that are deemed unsuitable for the Library are sold at book sales with profits going back into the Library. A total of \$3,350 was raised through such book sales during the period under review. This was used to purchase new books and a new computer, printer and mobile phone to replace models that had been at the Library for 15 years.

The Library also received \$197 in cash donations, with the majority coming from Andrew Walter Construction who has a donation tin at their office specifically for staff to place any loose change in for donation to the Library.

Consultations:

The following business areas of Council have been consulted during the period covered by this report:

- Community Planning and Inclusion
- Community Development
- People and Safety

Human Resource / Financial and Risk Management Implications:

Human Resources

The Claremont Community Library is managed by a volunteer coordinator with the support of Council's Community Participation Officer. This support has included updating the Library's financial records and a safety audit. Work is currently being undertaken on reviewing volunteer inductions.

Financial

The Claremont Community Library is in good financial standing with funding from book sales and membership fees paying for books, materials, equipment, and consumables. Council provides the space at the Claremont Memorial Hall free of charge. There were no financial implications for Council besides consumables for a volunteer appreciation morning tea.

Risk

The Claremont Community Library is covered under Council's public liability insurance arrangement.

Community Consultation and Public Relations Implications:

In February 2017 a survey was conducted to receive feedback from patrons of the library about their experience (Attachment 1).

The total number of respondents was 25, comprising 17 from Claremont, 5 from Austins Ferry and 3 from Berriedale. 80% of respondents found it 'extremely convenient' borrowing books from the library and 88% were 'extremely satisfied' with the range of books the library has on offer. In addition, 76% of respondents indicated that they borrow books from only the Claremont Library, while 26% also borrow books from the LINC libraries in Glenorchy and Hobart.

Some of the feedback received includes:

".... We are so lucky to have a library in our area"

"Pleasant and helpful volunteers. Absolutely a wide range of books. Would go nowhere else"

"I used to borrow from the LINC but found I could get all and more than I need at Claremont, so convenient and the range and condition of the books are amazing. The volunteer staff are all so friendly and helpful which is a plus"

The library has contributed to the promotion of community learning, participation and pride in the Claremont community. In addition to providing library services for the area, the program provides social inclusion opportunities for residents and capacity building for the volunteer base.

Recommendation:

That Council:

RECEIVE the Claremont Community Library annual report, as presented.

Attachments/Annexures

- 1  Claremont Community Library Survey Feedback February 2017

ENVIRONMENT

11. ENVIRONMENTAL AMENITY BY-LAW 2017 (AMENDMENTS TO DRAFT BY-LAW)

Author: Acting Manager, Environment and Development
(Alex Woodward)

Qualified Person: Acting Director, City Services and Infrastructure
(Paul Garnsey)

ECM File Reference: Environmental Amenity By-Law

Community Plan Reference:

Building Image and Pride

We will show our pride as a city and others will see it.

Making Lives Better

We continue to be a safe, inclusive, active, and vibrant community.

Leading our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-25

Valuing our environment.

3.1 Create a liveable and desirable City.

Leading our community

4.1 Govern in the best interests of our community.

4.2 Prioritise resources to achieve our communities' goals.

Reporting Brief:

This report recommends that Council:

- 1) Approves a number of further amendments to the draft *Glenorchy City Council Environmental Amenity By-law 2017* to correct minor errors and omissions, and
- 2) Endorses and adopts the draft By-law to be made in accordance with the process under the *Local Government Act 1993*.

Proposal in Detail:**Background**

At the Council meeting on 10 July 2017 (Item 10), Council resolved to adopt the *Glenorchy City Council Environmental Amenity By-law 2017 (By-law)*, incorporating amendments made following a community consultation process.

Subsequent to the meeting, but prior to the making of the By-law, a number of minor typographical errors were identified. Though minor in nature, Council officers are of the view that the opportunity to correct them prior to the By-law being formally made should be taken.

Attachment 1 to this report is a copy of the final draft of the proposed By-law which contains the proposed corrections of minor errors and omissions.

Attachment 2 is a table which identifies the minor errors and omissions and the changes made to the draft By-law correct them.

Council's external lawyers have been consulted on the proposed changes and have indicated they are satisfied with the final draft which will be suitable for certification.

Procedural Requirements

At the 10 July 2017 Council Meeting, Council resolved at follows (item 10):

"That Council:

- (a) APPROVE the alterations to the proposed Glenorchy City Council Environmental Amenity By-law No. 1 of 2017 following the public consultation process, which are identified in Attachment 4*
- (b) **ADOPT the Glenorchy City Council Environmental Amenity By-law No. 1 of 2017 in the form of Attachment 1, and***
- (c) AUTHORISE the General Manager to take all actions necessary under the Local Government Act 1993 to ensure the By-law is enacted, including applying Council's common seal, as required section 161 of the Act."* (emphasis added)

In order to make the further minor amendments to the draft By-law that are proposed, it is necessary to overturn part of Council's the resolution to adopt the By-law, by rescinding the relevant part of the decision.

Regulation 18(3) of the *Local Government (Meeting Procedures) Regulations 2015* requires that certain matters are included in a report recommending that part (or all) of a previous Council decision is overturned. In compliance with regulation 18(3), Council is advised that:

- (a) If the resolution proposed in paragraph '1' of the recommendations to this report is made, it will overturn Council's part of Council's previous decision to adopt the By-law.

- (b) The part of the previous decision that will be overturned is paragraph (b) of the resolution made in item 10 at the Council meeting on 10 July 2017, by which Council resolved to:

“ADOPT the Glenorchy City Council Environmental Amenity By-law No. 1 of 2017 in the form of Attachment 1...”

- (c) The part of the previous decision that is being overturned did not require any specific action to be taken. However, paragraph (c) of the decision (which is not being overturned) required particular action to be taken to ensure the By-law is enacted.
- (d) For completeness, it is noted that the actions required under paragraph (c) of the previous decision have not been undertaken.

A decision to overturn a previous decision of Council must also be approved by an absolute majority of Council (regulation 18(2)). A decision made the Commissioner in the absence of the suspended Aldermen will satisfy that requirement.

Other Statutory Considerations

Under section 161 of the *Local Government Act 1993 (the Act)*, Council can only make a By-law under its common seal. Council has not yet applied its common seal to any draft of the By-law, meaning that the By-law has not yet been made.

It is also noted that under section 160 (Alterations to proposed By-law) of the Act:

- (a) alterations to a proposed By-law may only be made by absolute majority. As noted above, a decision by the Commissioner will satisfy that requirement, and
- (b) Council does not need to give public notice of the alterations unless they substantially change the purpose, or the effect on the public, of the proposed By-law. The amendments proposed in this report are minor and do not substantially change the By-law.

For the above reasons, there is no statutory impediment to Council making the further proposed amendments to the By-law prior to it being made.

Consultations:

Acting Director, City Services Infrastructure
Acting Manager, Governance and Risk
External legal representatives

Human Resource / Financial and Risk Management Implications:

None anticipated. No additional requirements.

Community Consultation and Public Relations Implications:

Given the minor alterations resulting from minor administration errors, community consultation was not required.

Recommendation:

That Council:

1. RESCIND the paragraph ‘(b)’ of its resolution made at Item 10 of Council’s

meeting of 10 July 2017, being the resolution to:

“ADOPT the Glenorchy City Council Environmental Amenity By-law No. 1 of 2017 in the form of Attachment 1...”

2. APPROVE the further proposed amendments *Glenorchy City Council Environmental Amenity By-law 2017* which are identified in Attachment 2; and
3. ENDORSE and ADOPT the *Glenorchy City Council Environmental Amenity By-law 2017* in the form of Attachment 1, to be formally made by Council in accordance with the process prescribed under the *Local Government Act 1993*.

Attachments/Annexures

- 1  GCC Environmental Amenity By-Law 2017
- 2  Table of Amendments

GOVERNANCE

12. ADOPTION OF 2016/17 CARRY FORWARDS AND VARIATION IN 2017/18 BUDGET

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

Qualified Person: Acting Director, Community, Economic Development and
Business (David Ronaldson)

ECM File Reference: Budget Update 2017/18

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-25

Leading our community

Objective 4.2 Prioritise resources to achieve our communities' goals.

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

Reporting Brief:

To enable Council to approve alterations to the 2017/18 budget. These alterations relate to:

- Unspent monies from operating expenditure and capital project accounts, outlined in the 2016/17 budget, which were not fully expended at 30 June 2017
- Unspent Grant monies and donations/contributions for a specific purpose received prior to 30 June 2017, and
- Allocate funding to various projects not in the 2017/18 Budget.

Proposal in Detail:

Background:

Section 82 of the *Local Government Act 1993* requires the General Manager to prepare estimates of the Council's revenue and expenditure for each financial year and to ask Council to approve any alterations.

Section 82 relevantly provides:

“(2) Estimates are to contain details of the following:

- (a) The estimated revenue of the Council;*
- (b) The estimated expenditure of the Council;*
- (c) The estimated borrowings by the Council;*
- (d) The estimated capital works of the Council; and*
- (e) Any other detail required by the Minister.*

(4) A Council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.”

Carry Forwards

A ‘Carry Forward’ is defined in the Council’s Carry Forwards policy as an unspent budget allocation that has approval to be transferred from the current financial year into the next financial year.

A ‘Carry Forward’ may be granted due to:

- Approved Capital projects – where prior to the end of the financial year, significant design work and/or other costs relating to the project have been incurred and where practical completion of the project is considered to be the “cost effective” option
- The presence of a contractual obligation, which at year end, commits Council to completing the associated work
- The existence of associated unspent grant funds or unspent fundraising/donations that were received for a specific purpose or
- Specific approval by the General Manager.

The Executive Leadership Team (ELT) have completed their annual review of contractual and other externally funded obligations that existed at 30 June 2017. It is recommended that Council approves the addition of amounts identified in Attachment 1 to this report to Council’s 2017/18 Budget.

The proposed Carry Forwards identified in Attachment 1 are separated into three categories:

- Operational Grants and Donations
- Operational Expenditure
- Capital Expenditure

Of the \$3,633k Carry Forward proposals being submitted for approval, \$47k relates to Operational Expenditure, \$156k relates to Grants and Donations and \$3,431k relates to Capital Expenditure. Table 1 below summarises the Carry Forwards into Directorate and Classification:

Table 1 - Grant/Donation, Operational and Capital Expenditure Classification (000s)

Directorate	Operational Grants and Donations	Operational Expenditure	Capital Expenditure	Total
Community, Economic Development and Business	\$156	\$0	\$559	\$715
Corporate Governance	\$0	\$47	\$1,911	\$1,958
City Services and Infrastructure	\$0	\$0	\$961	\$961
Total	\$156	\$47	\$3,431	\$3,634

Operational Grants and Donations

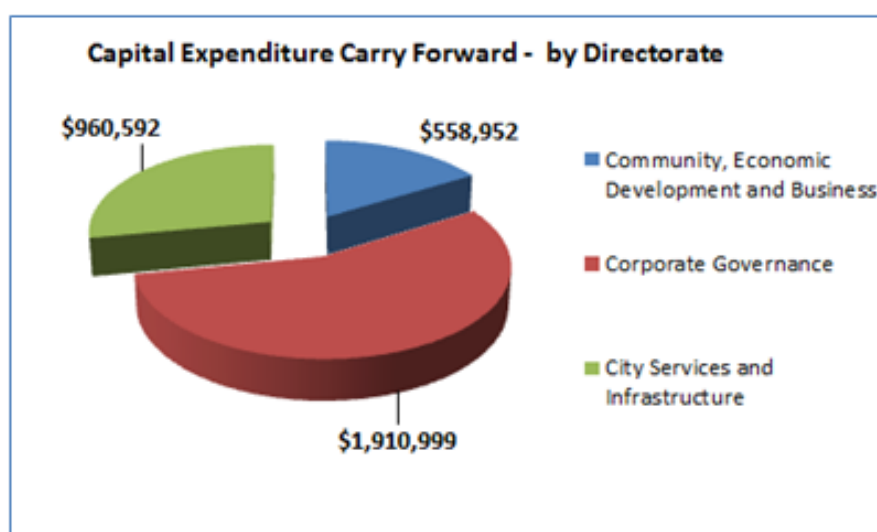
The \$156k in Grants and Donations are from the Community, Economic Development and Business directorate. Major contributors are Grants for the Multicultural Hub (\$50k), LEARNS - 26TEN (\$45k), Long Day Care Professional Development Program (\$18k) and Operation Bounce Back (\$10k) projects. Donations include the Community Visitors Scheme (\$8k) and fundraising at both Berriedale and Benjafield Childcare Centres (\$4k).

Operational Expenditure

The \$47k for Operational Expenditure relates to implementation of the Well Workforce Plan.

Capital Expenditure

The total \$3,431k capital expenditure Carry Forward proposals are from across the three directorates and summarised in Chart 1 below:

Chart 1 – Carry Forward Capital Expenditure by Directorate

Community, Economic Development and Business (\$559k)

The \$559k proposed from Community, Economic Development and Business is expenditure to complete contractual obligations for a range of ICT projects including the Technology One Re-implementation (\$268k), Telephony System Replacement (\$234k) and External Web Site Redevelopment (\$57k).

Corporate Governance (\$1,911k)

The \$1,911k proposed from Corporate Governance is expenditure to complete a combination of grant and contractual commitments including Public Space Revitalisation (\$511k), Glenorchy Community Park Relocation (\$245k), North Chigwell Oval Lighting (\$209), Montrose Bay Toilet Block (\$202k), Montrose Bay Pontoon (\$180k) and KGV Sports Precinct Toilet Facilities (\$100k).

City Services and Infrastructure (\$961k)

The \$961k proposed from City Services and Infrastructure is expenditure to complete a combination of grant and contractual commitments including Roads Capital Program (\$484k), Landfill Excavator (\$250k), Vehicle Purchases (\$112k) and Stormwater Capital Program (\$115k).

Variations to the 2017/18 Budget

Of the \$809k Budget Variation proposals to the Council approved 2017/18 Budget, being submitted for approval, \$86k relates to Operational Expenditure and \$723k relates to Capital Expenditure. Table 2 below summarises the Budget Variations into Directorate and Classification:

Table 2 – Budget Variation Classification (000s)

Directorate	Operational Grants and Donations	Operational Expenditure	Capital Expenditure	Total
Community, Economic Development and Business	\$0	\$46	\$0	\$46
Corporate Governance	\$0	\$0	\$665	\$665
City Services and Infrastructure	\$0	\$40	\$58	\$98
Total	\$0	\$86	\$723	\$809

Kerbside Recycling Bin Upgrade Project

The 240 litre Kerbside Recycling Bin Upgrade Project (Project) is a significant undertaking for Council. The Project will upgrade the Kerbside Recycling Bins for 17,800 properties across the municipality from the existing 140L bins to a brand new 240L bin.

The Project is being undertaken as a capital project supported by Councils waste management strategy to reduce the impact on landfilling and has prior Council approval.

The project was to be delivered across the 2016/17 and 2017/18 financial years with a proportion of the total cost across each year. However delays with tender and contract requirements have resulted in the budget allocated for 2016/17 not being fully utilised. It is necessary for Council to vary the 2017/18 budget to include the unspent funds from 2016/17 of \$664,700.

The budget is required to be increased to \$964,700, being the \$664,700 unspent funds from 2016/17 (year one) plus \$300,000 allocated in 2017/18 (year two).

Major Building Revaluation

For assets recorded at fair value, revaluations are to be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.

Council follows a 3-year revaluation cycle and in accordance with the cycle, Council's required to revalue building and other infrastructure financial classes (most of them are property assets).

Council need to commission an external Valuer to provide the valuation for properties with major buildings. This will allow a report of council's financial position at Fair Value in accordance with Australian Accounting Standards and report financial sustainability and performance against strategic objectives in Annual Reports.

Therefore, a budget allocation is required in the 2017/18 year for \$40,000.

Roads Capital

The following capital works projects were incomplete as at 30 June 2017. As there are no available funds to carry forward from 2016/17, a budget allocation is required in 2017/18 to complete the required works:

12122 – Howard Road – Bunnings Access Issues \$16,000

12124 - Northgate to Centrelink Footpath Access Improvements \$17,035

11855 - Browning Rd (Leonard Ave to Coleman St) \$24,750

Service Management

At 30 June 2017, there were two (2) unpaid invoices totalling \$46,165 that were unable to be paid. As there are no available funds to carry forward from 2016/17 for this purpose, a budget allocation is required in 2017/18 to facilitate payment.

Impact on 2017/18 Operating and Capital Budget

Attachment 1 to this report provides a detailed list of the recommended Carry Forward and Budget Variation proposals.

Table 3 below summarises the impact of the proposed Carry Forwards and Budget Variations on the 2017/18 Operating and Capital Budget approved by Council on 19 June 2017.

Table 3 – Amended 2017/18 Budget (000s)

	2017/18 Original Budget	2016/17 Carry Forwards	2017/18 Budget Variation	2017/18 Amended Budget
Operating Budget				
Operating Revenue	53,952	0	0	53,952
Operating Expenditure	(40,872)	(203)	(86)	(41,161)
Surplus/(Deficit) Before Interest, Depreciation & Amortisation	13,080	(203)	(86)	12,791
Depreciation	(14,369)	0	0	(14,369)
Asset Write Off	(170)	0	0	(170)
Interest Expense	(251)	0	0	(251)
Operating Surplus/(Deficit)	(1,710)	(203)	(86)	(1,999)
Capital Grant Revenue	865	0	0	865
Net Property Revenue	(71)	0	0	(71)
Net (Deficit)/Surplus	(916)	(203)	(86)	(1,205)
Capital Budget				
Renewal Capital & Assets	7,970	1,418	58	9,446
Upgrade Capital & Assets	2,533	643	0	3,176
New Capital & Assets	2,480	1,370	665	4,514
Total Capital & Assets	12,983	3,431	723	17,136

As summarised above, the recommendation if adopted would increase Operating Expenditure by \$289k and the Capital Works Program by \$4.154m.

Consultations:

Relevant Council staff
Executive Leadership Team

Human Resource / Financial and Risk Management Implications:

Following the Council decision in this matter, amended versions of the 2017/18 Budget will be produced and made available to staff.

Current Year – variations as outlined above in Table 3.

Next Year and Future Years – No material impact as depreciation from capital expenditure forecasts were allowed for in the original 2017/18 Budget.

Capital expenditure Carry Forward amounts and Budget Variations will increase the works to be undertaken and may impact on the delivery of the 2017/18 capital program. The program will be monitored and reported on as part of monthly reporting.

Community Consultation and Public Relations Implications:

Carry Forward and Budget Variation amounts will result in alterations to the original 2017/18 Operating and Capital budget. However, there are no community or public relation implications in altering the budget for this reason.

Recommendation:

That Council:

APPROVE the alteration of the 2017/18 Operating and Capital Budget to include the 2016/17 Carry Forward and 2017/18 Budget Variation amounts detailed in Attachment 1, in order to meet existing grant, donation, construction and contractual obligations.

Attachments/Annexures

- 1  2016-17 Carry Forward and Budget Variation Items

13. ADOPTION AND RESCISSION OF COUNCIL POLICIES

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

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

ECM File Reference: Council Policy

Community Plan Reference:

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

Strategic or Annual Plan Reference:

Leading our Community

4.1 Govern in the best interests of our community

4.1.1 Manage Council for maximum efficiency, accountability and transparency

Reporting Brief:

The purpose of this report is to recommend that Council adopted one (1) new policy and rescinds four (4) policies, as part of Council’s ongoing policy review process.

Proposal in Detail:

This Report is presented as part of the process of review of all Council policies, which has been an ongoing project since 25 May 2015.

Since the 13 June 2017 Council meeting, Council has prepared one (1) new policy for adoption and has identified four (4) policies that are recommended for rescission,

This report provides an overview of the reasons for seeking the adoption and rescission of the policies.

New Policy

Information Management

Attachment 1 is a draft ‘Information Management’ policy which is recommended to Council for approval.

The policy sets out how Council manages information in its possession, to provide guidance and direction on the management of information. Such a policy is necessary to ensure that Council complies with its obligations relating to information management and retention under the *Archives Act 1983*.

Policies to Rescind

Non Current Assets Accounting

Attachment 2 is a copy of Council’s existing ‘Non Current Assets Accounting’ policy (No. 33-2) which is recommended for rescission.

The policy sets out the accounting treatments and procedures to be applied to its non-current assets (that is, assets which provide a benefit to Council extending beyond 12 months). The policy was last updated in 2001, some 16 years ago.

Since its last update, the procedures in the policy have been superseded by other policies and internal procedures, including Council's Financial Management Strategy which was adopted in May 2017. Accordingly, the policy is no longer required.

Furniture, Plant and Equipment

Attachment 3 is a copy of Council's existing 'Furniture, Plant and Equipment Policy' (No. 28-2) which is recommended for rescission.

The policy was introduced in 2003 to implement control around non current assets (other than vehicles, heavy equipment and infrastructure) and other 'attractive assets', the latter of which are items worth less than \$1,500 and were liable to theft because they are easily movable or converted to cash. It requires that detailed registers of all non current assets and attractive assets to be kept and updated. Council's keeps sufficient records of its various assets, but not in accordance with this policy. The policy is effectively superfluous and has been for some time.

Credit Management Policy

Attachment 4 is a copy of Council's existing 'Credit Management Policy' (No. 06-2). The policy sets out Council's procedures for granting credit to its debtors. It is recommended for rescission only because a review has determined that it has only internal application, and is therefore classified as an internal Directive (which does not require oversight from or approval by Council) rather than a policy.

The substantive form of the policy will be captured in an updated 'Credit Management Directive' to be approved by the General Manager. The policy is therefore no longer required and should be rescinded.

Writing off Bad Sundry Debts

Attachment 5 is a copy of Council's 'Writing off Bad Sundry Debts' policy (No. 17-2). The policy sets out the circumstances under which the General Manager can write off bad debts on behalf of Council, and the procedure to be followed. As with the Credit Management Policy, this policy is only recommended for rescission because it has only internal application, and is therefore classified as an internal directive (which does not require oversight from or approval by Council) rather than a policy.

The substantive form of the policy will be captured in an updated 'Writing off Bad Debts Directive' to be approved by the General Manager. The policy is therefore no longer required and should be rescinded.

For completeness, it is noted that Council has delegated the power to the General Manager to write off bad debts up to a limit of \$20,000. The General Manager is required under section 22(2)(ba) of the *Local Government Act 1993* to exercise that power only in accordance with an approved policy or procedure. The retention of the policy as a directive will satisfy that requirement.

Consultations:

Manager, Business and Finance
 Acting Manager, Governance and Risk
 Information Management Coordinator
 Manager, Infrastructure Engineering and Design
 Asset Management Coordinator

Human Resource / Financial and Risk Management Implications:

There are no material human resource or financial risk implications.

In terms of risk management, please refer to the following:

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
If the identified policies are not adopted and rescinded as recommended, governance control effectiveness is less optimal due to the presence of superfluous or redundant policies leading to confusion and ambiguity.	Minor (C2)	Almost Certain (L5)	Moderate	Council adopts the proposed new policy and rescinds the four policies, as recommended.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. ADOPT the 'Information Management' policy in the form of [Attachment 1](#)
2. RESCIND the 'Non Current Assets Accounting' policy in the form of [Attachment 2](#)
3. RESCIND the 'Furniture Plant and Equipment' in the form of [Attachment 3](#)
4. RESCIND the 'Credit Management' policy in the form of [Attachment 4](#) and note that the policy will be replaced with an Information Management Directive, and
5. RESCIND the 'Writing Off Bad Debts' policy in the form of [Attachment 5](#) and note that the policy will be replaced with an Writing Off Bad Debts Directive.

Attachments/Annexures

1. [Information Management Policy \(Draft\)](#)
2. [Non Current Assets Accounting Policy](#)
3. [Furniture, Plant and Equipment Policy](#)
4. [Credit Management Policy](#)
5. [Writing Off Bad Debts Policy](#)

14. DELEGATION OF POWERS TO THE GENERAL MANAGER (S. 207, LOCAL GOVERNMENT ACT)

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

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

ECM File Reference: Delegations

Community Plan Reference:

Leading Our Community.

The communities of Glenorchy will be confident that Council manages the community's assets soundly for the long term benefit of the community.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in the best interests of our community
- 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes

Reporting Brief:

The purpose of this report is to recommend that Council delegates its powers under section 207 of the *Local Government Act 1993* to the General Manager under section 22 of the *Local Government Act 1993*.

Proposal in Detail:

At its meeting on 10 July 2017, Council resolved to delegate a number of its powers under various acts to the General Manager.

Council's power under section 207 was mistakenly omitted from the list of powers that were delegated. Section 207 is in Part 12 (Special Power), Division 2 (Fees and Charges) of the Act, and provides as follows:

"207. Remission of fees and charges

A Council may remit all or part of any fee or charge payable under this Division."

The power to remit or fees and charge is, from an administrative perspective, a power that should prudently be delegated to the General Manager. The consequence of not delegating that power is that each fee or charge remission, however minor, would need to be approved by a resolution of Council.

If delegated, the General Manager will only be entitled to exercise that power in accordance with an applicable policy or procedure (s. 22(2)(b) of the Act).

Consultations:

Commissioner

Human Resource / Financial and Risk Management Implications:

None.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

1. DELEGATE Council's powers under section 207 of the *Local Government Act 1993 (the Act)* to the General Manager
2. AUTHORISE the position of General Manager to further delegate the functions and powers of Council under section 207 of the Act, and
3. AUTHORISE the Commissioner to execute an Instrument of Delegation confirming the delegation to the General Manager under section 207 of the Act.

Attachments/Annexures

Nil.

15. ANNUAL PLAN PROGRESS REPORT AS AT 30 JUNE 2017

Author: Acting Manager, City Strategy and Economic Development
(Erin McGoldrick)

Qualified Person: Acting Director Community, Economic Development and
Business (David Ronaldson)
Acting General Manager (Tony McMullen)

ECM File Reference: Quarterly Report - Annual Plan Progress

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-2025

Making Lives Better

4.1 Govern in the best interests of our community

4.1.1 Manage Council for maximum efficiency, accountability and transparency.

Glenorchy City Council Annual Plan 2016/17 – 2019/20

4.1.3.02 Implement the performance reporting system for corporate strategic planning.

Reporting Brief:

To provide Council with the Quarterly Annual Plan Progress Report for the quarter ending 30 June 2017.

Proposal in Detail:

The Quarterly Annual Plan Progress Report for Council for the quarter ending 30 June 2017 (**Report**) is Attachment 1.

Report Purpose

The purpose of the Report is to assist Council in its strategic oversight of progress on the carrying out of the actions in the Council's Annual (Operational) Plan.

A further benefit of this reporting is that it helps to make Council's operations more transparent to the community.

Report Format

The Quarterly Annual Plan Progress Report is set out in the following way:

- The rules for giving different status descriptions to different actions are shown. (See 'Status of Actions', below)
- The status, description and comments on 'high priority' actions are given.
- An overview of all Annual Plan actions follows.
- For all actions marked 'review required', the status chart, description and comments are provided. It should be noted that a 'review required' status is assigned to those actions for which there are internal or external factors that present a foreseeable risk to project completion by the deadline set in the annual plan.

This format recognises Council's strategic level focus in monitoring annual plan progress, using an exception reporting approach.

Status of Actions

The status of annual plan actions is given using the following codes:

Action status

Action Status	Business rule for application of descriptor
Ongoing 	For business as usual tasks (not for use with project tasks).
On schedule 	The task is on track to meet the target set in the Annual Plan.
Review required 	There are internal or external factors that present a foreseeable risk to project completion by the deadline set in the Annual Plan.
Completed 	The task has been completed.
Task for Future Year 	The task is identified in the Financial Year as commencing in an "out year".

Measure status

Measure Status	Business rule for application of descriptor
Achieved 	The measure has been met.
Likely to meet 	Task performance is on track to meet the measure and target in the Annual Plan.
Not likely to meet 	Task performance is not likely to meet the measure and target in the Annual Plan due to internal or external factors.
Assessment premature 	It is not possible at the time of reporting to determine task performance against the measure or target because the task has not yet reached its scheduled commencement date; or the task is scheduled to be commenced and undertaken in an out year.

Reporting Process

The quarterly annual plan progress reporting process involves the following:

- managers provide comment on the status of each of the Annual Plan line items that they are responsible for in the 'Cambron' reporting management system
- data is checked for completeness
- any outstanding input is followed up
- a draft report is compiled in Cambron

- the draft report is reviewed by the General Manager and the Executive Leadership Team
- conversion of Cambron template to MS Word format, and
- there is a 10 day lead time for placement of a report on the Council agenda

This process takes approximately 5 - 12 weeks and may take up to a month longer if the report is available at a point in time that is out of synchronisation with the Council meeting cycle.

Consultations:

Annual plan progress reporting is undertaken by individual management team members for each of their allotted annual plan actions and vetted by the Directors.

Human Resource / Financial and Risk Management Implications:

The Quarterly Annual Plan Progress Report shows the progress of implementation of the Glenorchy City Council Annual Plan 2016-17 to 2019-20. The Annual Plan is resourced as part of the annual budget process.

The Quarterly Annual Plan Progress Report aids Council's risk management by regularly monitoring and reporting on the progress of Annual Plan actions. This enables Council awareness of the status of Annual Plan actions and the taking of corrective action if required.

Community Consultation and Public Relations Implications:

Each Quarterly Annual Plan Progress Report is reported to Council. This means the Council agenda report and the Progress Report are made publicly available.

Recommendation:

That Council:

RECEIVE and NOTE the Quarterly Annual Plan Progress Report for the quarter ending 30 June 2017.

Attachments/Annexures

- 1  Quarterly Annual Plan Progress Report Q4 2016/17

16. CORPORATE PERFORMANCE INDICATORS - JUNE 2017

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

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: Traffic Lights

Community Plan Reference:

Leading our Community

The Communities of Glenorchy will be confident that Council manages the Community's assets soundly for the long term benefit of the Community.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in an open and responsible manner in the best interests of the community
- 4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities
- 4.2 Manage our resources to achieve community outcomes
- 4.2.1 Deploy the Council's resources in a way that maximises the effectiveness of the organisation and delivers value for money.

Reporting Brief:

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

Proposal in Detail:

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

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

Council should note that the June CPI's were based on data as at 31 July 2017, and accordingly will not be consistent with the General Purpose Financial Statements for the year ended June 2017 due to adjustments required by accounting standards and auditors.

Monthly Results

For June 2017 the Council recorded:

- three (3) red lights, and
- eight (8) yellow lights.

The remainder, fifteen (15), are green lights.

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

Light Colour	Item	Page	Comments
●	Lost Time Injury Frequency Rate (LTIFR)	26	There were zero (0) LTIs for June. However the rolling 12 month LTIFR is 30.25, which is higher than for the same time last year which was 23.99. Safety remains a priority for the organisation and all incidents are reviewed to ensure policies and practices are refined to avoid future incidents.
●	Capital Expenditure – Property	18	The property capital program for 2016/17 ended the year significantly under budget. Carry forward funding on projects delayed are estimated at \$1.9m which will put further pressure on completion of the 2017/18 program. New positions have recently been created to manage the program moving forward.
●	Capital Expenditure – Other	19	The capital program for 2016/17 started slowly and although the year to date position is consistent with budget, forecasts suggest that the budget will not be achieved. Estimates for carry forward funding on projects delayed are now approximately \$1.5M.
●	Total Operating Expenditure	12	Operating expenditure is higher than budgeted, primarily due to the unforeseen expense the Board of Inquiry. Other contributing factors are increased employee costs and outsourced resourcing to cover shortfalls within Council.
●	Corporate Governance Expenditure	15	Operating expenditure is higher than budgeted, primarily due to the unforeseen expense the Board of Inquiry combined with Relief and Casuals and Overtime to cover staff absences
●	Capital Expenditure – Total	17	The entire capital works program finished \$2.4m underspent, primarily in the property and other categories. Essential projects not completed will be included in the carry forward estimates presented to Council.
●	Capital Expenditure – Stormwater	19	The capital program for 2016/17 started slowly and has finished under budget. Some of the underspend has been included in the carry forward request into 2017/18.
●	Accounts Receivable	22	Overdue debtors are above target due primarily to Derwent Park Reuse Scheme Contractor \$1,597k
●	Salaries and Wages including on-costs – Capital Projects	24	Some capital works that were budgeted to be completed internally are now being provided by external contractors, whilst some other works have been delayed. The movement is identified by an increase in the Materials, Contractors & Other expense
●	Other Employment Costs – Operational	25	Relief and Casuals and Overtime are above budget and being used to service positions that are currently vacant. The 2017/18 budget allocates sufficient funds to fill vacant positions thereby reducing the reliance on Relief and Casuals and Overtime.

Light Colour	Item	Page	Comments
	Permanent Staff Turnover Rate	25	The turnover rate at 12.20% is on par with the turnover rate recorded in June 2016, however has been gradually reducing from a year high of 14.43% in January 2017.

 = Red Light: Immediate action required

 = Yellow Light: Monitoring and/or investigation required

Consultations:

Capital and Operational Expenditure Program Leaders

Human Resource / Financial and Risk Management Implications:

As outlined in the Corporate Performance Indicators reports.

Community Consultation and Public Relations Implications:

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

Recommendation:

That Council:

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

Attachments/Annexures

- 1  Report Indicators 2016 17
- 2  Appendix B Capital Report

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

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

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

ECM File Reference: Actions List - Council Meetings

Community Plan Reference:

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

Strategic or Annual Plan Reference:

Leading our Community

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

Reporting Brief:

To provide Council with the Actions List (Open Council Meeting), updated following the Council meeting on 10 July 2017.

Proposal in Detail:

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

The Actions List (Open Council Meeting), which is Attachment 1 to this report, highlights the progress of the items on the list following the 10 July 2017 Council meeting.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

None.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 10 July 2017 Council meeting.

Attachments/Annexures

- 1  Action List - Open Council Meeting

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

CLOSED TO MEMBERS OF THE PUBLIC

19. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

**20. REFUND OF WASTE AND RECYCLING SERVICE CHARGES: 196
MARY'S HOPE ROAD, ROSETTA**

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

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

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

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