

GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 7 AUGUST 2017



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Butler, Fiona

From: Lovell, Alison (DPaC) <Alison.Lovell@dpac.tas.gov.au>
Sent: Tuesday, 13 June 2017 12:39 PM
To: chris.hughes@bodc.tas.gov.au; Janine@brighton.tas.gov.au; nfrench@burnie.net; andrea.carey@centralcoast.tas.gov.au; KBrazendale@centralhighlands.tas.gov.au; dmainwaring@circularhead.tas.gov.au; wmoles@ccc.tas.gov.au; mhill@dvc.tas.gov.au; chardy@devonport.tas.gov.au; neil.grose@dorset.tas.gov.au; stacey.wheatley@flinders.tas.gov.au; rhondao@georgetown.tas.gov.au; lona@freycinet.tas.gov.au; Butler, Fiona; winterj@hobartcity.com.au; lpohl@huonvalley.tas.gov.au; chris@kentish.tas.gov.au; cgreen@kingisland.tas.gov.au; michelled@latrobe.tas.gov.au; Elizabeth.Clark@launceston.tas.gov.au; Marilyn.Young@mvc.tas.gov.au; amanda.bond@nmc.tas.gov.au; sonia.pullen@sorell.tas.gov.au; elang@southernmidlands.tas.gov.au; yasman@tasman.tas.gov.au; rmuirwilson@warwyn.tas.gov.au; West Coast Council Exec Asst (DPEM); kaitlin.roach@wtc.tas.gov.au; brittany.trubody@centralcoast.tas.gov.au; ystone@circularhead.tas.gov.au; jsaville@circularhead.tas.gov.au; crogers@ccc.tas.gov.au; dhunnerup@ccc.tas.gov.au; executiveassistant@dvc.tas.gov.au; anneka.ferguson@dorset.tas.gov.au; Ronaldson, David; execassist@kingisland.tas.gov.au; execassist@kingisland.tas.gov.au; danny.gibson@launceston.tas.gov.au; jess.radford@sorell.tas.gov.au; cfrench@warwyn.tas.gov.au; cbryant@centralhighlands.tas.gov.au; stacey.gadd@sorell.tas.gov.au
Cc: Lockett, Ami (DPaC); Turnbull, Deanna (DPaC)
Subject: Australia Day Survey - Please help us review the Program!

Follow Up Flag: Follow up
Due By: Wednesday, 14 June 2017 2:00 PM
Flag Status: Completed

Good afternoon everyone

This email is to let you know we are currently doing a strategic review of our Australia Day Program with the view to change things up a bit and refocus our efforts. The review comes at a good time as at the national level, the National Australia Day Council, are also reviewing their approach to Australia Day that will have knock-on effects to our programming.

We have pulled together a survey about our Australia Day Program as we'd like to know what you think about the current range of activities on offer. Your feedback will be used to tweak existing initiatives, but also assist in the development of new activities that might better support your council – both locally and at the national level.

One of the first things we want to do is ask you what you need from us. Despite a likely refocus of our activities, one of our top priorities is to continue supporting you in the best way we can. The survey is similar to the survey we ran 3 years ago and asks a range of questions about your Australia Day activities. It's not too taxing, but we'll be offering yummy participation prizes to sweeten the deal!

The second thing we'd like to do is schedule a one-on-one meeting with you and your team to talk through the survey results and tease out any specific issues relevant to your council. Plus it'll be a great opportunity to catch-up! These meetings will be a month or two away and we'll be in touch a little down the track to set them up.

TAKE THE SURVEY

The survey is open for two weeks and will close on **COB Tuesday 27 June**. I will send out a quick email reminder a couple of days before then.

Thank you very much in advance for taking the time to complete the survey.

If you have any problems, please don't hesitate to contact me.

Kind regards, Alison

Alison Lovell

Communications and Protocol Officer | Communications and Protocol Unit

Department of Premier and Cabinet

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I work part time. I am available on Tuesdays and Fridays.

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2017 Moonah Taste of the World Festival Income and Expenditure

Community Planning and Inclusion Budget:**Income:**

GCC Contribution	\$40,000.00
State Government Grant	\$8000.00
Nyrstar Sponsorship	\$5000.00
RACT Sponsorship	\$2000.00
Food Stall Fees	\$7729.60
Total:	\$62,729.00

Expenditure:

Advertising/Promotion	\$4,435.36
Relief and Casuals	\$909.33
Catering	\$385.65
Electricity	\$296.43
Donations	\$700.00
Miscellaneous	\$4,699.59
Materials	\$54.87
External Equipment Hire	\$19,516.84
Minor Equipment Purchase	\$526.55
Contractors	\$26,095.97
Cleaning	\$268.18
Waste Services	\$1,607.00
Security	\$5,383.70
Licences	\$1,000.00
Total:	\$65,879.47

Note: the shortfall between the expenditure and income was made up from a carry forward amount from the previous budget – Healthy Communities Grant.

Arts and Culture Budget:**Income:**

GCC Contribution	\$10,000.00
Regional Arts Grant	\$2000.00*
Total:	\$12,000.00

Expenditure:

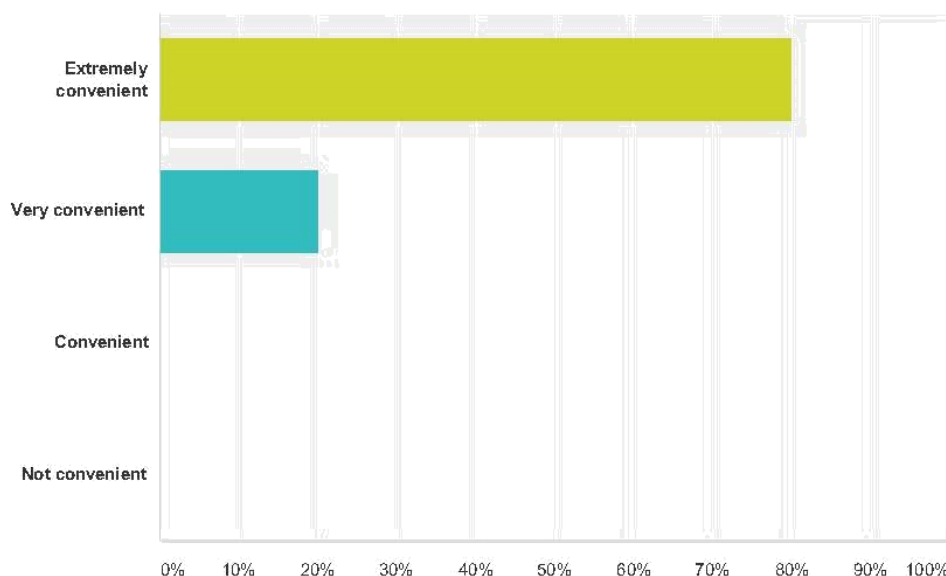
Staging	\$3,500.00
Contractor	\$2685.00
Design Fees	\$613.00
Artists/Stage Manager/MC	\$5,370.00
Minor Equipment	\$125.00
Total:	\$12,293.00

***Note:** A portion of the Regional Arts Grant (\$2000) was allocated to the Moonah Taste of the World Festival – the remainder of the grant will be used for other projects (identified in the grant application) at the Moonah Arts Centre.

Claremont Community Library February 2017

Q1 How convenient do you find it borrowing from the Claremont Community Library?

Answered: 25 Skipped: 0

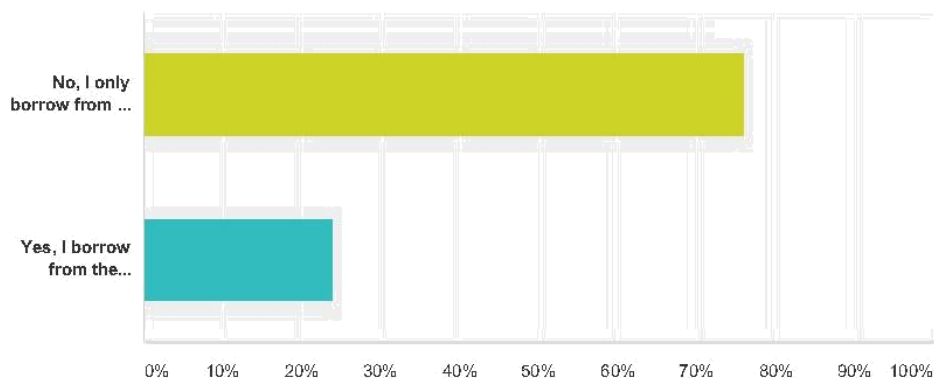


Answer Choices	Responses
Extremely convenient	80.00% 20
Very convenient	20.00% 5
Convenient	0.00% 0
Not convenient	0.00% 0
Total	25

Claremont Community Library February 2017

Q2 Do you also borrow books from the LINC? (e.g. Glenorchy Library, Hobart Library)

Answered: 25 Skipped: 0

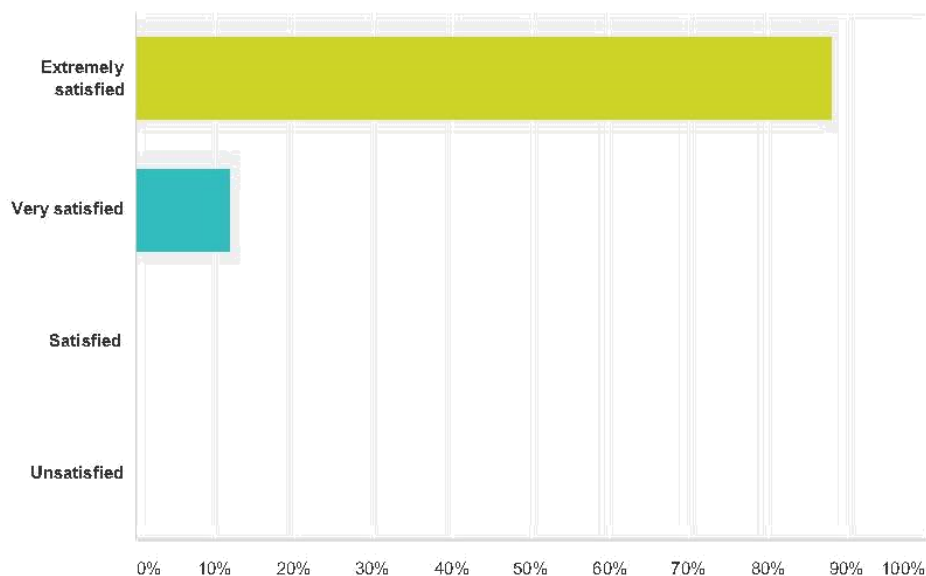


Answer Choices	Responses	
No, I only borrow from the Claremont Community Library	76.00%	19
Yes, I borrow from the Claremont Community Library and the LINC	24.00%	6
Total		25

Claremont Community Library February 2017

Q3 Are you satisfied with the range of books that the Claremont Community Library has on offer?

Answered: 25 Skipped: 0

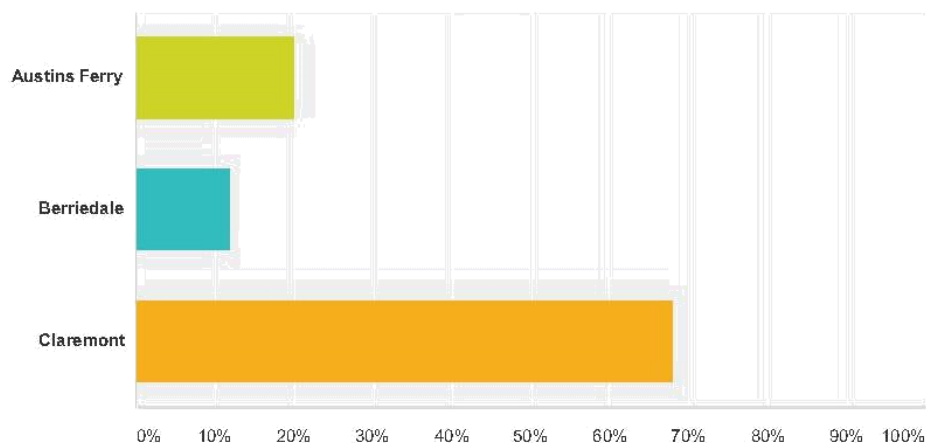


Answer Choices	Responses	
Extremely satisfied	88.00%	22
Very satisfied	12.00%	3
Satisfied	0.00%	0
Unsatisfied	0.00%	0
Total		25

Claremont Community Library February 2017

Q4 What suburb do you live in?

Answered: 25 Skipped: 0



Answer Choices	Responses
Austins Ferry	20.00% 5
Berriedale	12.00% 3
Claremont	68.00% 17
Total	25

Claremont Community Library February 2017

Q5 Any other comments?

Answered: 19 Skipped: 6

#	Responses	Date
1	More shelving as the upper and lower books and those on the bottom of the trolley are difficult for me to get. I'm still happy with the books and the friendly feel of the library.	3/8/2017 1:57 AM
2	I really enjoy the selection of books.	3/8/2017 1:56 AM
3	I am very pleased with the variety of books. It's a lovely library.	3/8/2017 1:55 AM
4	Great library, friendly staff, so helpful. We are so lucky to have a library in our area.	3/8/2017 1:54 AM
5	The ladies are very helpful. I haven't borrowed from the LINC for a long time.	3/8/2017 1:53 AM
6	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 is amazing. The volunteers staff are all so friendly and helpful which is a plus.	3/8/2017 1:52 AM
7	Wonderful volunteers.	3/8/2017 1:50 AM
8	Lovely library, lovely volunteers for people to chat with. Great job done.	3/8/2017 1:50 AM
9	Extremely convenient, friendly staff, excellent book range.	3/8/2017 1:49 AM
10	Great service.	3/8/2017 1:48 AM
11	Lovely selection of books, new ones coming in often. The staff are lovely and helpful. Better selection than Glenorchy.	3/8/2017 1:45 AM
12	Pleasant and helpful volunteers. Absolutely a wide range of books. Would go nowhere else!	3/8/2017 1:44 AM
13	Better range of books than the Glenorchy LINC, I used to go to Glenorchy.	3/8/2017 1:42 AM
14	Very helpful staff. Large selection of books, new ones and they appeal to all ages.	3/8/2017 1:41 AM
15	One of the best with the books!	3/8/2017 1:40 AM
16	Starting coming here because of deteriorating conditions at the Glenorchy LINC i.e. very noisy, too much money spent on computers etc. no attempt at fostering learning and reading, obvious 'dumbing down' of the community.	3/8/2017 1:40 AM
17	The ladies are very helpful. Peace and quiet (Glenorchy LINC too noisy).	3/8/2017 1:38 AM
18	I find the staff very friendly and helpful. The choice of books is wide and varied and of superior quality.	3/8/2017 1:37 AM
19	I occasionally borrow from Glenorchy LINC but am using the Claremont Library more now. Terrific range of books.	3/8/2017 1:36 AM



Glenorchy City Council

Environmental Amenity By-Law 2017

By-Law No. 1 of 2017
Version 1
Adopted by Council on

Glenorchy City Council

Glenorchy City Council Environmental Amenity By-Law 2017

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Glenorchy City Council Environmental Amenity By-Law 2017

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Glenorchy City Council Environmental Amenity By-Law 2017

Part 1 Preliminary

1 Repeal

The Environment and Health Services By-law No. 1 of 2010 is repealed.

2 Short title

This By-law may be cited as the *Environmental Amenity By-Law 2017*.

3 Object

The object of this By-law is to regulate and control matters of environment, health and amenity within the Glenorchy municipality.

Part 2 Interpretation

4 Dictionary

In this By-law—

authorised officer means a person appointed by the Council, an employee of the Council authorised by the General Manager for the purposes of this By-law, or a police officer.

Council means the Glenorchy City Council established under the *Local Government Act 1993*.

Environmental Health Officer means an Environmental Health Officer, as appointed by the Council.

General Manager means the General Manager of the Council or delegate, and includes a person lawfully acting as the General Manager from time to time.

municipal area means the municipal area of the Glenorchy City Council.

occupier includes any person having the care, control or management of any land or premises.

owner means any person who, whether jointly or severally, is seized or possessed of, or entitled to, any estate or interest in land.

person includes any body of persons, corporate or unincorporate, other than the Crown.

Part 3 Licences

5 Applications

An application for a licence pursuant to this By-law is to be made to the General Manager in writing in a form approved by the General Manager and, where applicable, be accompanied by the following:

- (a) a statement in writing of the type of activity proposed to be undertaken by the applicant;
- (b) a scaled drawing showing the location and extent of the proposed occupation or activity;
- (c) such other information that the General Manager may reasonably require; and
- (d) payment of the fee or charge imposed by the Council pursuant to section 205 of the *Local Government Act 1993* for an application under this By-law.

6 Factors to be considered when granting a licence

In deciding whether or not to grant a licence pursuant to this Part, the General Manager may have regard to the following and any other relevant matters:

- (a) public amenity and safety;
- (b) the maintenance of public order in the area;
- (c) the movement of traffic in the area;
- (d) the effect on premises or land in the area; and
- (e) representations made by a police officer.

7 Conditions of a licence

- (1) The General Manager may issue a licence or refuse to issue a licence on an application made under clause 5.
- (2) A licence is subject to such terms and conditions as the General Manager may determine.
- (3) A licence holder must comply with the terms and conditions of a licence.

Penalty: Fine not exceeding 10 penalty units.

8 Licences generally

Licences are to:

- (a) be in writing and in a form approved by the General Manager;
- (b) bear the date on which they were issued;
- (c) include such terms and conditions as the General Manager may consider necessary;
- (d) remain in force for the period for which they were issued, unless they are cancelled or surrendered; and
- (e) be surrendered to the General Manager if they are cancelled or when they are due for renewal.

9 Cancellation of licences

- (1) The General Manager may cancel a licence if a licence holder commits any breach of this By-law or any condition of a licence.
- (2) The General Manager may cancel a licence if the licence holder is convicted of any offence involving:
 - (a) dishonesty; or
 - (b) a breach of public order.
- (3) If the General Manager cancels a licence, the General Manager is to serve a notice in writing on a licence holder stating that the licence is cancelled and the reason for that cancellation.
- (4) Cancellation of any licence is effective from the day the notice has been served on the licence holder or the date specified in the notice whichever is the later.
- (5) Nothing in this clause is to be construed as preventing or prohibiting the General Manager from cancelling a licence if this is required due to the exercise or intended exercise of any local government functions, powers, rights or duties by the Council.
- (6) Notwithstanding, sub-clauses (3) and (4), the General Manager may cancel a licence by any communication conveyed to the licence holder by any means including but not limited to by telephone, email, notice by radio or television in emergency situations or in a situation considered appropriate by the General Manager.
- (7) Despite anything else in this By-law, the General Manager may, in their absolute discretion, reverse the cancellation of a licence upon receiving and considering written submissions in relation to the cancellation from the holder of the cancelled licence.

10 Assignment of licence

A licence is not assignable to any person except with the written consent of the General Manager.

Part 4 Infringement Notices

11 Infringement notices

(1) In this clause –

specified offence means an offence against a clause specified in Column 1 of Schedule 1.

(2) An infringement notice may be issued in respect of a specified offence and the monetary penalty set out adjacent to the offence in Column 3 of Schedule 1 is the penalty payable under the infringement notice for that offence.

(3) Payment of the monetary penalty set out in an infringement notice must be made to the Council.

(4) The monetary penalty set out in an infringement notice must be paid within 28 days of the service of the infringement notice, after which time the infringement notice may be referred to the Director, Monetary Penalties Enforcement Service.

(5) An authorised officer may issue –

(a) an infringement notice to a person who the authorised officer has reason to believe has committed a specified offence; and

(b) one infringement notice in respect of more than one specified offence.

(6) The *Monetary Penalties Enforcement Act 2005* applies to an infringement notice issued under this By-law.

(7) In addition to any other method of service, an infringement notice alleging that a vehicle has been used in relation to a specified offence may be served by affixing it to that vehicle.

Part 5 Enforcement

12 Recovery of expenses

In addition to a penalty imposed in relation to a failure to comply with or a contravention of this By-law, an expense incurred by the Council in consequence of that failure or contravention is recoverable by the Council as a debt payable by the person so failing to comply or contravening.

13 Continuing offences

- (1) Where a person:
 - (a) commits an offence under this By-law;
 - (b) is given notice of the offence;
 - (c) continues to carry out the act or omission that constituted the offence after being given notice of the offence; and
 - (d) is subsequently convicted of the offence, the person is liable to a further penalty of 2 penalty units for each day during which the act or omission continues after the person was given notice of the offence.
- (2) The penalty in sub-clause (1) does not displace the penalty specifically prescribed elsewhere for the offence and is to be imposed in addition to the penalty for the offence.
- (3) In this clause:
 - (a) **notice** means an infringement notice and a notice under clause 15(1); and
 - (b) **convicted** includes a deemed conviction as a result of a person paying a fine under an infringement notice.

14 Supply of name and address

- (1) An authorised officer may require a person to give his or her name and address if the authorised officer reasonably believes that the person is offending or has offended against this By-law.
- (2) A person who fails or refuses to comply with a requirement under sub-clause (1) or who states a name or address that is false, is guilty of an offence.

Penalty: Fine not exceeding 10 penalty units.
- (3) A police officer making a requirement under sub-clause (1) may arrest a person who the police officer reasonably believes has committed an offence under sub-clause (2).

Part 6 Notices and Directions

15 Notices and directions generally

- (1) Where in the opinion of the General Manager or an authorised officer, a person is in breach of any provision of this By-law the General Manager or authorised officer may serve a notice on that person requiring them to discontinue and/or rectify the breach.

- (2) A notice served under this By-law is to be given in writing, in a form approved by the General Manager, and is to be given in accordance with section 29AB(1)(a) of the *Acts Interpretation Act 1931*.
- (3) A direction given under this By-law may be given verbally or in writing in a form approved by the General Manager.
- (4) A notice or direction given under this By-law may be subject to such conditions and requirements and allow such time period as the General Manager or authorised officer, where applicable, may determine.
- (5) Unless otherwise specified in a notice or direction, a person to whom a notice or direction is given is to comply with the notice or direction at the cost of that person.
- (6) A notice or direction given under this By-law requiring a person to carry out or undertake action or work may direct that the action or work to be done only by a person with the appropriate qualification or experience.

16 Non compliance with notice

- (1) A person to whom a notice or direction has been given under this By-law must comply with that notice or direction and any conditions of that notice or direction and within the time period specified in the notice or direction.

Penalty: Fine not exceeding 20 penalty units.

- (2) The General Manager may undertake the work required in a notice or direction given pursuant to this By-law if the person to whom a notice or direction is given fails to comply with the notice or the direction within the time specified in the notice or direction.
- (3) Any expense incurred by Council as a result of a person's contravention or failure to comply with a provision of this By-law is a debt payable to Council by the person failing to comply or contravening, and recoverable in a court of competent jurisdiction, in addition to any penalty imposed under sub-clause (1) and this By-law.

Part 7 Caravans

17 Interpretation

In this part –

caravan means:

- (a) any object or structure which has the general characteristics of a caravan, house on wheels, a covered van or trailer and any vehicle used or adapted for occupation;

- (b) includes any structure, awning, verandah, lean-to, tent, carport or any other enclosed or partly enclosed area used or capable of being used in connection with, or attached to any caravan;
- (c) may or may not have the wheels or axles attached; and
- (d) may be resting directly on the ground or placed on blocks or other supports.

caravan park has the same meaning as 'camping and caravan park' as defined in the current planning scheme in force in the municipal area, or any other defined term which relates to the use of caravans on land.

licence means a licence to occupy a caravan in a form approved by the General Manager.

occupy includes reside or live in any caravan for the purposes of shelter, entertainment, sleeping, resting, cooking, eating, or for any other similar use whether temporary or permanent.

18 Application

This Part does not apply to a caravan that is:

- (a) situated on a caravan park;
- (b) used by a travelling show person in the ordinary course of their business;
- (c) used by work gangs or contractors involved in construction work that is authorised by the Council within the municipality; or
- (d) situated at a person's principal residence and used solely for the purpose of storage on site.

19 Application for caravan licences

- (1) A person may apply in writing in a form approved by the General Manager for a licence to occupy a caravan by making an application to the Council together with the required fee.
- (2) On receipt of an application, the General Manager may grant or refuse to grant a licence. An application may be refused if in the opinion of the General Manager -
 - (a) the use of the caravan will adversely affect or is likely to adversely affect the amenity of the neighbourhood in which the caravan is to be set up;
 - (b) the caravan does not have sufficient facilities for the supply of water or disposal of sewerage available to the occupants; or
 - (c) the occupation of the caravan is likely to cause a health hazard.

- (3) The General Manager may grant a licence subject to terms and conditions.
- (4) A licence to occupy a caravan is not to be granted unless –
 - (a) an Environmental Health Officer has approved the proposed method for the disposal of garbage, and on-site wastewater; and
 - (b) if the person occupying the caravan is not the owner of the land on which the caravan is to be situated, the written consent of the owner of the land has been provided to the General Manager.
- (5) The General Manager may cancel the licence of a person who is in breach of this Part or who breaches a condition imposed under the licence, with immediate effect.

20 Licence necessary to occupy a caravan

- (1) A person must not occupy a caravan without a licence.

Penalty: Fine not exceeding 20 penalty units.
- (2) The owner or occupier of any land (other than Crown land) within the municipal area must not allow any person to occupy a caravan upon that land without a licence.

Penalty: Fine not exceeding 20 penalty units.
- (3) It is a defence to subclause (2) for the owner or occupier of the relevant land to prove that –
 - (a) they were not aware of the unlawful occupation of the relevant land; or
 - (b) they made reasonable attempts to have the person remove the caravan from the relevant land.

21 Term of licence

The General Manager must not grant a licence under this part for a period exceeding twenty-six weeks.

22 Cessation of occupation

If the holder of a licence issued by the General Manager ceases to occupy a caravan before the expiry date of the licence, the holder of the licence is to inform the General Manager within ten calendar days of the cessation of occupation.

Part 8 Waste Management

23 Interpretation

In this part –

authorised receptacle means a wheelie bin supplied by the Council and bearing the Council logo, or such other receptacle approved by the Council, and includes a recycling authorised receptacle.

commercial waste means waste products arising from or incidental to the carrying on of any profession, trade, business or manufacture but does not include trade waste as defined in the *Water and Sewage Industry Act 2008*.

controlled waste means any waste whose quantity or toxic, reactive, corrosive, flammable, explosive, infectious or like nature poses a substantive and unacceptable hazard to the public, the environment or both.

disposal site means the Jackson Street Waste Management Centre or any area approved by the Environment Protection Authority as a waste transfer station or refuse disposal site.

domestic refuse means all household waste including biodegradable waste, recyclable materials, debris, litter and other similar matter generated at domestic tenements, but excludes liquid waste, hot ash, controlled waste, sharps, commercial waste and hard waste.

green waste means organic, biodegradable waste arising from vegetation that is suitable for processing or composting.

hard waste means large or bulky materials that are too large to be collected in an authorised receptacle as part of Council's kerbside waste collection service.

notice means a notice issued by the Council or the General Manager that is:

- (a) displayed or set up in a public place in the municipal area;
- (b) published in a daily newspaper circulating in the municipal area; or
- (c) forwarded by the Council or General Manager or an authorised officer to a person to whom this By-law applies.

recyclables means materials that are suitable for reprocessing to produce new products and the Council has by notice classed as being recyclable.

recycling authorised receptacle means an authorised receptacle used for the storage and collection of recyclables.

recycling centre means an area designated by the Council for receiving recyclables.

refuse includes, without limitation, domestic refuse, controlled waste, commercial waste, hard waste, reusable materials, green waste, recyclables and any other garbage, rubbish, debris, litter or similar matter.

resource recovery agreement means an agreement between the Council and a person for the recovery or removal of articles or things deposited on a disposal site.

resource recovery facility means an area designated by the Council for receiving reusable materials.

reusable materials means materials that may be reused without further treatment or processing.

sharps means objects or devices having acute rigid corners, edges, points or protuberances capable of cutting or penetrating the skin and includes hypodermic needles, intravenous sets, Pasteur pipettes, lancets, and scalpel blades used in medical, dental, veterinary and nursing applications.

24 Compliance with notices

- (1) The General Manager may regulate by notice the management and control of the storage, collection, transport and disposal of refuse (including any disposal site, resource recovery facility or recycling centre) in the municipal area.
- (2) A person must comply with any direction from an authorised officer in relation to the storage, collection, transport or disposal of refuse in the municipal area and with the terms and conditions of any notice issued pursuant to sub-clause (1).

Penalty: Fine not exceeding 20 penalty units.

- (3) The General Manager may require by notice that owners or occupiers of residential tenements sort domestic refuse to enable the separate collection of recyclables, reusable materials, green waste and hard waste.

25 Storage and collection of domestic refuse and recyclables

- (1) Every residential tenement shall be supplied with an authorised receptacle for the storage and collection of domestic refuse and recyclables. Authorised receptacles may be provided to residential flats and units on a share basis for use by two or more tenancies.
- (2) The owner or occupier of a commercial tenement may apply to Council for the supply of an authorised receptacle for the storage and collection of domestic refuse and recyclables from that commercial tenement.
- (3) Authorised receptacles supplied by the Council shall remain the property of the Council, and are to be left at that premises when the owner/occupier vacates the premises.
- (4) It is an offence for any person to -
 - (a) fail to maintain an authorised receptacle in a state of good repair, clean and sanitary condition; or

Penalty: Fine not exceeding 5 penalty units.

- (b) remove an authorised receptacle from the property when vacating that property.

Penalty: Fine not exceeding 10 penalty units.

- (5) In addition to any penalty imposed under sub-clause (4), the Council may recover from any person who fails to comply with sub-clause (4) the cost of repairing a damaged authorised receptacle or for supplying a new authorised receptacle.
- (6) Any person receiving a Council kerbside waste collection service must:
- (a) place authorised receptacles on the kerbside adjacent to the street entrance to the property or such other position approved by an authorised officer, at such times specified by notice;
 - (b) not place in any Council recycling authorised receptacle any matter except recyclables;
 - (c) not load an authorised receptacle so that domestic refuse or recyclables protrude over the top rim of the bin and prevent complete closing of the lid;
 - (d) not load an authorised receptacle in such a manner as to prevent complete emptying of the bin during normal operations of the collection vehicle;
 - (e) not place out domestic refuse or recyclables for collection in any receptacle or container other than an authorised receptacle;
 - (f) ensure that authorised receptacles and the areas in which they are stored and the area from which they are collected, are maintained in a clean and hygienic condition;
 - (g) comply with the direction of an authorised officer who may determine the location for storage of authorised receptacles;
 - (h) not place authorised receptacles on the kerbside more than 24 hours prior to collection and remove authorised receptacles from the kerbside as soon as practicable after collection and no longer than 48 hours after collection; and
 - (i) not place any refuse or recyclables in any authorised receptacle other than the authorised receptacle allocated to that property.

Penalty: Fine not exceeding 10 penalty units.

- (7) For the purposes of the Council waste collection service a person who is the occupier of domestic premises or the occupier of commercial premises using the Council waste collection service, is to -
- (a) place an authorised receptacle in a location as close as possible to the street entrance of those premises so as not to obstruct or hinder the

movement of pedestrians or traffic, or at a location approved by an authorised officer; and

- (b) be responsible for the clean-up of any waste spilt prior to collection by the Council waste collection service.

Penalty: Fine not exceeding 10 penalty units.

- (8) For the purposes of the Council waste collection service, a person who is the occupier of domestic premises or the occupier of commercial premises using the Council waste collection service must -

- (a) place out no more than the number of authorised receptacles as determined by an authorised officer; and
- (b) ensure all waste is properly secured within the authorised receptacle and not capable of being scattered by the wind or by other means such as animals during or prior to collection by the Council waste collection service.

Penalty: Fine not exceeding 10 penalty units.

- (9) A person must not -

- (a) place in any authorised receptacle any hot or burning material, liquid in excess of 2 litres in volume, controlled waste, commercial waste, commercial food waste, sharps, or materials which are excluded from the domestic refuse collection service because of their potential to damage the authorised receptacle or the lifting or compaction equipment on the collection vehicle, or any materials that are determined by an authorised officer as being likely to cause damage to an authorised receptacle or the lifting or compaction equipment on the collection vehicle; or
- (b) cause or allow an authorised receptacle to be removed from the tenement to which it was supplied.

Penalty: Fine not exceeding 20 penalty units.

- (10) It is an offence for any person other than Council's authorised contractor to collect recyclables placed in a recycling authorised receptacle for collection by the Council's recycling collection service.

Penalty: Fine not exceeding 20 penalty units.

26 Conveyance of refuse or recyclables

A person must not convey in any vehicle or container any refuse or recyclables unless the material is in a closed container or carried in such a manner as to prevent -

- (a) the escape of any of the contents from the vehicle or container;
- (b) the emission of any offensive odours; and
- (c) the creation of any nuisance.

Penalty: Fine not exceeding 20 penalty units.

27 Directions for the disposal of refuse

Any person depositing refuse at a disposal site, recycling centre, or resource recovery facility must -

- (a) comply with any direction given by an authorised officer; and
- (b) comply with any direction on any sign at that disposal site, recycling centre, or resource recovery facility.

Penalty: Fine not exceeding 20 penalty units

28 Disposal of refuse at a disposal site

(1) A person must not -

- (a) deposit refuse at a disposal site without the permission of an authorised officer except on the days and at the times fixed by Council notice;
- (b) deposit any refuse outside the boundaries of a disposal site;
- (c) allow any animal to be at large on a disposal site without the written consent of the Council;
- (d) deposit any material capable of becoming air borne, without first securing it from being scattered by the wind; or
- (e) deposit sharps at a disposal site except at such times and under such conditions approved by an authorised officer or fixed by Council notice.

Penalty: Fine not exceeding 20 penalty units.

(2) A person must not at a disposal site:

- (a) light any fire or feed or extend any fire which is already burning unless in an approved heater under the supervision of an authorised officer;
- (b) dump any hot wastes likely to self-combust or to ignite when in proximity with other refuse;
- (c) deposit any controlled waste at a disposal site except at such times and under such conditions approved by an authorised officer or fixed by Council notice; or

- (d) enter a disposal site when the site is closed without the permission of an authorised officer.

Penalty: Fine not exceeding 20 penalty units.

29 Prohibitions in the disposal site

- (1) An authorised officer may impose a ban on a person using or entering the disposal site where that person has contravened a provision of clauses 27 or 28 on more than one occasion.
- (2) A ban imposed under sub-clause (1) may be for a maximum of 12 months duration.

30 Refusal to accept refuse at a disposal site

An authorised officer may refuse to accept any refuse at a disposal site which in the opinion of the authorised officer -

- (a) is likely to pose a substantive and unacceptable hazard to Council employees, the public, or the environment; or
- (b) may not be accepted under the Environment Protection Authority's permit conditions for the disposal site.

31 Resource recovery at a disposal site

- (1) The Council may enter into a resource recovery agreement in relation to a disposal site with a person on such terms and conditions as the Council thinks fit.
- (2) A person must not remove any article or thing deposited on a disposal site unless they are authorised to do so by a resource recovery agreement or the written consent of the Council. This provision does not apply to materials purchased from the resource recovery contractor in an area designated by the Council for the sale of salvaged material.

Penalty: Fine not exceeding 20 penalty units.

Part 9 Graffiti Management

32 Interpretation

In this part –

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 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 marking that is written, marked, etched, scratched, sprayed, drawn, painted, engraved on or otherwise affixed to property and includes offensive graffiti. Graffiti does not include marks made accidentally or any of the following:

- (a) an art mural approved by Council and the owner or occupier of property;
- (b) a sign, public notice or traffic control mark approved by Council or another road authority;
- (c) markings applied by Council or public utilities that identify infrastructure or services; and
- (d) numbering, names, signs, public notices or placards permitted or approved pursuant to the current planning scheme, a Council By-law or State or Commonwealth legislation.

interior space means an interior wall, ceiling, floor or other partition that divides the interior space within a building or structure.

mark graffiti means mark, draw, write or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.

offensive graffiti means graffiti that contains or depicts a racist, discriminatory, offensive or obscene content.

property means property within the municipal area 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 place has the same meaning as under the *Police Offences Act 1935*.

33 Application to interior space

This Part does not apply to the following:

- (a) interior space within a building;
- (b) interior space of any other structure that is not otherwise visible from a public place; or
- (c) a thing located wholly within the interior space of a building or a structure as described in sub-clause (b).

34 Graffiti prohibited

An owner or occupier of property must ensure that graffiti placed on their property is removed, painted over, or otherwise permanently blocked from being viewed from a public place.

Penalty: Fine not exceeding 10 penalty units.

35 Compliance

- (1) An authorised officer may direct a person whom they believe on reasonable grounds is marking or attempting to mark graffiti Council property to leave the property.
- (2) An authorised officer may remove any person from Council property if the authorised officer reasonably believes the person is marking or attempting to mark graffiti.
- (3) An authorised officer may issue a verbal direction to the owner or occupier of property containing graffiti setting out remedial action to be taken and the date and time by which the remedial action must be taken to remove any graffiti.
- (4) Where property is not maintained free of graffiti an authorised officer who reasonably believes that a contravention of this Part has occurred may give written notice to the owner or occupier of the property requiring compliance with this Part within the time period specified in the notice but no sooner than 7 calendar days after notice is given.
- (5) Where property is not maintained free of offensive graffiti, an authorised officer who reasonably believes that a contravention of this Part has occurred may give written notice to the owner or occupier of the property requiring compliance with this Part within the time period specified in the notice but no sooner than 3 calendar days after notice is given.

Part 10 Water**36 Interpretation**

In this Part –

property includes:

- (a) buildings and other structures permanently fixed to the land; and
- (b) land covered with water, water covering land, and any estate, interest, easement, servitude, privilege or right in or over land.

37 Water wastage

- (1) A person must only use water in a manner which does not cause run-off or seepage to neighbouring properties which in the opinion of an authorised officer is excessive.

Penalty: Fine not exceeding 20 penalty units

- (2) An authorised officer may direct, either verbally or by written notice, a person to stop using the appliance, hose or fitting causing the run off or seepage.

Schedule 1 Specified Offences

Column 1	Column 2	Column 3
Clause	General description of offence	Penalty units
7(3)	Fail to comply with the terms and conditions of a licence	2
14(2)	Fail to provide correct name and address	1
16(1)	Fail to comply with a notice or direction	2
20(1)	Occupy a caravan without licence	2
20(2)	Owner or occupier of land to allowing occupancy of a caravan without licence	2
24(2)	Fail to comply with directions from authorised officer	2
25(4)(a)	Fail to maintain domestic refuse or recycling receptacle in good repair	1
25(4)(b)	Remove authorised receptacle from property	1
25(6)	Fail to comply with general requirements of waste collection service	1
25(7)	Placement of authorised receptacle or failure to clean up spilt refuse	1
25(8)	Use more than one bin or allow waste to be scattered	1
25(9)	Place hazardous material in a wheelie bin or remove an authorised receptacle	2
25(10)	Take recyclable material placed for collection by Council	2
26	Allow material or odour to escape while being conveyed	1
27	Fail to comply with directions when depositing waste	2
28(1)	Fail to comply with requirements for disposal of refuse at disposal site	2
28(2)	Light fire at disposal site, dump hot waste or hazardous material or enter closed disposal site	2

Column 1	Column 2	Column 3
Clause	General description of offence	Penalty units
31(2)	Unauthorised removal of article or thing from disposal site	2
34	Fail to remove, paint over or otherwise permanently block graffiti from being viewed	1
37(1)	Causing run-off to neighbour or stormwater system	2

Certified as being in accordance with the law by:

K. ABEY
Registered Legal Practitioner

Dated this day of 2017

At

The Common Seal of the Glenorchy City Council was hereunto affixed in the presence of:

.....
S.L. SMITH
Commissioner

.....
A.P. McMULLEN
Acting General Manager

Dated this day of.....2017

At

Proposed further amendments to draft *Glenorchy City Council Environmental Amentiy By-law (No. 1 of 2017)*
Council Meeting, 7 August 2017

Clause	Error/Omission Corrected	Amendment/s made (shown as 'tracked changes' where applicable)
Various	Formatting correction only	All text other than headings and subheadings has been justified.
Various	Inconsistent capitalisation of the term 'By-law'.	'By-law' to be used throughout document.
Document headers	Some headers referred to <i>Glenorchy City Council Environmental Amentiy By-law No. 1 of 2017</i> (underline added for emphasis)	Document header's changed to <i>Glenorchy City Council Environmental Amentiy By-law ~~No. 1 of~~ 2017</i> , where applicable.
Various	Inconsistent use of the term 'and'/'or' after subclauses(a) etc.	Consistent use of the term 'and'/'or' after subclauses(a) etc.
4	' <i>general manager</i> ' should be ' <i>General Manager</i> ' for consistency with use of that term throughout the document.	' ~~general manager~~ - <i>General Manager</i> ' means the General Manager of the Council or delegate, and includes a person lawfully acting as the General Manager from time to time.'
13(3)(a)	Clause incorrectly cross-references 'clause 16(1)'. Should instead cross-reference 'clause 15(1)'.	' <i>notice</i> means an infringement notice and a notice under ~~clause 16(1)~~ <u>clause 15(1)</u> '
14(3)	Clause incorrectly cross-references 'sub-clause (3)'. Should instead cross-reference 'sub-clause (1)'.	'(3) A police officer making a requirement under ~~sub-clause (3)~~ <u>sub-clause (1)</u> may arrest a person who the police officer reasonably believes has committed an offence under sub-clause (2).'
21	Text included as sub-clause (1). Subclause not required	21 Term of licence ~~(1)~~ The General Manager must not grant a licence under this part for a period exceeding twenty-six weeks
23	Formatting correction only	Formatting changed for consistency with remainder of document.
25(7)	space is missing in: 'Penalty: Fine not exceeding <u>10</u> penalty units'. (underline added)	'Penalty: Fine not exceeding ~~10~~ <u>penalty</u> <u>10</u> penalty units'.
27(a) and (b)	Formatting correction only	Formatting changed for consistency with remainder of document.

Clause	Error/Omission Corrected	Amendment/s made (shown as 'tracked changes' where applicable)
29(1)	Clause incorrectly cross-references 'clause 28 or 29'. Should instead cross-reference 'clause 27 or 28'.	'(1) An authorised officer may impose a ban on a person using or entering the disposal site where that person has contravened a provision of ~~clauses 28 or 29~~ clauses 27 or 28 on more than one occasion.'
32	Formatting correction only	Formatting changed for consistency with remainder of document.
32	'Glenorchy Planning Scheme 1992' incorrectly cited in definition of 'Graffiti'	'(d) numbering, names, signs, public notices or placards permitted or approved pursuant to the ~~Glenorchy Planning Scheme 1992~~ current planning scheme, a Council By-law or State or Commonwealth legislation.'
32	'Police Offences Act 1935' incorrectly cited (not italicised) in definition of 'public place'.	' ~~public place~~ has the same meaning as under the ~~Police Offences Act 1935~~ <u>Police Offences Act 1935</u> .'
34	Text included as sub-clause (1). Subclause not required.	~~34~~ Graffiti Prohibited ~~(1)~~ An owner or occupier of property must ensure that graffiti placed on their property is removed, painted over, or otherwise permanently blocked from being viewed from a public place.
37	Penalty incorrectly placed under sub-clause 37(2) instead of 37(1).	37 Water wastage (1) A person must only use water in a manner which does not cause run-off or seepage to neighbouring properties which in the opinion of an authorised officer is excessive. <u>Penalty: Fine not exceeding 20 penalty units</u> (2) An authorised officer may direct, either verbally or by written notice, a person to stop using the appliance, hose or fitting causing the run off or seepage. ~~Penalty: Fine not exceeding 20 penalty units~~
Schedule 1	Reference to clause 34(3) to be amended to clause 34 to reflect change made to clause 34 (see above)	~~34(3)~~ 34 Fail to remove, paint over or otherwise permanently block graffiti from being viewed

Attachment 1									
Operational Grants and Donations									
- Grant funds and donations/contributions that had been received for a specific project, which at 30 June 2017 were yet to be fully utilised									
Cost Centre	2016/17 Account Number	2017/18 Account Number	Description	2016/17 Budget/Revenue	2016/17 Expenditure	2016/17 Balance	Carry Forward Request	Recommended Carry Forward Amount	
Berriedale CCC	2420	400581	Berriedale CCC - Fundraising	2,532	-	2,532	2,532	2,532	2,532
	3500	400830	Long Day Care Professional Development Program	16,365	4,887	11,479	11,479	11,479	11,479
Benjafield CCC	2425	400585	Benjafield CCC - Fundraising	1,541	127	1,414	1,414	1,414	1,414
	3379	400770	Nappy Change Bench Benjafield CCC - Burpa Contribution	1,273	-	1,273	1,273	1,273	1,273
	3501	400832	Long Day Care Professional Development Program	10,990	4,176	6,815	6,815	6,815	6,815
Community Development	2360	400557	Operation Bounce Back	10,000	-	10,000	10,000	10,000	10,000
	3577	400849	Hearing Our Voices Forum	10,928	7,466	3,462	3,462	3,462	3,462
	3628	400888	Glenorchy Mobile Activity Centre	13,052	12,155	897	897	897	897
	3810	401169	Multicultural Hub	50,000	-	50,000	50,000	50,000	50,000
Community Inclusion	2349	400554	Claremont Library	4,317	3,317	1,000	1,000	1,000	1,000
	3423	400798	Community Visitors Scheme Donations	8,378	699	7,680	7,680	7,680	7,680
	3426	400934	Moonah Taste Festival	58,656	57,862	794	794	794	794
Arts & Cultural Development	2537	401100	Tas Regional Arts Projects - Taste of the Future	9,375	4,257	5,118	5,118	5,118	5,118
Economic Development & Business Admin	3516	400839	Community & Multicultural Centre Master Plan	44,774	36,795	7,979	8,083	7,979	7,979
	3814	401175	Glenorchy LEARN's - 26TEN Grant	45,455	-	45,455	45,455	45,455	45,455
Total Operational Grants and Donations								\$ 155,898	
Operating Expenditure									
- Contractual obligation existed at 30 June 2017 and unspent funds were available									
Cost Centre	2016/17 Account Number	2017/18 Account Number	Description	2016/17 Budget/Revenue	2016/17 Expenditure	2016/17 Balance	Carry Forward Request	Recommended Carry Forward Amount	
People Unit	3707	400926	Well Workforce Plan	30,000	-	30,000	30,000	30,000	30,000
	3707	400926	Well Workforce Plan	11,000	-	11,000	11,000	11,000	11,000
	3707	400926	Well Workforce Plan	6,000	-	6,000	6,000	6,000	6,000
Total Operating Expenditure								\$ 47,000	
Capital Expenditure									
- Contractual obligation existed at 30 June 2017 and unspent budget or grant funds were available									
Cost Centre	2016/17 Account Number	2017/18 Account Number	Description	2016/17 Budget/Revenue	2016/17 Expenditure	2016/17 Balance	Carry Forward Request	Recommended Carry Forward Amount	
ICT Capital	3651	100424	Telephony Replacement	276,250	42,476	233,774	233,774	233,774	233,774
	3433	100363	Technology One - Re-Implementation	921,428	656,336	265,092	242,000	242,000	242,000
	3654	100426	Technology One - Re-Implementation	62,538	25,712	36,826	26,400	26,400	26,400
	3296	100362	Website Redevelopment Project	247,490	190,712	56,778	90,290	56,778	56,778
Subtotal ICT Capital								558,952	
Property Capital	3807	100530	Shoobridge Park Turf Wicket - Grant	18,000	-	18,000	18,000	18,000	18,000
	12179	100266	DEC Main Arena Chain Motors & Curtain Rigg'g	53,982	-	53,982	25,236	25,236	25,236
	11797	100057	KGV Sports Toilets	152,248	52,428	99,820	109,487	99,820	99,820
	11865	100262	Montrose Bay Toilet Block	401,500	6,618	394,882	201,500	201,500	201,500

Cost Centre	2016/17 Account Number	2017/18 Account Number	Description	2016/17 Budget/Revenue	2016/17 Expenditure	2016/17 Balance	Carry Forward Request	Recommended Carry Forward Amount
Subtotal Property Capital	12175	100262	Montrose Bay Toilet Block	35,000	2,181	32,819	32,819	32,819
	11994	100160	GCC Chambers Accommodation Strategy	66,800	20,954	45,846	45,846	45,846
	12005	100167	Public Space Revitalisation	511,353	-	511,353	511,353	511,353
	12164	100251	Park Embellishment (Risdon Road Reserve)	50,000	4,096	45,904	45,904	45,904
	12165	100252	Playground Upgrade (St Aubyn Square)	150,000	68,636	81,364	80,177	80,177
	3961	100455	Glenorchy Skate Park Relocation	245,075	-	245,075	245,075	245,075
	12176	100263	Glenorchy Skate Park	50,000	-	50,000	50,000	50,000
	12172	100259	Eady Street Masterplan	30,000	-	30,000	30,000	30,000
	12173	100260	Montrose Bay Pontoon	180,000	-	180,000	180,000	180,000
	12174	100261	Wilkinson Point Lighting	80,000	48,492	31,508	31,133	31,133
	11974	100148	KGV Rail Corridor Planting	12,600	-	12,600	12,600	12,600
	12171	100258	Pathway Network Upgrade (KGV Community Park)	56,000	24,002	31,998	31,998	31,998
	12180	100267	DEC External Store	65,000	39,545	25,455	61,877	25,455
	12230	100524	CBD Cameras	36,500	21,597	14,903	15,248	14,903
	12170	100457	North Chigwell Oval Lighting - Govt Grant	180,000	73,051	106,949	109,558	106,949
	3977	100457	North Chigwell Oval Lighting - GCC Commitment	114,000	11,769	102,231	102,231	102,231
Subtotal Plant & Equip Capital				20,000	-	20,000	20,000	20,000
Subtotal Plant & Equip Capital							1,910,999	
Plant & Equip							250,000	
Subtotal Plant & Equip Capital							250,000	250,000
Vehicle Purchases Capital	3667	100439	Landfill Excavator	250,000	-	250,000	250,000	250,000
	3676	100448	Cat 10 - Animal Management	45,956	-	45,956	44,892	44,892
	3674	100446	Cat 1 - Single Cab Ute	30,963	-	30,963	30,963	30,963
	3678	100450	Cat 8 - Dual Cab Ute 4 x 4	35,742	-	35,742	35,742	35,742
Roads Capital								111,597
Roads Capital	30011	100305	Moonah Primary School Car park	135,000	3,576	131,424	135,000	131,424
	11694	100019	Street Sign Replacement Project	83,009	54,681	28,328	55,907	28,328
	11830	100065	Main Road Glenorchy (Detailed Urban Design)	230,125	190,793	39,332	35,100	35,100
	12200	100284	Cycleway Chicanes	105,000	20,023	84,977	65,000	65,000
Stormwater Capital	11854	100073	Terry Street Car Park Extension - Construction	282,137	57,936	224,201	226,566	224,201
	11494	100014	Install of Underground Leachate Tanks	30,000	-	30,000	30,000	30,000
	12012	100173	Windsor Street - Near Mavis Crt	145,291	102,876	42,415	33,942	33,942
	11960	100134	Terry Street Car Park Extension - Stormwater	51,000	-	51,000	51,000	51,000
Total Capital Expenditure								114,942
Total Capital Expenditure							\$ 3,430,543	
Unbudgeted Expenditure - Variation to 2017/18 Budget								
Cost Centre	2016/17 Account Number	2017/18 Account Number	Description	Budget Required	2017/18 Budget (original)	Expenditure	2017/18 Budget (revised)	Recommended 2017/18 Budget Variation
Plant & Equipment Capital	3670	100442	Replacement and Upgrade Kerbside Recycling	964,700	300,000	-	964,700	664,700
Asset Management	3356	NEW	Major Building Revaluation	40,000	-	-	40,000	40,000
Roads Capital	12122	100210	Howard Rd - Buntings Access Issues	16,000	-	-	16,000	16,000
Roads Capital	12124	100212	Northgate to Centrelink Footpath Access Improvements	17,035	-	-	17,035	17,035
Roads Capital	11855	100074	Browning Rd (Leonard Ave to Coleman St)	24,750	-	-	24,750	24,750
Service Management	2007	400397	Software Support - IT as a Service	1,068,118	1,021,953	-	1,068,118	46,165
Total New Budget							\$ 2,130,603	\$ 808,650



Title	Information Management Policy
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes
Responsible Directorate	Community, Economic Development and Business
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	<u>Leading our Community</u> 4.1 Govern in an open and responsible manner in the best interest of the community.
ECM	Council Policies

PURPOSE

The purpose of this policy is to set out how Council manages information in its possession, to provide guidance and direction on the management of information, and to clarify Council staff responsibilities.

SCOPE

This policy applies to:

- The management and maintenance of corporate information through its life cycle from creation, receipt or capture to preservation and disposal under the provision of the *Archives Act 1983*. It includes information in any format.
- employees, contractors and elected members of Council.

REGULATORY REQUIREMENTS

Acts	<i>Archives Act 1983</i> <i>Local Government Act 1993</i> <i>Right to Information Act 2009</i> <i>Personal Information Protection Act 2004</i> <i>Evidence Act 2001</i> <i>Electronic Transactions Act 2000</i>
Regulations	<i>Right to Information Regulations 2010</i> <i>Archives Regulations 2004</i>
Guidelines	State Records Guidelines
Australian/International Standards	ISO 15489 Records management

DEFINITIONS

corporate information	Information created, received and maintained as evidence for Council in pursuance of legal obligations or in the transaction of business by Council.
information	a) anything by which words, figures, letters or symbols are recorded and includes a map, plan, graph, drawing, painting, recording and photograph; and b) anything in which information is embodied so as to be capable of being reproduced
State Records Guidelines	Mandatory guidelines periodically issued by the Government Information and Strategy Unit, formerly the Tasmanian Archive and Heritage Office, who are the State Government agency responsible for overseeing information management at State government agencies and statutory authorities.



POLICY STATEMENT

Information creation and capture

Everyone subject to this policy is responsible for creating or capturing corporate information records which provide a correct reflection of what was done, communicated or decided. Information must be created or captured at the time, or as soon as practicable after the event to which it relates.

Information is to be routinely captured into an approved information system. Information must be associated with its business function or activity and descriptive metadata applied.

Information access and use

Council information systems are designed and implemented to protect records from unauthorised access, alteration, deletion or loss. Unauthorised access, alteration, disclosure or destruction of information is strictly prohibited by Council.

Everyone subject to this policy must only access and use information required to perform their position responsibilities. Confidential, personal or private information must not be released unless it is a statutory requirement to do so.

Information retention and disposal

Information must only be retained and disposed of in accordance with State Records Guidelines.

Information Management Directive and Guidelines

Council will implement an Information Management Directive and Guidelines to support this policy.

BACKGROUND

Glenorchy City Councils information is a corporate asset, vital for both ongoing operations and providing valuable evidence of business decisions, activities and transactions.

As a responsible and accountable local government, it is essential that Council ensures its information is managed in accordance with legislative and regulatory requirements.

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NON CURRENT ASSETS ACCOUNTING POLICY

1.1.1 Policy Manual

Council Minutes Ref: 30th July 2001
File Ref: 02923
Policy Number: 33-2
Department: Corporate Services

1.1.2 Background

A complete review was conducted during 2000/01 on Council's existing infrastructure asset policies. KPMG worked with Council officers to develop a document titled 'Non Current Assets – Asset Accounting Policies'. From that document the following policies have been developed. That document also explains in depth the logic behind each policy, and how it is to be applied in practice.

1.1.3 Policy Statement

1. Glenorchy City Council will adopt all applicable accounting standards and generally accepted accounting principals for the preparation of its general-purpose financial statements for each financial year ending 30 June.
2. All material items will be considered and an assessment made to determine if such items are assets.
3. If expenditure on an asset improves its service potential or future economic benefits (i.e. the useful life is extended) then this expenditure will be capitalised (added to the value of the asset). If not, the expenditure will be charged to the operating statement as repairs / maintenance.
4. Asset classes and sub-classes of the Glenorchy City Council are specified in the asset matrix.
5. Asset classes will be consolidated into the following broad categories of nature or type to be disclosed in the Statement of Financial Position:

Land;

Buildings and other land improvements;

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Equipment and furniture;
Roads, streets and bridges;
Sewerage treatment and reticulation;
Stormwater and drainage;
Water reticulation.
Plant and vehicles;
Investments; and
Capital work in Progress.

6. All assets that have a cost or other value that can be reliably measured will be recorded in the statement of financial position at the end of the reporting period.
7. The Glenorchy City Council will adopt the deprival method of valuation for all assets. Assets identified, as surplus/non-core must be revalued at the end of the reporting period.
8. Assets will be recorded by identifying separately their gross carrying value and any accumulated depreciation.
9. The minimum threshold for recognising an item as an asset within a class should consider the materiality of the individual item.
10. Where a number of like items exist with individual values below the Recognition threshold for future transactions, then these items will be recognised as a group provided their total value is in excess of the group threshold for that class.
11. All non-current assets that have a limited useful life are systematically depreciated over their useful life in a manner that reflects the consumption of the service potential or future economic benefits of those assets. Land generally is not a depreciable asset.
12. Non-current assets are those that provide a benefit to the Glenorchy City Council extending beyond twelve (12) months.

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13. All non-current assets are to be revalued to their current cost less accumulated depreciation in accordance with the asset matrix. Revaluations will be conducted at least once every five years.
14. All revaluation increments are credited directly to the asset revaluation reserve account. Net revaluation decrements will be debited to any previous revaluation increments for that class of assets, with any deficiency being charged to the Statement of Financial Performance.
15. The cost method of accounting is to be used for the initial recording of all assets acquired after a revaluation. Cost is to be determined as the fair value of the asset given as consideration plus costs incidental to the acquisition (e.g. architects fees, engineering design fees, administration charges, direct and indirect salary costs, overheads and all other costs incurred) in getting the asset ready for use.
16. All non-current assets that are replaced or retired are to be removed from the asset register. This will include the gross replacement cost of the asset and the related accumulated depreciation.

Review 5 years

Status:	<i>Effective from 1 July 2000</i>
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2 Guiding Principles

Glenorchy City Council will adopt all applicable accounting standards and generally accepted accounting principals for the preparation of its general-purpose financial statements for each financial year ending 30 June.

All material items will be considered and an assessment made to determine if such items are assets.

If expenditure on an asset improves its service potential or future economic benefits (i.e. the useful life is extended) then this expenditure will be capitalised (added to the value of the asset). If not, the expenditure will be charged to the operating statement as repairs / maintenance.

Asset classes of the Glenorchy City Council are specified in the asset matrix.

Asset classes will be consolidated into the following broad categories of nature or type to be disclosed in the Statement of Financial Position:

- Land;
- Buildings and other land improvements;
- Equipment and furniture;
- Roads, streets and bridges;
- Sewerage treatment and reticulation;
- Stormwater and drainage;
- Water reticulation.
- Plant and vehicles;
- Investments; and
- Capital work in Progress.

All assets that have a cost or other value that can be reliably measured will be recorded in the statement of financial position at the end of the reporting period.

The Glenorchy City Council will adopt the deprival method of valuation for all assets. Assets identified, as surplus/non-core must be revalued at the end of the reporting period.

Assets will be recorded by identifying separately their gross carrying value and any accumulated depreciation.

The minimum threshold for recognising an item as an asset within a class should consider the materiality of the individual item.

Where a number of like items exist with individual values below the Recognition threshold for future transactions, then these items will be recognised as a group provided their total value is in excess of the group threshold for that class.

All non-current assets that have a limited useful life are systematically depreciated over their useful life in a manner that reflects the consumption of the service potential or future economic benefits of those assets. Land generally is not a depreciable asset.

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Non-current assets are those that provide a benefit to the Glenorchy City Council extending beyond twelve (12) months.

All non-current assets are to be revalued to their current cost less accumulated depreciation in accordance with the asset matrix. Revaluations will be conducted at least once every five years.

All revaluation increments are credited directly to the asset revaluation reserve account. Net revaluation decrements will be debited to any previous revaluation increments for that class of assets, with any deficiency being charged to the Statement of Financial Performance.

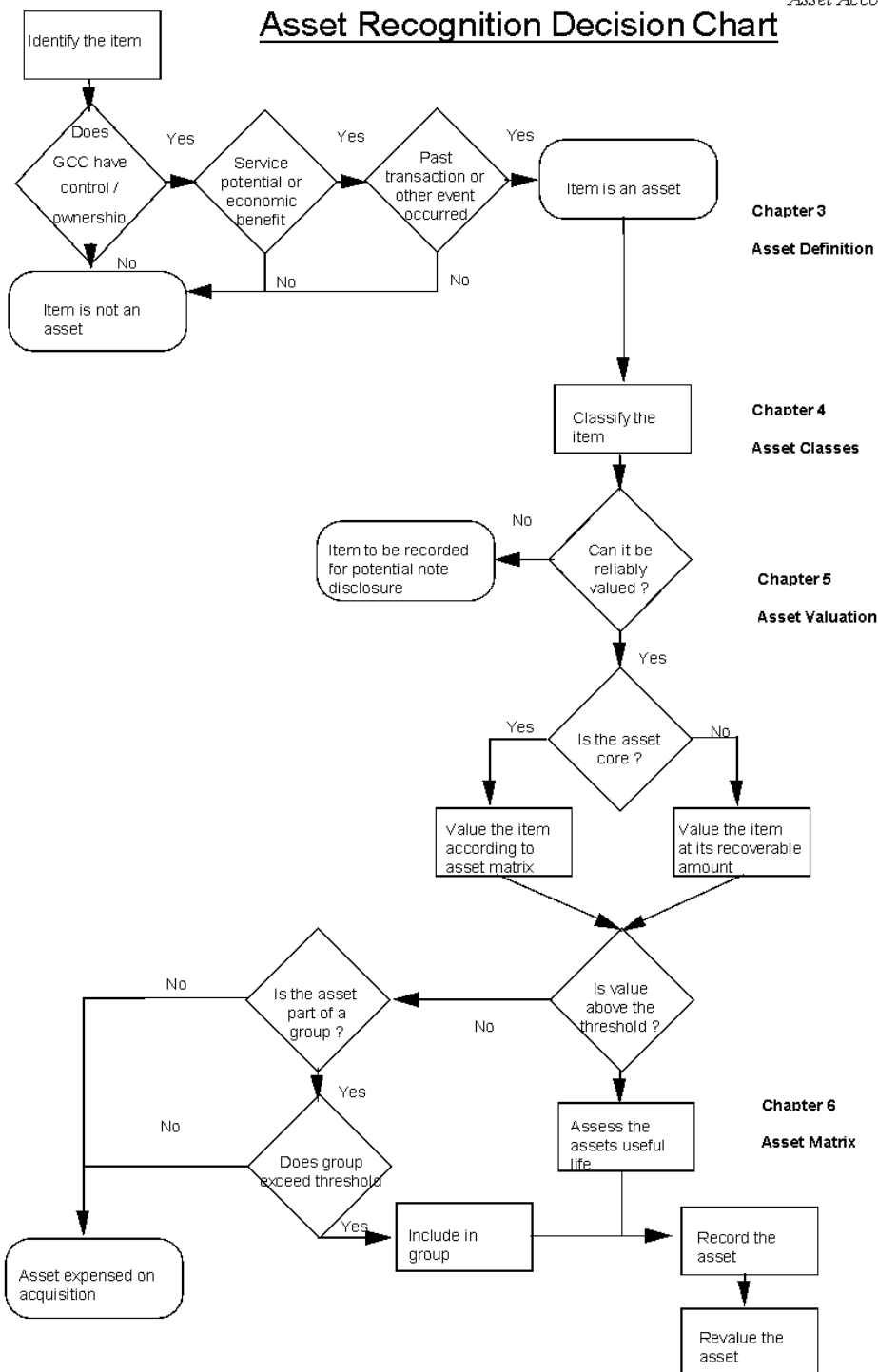
The cost method of accounting is to be used for the initial recording of all assets acquired after a revaluation. Cost is to be determined as the fair value of the asset given as consideration plus costs incidental to the acquisition (e.g. architects fees, engineering design fees, administration charges, direct and indirect salary costs, overheads and all other costs incurred) in getting the asset ready for use.

All non-current assets that are replaced or retired are to be removed from the asset register. This will include the gross replacement cost of the asset and the related accumulated depreciation.

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Asset Recognition Decision Chart



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3 Introduction

The Glenorchy City Council policies have been developed in consultation with representatives from the Council and the Auditor Generals Office. This has ensured valuable input to both the technical accounting issues and also the practical implications of the policies for the Council and its staff.

The development of Asset Accounting Policies for the Council has required the consideration of a range of elements that determine the reporting of assets in the general purpose financial statements. These elements include, but are not limited to:

- Asset type & classes;
- Ownership and control;
- Valuation method;
- Recognition threshold for future transactions;
- Depreciation basis;
- Revaluation cycle; and
- Useful life.

The documentation of these policies is intended to provide both a technical reference and a working guide to the treatment of non-current asset transactions. The framework of the document is illustrated by the chart on the following page that provides a step guide to the attributes an item must possess to be recognised as an asset in the Statement of Financial Position.

Each chapter of the document has been produced to include one or more policy statements, followed by discussion of the practical application.

The policy statements cover:

- Definition policies;
 - Is an item likely to be defined as an asset of the Glenorchy City Council?
- Class policies;
 - What is the class to which the item would be attributed?
- Valuation policies;
 - What method of valuation would be used for the item?
- Recognition and revaluation policies
 - When would an item be recognised as an asset and when would it be revalued.

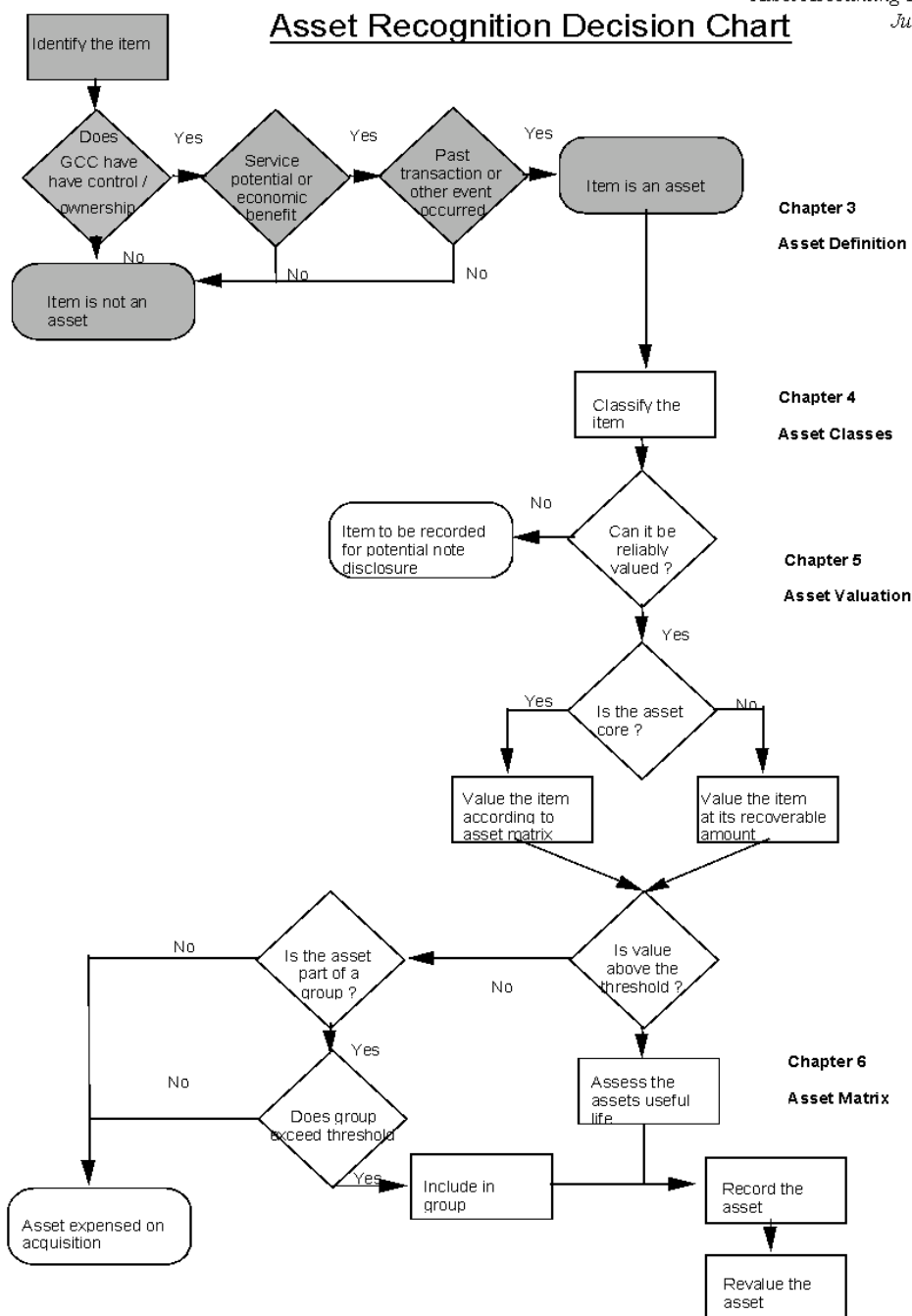
Each policy statement is printed in bold. It is intended that these statements may be used as a framework to develop the notes to the Glenorchy City Council financial statements. In addition, the valuation, recognition and revaluation policies are summarised in a matrix that outlines the treatment for each class.

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Asset Accounting Policies

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Asset Recognition Decision Chart

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4 Asset definition

4.1 Policy

The Glenorchy City Council will adopt all applicable accounting standards and generally accepted accounting principals for the preparation of its general-purpose financial statements for the year ending 30 June.

All material items will be considered and an assessment made to determine if such items are assets.

4.2 Discussion

4.2.1 Materiality

Subject to compliance with statutory or other requirements binding upon the reporting entity, financial statements shall be prepared and presented having regard to the materiality of the information that could be disclosed.

Information is material if its omission, misstatement or non-disclosure has the potential to adversely affect:

- (a) Decisions about the allocation of scarce resources made by users of the financial report; or
- (b) The discharge of accountability by the management or governing body of the entity.

In deciding whether an item or an aggregate of items is material, the nature and amount of the items usually need to be evaluated together. In particular circumstances, either the nature or the amount of an item or an aggregate of an item or an aggregate of items could be the determining factor.

Materiality for individual classes of assets has been considered in allocating the recognition threshold for future transactions.

4.2.2 Asset identification

In assessing whether an item should be recognised as an asset in the statement of financial position, an assessment of whether the item satisfies the definition of an asset should be made.

4.3 Definition of an Asset

'Asset' means service potential or future economic benefits controlled by the entity as a result of past transactions or other past events.

In determining whether items identified are assets, three essential characteristics must be present, namely:

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4.3.1 Control / Asset ownership

Asset control is demonstrated by capacity of the Glenorchy City Council to benefit from the asset, and deny or regulate the access of others to that benefit. This criterion moves away from the argument that an entity must have legal ownership of an asset in order to recognise it. To control an asset it must be probable that the entity will obtain the utility embodied in the asset within a reasonable timeframe.

Possession or ownership does not equate to control. This characteristic precludes all service potential and future economic benefits, which are not controlled at the present time from qualifying as assets.

However, control of an asset does not necessarily equate to absolute, unencumbered and/or unregulated discretion over the use of the asset. In some cases, for example joint venture arrangements, the control criterion would be satisfied where the Council could use the asset in achieving its objectives and deny or regulate the access of other entities to those assets.

4.3.2 Service potential or future economic benefits

To qualify as an asset, the item identified must represent service potential or future economic benefits to the Council. This test is fundamental to the definition of an asset and a demonstration of service potential or future economic benefits is shown by assisting the Council in achieving its objectives.

4.3.3 Occurrence of past transaction or other past events

The item must be the result of a transaction or other event, which has given Council access to, and control over, the service potential or future economic benefits of the asset.

Although most assets are obtained by a reciprocal transaction, assets obtained without consideration also meet this criterion. Such assets may be received by donation, grant or as part of a contractual agreement. An example of this is an art donation or the public open space, roads, sewage, stormwater and water assets that form part of a subdivision taken over by Council.

Whilst future commitments do not give rise to an asset at a reporting date, these commitments may be disclosed in the notes to the financial statements.

4.4 Maintenance vs. Capitalisation

4.4.1 Policy

If expenditure on an asset improves its service potential or future economic benefits (i.e. the useful life is extended) then this expenditure will be capitalised (added to the value of the asset). If not, the expenditure will be charged to the operating statement as repairs/maintenance.

4.4.2 Discussion

When a portion of an asset is replaced or reconstructed a decision must be made as to whether the expenditure should be carried forward into subsequent accounting periods. This issue of capital versus maintenance expenditure is discussed below.

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Repairs and maintenance are carried out to retain assets in good condition. The treatment to account for maintaining the asset ("expensing") is to charge the outflow to the Statement of Financial Performance. This is different from the treatment where an asset's service potential or future economic benefit is improved by extending the useful life of the asset ("capitalising"). The treatment in that case is to effectively add, or group, the value of that item to the original asset.

Generally expenditure should only be capitalised where:

- (a) It is "material", i.e. significant when compared to other relevant figures.

For example, is the amount smaller than 5% of the current asset value? How does the expenditure compare to total operating expenditure?

- (b) It does not relate solely to past revenue. That is, the expenditure will provide some value in the future;
- (c) The expenditure provides future service potential for Council. That is, does the expenditure provide additional benefit in the future?

Another way to view the above tests is to determine whether any expenditure adds to the future service potential of Council or does it just maintain the asset to perform its original function for its original useful life. In the first case, the expenditure could reasonably be capitalised, whereas in the second case it should be expensed.

For **asset retirement/replacement**, see para 5.7

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5 Asset class definition

5.1 Policy

Asset classes of Council are specified in the asset matrix.

Asset classes will be consolidated into the following broad categories of nature or type to be disclosed in the Statement of Financial Position:

- Land;
- Buildings and other land improvements;
- Plant and vehicles;
- Equipment and furniture;
- Roads, streets and bridges;
- Sewerage treatment and reticulation;
- Stormwater and drainage;
- Water reticulation.
- Investments; and
- Capital work in Progress.

5.2 Discussion

Following consultation with Council staff, the above broad classifications of nature or type of non-current assets were identified. This classification is consistent with the disclosure in the annual financial statements. Further useful breakdown of asset types into classes has been made.

5.2.1 Basis for determination of asset class

The basis for the determination of what constitutes a class of assets needs to be viewed in terms of reporting requirements and the requirements for revaluation under AAS10 and AAS38.

5.2.1.1 Reporting requirements

Assets, of the Glenorchy City Council shall be classified according to their nature or type in the general-purpose financial statements. In addition, assets shall be classified into current and non-current categories.

5.2.1.2 AAS 10 Revaluation criteria

A class of non-current assets means a category of non-current assets having a similar nature or function in the operations of the entity, which category, for the purpose of disclosure in the financial report, is shown as a single item without supplementary dissection:

Where a non-current asset is revalued, the assets within the class of non-current assets to which it belongs shall be revalued on a consistent basis and, immediately after a revaluation is made, shall be stated at values which are substantially of the same date, except that: -

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(a) Items of property, plant and equipment comprising a class of non-current assets may be re-valued progressively, providing that such revaluations are conducted in a systematic manner and that all assets within that class are re-valued on a consistent basis within a five-year period; or

(b) Downwards revaluations of individual assets in accordance with paragraph 5.1 may be made otherwise than as part of a revaluation of the entire class of assets to which they belong.

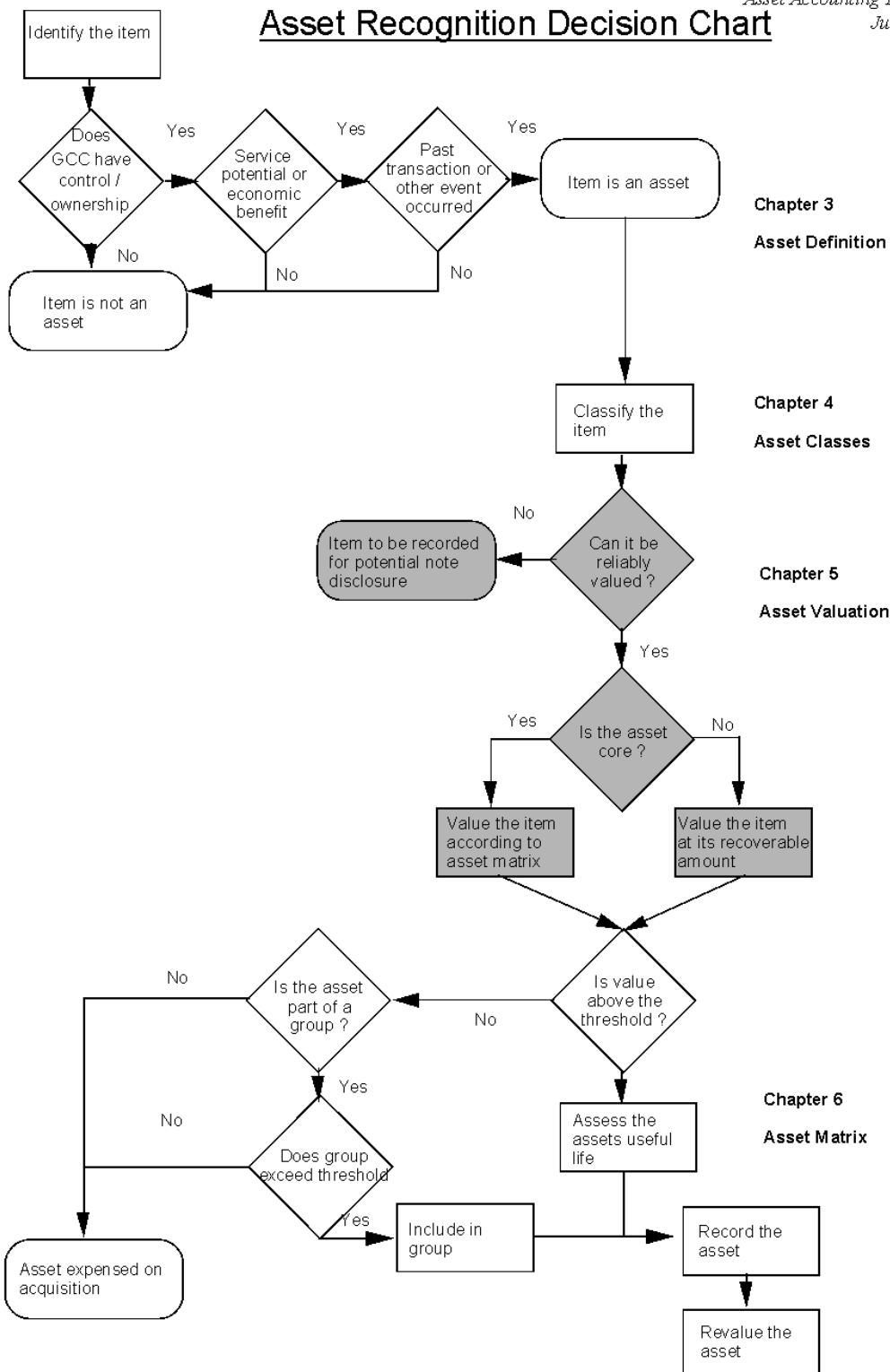
Council will classify assets according to nature or type in the general-purpose financial statements. Additionally consideration will be given to the reporting of the carrying amount of the assets by the Council's major functions/activities.

Each type of asset has been further dissected to provide the asset classes that are described in the asset matrix section.

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Asset Recognition Decision Chart



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6 Asset valuation

6.1 Policy

All assets that have a cost or other value that can be reliably measured will be recorded in the statement of financial position at the end of the reporting period.

6.2 Discussion

After identifying and classifying assets the next step is to assign a value to each asset class so the value of each type of assets can be recorded in the financial statements.

6.2.1 Reliable measurement

The ability to reliably measure non-current physical assets is influenced by the valuation method adopted. In some instances it may not be possible because of the nature of an asset to obtain a reliable value. If this occurs, the asset should be recorded for potential note disclosure in the annual accounts.

6.3 Valuation methods

6.3.1 Policy

Council will adopt the deprival method of valuation for all assets. Assets identified as surplus/non-core, must be revalued at the end of the reporting period.

Assets will be recorded by identifying separately their gross carrying value and any accumulated depreciation.

6.3.2 Discussion

The deprival valuation policy is proposed. Deprival value may be considered to be the loss that would be incurred if Council were deprived of the asset's service potential or future economic benefit.

In applying the deprival value methodology, assets, which are considered core, or integral, to Council's operations, must be identified from those that are non-core, or surplus, to Council's operations.

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6.3.2.1 Valuation of core assets

Where an asset is considered to be core, that is where the asset would be replaced if Council were deprived of it, the asset should be valued at its written down current cost. Council views two methods that are appropriate to determine current cost:

(i) Current market buying price

Reference is made to the market-buying price of an identical or similar item. This method is suitable for use with items of plant and equipment, furniture and fittings etc.

(ii) Current replacement cost

Reference is made to the cost per unit of service potential of the most appropriate modern facility that would be used to replace the asset. If the replacement item is of different capacity or constructed of more advanced materials, the value can be adjusted accordingly.

Note: The recoverable amount test, using net present value of cash flows, is not always applicable for core assets.

6.3.2.2 Valuation of non-core / surplus assets

Where the asset is considered non-core or surplus, which is an asset that Council would not replace if deprived of its service potential, then it is appropriate to value the asset at its recoverable amount. The following two options may be considered:

(i) Net present value of future cash flows

This value represents the present value in today's dollars of the future cash flows which would be received through the assets continued use and eventual sale.

(ii) Current net market selling price

This equates to the amount that could be recovered through the sale of the asset on the open market less any costs incurred in the sale.

6.3.2.3 Disclosure

Where a mix of methods of initial valuation is used within a class of assets (e.g. current replacement cost, historical cost), good practice would be to disclose this by way of note to the financial statements.

The calculation of the current replacement or reproduction cost may be completed either by an independent valuer or by management where it is considered that the appropriate expertise is available.

The definition of revaluation includes the initial recognition of assets. It would be useful information to disclose the following:

- Reporting period in which the revaluation was made;
- The basis of the revaluation;

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- Whether an independent valuation was used;
- Details of the independent valuer; and
- Details of any revaluation policy for that class of assets.

6.3.2.4 Revaluation of non-core assets

An asset that was previously a core asset and is then identified as non-core/surplus, must be revalued. This revaluation would be conducted in accordance with the policies and guidelines outlined in the previous sections of this document.

Once a policy decision has been taken to dispose of the asset, that asset moves from being core to non-core/surplus.

6.4 Threshold for asset recognition

6.4.1 Policy

The minimum threshold for recognising an item as an asset within a class should consider the materiality of the individual item.

6.4.2 Discussion

Consideration of the recognition threshold for future transactions for individual assets in each class requires the analysis of the cost of recording data and the benefit provided by the disclosure of that data in the financial statements.

The concept of materiality must be considered, both when initially recognising assets and accounting for subsequent acquisitions. Additionally, the Glenorchy City Council needs to establish policies setting the minimum value for recognition of any group of assets which would prove material if considered collectively.

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6.5 *Grouping of immaterial like items*

6.5.1 **Policy**

Where a number of items exist with individual values below the recognition threshold for future transactions, then these items will be recognised as a group provided their total value is in excess of the group threshold for that class.

6.5.2 **Discussion**

A grouping policy is used where there are numerous like items that individually do not exceed the Recognition threshold for future transactions. These immaterial individual items can be integral to the entity achieving its corporate objectives and therefore a Statement of Financial Position that excluded such items (based on the recognition threshold for future transactions) would be incomplete.

Group assets could include items like desks, chairs, lawn mowers, minor plant items etc. These items may be accounted for by firstly determining a base inventory, normally by a physical stock take. The gross replacement cost for the group is then determined.

An assessment is made of the remaining useful life and a written down value can be calculated.

In subsequent financial reporting periods all expenditure on group assets is expensed as incurred and an inventory is taken at the end of the reporting period. An adjustment to the profit and loss statement / statement of financial position is made to reflect any changes in the number of items on hand at the end of the reporting period. In this manner the replacements that are purchased during the year are expensed and this negates the need for a depreciation charge. That is, the amount expensed as replacements is the depreciation charge.

6.6 *Depreciation of assets*

6.6.1 **Policy**

All non-current assets that have a limited useful life are systematically depreciated over their useful life in a manner that reflects the consumption of the service potential or future economic benefits of those assets. Land generally is not a depreciable asset.

Non-current assets are those that provide a benefit to the Council extending beyond twelve (12) months.

6.6.2 **Discussion**

All depreciable assets should be depreciated in accordance with Australian Accounting Standard AAS 4 'Depreciation'

The assessment of the annual depreciation charge is related to the useful lives of the assets.

“...‘useful life’ means:

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(a) the estimated period of time over which the future economic benefits embodied in a depreciable asset are expected to be consumed by the entity; or

(b) the estimated total service, expressed in terms of production or similar units, that is expected to be obtained from the asset by the entity. ”

The concept of the useful life of an asset is based upon the measure of the expected consumption of the assets service potential.

In determining the rate of consumption of service potential, consultation should be made with engineers and other personnel experienced with the operational capabilities of the relevant assets.

The most common basis for determining the useful life of an asset is time. Both the potential physical and technical lives of the asset need to be considered, using the shortest of these as the useful life.

In some cases, the determination of useful life may be better stated in terms of units of use. Assets, such as plant, may deteriorate more whilst in use than when idle, and therefore have a useful life determined more appropriately by the number of operating hours.

In all cases, it is likely that the actual useful life will differ from that originally estimated. Good management of assets will highlight the need for re-assessment of useful lives.

Additionally, when considering the appropriate method of depreciation for Council's assets, the cost benefit of capturing the required data against the information delivered must be considered.

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6.7 Retirement of Assets

6.7.1 Policy statement

All non-current assets that are replaced or retired are to be removed from the asset register. This will include the gross replacement cost of the asset and the related accumulated depreciation.

6.7.2 Discussion

When an asset or a component of an asset is replaced, the cost of that replacement is to be recognised as an asset. This will be disclosed at cost in the financial statements until it is incorporated in the next revaluation see 5.9.

In addition, the gross replacement cost of the original asset (the asset being replaced or retired) is to be removed from the asset register together with the associated accumulated depreciation.

Where the replacement is a component of a larger asset, the cost of the replacement component will be assumed to be the same as the proportionate gross current replacement cost of the original asset. The cost of the replacement component will be added to the asset and compared to the total replacement cost of the entire asset to determine the proportion of the original replaced component's accumulated depreciation that is to be removed from the accounting records.

For example, a 50m replacement pipe, costing \$10,000, is installed and considered to be an asset. The original asset is 125m in length with a gross replacement cost of \$25,000 and accumulated depreciation of \$12,500.

In this example, \$10,000 would be removed from the gross replacement cost together with \$5,000 from accumulated depreciation. The replacement cost of \$10,000 would be recorded separately at cost and depreciated over the useful life of the entire asset. This replacement asset would then be amalgamated with the entire asset in the next revaluation and disclosed at current replacement cost with associated accumulated depreciation.

6.8 Revaluation of assets

6.8.1 Policy statement

All non-current assets are to be revalued to their current cost less accumulated depreciation in accordance with the asset matrix. Revaluations will be conducted every five years.

All revaluation increments are credited directly to the asset revaluation reserve account. Net revaluation decrements will be debited to any previous revaluation increments for that class of assets, with any deficiency being charged to the operating statement.

6.8.2 Discussion

Revaluations of non-current assets shall be accounted for in accordance with Australian Accounting Standards AAS 10 and AAS 38.

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“Where a non-current asset is revalued, the assets within the class of non-current assets to which it belongs shall be revalued on a consistent basis and, immediately after a revaluation is made, shall be stated at values which are substantially of the same date, except that:

- (a) items of property, plant and equipment comprising a class of non-current assets may be re-valued progressively, providing that such revaluations are conducted in a systematic manner and that all assets within that class are re-valued on a consistent basis within a five year period; or
- (b) downwards revaluations of individual assets may be made otherwise than as part of a revaluation of the entire class of assets to which they belong.”

The revaluation program for each class will be on a rolling basis to minimise the impact of revaluing assets on the workforce. The frequency of the revaluations will depend on a number of factors, including, the cost benefit of obtaining relevant up to date information.

Revaluations at 5 yearly intervals are considered appropriate. Any class of assets that has a useful life of less than five years would not normally be revalued.

6.9 *Acquisition of assets*

6.9.1 **Policy statement**

The cost method of accounting is to be used for the recording of all assets acquired after a revaluation. Cost is to be determined as the fair value of the asset given as consideration plus costs incidental to the acquisition (e.g. architects fees, engineering design fees, administration charges and all other costs incurred) in getting the asset ready for use.)

6.9.2 **Discussion**

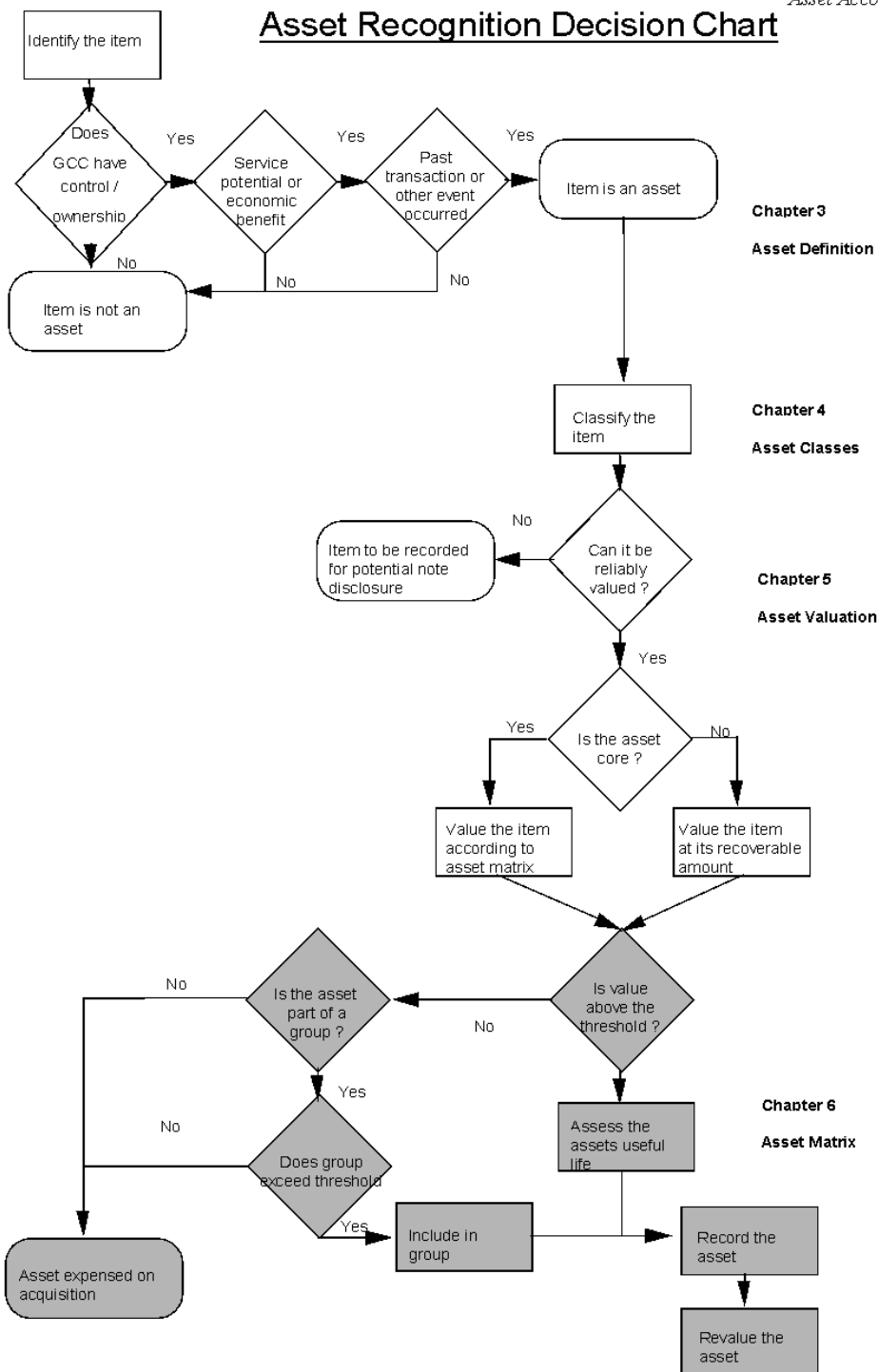
Acquisitions of assets that involve a cost of acquisition shall be accounted for in accordance with Australian Accounting Standard AAS 21.

The cost of non-current assets constructed by Council includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. The cost of all materials includes all consulting and engineering fees.

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Asset Recognition Decision Chart



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7

Asset matrix

A number of accounting policies are required which may be distinctly different for each of the previously defined classes of assets. These policies are determined for each class by applying the principles set out in this section. The applicable framework for the policies include guidelines for the application of:

- Valuation methods;
- Recognition threshold for future transactions;
- Acquisition;
- Depreciation; and
- Revaluation;

The asset matrix is supported for each asset class by a detailed evaluation. Each asset class has expanded discussion as to why each policy has been adopted and the effect on the financial statements of the application of the policy.

7.1 Land**7.1.1 Asset Classes**

Freehold land.

7.1.2 Contributing determinants

The major contributing determinant for the recognition of land will be ownership. Freehold land will include any land parcels to which Council has title.

It will not include land parcels to which Council has title if that land has been acquired for inclusion into Council road network; as such land is will be expensed on the basis that once purchased the land has no value.

7.1.3 Typical items

Land to which Council has title or control, ranging from the land under sports grounds, play grounds, public open space, various other buildings and other land improvements as shown below.

7.1.4 Specific policies for land**7.1.4.1 All land**

Freehold land.

7.1.4.2 Valuation basis

Values as provided by the Valuer General, representing an estimate of current market value of the land, without land improvements.

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7.1.4.3 Recognition threshold for future transactions

If the land being purchased will be recognised as Council land by the Valuer-General in the State Valuation Records and thereby assessed separately, then the purchase cost will be recognised in the financial statement.

7.1.4.4 Grouping policy

No grouping policy is required.

7.1.4.5 Depreciation basis

Land is not depreciable.

7.1.4.6 Useful life

Not applicable

7.1.4.7 Revaluation cycle

Every time the Valuer-General conducts a general revaluation of Council, the new land values provided will form the basis for the revaluation. Usually the general revaluation is conducted once every five years.

7.1.4.8 Example

A parcel of land purchased by Council will initially be recognised either at cost or at a fair value (depending on the circumstances of the transfer of title). When a general revaluation is carried out on all Council land assets, then those parcels of land initially valued at cost or fair value will be revalued in line with the valuation basis.

To recognise a parcel of land held by the Council for many years, details of the title should be recorded in the asset register and an appropriate valuation obtained from the Valuer General. This value will be brought to account as part of the balance of freehold land.

7.2 Buildings and other land improvements

7.2.1 Asset Classes

- Freehold buildings; and
- Other land improvements

7.2.2 Contributing determinants

The freehold buildings and other land improvements must be owned by Council and not be recorded separately in any other class of asset. For instance, the treatment plants and pump stations form part of the sewerage asset class.

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7.2.3 Typical items

Freehold buildings - For the purpose of Council's policy, a building asset is defined as any works that require building approval as required by the current Local Government (Building & Miscellaneous Provisions) Act. Typically these will include office accommodation, and operational buildings and facilities used in the conduct of the day-to-day operations of the Council.

Other land improvements – For the purpose of Council's policy, an 'other land improvement' asset is defined as any works that do not require building approval as required by the current Local Government (Building & Miscellaneous Provisions) Act. Typically this would include playground equipment, park furniture, sporting fixtures, landscaping, fences and gates.

7.2.4 Specific policies for buildings and other land improvements – Freehold buildings

The acquisition of a new building or building works that requires building approval in accordance with the Local Government Act 1993 - Building and Miscellaneous Provisions, are to be recognised as a Building asset. The asset type will also be broken down based on its overall value, life, type and usage to better record relevant asset information.

7.2.4.1 Valuation basis

All buildings assets are to be revalued to their deprival value during a general revaluation. Council officers will calculate the amount to be recognised, taking into account relevant documented references.

At the time of acquisition or construction, the building asset shall be valued at its cost, or fair value.

7.2.4.2 Recognition threshold for future transactions

If the expenditure would require building approval from Council, no matter whether it is on a new asset, or replacing an existing asset or adding to an existing asset, will be recognised as an asset in the financial statements.

Expenditure on an existing asset that extends the life of the asset must also be recognised as an asset in the financial statements.

7.2.4.3 Grouping policy

No grouping policy is required.

7.2.4.4 Depreciation basis

Buildings and building works are to be depreciated on a straight-line basis over the term of their useful lives.

7.2.4.5 Useful life

The useful life of each building will need to be determined within the parameters set.

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A minimum useful life of 10 years and maximum of 100 years is considered appropriate for buildings assets. The minimum and maximum life for each type of building asset is shown below in the examples section.

7.2.4.6 Revaluation cycle

Freehold building assets are to be revalued at least once in a five-year period.

7.2.4.7 Examples

A new building will be recognised in accordance with AAS 21 at the time of acquisition or construction. At the first revaluation of that asset, the asset value will be changed to reflect its deprival value. The value adopted should then be written down to reflect the service potential already used with both the gross amount and accumulated depreciation brought to account.

The types of building assets recognised are as follows. At first glance, it would appear that some of these items don't have the appearance of buildings, however because they require building approval to be created, they are being recognised as building assets: -

Buildings

Entertainment Centre	85	to	95
Hall	75	to	85
Office	75	to	85
Grandstand	75	to	85
Clubhouse/Change room	30	to	50
Child care centre	50	to	75
Covered area	50	to	75
Residence	50	to	85
Public toilet	30	to	75
Garage	20	to	30
Carport	10	to	25
Picnic shelter	10	to	25
Shed	10	to	50
Bus shelter	10	to	20
Fountain	20	to	30
Boat ramp	50	to	75
Jetty	25	to	50
Swimming Pools	10	to	20
Pontoon	30	to	50

7.2.5 Specific policies for buildings and other land improvements – Other land improvements

Any improvement to the land asset other than that classified as a building asset improvement is to be recognised as a land improvement asset in the financial statements. For instance, expenditure to create, replace or increase the useful life of playground equipment, park furniture, sporting fixtures, landscaping, fences and gates will be recognised in the financial statement as an asset.

7.2.5.1 Valuation basis

All land improvement assets are to be valued at their deprival value by Council officers using appropriately documented references.

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7.2.5.2 **Recognition threshold for future transactions**

New or replacement expenditure on Council's other land improvement assets (i.e. that fits under the categories of playground equipment, park furniture, sporting fixtures, landscaping, fences and gates as shown in the example section below) will be recognised as an asset.

Any expenditure for the financial year that is greater than \$1,500; and will extend the useful life of the asset; will be recognised in the financial statements as an asset.

7.2.5.3 **Grouping policy**

No grouping policy is required.

7.2.5.4 **Depreciation basis**

Other land improvements are to be depreciated on a straight-line basis over the term of their useful lives.

7.2.5.5 **Useful life**

The useful life of each land improvement asset will need to be determined based on the nature of the asset.

A minimum useful life of 5 years and maximum of 50 years is considered appropriate for this class of asset, depending on the asset itself.

7.2.5.6 **Revaluation cycle**

Other Land Improvement assets are to be revalued once every five years at a minimum

7.2.5.7 **Examples**

Playground equipment	5	to	50
Park furniture			
Generally	5	to	25
Flagpoles	20	to	25
Cenotaph	20	to	25
Plaques & Sculptures	20	to	50
Podiums	20	to	25
Sporting fixtures	5	to	25
Landscaping			
Access roads and car parks	15	to	25
Bicycle rack (metal)	5	to	10
Bollard	10	to	20
Paths paving and walkways	5	to	20
Pedestrian bridge	15	to	20
Retain walls	10	to	35
Lighting	20	to	25
Signs	5	to	25
Vehicle barriers	5	to	25
Garden bed	10	to	25

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Tree grate	35	to	50
Tree guard	35	to	50
Irrigation system	5	to	10
Fences and gates			
Timber	5	to	10
All other types	10	to	20

7.3 *Plant and vehicles*

7.3.1 **Asset Classes:**

- Building Infrastructure plant;
- Fleet;
- Mobile plant; and
- Minor plant;

7.3.2 **Contributing determinants**

A number of determinants combine to dissect plant and vehicles into four classes. These include:

- Recognition threshold for future transactions;
- Revaluation cycle;
- Depreciation basis (useful life); and
- Asset management concepts.

7.3.3 **Typical items**

Building Infrastructure plant - this class will include items of plant which form part of other structures such as elevators, air-conditioning units etc. These items are dissected on the basis that their extended useful life is generally shorter than that of the structure in which they are located.

Fleet - includes motorised items of plant designed for the purpose of transporting people. This class is dissected because items are generally traded on a regular basis that precludes the need for revaluation. At Glenorchy, many of these assets are leased.

Mobile plant - includes mobile plant other than fleet, for example forklifts, trucks, boats etc. At Glenorchy many of these assets are leased as well.

Minor plant - includes items of plant other than fleet or mobile plant. These items are dissected due to their generally lower group recognition threshold for future transactions and shorter useful life. Many items within this class may form part of a grouped asset with replacements being expensed. Examples include mowers, brush cutters, chainsaws, concrete cutting saws and so on.

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7.3.4 Specific policies for plant and vehicles – Infrastructure plant

7.3.4.1 Valuation basis

Based on the written down current replacement cost. The determination of unit rates to allow calculation of the value may be conducted by suitably qualified management or by independent valuation.

7.3.4.2 Recognition threshold for future transactions

All infrastructure plant with a gross replacement cost of greater than \$5,000.00 is to be recognised as an asset.

7.3.4.3 Grouping policy

No grouping policy is required. An infrastructure asset such as an air conditioning unit is considered to include the ducting and other components that form part of the core unit.

7.3.4.4 Depreciation basis

Infrastructure plant assets are to be depreciated on a straight-line basis over the term of their useful lives. This approach has been taken due to the likelihood that most currently installed items will not have data on the units of use.

7.3.4.5 Useful life

The useful life of each infrastructure plant asset will need to be considered given the nature and condition of the asset. A minimum useful life of 5 years and maximum of 20 years is considered appropriate for this class.

Consideration will need to be given to the component parts of each asset when determining the useful life of the entire asset.

7.3.4.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.3.4.7 Example

An elevator within the building would be recognised within this class. To value this item, reference would need to be made to the replacement cost of a similar capacity elevator system. The remaining useful life may then be determined and added to the expired useful life to establish the total useful life of the asset. This calculation may then be used to ascertain the accumulated depreciation to date and the written down value.

In the above example, both the gross replacement value and the accumulated depreciation would be recognised in the financial position.

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7.3.5 **Specific policies for plant and vehicles – Fleet**

7.3.5.1 *Valuation basis*

Written down historic cost. The value of each asset within this class should be supported by actual documents of the purchase transaction that are available from current records held by the Glenorchy City Council.

7.3.5.2 *Recognition threshold for future transactions*

All fleet items with a cost greater than \$5,000 are to be recognised as an asset.

7.3.5.3 *Grouping policy*

No grouping policy is required.

7.3.5.4 *Depreciation basis*

Fleet assets are to be depreciated on a straight-line basis over the term of their useful lives following consideration of likely sale values. This approach is consistent with the short useful lives of these assets. The cost of collecting data to support other methods has also been considered.

7.3.5.5 *Useful life*

The useful life of each fleet asset will need to be considered within the parameters set.

A minimum useful life of 3 years and maximum of 5 years is considered appropriate for this class.

7.3.5.6 *Revaluation cycle*

Due to the short useful lives of the assets in this class, it is not considered appropriate to revalue them.

7.3.5.7 *Example*

A car purchased two years ago for \$20,000.00 with an expected trade in value of \$12,000.00 after 4 years.

In this example, the historic cost of \$20,000.00 is to be used as the gross value with accumulated depreciation of \$4,000.00 calculated at a rate of \$2,000.00 per annum.

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7.3.6 Specific policies for plant and vehicles – Mobile plant

7.3.6.1 Valuation basis

Written down current market buying price. The value of each asset within this class may be determined by suitably qualified management or by independent valuation using appropriately documented references.

7.3.6.2 Recognition threshold for future transactions

All mobile plant items with a cost of greater than \$1,500.00 are to be recognised as individual assets.

7.3.6.3 Grouping policy

Common items of mobile plant with individual values below the recognition threshold for future transactions should be grouped across the Glenorchy City Council where the total group value exceeds the group threshold of \$5,000.

7.3.6.4 Depreciation basis

Mobile plant assets are to be depreciated on a straight-line basis over the term of their useful lives.

Assets included in a group asset will not be depreciated. The effect of replacement of each asset and the charge of these replacements to the annual operating statement will provide a similar effect to depreciation.

7.3.6.5 Useful life

The useful life of each mobile plant asset will need to be considered within the parameters set.

A minimum useful life of 5 years and maximum of 20 years is considered appropriate for this class.

7.3.6.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.3.6.7 Example

A tractor was purchased five years ago, but no record of the purchase price was retained. The maximum useful life of the tractor has been determined as ten years at which time the service potential will be completely expended.

In this example, current market buying price will need to be determined for a tractor of similar capacity. This value will be used as the gross value with the accumulated depreciation calculated on a straight line basis from the year of purchase - i.e. half of its useful life has been absorbed at the time of recognition / revaluation.

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7.3.7 **Specific policies for plant and vehicles – Minor plant**

7.3.7.1 *Valuation basis*

Written down current market buying price. The value of each asset within this class may be determined by suitably qualified management or by independent valuation using appropriately documented references.

7.3.7.2 *Recognition threshold for future transactions*

All minor plant items with a cost of greater than \$1,500.00 are to be recognised as individual assets.

7.3.7.3 *Grouping policy*

Common items of minor plant with individual values below the Recognition threshold for future transactions should be grouped across the Glenorchy City Council where the total group value exceeds the group threshold of \$5,000.

7.3.7.4 *Depreciation basis*

Minor plant assets are to be depreciated on a straight-line basis over the term of their useful lives.

Assets included in a group asset will not be depreciated. The effect of replacement of each asset and the charge of these replacements to the annual operating statement will provide a similar effect to depreciation.

7.3.7.5 *Useful life*

The useful life of each minor plant asset will need to be considered within the parameters set.

A minimum useful life of 3 years and maximum of 5 years is considered appropriate for this class.

7.3.7.6 *Revaluation cycle*

Due to the short useful lives of the assets in this class, it is not considered appropriate to revalue them.

7.3.7.7 *Example*

Non-grouped

A winch was purchased seven years ago, but no record of the purchase price was retained. The remaining useful life of the winch has been determined to be five years at which time the service potential will be completely expended.

In this example, current market buying price will need to be determined for a winch of similar capacity. If this value exceeds the Recognition threshold for future transactions (i.e. \$5,000.00),

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this amount will be used as the gross value with the accumulated depreciation calculated on a straight-line basis from the year of purchase until the end of the period of assessed useful life.

Grouped

A chainsaw was purchased three years ago with a replacement cost of \$400.00. This item would not meet the threshold limit for recognition on its own, however, there is evidence that a number of similar items are in existence throughout the Council, and that all these items if grouped together would exceed the group threshold.

In this instance, the group would be recognised as a single asset comprising a number of like items. Additions to this group would be capitalised with the value added to the total of the asset. Where an item is replaced with a new item, the cost of the new item would be expensed.

7.4 Equipment and furniture

7.4.1 Asset Classes

- Furniture, fittings, furnishings and office equipment; and
- Computer systems and technical equipment.

7.4.2 Contributing determinants

A number of determinants continue to dissect equipment and furniture into two classes.

These include:

- Recognition threshold for future transactions;
- Revaluation cycle; and
- Depreciation basis (useful life).

7.4.3 Typical items

Furniture, fittings and office equipment – includes items such as desk chairs, copying and telephone equipment, carpet etc.

Computer systems and technical equipment – includes computer hardware and software and technical equipment (radios) used by the Glenorchy City Council.

7.4.4 Specific policies for furniture, fittings and office equipment

7.4.4.1 Valuation basis

Written down current market buying price. The value of each asset within this class may be determined by suitably qualified management or by independent valuation using appropriately documented references.

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7.4.4.2 Recognition threshold for future transactions

All furniture and fittings items with a cost of greater than \$1,500.00 are to be recognised as individual assets.

7.4.4.3 Grouping policy

Common items of furniture, fittings and office equipment with individual values below the Recognition threshold for future transactions should be grouped across the Council where the total group value exceeds the group threshold of \$5,000.

Where a group of low value like items are identified, it may be appropriate to value these items on a unit basis (i.e. per number of office employees).

7.4.4.4 Depreciation basis

Furniture, fittings and office equipment assets are to be depreciated on a straight-line basis over the term of their useful lives.

Assets included in a group asset will not be depreciated. The effect of replacement of each asset and the charge of these replacements to the annual operating statement will provide a similar effect to depreciation.

7.4.4.5 Useful life

The useful life of each furniture, fittings and office equipment assets will need to be considered depending on the nature of the asset.

A minimum useful life of 3 years and maximum of 20 years is considered appropriate for this class.

7.4.4.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.4.4.7 Example

Office furniture used within Council. It is recognised that to record and value these items individually would be costly but that the omission of their value may lead to the understatement of Council's financial position.

To recognise these types of assets, a unit value may be appropriately applied by determining the number of chairs, desk, filing cabinets etc. per office employee and applying the current market-buying price to calculate the gross value of the grouped asset. Then estimate the remaining useful life of the group and set the accumulated depreciate to reflect that estimate.

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7.4.5 Specific policies for computer systems and technical equipment

7.4.5.1 Valuation basis

Written down current market buying price. The value of each asset within this class may be determined by suitably qualified management or by independent valuation using appropriately documented references.

7.4.5.2 Recognition threshold for future transactions

All computer systems and technical equipment items with a cost of greater than \$1,500.00 are to be recognised as individual assets.

7.4.5.3 Grouping policy

Common items with individual values below the Recognition threshold for future transactions should be grouped across the Council where the total group value exceeds the group threshold of \$5,000.

7.4.5.4 Depreciation basis

These assets are to be depreciated on a straight-line basis over the term of their useful lives. This approach has been taken due to the short-lived nature of the assets and the cost of collecting data to support other methods.

Assets included in a group asset will not be depreciated. The effect of replacement of each asset and the charge of these replacements to the annual operating statement will provide a similar effect to depreciation.

7.4.5.5 Useful life

The useful life of each asset will need to be determined dependant on the nature of the asset.

A minimum useful life of 3 years and maximum of 5 years is considered appropriate for this class.

7.4.5.6 Revaluation cycle

Due to the short useful lives of the assets in this class, it is not considered appropriate to revalue.

7.4.5.7 Example

The failure to recognise a large group of immaterial like items may result in a misrepresentation of Council's financial position. It is likely that the majority of Printers owned by Council would fail to meet the threshold for recognition. As a group however, the investment in this equipment should be recognised.

It should be noted that the personal computers and servers at Council are now leased.

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7.5 Road streets and bridges

7.5.1 Asset classes

The roads, streets and bridges asset category has been broken down into the following classes:

- Road Pavement Surface
- Road Pavement Base
- Road Pavement Earthworks
- Kerb and Channel
- Footpaths & Cycle paths
- Major Intersections
- Islands
- Bridges
- Car Parks

7.5.2 Contributing determinants

The Asset Classes were chosen, as they were similar in nature, use and life.

7.5.3 Typical items

The road pavement surface will be gravel, bitumen or pavers.

The road pavement base will be crushed rock, bitumen or stabilised rock.

The road pavement earthworks will represent the costs associated with an initial construction of a road alignment and will include the construction of cuttings, embankments etc.

The Kerb and Channel will either be barrier type, dry kerb or rollover kerb.

The Footpaths and Cycle paths will be gravel, bitumen, pavers or concrete.

Major Intersections will be roundabouts or signalised.

Islands will consist of kerb extrusions, traffic refuges or medium strips.

Only pedestrian or road bridges will be recognised, and they could be concrete, timber or steel.

Car Parks will only be recognised if they are not part of a park, sporting facility or otherwise recognized in the Building Register.

7.5.4 Specific policies for road, street and bridge – Road Pavement Surface

7.5.4.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or by independent valuation using appropriately documented references.

7.5.4.2 Recognition threshold for future transactions

For sealed roads (or paved roads), replacement of over 75% of the seal (or paving) and if the value of the work exceeds \$10,000, then that expenditure will represent the creation of a an asset. For patching works, the patching undertaken must increase the useful life of the asset before it is recognised as an addition to the asset.

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7.5.4.3 **Grouping policy**

Nothing within this class will be grouped.

7.5.4.4 **Depreciation basis**

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.5.4.5 **Useful life**

The useful life is dependant upon the seal type used in construction of the asset. The useful life of bitumen and paving seals will need to be considered depending on the nature of the asset.

The minimum useful life of 10 to 30 years is appropriate for bitumen seals and 35 to 50 years for paving seals.

7.5.4.6 **Revaluation cycle**

A five-year revaluation cycle is considered appropriate for this class.

7.5.4.7 **Example**

Generally the seal is the bitumen, gravel or paving surface that seals and protects the road pavement base and will be for all Council owned roads and vehicular right of ways.

7.5.5 **Specific policies for road, street and bridge – Road Pavement Base**

7.5.5.1 **Valuation basis**

All of this asset class will be recognised by suitably qualified Council officers or by independent valuation using appropriately documented references.

7.5.5.2 **Recognition threshold for future transactions**

For all road bases, the only time the expenditure will be recognised as an asset, is if the expenditure is on a new asset, or it replaces the entire base over more than 75% of the road section and the expenditure amounts to more than \$10,000.

For patching works, the patching undertaken must increase the useful life of the asset before it is recognised as an addition to the asset.

7.5.5.3 **Grouping policy**

Nothing within this class will be grouped.

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7.5.5.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.5.5.5 *Useful life*

For sealed roads, the base will have a useful life of 35 to 50 years.

For gravel roads, the base will have a useful life of 5 to 15 years.

7.5.5.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.5.5.7 *Example*

The road pavement base is generally made up of crushed rock. It can be a variety of depths depending on a number of different factors. Includes the base for vehicular right of ways. The valuation is to be determined by reference to the current replacement cost as assessed by a suitably qualified Council officer.

7.5.6 **Specific policies for road, street and bridge – Road Pavement Earthworks**

7.5.6.1 *Valuation basis*

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.5.6.2 *Recognition threshold for future transactions*

Generally, only newly constructed roads will have the earthworks component recognised as an asset. There may be cases that the alignment of the road is significantly changed, and in those cases consideration will be given to recognising those changes as an addition to the existing asset.

7.5.6.3 *Grouping policy*

Nothing within this class will be grouped.

7.5.6.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.5.6.5 *Useful life*

All earthworks are expected to have a useful life of at least 200 years.

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7.5.6.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.5.6.7 *Example*

Every road has had to be constructed out of the natural topography involving the installation of cuttings and embankments etc. Once the alignment of the road is set in this way, it usually remains that way.

7.5.7 **Specific policies for road, street and bridge – Kerb and Channel**

7.5.7.1 *Valuation basis*

All of this asset class will be recognised by suitably qualified Council officers or by independent valuation using appropriately documented references.

7.5.7.2 *Recognition threshold for future transactions*

For all roads, construction or replacement of over 75% of the kerb and channel within a road section and expenditure in excess of \$5,000, will be recognised as an asset, or an addition to the asset, if it extends the useful life of the original asset.

7.5.7.3 *Grouping policy*

Nothing within this class will be grouped.

7.5.7.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.5.7.5 *Useful life*

All kerb and channel is expected to have a minimum useful life of 50 years and a maximum useful life of 70 years.

7.5.7.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.5.7.7 *Example*

Kerb and channel generally abuts the side of an urban road pavement and is used for two main reasons. Firstly to provide a road drainage channel, and secondly to provide a separator between the road and the footpath.

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7.5.8 Specific policies for road, street and bridge – Footpaths and Cycle paths

7.5.8.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or by independent valuation using appropriately documented references.

7.5.8.2 Recognition threshold for future transactions

If any renewal, reconstruction or new construction is undertaken on a footpath or cycle paths asset that exceeds 75% of its length and it's expenditure exceeds \$5,000 then it will be recognised as an asset.

7.5.8.3 Grouping policy

Nothing within this class will be grouped.

7.5.8.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.5.8.5 Useful life

The useful life is dependant upon the surface material used in construction of the asset. The useful life of gravel, bitumen, concrete and paving surfaces will need to be considered within the parameters set for each type of surface.

The minimum useful life of 35 to 50 years is considered appropriate for bitumen, 5 to 15 years for gravel, 50 to 70 years for concrete and paving surfaces.

7.5.8.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.5.8.7 Example

Footpaths generally abut the side of the road pavement, but cycle paths and right of ways may not follow the alignment of a road.

7.5.9 Specific policies for road, street and bridge – Signalised or Roundabout Intersections

7.5.9.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

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7.5.9.2 Recognition threshold for future transactions

Major works on an intersection like the installation of roundabouts or traffic lights, that generally involve reconstructing the roads within the intersection will be recognised as an asset.

7.5.9.3 Grouping policy

Nothing within this class will be grouped.

7.5.9.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.5.9.5 Useful life

The useful life of roundabouts will be a minimum of 35 years to a maximum of 50 years, depending on the unique characteristics of the actual intersection.

A signalised intersection will be split into two components. The first will comprise the intersection itself, and the second the traffic signals. The useful life of each will be as follows;

- for the intersection 35 – 50 years, and
- for the traffic signals 15 – 25 years.

7.5.9.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.5.9.7 Example

The intersection includes ten metres of each cross road and will only include those that are signalised or have a roundabout. Uncontrolled intersections are not be included in this class, but will make up a subset of the relevant road. The traffic lights themselves form part of the overall asset.

7.5.10 Specific policies for road, street and bridge – Islands

7.5.10.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.5.10.2 Recognition threshold for future transactions

Only if an island is installed or replaced, will the expenditure incurred be recognised as an asset.

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7.5.10.3 *Grouping policy*

Nothing within this class will be grouped.

7.5.10.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives

7.5.10.5 *Useful life*

All Islands will have a minimum useful life of 35 years and a maximum of 50 years.

7.5.10.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.5.10.7 *Example*

An island can be a pedestrian refuge, a kerb extrusion, medium strip etc.

7.5.11 **Specific policies for road, street and bridge – Car Park**

7.5.11.1 *Valuation basis*

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.5.11.2 *Recognition threshold for future transactions*

All new car parks expenditure will be recognised as a new asset. Any other expenditure that extends the life of an existing asset will be recognised as an addition to the asset.

7.5.11.3 *Grouping policy*

Nothing within this class will be grouped.

7.5.11.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.5.11.5 *Useful life*

The useful life is dependant upon the surface material used in construction of the asset. The useful life of gravel, bitumen, concrete and paving surfaces will need to be considered within the parameters set.

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The minimum useful life of 35 to 50 years is considered appropriate for bitumen, 5 to 15 years for gravel, 50 to 60 years for concrete and paving surfaces.

7.5.11.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.5.11.7 Example

Does not include car parks that form part of a recreation asset.

7.5.12 Specific policies for road, street and bridge – Bridges

7.5.12.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.5.12.2 Recognition threshold for future transactions

Any expenditure will be recognised as an asset or an addition to the asset if a major component of the bridge is replaced or constructed. Major components are defined as supports such as abutments and piers, bridge decking, etc.

Expenditure to build a new bridge is automatically recognised as a new asset.

7.5.12.3 Grouping policy

Nothing within this class will be grouped.

7.5.12.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.5.12.5 Useful life

Timber and concrete composite bridges have a useful life of 40 years. Concrete and steel composite bridges have a useful life of 80 years. Concrete bridges have a useful life of 80 years. Steel bridges have a life of 50 years.

7.5.12.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

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7.5.12.7 Example

Bridges can be split into two different types, vehicular and pedestrian. They are used to span watercourses, railway lines or roads.

7.6 Sewerage treatment and reticulation

7.6.1 Asset Classes

The asset category has been broken down into the following classes:

- Reticulation – Pipes
- Reticulation – Manholes
- Reticulation – Property Connections
- Reticulation – Mechanical Plant & Equipment
- Reticulation – Electrical
- Reticulation – Buildings, Underground Concrete Structures and other Land Improvements
- Treatment Plants – Pipes
- Treatment Plants – Nodes
- Treatment Plants – Mechanical Plant & Equipment
- Treatment Plants – Electrical
- Treatment Plants – Building and other Land Improvements
- Treatment Plants – Treatment Structures.

7.6.2 Contributing determinants

The Asset Classes were chosen, as they were similar in nature, use and life. It was necessary to separate Sewerage Reticulation policies and Sewerage Treatment Plant policies due to the fact that assets comprising the same asset class, ie: Electrical, were so different.

Although Council has separate policies for many of the classes shown, policies for each class has been shown for sewerage assets so that the determining factors for these assets can be varied within this group without affecting all of Councils assets.

It is considered appropriate to ensure that all assets of whatever underlying nature remain a part of the Sewerage asset group for the purpose of the financial statements.

7.6.3 Typical items

Pipes used in the reticulation system and within the treatment plant are made of different materials (PVC, concrete, asbestos & earthenware) and therefore have different lives and sizes.

There is only one class of node for the reticulation system and that is a manhole. For that reason the node is referred directly by that name. For treatment plants, nodes include pump pipe work, valves and meters.

Pumps and the pipe work system that includes valves at the sewerage pump stations are classified as mechanical plant and equipment in the reticulation system. Chlorinators, screens, presses, conveyors, clarifiers and digesters form part of the mechanical plant and equipment of treatment plants.

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Switchboards, telemetry and instrumentation form part of both the sewerage reticulation and treatment plant electrical class, but the treatment plants also include electrical pits and wiring.

Reticulation buildings are limited to the pump station buildings, the underground concrete structure and fences. The treatment plants actually have laboratories, offices, plant buildings, driveways, paths, fences and gardens that have to be included in this class.

The treatment plants also have treatment structures, such as concrete tanks or odour control systems that don't form part of the reticulation system.

The reticulation network has one property connection per property that individually wouldn't be recognised as an asset, but grouped is included as one asset overall in the financial statements.

7.6.4 Specific policies for Sewerage – Reticulation - Pipes

7.6.4.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.4.2 Recognition threshold for future transactions

All new assets, including total replacement of an existing asset or an addition to an existing asset, will be recognised as an asset within the financial statements.

If the nature of the work done to the asset replaces greater than 50% of the asset and exceeds \$5,000, then that expenditure will be regarded as having increased the useful life of the asset and will be recognised as an asset within the financial statements.

7.6.4.3 Grouping policy

Nothing within this class will be grouped.

7.6.4.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.4.5 Useful life

The useful life is dependant upon the pipe material used in construction of the asset. The useful life of ductile iron, cast iron, blue brute, reinforced concrete, PVC, earthenware and asbestos cement will need to be considered within the parameters set.

The useful life of these is as follows: -

Ductile Iron, Cast Iron and Earthenware	80 years
PVC & Blue Brute	80 years
Concrete & Asbestos Cement	60 years

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7.6.4.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.6.4.7 Example

Pipe assets will generally be recorded from node to node in the financial statements. In this case it will be from manhole to manhole by default.

7.6.5 Specific policies for Sewerage - Reticulation - Manhole

7.6.5.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.5.2 Recognition threshold for future transactions

All expenditure that only repairs the existing manholes is to be considered as normal maintenance. This includes replacing of lids or surrounds, joint sealing and re-benching work.

All other expenditure on manholes will be recognised in the financial statements as an asset. This includes expenditure that adds to (for instance raises the manhole to a new ground level,) or replaces the existing manhole, or creates a new manhole, or improves an existing manhole to take on a higher level of functionality.

7.6.5.3 Grouping policy

Nothing within this class will be grouped.

7.6.5.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.5.5 Useful life

The minimum useful life for a manhole asset will be set at 80 to 120 years.

7.6.5.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.6.5.7 Example

Generally speaking, most manhole expenditure is focused on the lid or the benching. However in instances sophisticated devices to monitor or control flow has been added to the existing manhole and this would be considered an addition.

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7.6.6 Specific policies for Sewerage - Reticulation – Property Connections

7.6.6.1 Valuation basis

The value of each asset within this class may be determined by suitably qualified management or by independent valuation using appropriately documented references.

7.6.6.2 Recognition threshold for future transactions

No property connections will be recognised as individual assets.

7.6.6.3 Grouping policy

All property connection expenditure will be treated in accordance with the policy on grouped assets.

7.6.6.4 Depreciation basis

Assets included in the group asset will not be depreciated. The effect of replacement of each asset and the charge of these replacements to the annual operating statement will provide a similar effect to depreciation.

7.6.6.5 Useful life

The useful life of the grouped property connection asset will need to be considered by looking at all of the property connection data available at Council.

7.6.6.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class. The focus of the revaluation will be mainly to determine the remaining useful life of the grouped asset.

7.6.6.7 Example

Property connections extend from the main gravity sewer to just inside the property boundary, including OB's and IO's. They generally are made from PVC and quite often must negotiate walls, pavements, driveways and the like.

7.6.7 Specific policies for Sewerage - Reticulation - Mechanical Plant & Equipment

7.6.7.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

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7.6.7.2 Recognition threshold for future transactions

Any expenditure that replaces the total existing asset or purchases a new asset will be recognised within the financial statements as an asset.

All other expenditure will be recognised as maintenance, (pump servicing and repairs, individual pipe and valve replacements.)

7.6.7.3 Grouping policy

Nothing within this class will be grouped.

7.6.7.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.7.5 Useful life

There are two types of sub-asset that form the total asset in this class, pumps and pipe work / valves.

The useful life for the pumps component of the asset is 25 years and the pipe work / valves have a useful life of 80 years.

7.6.7.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.6.7.7 Example

For an asset to be recognised in this class, it must be part of a pump station.

7.6.8 Specific policies for Sewerage -Reticulation - Electrical

7.6.8.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.8.2 Recognition threshold for future transactions

Any expenditure that replaces the total existing asset or purchases a new asset or adds to an existing asset by more than \$2,000 will be recognised within the financial statements as an asset.

All other expenditure will be recognised as maintenance, (part replacements, rewiring etc.)

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7.6.8.3 **Grouping policy**

Nothing within this class will be grouped.

7.6.8.4 **Depreciation basis**

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.8.5 **Useful life**

The useful life of the asset is dependant on its nature. Switchboards will have a useful life of 25 years, and other instrumentation and telemetry will have a useful life of between 10 and 15 years.

7.6.8.6 **Revaluation cycle**

A five-year revaluation cycle is considered appropriate for this class.

7.6.8.7 **Example**

For an asset to be recognised in this class, it must be part of a pump station or be an instrumentation/telemetry installation to serve a specific purpose (measure flow, level etc). It is generally devices used for measuring levels, controlling pumps and transmitting signals remotely that are subject to technology advances and have a shorter life span than the pump station itself.

7.6.9 **Specific policies for Sewerage - Reticulation – Buildings, Underground Concrete Structures & Other Land Improvements**

7.6.9.1 **Valuation basis**

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.9.2 **Recognition threshold for future transactions**

For the pump station building or underground structure, to be recognised in the financial statements as an asset, the expenditure must be on a new or replacement building or underground structure, or be sufficient to add to the overall useful life of the asset, or add to its value. It is considered that expenditure greater than \$1,500 could qualify depending on the nature of the expenditure.

7.6.9.3 **Grouping policy**

Nothing within this class will be grouped.

7.6.9.4 **Depreciation basis**

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

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7.6.9.5 *Useful life*

The actual pump station building, concrete structure or gantry will have a life of 80 years. Other asset types within this class (such as ventilation systems) will have varying useful lives depending on the nature of the asset, between 10 to 30 years.

7.6.9.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.6.9.7 *Example*

The Pump Station building includes the gantry, lids, light and power/control wiring, ventilation systems and other permanent fixtures. Where the pump station site or building is fenced, the asset value includes the fence.

7.6.10 *Specific policies for Sewerage – Treatment Plant - Pipes*

7.6.10.1 *Valuation basis*

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.10.2 *Recognition threshold for future transactions*

All expenditure on new assets, including total replacement of an existing asset or an addition to an existing asset, will be recognised as an asset within the financial statements.

All expenditure on a separate asset would have to exceed \$2,000 before it will be recognised as an asset.

7.6.10.3 *Grouping policy*

Nothing within this class will be grouped.

7.6.10.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.10.5 *Useful life*

The useful life is dependant upon the pipe material used in construction of the asset. The useful life of ductile iron, cast iron, blue brute, reinforced concrete, PVC, stainless and mild steel and asbestos cement will need to be considered within the parameters set.

The useful life of these is as follows: -

Ductile Iron, Cast Iron

80 years

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Blue brute, Stainless Steel, PVC

80 years

Concrete & Asbestos Cement

60 years

Mild Steel

50 years

7.6.10.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.6.10.7 Example

The pipe could be from plant item to plant item or a pipe system from node to a delivery point. These pipes could be made from many different types of materials, depending on the function and the conditions under which the pipes are maintained. The conditions in which the pipes are kept are much better than if they were part of the reticulation system.

7.6.11 Specific policies for Sewerage – Treatment Plant - Nodes

7.6.11.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.11.2 Recognition threshold for future transactions

Any expenditure that extends the life of an individual asset, or replaces more than 50% of the asset, or purchases a new asset in this class, will be recognised within the financial statements as an asset.

A limit of \$2,000 will apply to that expenditure.

7.6.11.3 Grouping policy

Nothing within this class will be grouped.

7.6.11.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.11.5 Useful life

The useful life of the asset is dependant upon the nature of the asset.

The useful life of these assets would be:

Pipe and valve assemblies	80 years
Manholes	80 - 120 years
Meters and other in-pipe instrumentation	20 – 30 years

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7.6.11.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.6.11.7 *Example*

Nodes are pipe and valve assemblies upstream or downstream of plant that can be regarded as one asset, or manholes, valves and meters.

7.6.12 **Specific policies for Sewerage – Treatment Plant - Mechanical Plant & Equipment**

7.6.12.1 *Valuation basis*

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.12.2 *Recognition threshold for future transactions*

Any expenditure that replaces the total existing asset or purchases a new asset will be recognised within the financial statements as an asset.

All other expenditure under \$3,000 will be recognised as maintenance, (pump servicing and repairs, individual pipe and valve replacements, belt replacements, chlorinator parts, etc.)

7.6.12.3 *Grouping policy*

Nothing within this class will be grouped.

7.6.12.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.12.5 *Useful life*

The useful life of mechanical plant varies depending on its service life (utilisation) and nature of duty. Useful life can be assessed as follows: -

Aeration diffusers	15 years
Pumps & Mixers	15 years
Conveyors & Screens	30 years
Presses	25 years
Clarifiers	50 years

7.6.12.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

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7.6.12.7 *Example*

Mechanical plant can be regarded as a single operating unit, eg: pump, a complex assembly of mechanical equipment within a steel (typically) framework, or a number of similar units which can be regarded as a single unit with respect to their function (eg: aeration diffusers).

Generally plant is equipment that performs a specific function in the treatment process of raw sewage.

7.6.13 **Specific policies for Sewerage – Treatment Plant - Electrical**

7.6.13.1 *Valuation basis*

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.13.2 *Recognition threshold for future transactions*

Any expenditure that replaces the existing asset or purchases a new asset will be recognised within the financial statements as an asset.

All other expenditure under \$2,000 will be recognised as maintenance of existing assets.

7.6.13.3 *Grouping policy*

Nothing within this class will be grouped.

7.6.13.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.13.5 *Useful life*

The useful life of the asset is dependant on its nature. Switchboards will have a useful life of 25 years, electrical pits and wiring would have a useful life of 40 years and other instrumentation and telemetry will have a useful life of between 10 and 15 years.

7.6.13.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.6.13.7 *Example*

Mains switchboards, control switchboards, PLC cabinets, telemetry equipment (including computer hardware, software, communication devices), indication and control instruments and all power and control wiring fall into this class of asset. Computers, building light and power wiring form part of the Building asset.

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7.6.14 Specific policies for Sewerage – Treatment Plant - Buildings and Other Land Improvements

7.6.14.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.6.14.2 Recognition threshold for future transactions

The recognition criteria will be the same as that for Building and Other Land Improvements stated elsewhere in this policy.

7.6.14.3 Grouping policy

Nothing within this class will be grouped.

7.6.14.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.14.5 Useful life

The minimum and maximum useful life used for each of these assets will depend on the nature of the asset and the corresponding reference to the asset in the Building and other Land Improvements class of assets.

7.6.14.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.6.14.7 Example

The treatment plants have laboratories, offices, plant buildings, driveways, paths, fences and gardens that form part of this class.

7.6.15 Specific policies for Sewerage – Treatment Plant - Treatment Structures

7.6.15.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

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7.6.15.2 Recognition threshold for future transactions

Only expenditure that is on a new treatment structure, replaces or adds to an existing treatment structure would be classed as an asset in the financial statement of Council. All other works including patching, repainting, or relining etc would be classed as maintenance only.

7.6.15.3 Grouping policy

Nothing within this class will be grouped.

7.6.15.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.6.15.5 Useful life

The useful life is dependent on the nature of the asset, but will fall into the following categories: -

Concrete Tanks & Channels	100 years
Odour Control ducts and hoods	60 years

7.6.15.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.6.15.7 Example

If a concrete structure (tank or water channel) were to deteriorate to such an extent that the cost of normal maintenance would be considered excessive, then that asset would be replaced.

7.7 Stormwater and drainage

7.7.1 Asset Classes

This asset category has been broken down into the following classes:

- Pipes
- Nodes
- Natural Water Course Improvements
- Silt Basins
- Concrete culverts and spoon drains

7.7.2 Contributing determinants

The Asset Classes were chosen, as they were similar in nature and useful life.

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 Asset Accounting Policies
 July 2001

7.7.3 Typical items

Pipes extend from pits in the road and stormwater pipe work within property boundaries to branch and main drainage pipe systems. These invariably terminate in creeks and foreshore areas.

Nodes in this class of asset include manholes, side entry pits, grated pits and gross pollution traps.

Natural Water Course improvements include gabions, concrete spillways and channels.

At the moment we have silt basins at Gould's Lagoon, but any new basins built within existing creeks would be included in the class.

Concrete culverts and spoon drains are self-evident and are found throughout the City and are used to drain water where pipes are impractical.

7.7.4 Specific policies for Stormwater and Drainage - Pipes

7.7.4.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.7.4.2 Recognition threshold for future transactions

All expenditure on a new pipe, the total replacement of an existing pipe or an addition to an existing pipe, will be recognised as an asset within the financial statements.

If the nature of the work done to the asset replaces greater than 50% of the asset or exceeds \$5,000, then that expenditure will be regarded as having increased the useful life of the asset and will be recognised as an asset within the financial statements.

7.7.4.3 Grouping policy

Nothing within this class will be grouped.

7.7.4.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.7.4.5 Useful life

The useful life is dependant upon the pipe material used in construction of the asset. The useful life of ductile iron, cast iron, blue brute, reinforced concrete, PVC, earthenware and asbestos cement will need to be considered within the parameters set.

The useful life of these is as follows: -

Ductile Iron, Cast Iron and Earthenware	80 years
PVC, Blue brute & Concrete	80 years

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Concrete & Asbestos Cement
60 years

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7.7.4.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.7.4.7 Example

Pipes extend from pits in the road and stormwater pipe work within property boundaries to branch and main drainage pipe systems. These invariably terminate in creeks and foreshore areas.

7.7.5 Specific policies for Stormwater and Drainage - Nodes

7.7.5.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.7.5.2 Recognition threshold for future transactions

Only expenditure that adds a new node, replaces or is a significant addition to an existing node, would be classed as an asset in the financial statement of Council. All other works including replacing or repairing parts of the node, etc would be classed as maintenance.

7.7.5.3 Grouping policy

Nothing within this class will be grouped.

7.7.5.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.7.5.5 Useful life

The useful life of this class of asset will be 80 years.

7.7.5.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.7.5.7 Example

Nodes in this class of asset include manholes, side entry pits, grated pits and gross pollution traps.

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7.7.6 Specific policies for Stormwater and Drainage – Natural Water Course Improvements

7.7.6.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.7.6.2 Recognition threshold for future transactions

The stormwater asset as far as natural watercourses and creeks are concerned comprises the cost of replacing the natural form of the creek with man-made structures. Any expenditure that is made on the creek that is creating, replacing or enhancing the creek structure (i.e. concreting the walls, floor, or building gabions) will be considered as an asset. Any other expenditure that does not add to the replacement cost of the asset will be considered normal maintenance.

7.7.6.3 Grouping policy

Nothing within this class will be grouped.

7.7.6.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.7.6.5 Useful life

The useful life for this class of asset will be 80 years.

7.7.6.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.7.6.7 Example

The gabion work done by Council after the 1992 floods to Humphries Rivulet is definitely the sort of expenditure that needs to be recognised as an asset within the financial statements. The original asset had no cost to Council, as it is a natural asset.

7.7.7 Specific policies for Stormwater and Drainage – Silt Basins

7.7.7.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

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7.7.7.2 **Recognition threshold for future transactions**

Expenditure that increases the size of the basin, or creates a new basin, will be recognised as an asset. If more than \$3,000 is spent on the inlet and outlet works, or bank stabilisation, then that expenditure will also be recognised as extending the life of the overall silt basin asset.

7.7.7.3 **Grouping policy**

Nothing within this class will be grouped.

7.7.7.4 **Depreciation basis**

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.7.7.5 **Useful life**

The minimum useful life of the asset is 30 years and the maximum useful life would be 80 years. The actual useful life will be determined based on the locality of the silt basin.

7.7.7.6 **Revaluation cycle**

A five-year revaluation cycle is considered appropriate for this class.

7.7.7.7 **Example**

Gould's Lagoon has three silt basins that trap silt prior to stormwater entering Gould's Lagoon.

7.7.8 **Specific policies for Stormwater and Drainage – Concrete Culverts and Spoon Drains**

7.7.8.1 **Valuation basis**

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.7.8.2 **Recognition threshold for future transactions**

Only expenditure on new concrete culverts and spoon drains, extensions to, or replacement of, concrete culverts and spoon drains will be recognised as an asset in the financial statements. All other expenditure will be recognised as maintenance expenditure.

7.7.8.3 **Grouping policy**

Nothing within this class will be grouped.

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7.7.8.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.7.8.5 Useful life

The useful life of an asset will be a minimum of 50 years or a maximum of 80 years, depending on the location of the asset.

7.7.8.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.7.8.7 Example

Box culverts exist under road crossings of stormwater channels. Spoon drains are found where stormwater in natural ground surface spoon drains are causing erosion.

7.8 Water Reticulation

7.8.1 Asset Classes

The asset category has been broken down into the following classes:

- Pipes
- Nodes
- Property Connections
- Reservoirs
- Mechanical Plant & Equipment
- Electrical
- Buildings and other Land Improvements.

7.8.2 Contributing determinants

The Asset Classes were chosen, as they were similar in nature, use and life.

Although Council has separate policies for many of the classes shown, policies for each class has been shown for water assets so that the determining factors for these assets can be varied within this group without affecting all of Councils assets.

It is considered appropriate to ensure that all assets of whatever underlying nature remain a part of the Water asset group for the purpose of the financial statements.

7.8.3 Typical items

Pipes used in the reticulation system are made of different materials (DICI, PVC, Polyethylene, Copper, Galvanised Iron) and therefore have different lives and sizes.

There are many classes of nodes for the reticulation system, and include valves, fire hydrants, pipe reducers, pipe ends, meters and control boxes.

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The reticulation network will generally have one property connection per property terminating at a stop tap. These individually would not be recognised as an asset, but grouped together are included as one asset overall in the financial statements.

The majority of Council's reservoirs are concrete, some of which have either concrete or sheet metal roof covers. All have external and internal access ladders. There are also two small steel reservoirs, which have steel roofs and no external or internal ladders.

Pumps and the pipe work system that includes valves at the water pump stations are classified as mechanical plant and equipment in the reticulation system.

Switchboards, telemetry and instrumentation form part of the water reticulation system electrical class. These are generally found at the pump stations but reservoirs have level indication, flow control instrumentation and telemetry that also are included in this class.

Reticulation buildings are limited to the pump station building. Land improvements will also be recognised and these include driveways and fences.

7.8.4 Specific policies for Water Reticulation - Pipes

7.8.4.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.8.4.2 Recognition threshold for future transactions

All expenditure on new pipes, including total replacement of existing pipes or an addition to existing pipes, will be recognised as an asset within the financial statements.

If the nature of the work done to the pipe replaces greater than 50% of the pipe, or costs more than \$5,000, then that expenditure will be regarded as having increased the useful life of the pipe and will be recognised as an asset within the financial statements.

7.8.4.3 Grouping policy

Nothing within this class will be grouped.

7.8.4.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.8.4.5 Useful life

The useful life is dependant upon the pipe material used in construction of the asset. The useful life of Ductile and Cast Iron, Blue Brute, PVC, Polyethylene, Copper, Asbestos Cement, and Galvanised Iron will need to be considered within the parameters set.

The useful life of these is as follows: -

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Ductile & Cast Iron, Mild Steel,	
Galvanised Iron	80 years
Copper	80 years
Blue brute	80 years
PVC	60 years
Asbestos Cement	50 years
Polyethylene	40 years

Note: Ductile Iron, Cast Iron and Mild Steel are commonly lined inside with concrete and their useful life is based on this. Mild steel pipe is assumed to be wrapped or coated externally to provide corrosion protection.

7.8.4.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.8.4.7 *Example*

Pipes used in the reticulation system are made of different materials (DICTL, PVC, Polyethylene, Copper, Galvanised Iron) and therefore have different lives and sizes. They are recorded from node to node.

7.8.5 **Specific policies for Water Reticulation - Nodes**

7.8.5.1 *Valuation basis*

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.8.5.2 *Recognition threshold for future transactions*

Any expenditure that replaces an existing node asset or creates a new node asset will be recognised as an asset in the financial statement of Council. Expenditure that extends the life of the node asset in the case of control box components will be recognised as an asset.

7.8.5.3 *Grouping policy*

Nothing within this class will be grouped.

7.8.5.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.8.5.5 *Useful life*

In general, the node can be regarded as having the same useful life as the pipe system in which it is incorporated. The useful life would be between 25 – 80 years. A large water meter is expected to be replaced every 5 – 10 years.

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7.8.5.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.8.5.7 *Example*

There are many sub-components of nodes for the reticulation system, and include valves, fire hydrants, pipe reducers, pipe ends, the operating components of large water meters. Control box pipe works and valves generally found at reservoir inlet/outlet arrangements and at major pipe work junctions are regarded as a single node.

7.8.6 *Specific policies for Water - Reticulation – Property Connections*

7.8.6.1 *Valuation basis*

The value of each asset within this class may be determined by suitably qualified management or by independent valuation using appropriately documented references.

7.8.6.2 *Recognition threshold for future transactions*

No expenditure on property connections will be recognised as individual assets in the financial statements of Council.

7.8.6.3 *Grouping policy*

All property connection expenditure will be treated in accordance with the grouping policy of Council.

7.8.6.4 *Depreciation basis*

Assets included in the group asset will not be depreciated. The effect of replacement of each asset and the charge of these replacements to the annual operating statement will provide a similar effect to depreciation.

7.8.6.5 *Useful life*

The useful life of the grouped property connection asset will need to be considered within the parameters set.

A minimum useful life of 20 years and a maximum useful life of 50 years is considered appropriate.

7.8.6.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

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7.8.6.7 *Example*

Property connections extend from the main water pipe or rod (small main pipe) to the property boundary. They generally are made from PVC, Polyethylene, galvanised iron or copper and quite often must negotiate walls, pavements, driveways and the like. Stop taps and residential meters form part of this asset.

7.8.7 **Specific policies for Water Reticulation - Reservoirs**

7.8.7.1 *Valuation basis*

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.8.7.2 *Recognition threshold for future transactions*

Any new or replacement works to a Reservoir will be recognised as an asset in the financial statements, as will works to extend the life of the reservoir.

7.8.7.3 *Grouping policy*

Nothing within this class will be grouped.

7.8.7.4 *Depreciation basis*

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.8.7.5 *Useful life*

The useful life of a concrete reservoir and any other concrete structure (valve pit) is 80 years. This would include the floor, walls and roof of the reservoir (if in concrete).

Sheet metal reservoir roofs, internal and external access ladders and other steel work will have a useful life of 50 years.

Steel reservoirs are expected to have a useful life of 50 years, but will require more maintenance.

7.8.7.6 *Revaluation cycle*

A five-year revaluation cycle is considered appropriate for this class.

7.8.7.7 *Example*

Council does not own the Tolosa Reservoir and Lime Kiln Reservoir, which have an earthen floor and banks. The majority of Council reservoirs are concrete.

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7.8.8 Specific policies for Water Reticulation – Mechanical Plant & Equipment

7.8.8.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.8.8.2 Recognition threshold for future transactions

Any expenditure that replaces the existing asset or purchases a new asset will be recognised within the financial statements as an asset.

All other expenditure will be recognised as maintenance, (pump servicing and repairs, individual pipe and valve replacements.)

7.8.8.3 Grouping policy

Nothing within this class will be grouped.

7.8.8.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.8.8.5 Useful life

There are two types of sub-asset that form the total asset in this class, pumps and pipe work / valves.

The useful life for the pumps component of the asset is 25 years and the pipe work / valves have a useful life of 80 years.

7.8.8.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.8.8.7 Example

For an asset to be recognised in this class, it must be part of a pump station.

7.8.9 Specific policies for Water Reticulation - Electrical

7.8.9.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

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7.8.9.2 Recognition threshold for future transactions

Any expenditure that replaces the total existing asset or purchases a new asset or adds to an existing asset by more than \$2,000 will be recognised within the financial statements as an asset.

All other expenditure will be recognised as maintenance, (part replacements, rewiring etc.)

7.8.9.3 Grouping policy

Nothing within this class will be grouped.

7.8.9.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.8.9.5 Useful life

The useful life of the asset is dependant on its nature. Switchboards will have a useful life of 25 years, and other instrumentation and telemetry will have a useful life of between 10 and 15 years.

7.8.9.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.8.9.7 Example

For an asset to be recognised in this class, it must be part of a pump station or be an instrumentation/telemetry installation to serve a specific purpose (measure flow, level etc). It is generally devices used for measuring levels, controlling pumps and transmitting signals remotely that are subject to technology advances and have a shorter life span than the pump station itself.

7.8.10 Specific policies for Water Reticulation – Buildings and Other Land Improvements

7.8.10.1 Valuation basis

All of this asset class will be recognised by suitably qualified Council officers or independent valuation using appropriately documented references.

7.8.10.2 Recognition threshold for future transactions

For the expenditure on a pump station building to be recognised as an asset in the financial statements the expenditure must be for a new building or land improvement, or to replace an existing building or land improvement asset. It could also be sufficient if it adds to the overall useful life of the asset, or adds to the original asset. It is considered that expenditure greater than \$1,500 could qualify as an asset depending on the nature of the asset worked on.

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7.8.10.3 Grouping policy

Nothing within this class will be grouped.

7.8.10.4 Depreciation basis

All assets in this class are to be depreciated on a straight-line basis over the term of their useful lives.

7.8.10.5 Useful life

The actual pump station building and gantry will have a life of 80 years. Other asset types within this class will have varying useful lives depending on the nature of the asset, between 10 to 30 years.

7.8.10.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.8.10.7 Example

The Pump Station building includes the gantry, lids, light and power/control wiring, ventilation systems and other permanent fixtures. Where the pump station site or building is fenced the asset value includes the fence. Fences and other land improvements within a reservoir site are also included in this asset class.

7.9 Investments

7.9.1 Asset Classes:

- Investments in marketable securities.
- Investments in Associates.

7.9.2 Contributing determinants

The major determinant will be that the asset represents an interest in assets of another party or is held based on the assets ability to generate a return to the Glenorchy City Council.

7.9.3 Typical items

Shares in other entities, marketable securities and the Glenorchy City Council's interest in Hobart Water.

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7.9.4 Specific policies for investments in marketable securities

7.9.4.1 Valuation basis

Net market selling price. The value of each asset within this class may be determined by suitably qualified management or by independent valuation, identifying the market value and subtracting the costs incurred in selling.

7.9.4.2 Recognition threshold for future transactions

All investments are to be recognised in the financial statements.

7.9.4.3 Grouping policy

No grouping policy is required.

7.9.4.4 Depreciation basis

Investments are not generally depreciable.

7.9.4.5 Useful life

Not applicable.

7.9.4.6 Revaluation cycle

It is unlikely that Council will purchase any shares or marketable securities that are likely to be kept for five years, so a revaluation cycle is not required. If any shares or marketable securities are kept for a more than one year, then those will be revalued to market value as at the 30 June each year.

7.9.5 Specific policies for investments in associates.

7.9.5.1 Valuation basis

The value of each asset will be based on the associates' net assets. In the case of Hobart Water, this is based on a proportion of their net assets.

7.9.5.2 Recognition threshold for future transactions

All investments are to be recognised in the financial statements.

7.9.5.3 Grouping policy

No grouping policy is required.

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7.9.5.4 Depreciation basis

Investments are not generally depreciable.

7.9.5.5 Useful life

Not applicable.

7.9.5.6 Revaluation cycle

A five-year revaluation cycle is considered appropriate for this class.

7.10 Capital work in progress**7.10.1 Asset class**

Capital work in progress.

7.10.2 Contributing determinants

This class will include capital works construction programs that are incomplete at year-end.

7.10.3 Typical items

Incomplete construction contracts and capital improvement works.

7.10.4 Specific policies for capital works in progress**7.10.4.1 Valuation basis**

Historic cost. The value of each asset within this class should be supported by actual documents of the purchase transaction.

7.10.4.2 Recognition threshold for future transactions

Work in progress is to be recognised in accordance with the policy or the asset class being constructed.

7.10.4.3 Grouping policy

No grouping policy is required.

7.10.4.4 Depreciation basis

Depreciation will be calculated on completion of the asset.

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7.10.4.5 Useful life

No useful life calculation is required for work in progress.

7.10.4.6 Revaluation cycle

Due to the fact that this is for assets recognised prior to completion (not yet installed for use), a revaluation is not considered necessary. On completion these assets will be transferred to the relevant asset class.

7.10.4.7 Example

A road under construction at the end of the financial year would be recognised as work in progress until such time as it was completed and commissioned for use. At that point, the individual asset items would be included in their respective classes at cost and depreciated in accordance with the policy governing that class.

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8 POLICY DOCUMENT CONTROL SHEET

Approved by:

Department:

Policy No:

Date:

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

[illegible]

Furniture, Plant and Equipment Policy

Policy Number: 28 – 2

Council Minutes Ref: Council Meeting (Item 14) 20/01/03

File Ref: 03931

Department: Corporate Services

NB. This policy relates to the recording of and stocktaking of Furniture, Plant and Equipment Assets and Attractive Items. It is not intended to incorporate Vehicle, Heavy Vehicle and Infrastructure Assets as they are of a different nature and therefore require different controls.

Background

Glenorchy City Council categorises assets as either non-current or attractive. Non-current assets are individual items that cost \$1,500 or over and have a useful life of more than one year and grouped items (eg chairs, desks, brush cutters) that have a total group replacement value of \$5,000 or more.

Attractive assets are items of property, plant and equipment owned by the Council that have individual values less than \$1,500 and could be subject to pilferage or easily converted to cash.

Due to the considerable investment Council has in its Furniture, Plant and Equipment Assets and the “attractiveness” of these smaller items it is necessary to exert certain controls.

Policy Statement

1. Custodianship rests with the Department having substantial control over the asset. The Custodian is the Manager or Supervisor of that Department with primary access to the asset except in the instance of computer equipment where the Custodian is the Information Technology Co-ordinator. Custodianship may be delegated by the Manager to another officer if considered appropriate. The Custodian is responsible for the maintenance and security of the assets.
2. Non-current assets will be recorded in the asset register of the financial accounting system.
3. Leased items will be recorded separately on a Lease Register.
4. An Attractive Assets Register will be maintained consisting of items that have individual values of between \$200 and \$1,500 and could be subject to pilferage or easily converted to cash. Items less than \$200 may also be recorded in the attractive assets register if the Custodian considers the item to be of an attractive nature.
5. The attractive items register will include non-current grouped assets of an attractive nature.
6. Furniture, Plant and Equipment assets and attractive items entered in the registers will be identified with an asset number by Finance as soon as they are received.
7. All attractive items will be appropriately secured.
8. A stocktake of the financial asset registers, but only a sample stocktake of the attractive asset registers, will be undertaken at least on an annual basis.

New Policy

Review

5 years

Status:

Approved: 21 Jan. 03

POLICY DOCUMENT CONTROL SHEET

Policy Name: Furniture, Plant and Equipment Policy

Policy Manual No: 28-2

Department: Corporate Services

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
Peter Verdouw Accountant Performance and Reporting	New Policy	20 th January 2003

This policy control sheet is designed to identify when a policy has been amended and what the nature of the change is.

When a policy requires amending the electronic copy must be copied from the H drive to an area where the responsible officer can make changes. The file can then be amended. This ensure the document available on the internet will also be the lasted up to date version.

Once the policy has been amended the control sheet can be completed.

Although this sheet will always be attached to the Policy the name and number need to be displayed on this sheet, in case the sheet was to become separated from the original.

The 'Department' refers to the department, which originally authored the policy.

The 'Reviewed by' section is the area where the responsible officer fills in their name. This is the person who has authored the change.

The 'Nature of the Amendment' is where a brief description of the change can be added. This is allows others to understand why a change has been made and provides a history of how the document has changed or evolved.

Once the document has received Council endorsement it must be sent to the 'Policy Projects Coordinator' Elaine Butterworth who will add the 'Date Council Endorsed

CREDIT MANAGEMENT POLICY

Policy Manual Number: 06-2

Council Minutes Ref: **Council 4th June 2001**
 Council 1st September 2003
 Council 11th December 2006

File Ref: **00099 Rates Policy**

Background

In the review of debtors in December 2000, KPMG identified that it was critical for Council to develop a credit management policy in order to maximise collections and minimise bad debts. The review included Council debtors for both Statutory (rates, animal and parking) and Sundry (user) charges.

This credit management policy is designed to ensure that Council has (i) a consistent approach in the granting of applications for credit especially where the debt is not secured (ii) a framework which covers the processes from debt generation through to ultimate collection and (iii) a consistent approach to the issuing, recording, collection and write off of debts.

The policy also aims to ensure that all debtors who do not meet their obligations to Council for payment will be treated in a regulated manner in the recovery process but ultimately do not burden Council in future credit management issues.

Policy Statement

1. Credit is defined as “the provision by Council of any service or the levying of any statutory charge, penalty or fee for which payment is required, before or after the such service, charge, penalty or fee has been incurred”.
2. It is the obligation of each program manager to ensure all money derived from program activities to which credit applies is billed and collected in accordance with this policy
3. Where credit has been extended, the program manager or subordinate will request the Debtors Customer Service Officer to raise an invoice as soon as practicable following the debt being incurred except those programs who operate their own internal debt monitoring systems which are:
 - (a) Rates
 - (b) Child Care
 - (c) Animal Registrations
 - (d) Health Registrations
 - (e) Parking Infringements
4. Programs described in clause 3(a) to (e) are required to operate within their own Credit Management policy
5. Requests for the raising of an invoice must be:

- (a) on the prescribed form; or
 - (b) a copy of an invoice, email or letter sent by the relevant program detailing the debt
6. Each program must maintain appropriate records which will enable proof of debt to be substantiated throughout the recovery process
 7. Unless statutory timelines apply, Councils terms of payment are 14 days nett
 8. All debtors who have had legal proceedings instituted or who have had any amount written off as a bad debt will be added to a Bad Debtor Register. This register must be checked before credit is granted to any individual or organisation
 9. Credit will not be provided to any debtor whose name appears on the Bad Debtor Register
 10. Council will allow for hardship or officer discretion in certain circumstances. Each program manager is responsible for forwarding information on specific hardship or discretionary issues to the Revenue & Customer Services Co-ordinator who will make recommendations in accordance with Councils "Writing Off Bad Sundry Debts" policy.
 11. All debtors who are dealt with in accordance with this policy are entitled to confidentiality both within and outside of the processes initiated by the policy
 12. Council shall be advised of the overall level and ageing of sundry debts in the Monthly Financial Performance Statistics

Review: 5 years

Status: Current 11/12/2011

POLICY DOCUMENT CONTROL SHEET

Policy Name: Credit Management

Policy Manual No: 06-2

Department: Corporate Services

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
Allan Wise Revenue/Customer Services Co-ordinator	Review Policy	4th June 2001
Allan Wise Revenue/Customer Services Co-ordinator	Renew policy "as is" for a further 3 years	1 st September 2003
Allan Wise Revenue Co-ordinator	Policy revision and renewal for 5 years to Council	11 th December 2006

Writing Off Bad Sundry Debts

Policy Manual Number: 17-2

Council Minutes Ref: **13th February 2001**
 1st September 2003
 11th December 2006

File Ref: **00695**

Background

Debts that are not a charge against the property are termed “sundry debts”.

Where difficulty is experienced in recovering sundry debts there comes a point where it is inappropriate to pursue recovery further.

This policy describes the circumstances and procedure for writing off bad sundry debts and is a requirement of section 22(2)(ba) of the Local Government Act 1993 to enable this power to be delegated to the General Manager to improve administrative efficiency.

Policy Statement

1. A sundry debt may be written off by the General Manager where:
 - The debt is equal to or less than \$3000; and
 - A reasonable effort has been made to recover the debt; and
 - The cost of attempting to recover the debt would exceed the debt owed to Council and there is little likelihood of recovering the debt because
 - i. The debtor can not be located; or
 - ii. The debtor is not in a financial position to be able to garnishee their income; or
 - iii. The debtor has no assets that may be recovered in lieu of the debt.
2. A detailed report of each request to write off a bad debt must be provided to the General Manager indicating:
 - The value of the debt
 - How long it has been outstanding
 - The actions that have been taken to attempt to recover the debt
 - Why further attempts to recover the debt should not be pursued
3. Debts of over \$3000 will be referred to Council for decision

Review: 5 years

Status: *Current 11/12/2011*

POLICY DOCUMENT CONTROL SHEET

Policy Name: Writing Off Bad debts

Policy Manual No: 17-2

Department: Corporate Services

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
Allan Wise – Revenue Co-ord	Increase GM delegated write off limit from \$1000 or less to \$3000 or less.	9 th December 2002 File 00695
Allan Wise – Revenue Co-ord	To Council for 3 year renewal “as is”	1 st September 2003
Allan Wise – Revenue Co-ord	To Council for 5 year renewal “as is”	11 th December 2006

QUARTERLY ANNUAL PLAN PROGRESS REPORT

As at 30 June 2017

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Introduction

This report provides information on Glenorchy City Council's Annual Plan performance for the quarter ending 30 June 2017, the final of the financial and planning year.

Annual Plan Performance

The Council's Annual Plan sets out the actions intended to be undertaken each financial year. All actions are aligned to the community outcomes from the Glenorchy Community Plan 2015-2040 and the objectives and strategies from the Council's Strategic Plan.

This report shows:

- Business rules applied when assessing each action measure and status
- Performance for each of the high priority actions in the Annual Plan at the end of the quarter with action status and comments.
- Performance for all actions in the Annual Plan at the end of the quarter with action status
- Performance for each of the actions with the action status of 'review required' and comments



Business Rules - 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".

Business Rules - Measure status

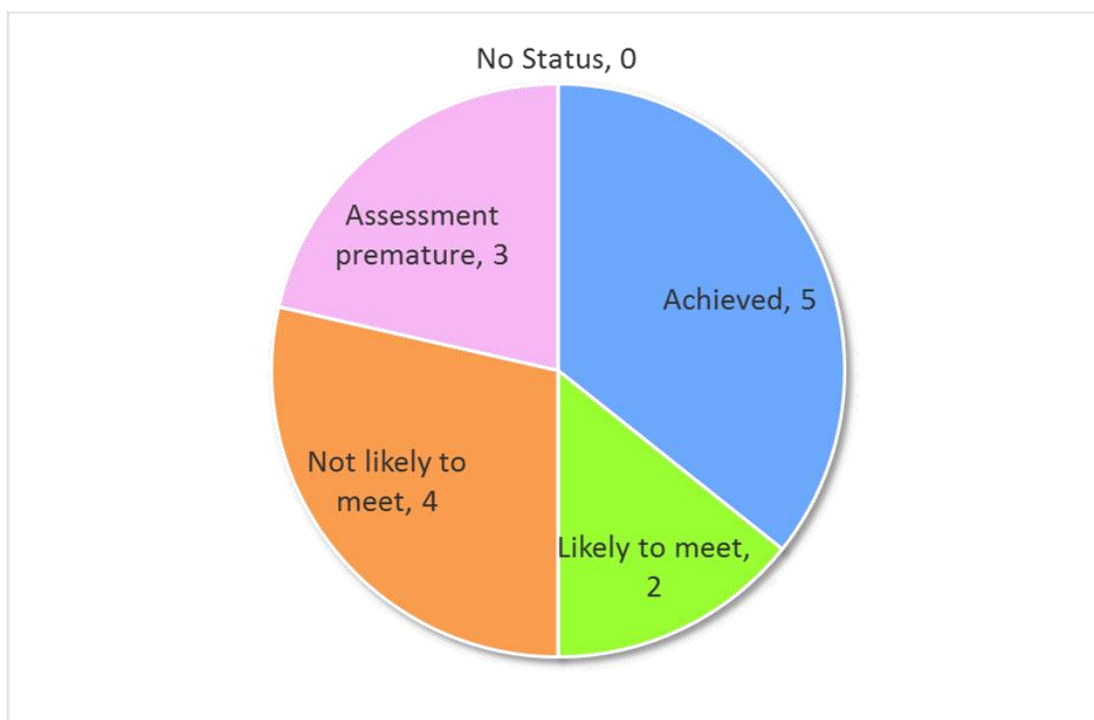
Measure Status		Business rule for application of descriptor
Achieved		The measure has been met.
Likely to meet		Task performance is on track to meet the measure and target in the Annual Plan.
Not likely to meet		Task performance is not likely to meet the measure and target in the Annual Plan due to internal 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.

HIGH PRIORITY ACTIONS - Status Report

Status Chart of High Priority Actions



Measure Chart of High Priority Actions



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HIGH PRIORITY ACTIONS – Action Status and Comments

COMMUNITY GOAL: MAKING LIVES BETTER

OBJECTIVE: 1.2 Support our communities to pursue and achieve their goals.

STRATEGY: 1.2.2 Build relationships and networks that create opportunities for our communities.

Code	Description	Lead	Target Date	Status	Comment
1.2.2.09	Deliver the externally funded KGV Sports and Community Precinct Project.	CG	31-Dec-2016		Five of the seven milestones attached to the KGV Sports and Community Facility have been completed. Outstanding at this stage are elements of milestones 4 (finalise ownership and management arrangements of the KGV Facility between Glenorchy District Football Club and Council) and 7 (final occupation certificate issued). Three tenants have occupied the new facility over the period: Migrant Resource Centre, Revive and the Glenorchy District Football Club. The hydrotherapy pool is due to be commissioned in July 2017. Existing defect rectifications, variations and contractual issues are progressively being remediated with the view to completion by December 2017.

COMMUNITY GOAL: VALUING OUR ENVIRONMENT

OBJECTIVE: 3.1 Create a liveable and desirable City.

STRATEGY: 3.1.3 Manage the City's transport network to promote sustainability, accessibility, choice, safety and amenity.

Code	Description	Lead	Target Date	Status	Comment
3.1.3.02	Manage the City's transport network to promote sustainability, accessibility, choice, safety and amenity.	CSI	30-Jun-2017		Q3. Berriedale Rd roundabout and Marys Hope Rd signals complete. Modification to Elwick Road cycleway crossing complete. Safer Roads Grant funds secured for extension of on road bike lanes, Austins Ferry - Granton. Works progressing on Howard Rd to improve accessibility of footpaths and road crossings. Grant application submitted to State Government Community Infrastructure Fund for new footpath at Granton (approx 1,500m length). Project management and design is progressing for the CBD Revitalisation works to commence in 17/18. These works will improve amenity and safety in the Glenorchy CBD for pedestrians and cyclists. Q4. Community consultation for on road bike lanes, Austins Ferry to Granton, complete. Project approved for construction. Howard Road access works complete. Main Road access improvement works, north of KGV Avenue in progress. No advice received to date in response to grant applications for new footpath at Granton and CBD Revitalisation Project. Nonetheless funds have been allocated in the 17/18 capital budget to progress these projects. Community consultation approved to progress in July 2017 for the Draft Parking Strategy 2017-2027.

STRATEGY: 3.1.4 Deliver new and existing services to improve the City's liveability.

Code	Description	Lead	Target Date	Status	Comment
3.1.4.07	Ensure the construction and maintenance of safe and healthy buildings through compliance with building and plumbing codes.	CSI	30-Jun-2017		A combined total of 480 Building and Plumbing Permits were issued during the 2016/17 financial year. 100% of applications were assessed within the statutory time frame.

COMMUNITY GOAL: LEADING OUR COMMUNITY

OBJECTIVE: 4.1 Govern in the best interests of our community.

STRATEGY: 4.1.2 Manage the City's assets soundly for the long term benefit of the Community.

Code	Description	Lead	Target Date	Status	Comment
4.1.2.02	Develop an Accommodation Strategy.	CG	30-Apr-2017		Initial draft Council Accommodation Strategy is still under consideration by Management with the view of submitting the consultant recommendations to Council for consideration in Q1 FY 2017/18.

Code	Description	Lead	Target Date	Status	Comment
4.1.2.04	Implement Asset Management Strategy, including Asset Management Plans for each asset class.	CSI	30-Jun-2017		Q3. Council's Asset Management Strategy 2014/15 - 2017/18 was adopted in 2014. Asset Management Plans have been developed for each asset class (Transport, Drainage and Buildings). Q4. New Asset Management Policy was adopted in June 2017. Guidelines have been finalised for the annual review of Asset Management Plans and depreciation methods. Reviews have been completed of the Transport and Drainage Asset Management Plans. These actions improve our overall asset management maturity which is one of the key milestones in our Strategy.

Code	Description	Lead	Target Date	Status	Comment
4.1.2.03	Implement the Accommodation Strategy.	CG	30-Jun-2018		Implementation of the Accommodation Strategy milestone activities will commence once it has been considered and adopted by Council (due to be reviewed in FY 2018/19).

OBJECTIVE: 4.2 Prioritise resources to achieve our communities' goals.

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

Code	Description	Lead	Target Date	Status	Comment
4.2.1.05	Implement the Corporate Risk Management Plan	CG	31-Dec-2017		Progress towards the adoption of Council's Risk Directive has been made, with a draft circulated to Council in June 2017. It is envisaged that the Directive and supporting documents will be adopted by August 2017. Key actions will include: updating Council's risk matrices (including settling parameters for likelihood, consequence and overall risk ratings); and have all Directorates establish internal material risk registers for ongoing monitoring and reporting. Risk Management workshops will be held in mid to late FY 2017/18 to train staff in the new Directive.

Code	Description	Lead	Target Date	Status	Comment
4.2.1.02	Implement the information and communications technology (ICT) strategy.	CEDB	30-Jun-2017		The ICT Strategy 2013-2016 terminated at the end of 2016 and a new ICT Strategy for the future period will be required. Implementation of the Strategy to date has been overseen by the ICT Governance Committee. Project TOM (Technology One Reimplementation) is on schedule for Go Live dates of Financials 1/7/2017 and ECM, Property & Rating in November 2017. Project Jerry (cloud project) is the subject of discussions with the vendor at the GM/CEO level. The ICT team have continued to focus their efforts on delivery of a number of organisational significant projects over the past period, including TOM, Telephony and Council's new website. Further development of a new ICT strategy has therefore not progressed significantly however project pressure should reduce in coming months. The ICT Governance committee have been in hiatus and have not met for several months. Guidance from this committee is required in evaluating success of the current projects/strategy and in oversight of the development of its next generation. Project Jerry continues to rest unresolved and is in the hands of the GM.
4.2.1.04	Develop the Corporate Risk Management Plan	CG	30-Jun-2017		Though not yet adopted, significant progress has been made towards the completion of the Corporate Risk Management Plan. Draft Risk Appetite and Risk Tolerance Statements were developed, however were not adopted due to the suspension of Council in February 2017. A draft

Risk Management Directive was prepared and circulated to Audit Panel and Management for comment in June 2017. The Directive underpins and provide guidance for all risk management activities undertaken by Council. The Directive will be supported by a procedure which will provide detailed tools for management to prepare and update risk registers in line with Council's identified parameters. New Risk Management software was purchased to assist in risk identification, monitoring and reporting and will be progressively rolled-out through Council in FY 2017/18.



STRATEGY: 4.2.2 Ensure that we have a skilled, capable and safety-focused workforce.

Code	Description	Lead	Target Date	Status	Comment
4.2.2.01	Develop a Human Resources Strategy.	CG	30-Jun-2017		The HR Strategy has been consolidated to include WH&S Strategy (and will be known as the People & Safety Strategy in FY 2017/18). Throughout development of the Strategy comprehensive consultation was undertaken (i.e. all staff employee satisfaction survey, workforce planning survey (Directors, Managers & Coordinators), one on one meetings with all Managers and Directors; and 5 Facilitated Workshops with 80 employees representing every worksite and department). Final version of new Strategy approved by the A/GM on 30 June 2017 and this will be submitted for consideration and adoption at the 10 July 2017 Council Meeting.
4.2.2.05	Develop a Work Health and Safety Strategy.	CG	30-Jun-2017		The HR Strategy has been consolidated to include WH&S Strategy (and will be known as the People & Safety Strategy in FY 2017/18). Throughout development of the Strategy comprehensive consultation was undertaken (i.e. all staff employee satisfaction survey, workforce planning survey (Directors, Managers & Coordinators), one on one meetings with all Managers and Directors; and 5 Facilitated Workshops with 80 employees representing every worksite and department). Final version of new Strategy approved by the A/GM on 30 June 2017 and this will be submitted for consideration and adoption at the 10 July 2017 Council Meeting.

Code	Description	Lead	Target Date	Status	Comment
4.2.2.02	Implement the Human Resources Strategy.	CG	30-Jun-2018		Once the People & Safety Strategy is approved by Council, the key milestone activities that underpin the Strategy will be implemented across Council in FY 2017/18.
4.2.2.06	Implement the Work Health and Safety Strategy.	CG	31-Dec-2017		Once the People & Safety Strategy is approved by Council, the key milestone activities that underpin the Strategy will be implemented across Council in FY 2017/18.

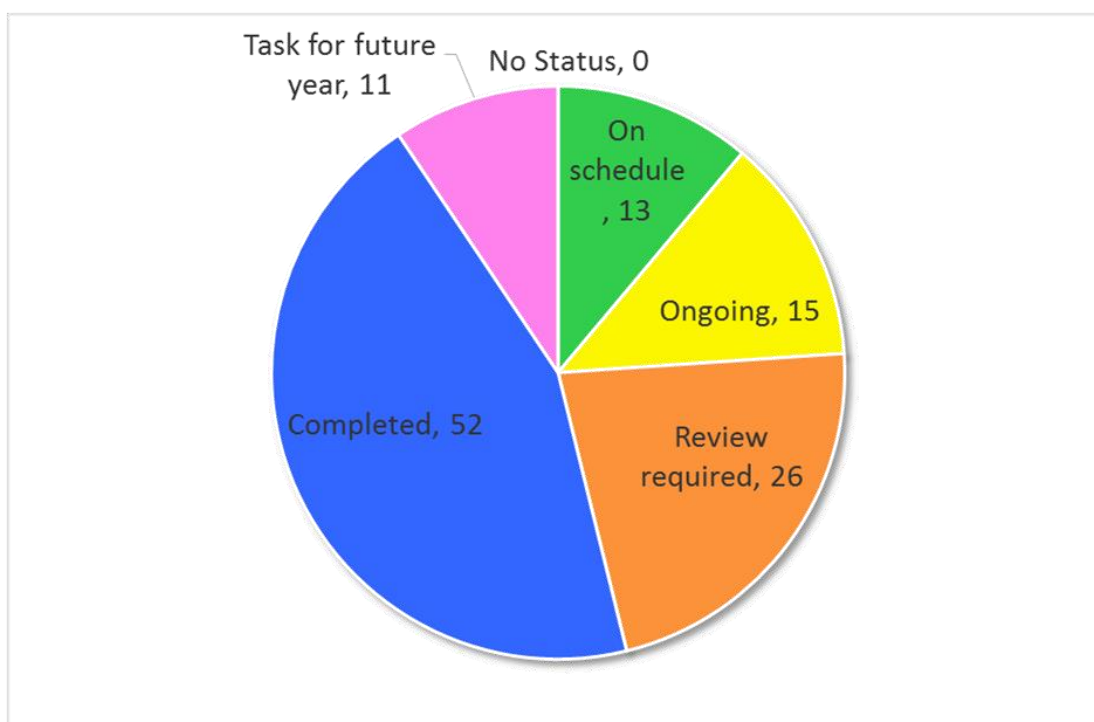
OBJECTIVE: 4.3 Build strong relationships to deliver our communities' goals.

STRATEGY: 4.3.1 Foster productive relationships with other levels of government, other Councils and peak bodies to achieve community outcomes.

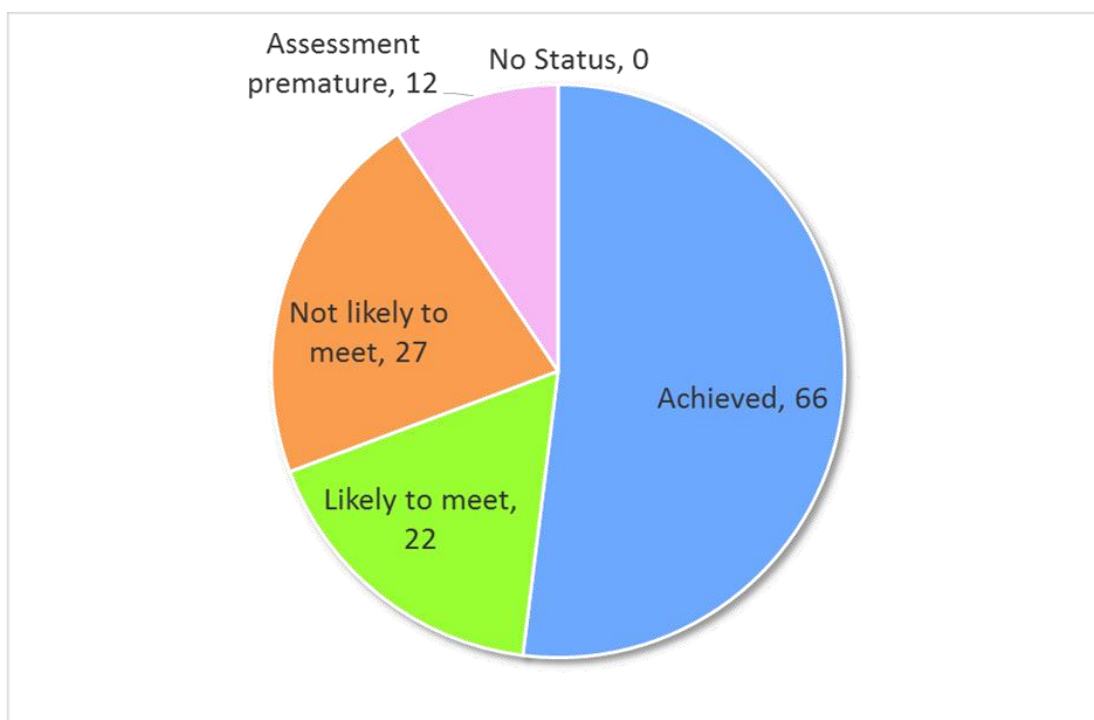
Code	Description	Lead	Target Date	Status	Comment
4.3.1.04	Identify and formalise external council relationships to partner and, where feasible, share resources.	Whole of Council	30-Jun-2017		Q4. Council has been working with its neighbouring LGAs on a range of shared services proposals.

ALL ANNUAL PLAN ACTIONS -Status Report

Status Chart of All Annual Plan Actions



Measure Chart of All Annual Plan Actions



ALL ANNUAL PLAN ACTIONS - Dashboard

COMMUNITY GOAL: MAKING LIVES BETTER

OBJECTIVE: 1.1 1.1.1 Know our communities and what they value.

STRATEGY: 1.1.1 Guide decision making through continued community engagement based on our Community Plan.

Code	Description	Lead	Priority	Target Date	Status
1.1.1.01	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.	CEDB	L	30-Jun-2017	

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

Code	Description	Lead	Priority	Target Date	Status
1.1.2.01	Continue to consult and engage with young people and other specific population groups through mechanisms including the Hear Our Voices Forum, the Glenorchy Youth Task Force, Cultural Diversity Advisory Committee and the Access Advisory Committee.	CEDB	L	30-Jun-2017	
1.1.2.02	Utilise the Glenorchy Matters Community Panel as a mechanism for representative community input to inform Council decisions.	CEDB	L	30-Jun-2017	

OBJECTIVE: 1.2 Support our communities to pursue and achieve their goals.

STRATEGY: 1.2.1 Encourage and support communities to express and achieve their aspirations.

Code	Description	Lead	Priority	Target Date	Status
1.2.1.01	Review Council's Positive Ageing Strategy	CEDB	L	30-Jun-2017	
1.2.1.02	Implement Council's New Positive Ageing Strategy	CEDB	L	31-Dec-2018	
1.2.1.03	Redevelop Council's website.	CEDB	L	30-Jun-2017	
1.2.1.04	Foster and support community cultural events and projects which celebrate Glenorchy's cultural diversity and build identity, inclusion and City pride, including the Moonah Taste of the World Festival.	CEDB	L	30-Jun-2017	



1.2.1.05	Continue to support the operation of the Glenorchy Arts and Culture Advisory Committee.	CEDB	L	30-Jun-2017	
1.2.1.06	Plan, promote and present an annual program of exhibitions, workshops, concerts and events at the Moonah Arts Centre in accordance with the MAC Business Plan.	CEDB	L	30-Jun-2017	

STRATEGY: 1.2.2 Build relationships and networks that create opportunities for our communities.

Code	Description	Lead	Priority	Target Date	Status
1.2.2.01	In consultation with the Glenorchy Arts and Culture Advisory Committee and the community, plan, develop and implement a range of arts and cultural events, activities and projects including the Symphony under the Stars and Carols by Candlelight.	CEDB	L	30-Jun-2017	
1.2.2.02	Facilitate and support the Glenorchy Learn Leadership Group	CEDB	L	30-Jun-2017	
1.2.2.03	Develop a Learning Community Action Plan	CEDB	L	31-Dec-2017	
1.2.2.04	Implement the Children and Families Strategy.	CEDB	L	30-Jun-2017	
1.2.2.05	Promote volunteerism through mechanisms such as the Annual Volunteer Awards.	CEDB	L	30-Jun-2017	
1.2.2.06	Implement the Healthy Communities Plan.	CEDB	L	30-Jun-2017	
1.2.2.07	Implement Council's Youth Strategy.	CEDB	L	30-Jun-2017	
1.2.2.08	Implement the Lawn Bowls Facilities Plan.	CG	L	30-Jun-2017	
1.2.2.09	Deliver the externally funded KGV Sports and Community Precinct Project.	CG	H	31-Dec-2016	
1.2.2.11	Partner with other stakeholders to support initiatives which address social disadvantage such as problem gambling, mental health and alcohol and other drugs.	CEDB	L	30-Jun-2017	
1.2.2.12	Continue to convene inter-agency groups to address gaps in services including Youth Action Network Glenorchy (YANG), Glenorchy Action Interagency Network (GAIN) and Linkages.	CEDB	L	30-Jun-2017	
1.2.2.13	Review Council's Community Safety Action Plan	CEDB	L	30-Jun-2018	

1.2.2.14	Implement the Council's Community Safety Framework and Action Plan.	CEDB	L	30-Jun-2017	
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OBJECTIVE: 1.3 Facilitate and/or deliver services to our communities.

STRATEGY: 1.3.1 Directly deliver defined service levels to our communities.

Code	Description	Lead	Priority	Target Date	Status
1.3.1.01	Operate Council's Child Care Centres in accordance with the Education and Care Services National Law and Regulations.	CEDB	L	30-Jun-2017	
1.3.1.02	Maintain, renew and replace Council's infrastructure in accordance with Council's asset management framework.	CSI	M	30-Jun-2017	
1.3.1.03	Develop a whole of Council Customer Experience Strategy.	CEDB	L	31-Mar-2017	
1.3.1.04	Implement the Customer Experience Strategy.	CEDB	L	30-Jun-2017	
1.3.1.05	Review current infrastructure service levels.	CSI	M	30-Jun-2017	
1.3.1.06	Administer kerbside waste collection services, promote waste minimisation, recycling and environmentally responsible disposal options.	CSI	L	30-Jun-2017	

STRATEGY: 1.3.2 Identify and engage in partnerships that can more effectively deliver defined service levels to our communities.

Code	Description	Lead	Priority	Target Date	Status
1.3.2.01	Undertake an Operational Service Level Review.	Whole of Council	M	30-Jun-2017	
1.3.2.02	Identify opportunities for outsourcing services that will create value for money and meet the expectations of the community.	Whole of Council	L	30-Jun-2017	



COMMUNITY GOAL: OPEN FOR BUSINESS**OBJECTIVE: 2.1 Stimulate a prosperous economy.****STRATEGY: 2.1.1 Foster an environment that encourages investment and jobs.**

Code	Description	Lead	Priority	Target Date	Status
2.1.1.01	Develop an economic development strategy for Glenorchy.	CEDB	L	30-Jun-2017	
2.1.1.02	Progress the Interim Planning Scheme to a Single State-wide Planning Scheme.	CSI	L	28-Feb-2018	
2.1.1.03	Implement the Wilkinson's Point and Elwick Bay Precinct Master Plan.	CEDB	L	30-Jun-2017	
2.1.1.04	Implement the business & marketing strategy for the Derwent Entertainment Centre.	CEDB	L	30-Jun-2017	
2.1.1.05	Actively promote events held at the Derwent Entertainment Centre and other city facilities.	CEDB	L	30-Jun-2017	

STRATEGY: 2.1.2 Build relationships with government and the private sector that create job opportunities for our communities.

Code	Description	Lead	Priority	Target Date	Status
2.1.2.01	Advocate, lobby or represent the interests of business with state or federal agencies, organisations and groups.	CEDB	L	30-Jun-2017	

OBJECTIVE: 2.2 Identify and support priority growth sectors.**STRATEGY: 2.2.1 Target growth sectors based on our understanding of the City's competitive advantages**

Code	Description	Lead	Priority	Target Date	Status
2.2.1.01	Partner with Destination Southern Tasmania to increase local tourism visitation.	CEDB	L	30-Jun-2017	
2.2.1.02	Develop a Property Strategy.	CG	L	30-Jun-2017	
2.2.1.03	Implement the Property Strategy.	CG	L	30-Jun-2018	

COMMUNITY GOAL: VALUING OUR ENVIRONMENT

OBJECTIVE: 3.1 Create a liveable and desirable City.

STRATEGY: 3.1.1 Revitalise our CBD areas through infrastructure improvements.

Code	Description	Lead	Priority	Target Date	Status
3.1.1.01	Implement the Glenorchy CBD Strategic Framework.	CSI	M	30-Jun-2017	
3.1.1.02	Implement the externally-funded Streetscape Improvement Project.	CEDB	L	30-Jun-2017	

STRATEGY: 3.1.2 Enhance our parks and public spaces with public art and contemporary design.

Code	Description	Lead	Priority	Target Date	Status
3.1.2.01	Develop a Master Plan for Tolosa Park.	CG	M	30-Jun-2017	
3.1.2.02	Implement the Tolosa Park Master Plan.	CG	M	30-Jun-2018	
3.1.2.03	Develop a Master Plan for the Berriedale Peninsula.	CG	L	30-Jun-2017	
3.1.2.04	Implement the Berriedale Peninsula Master Plan.	CG	L	30-Jun-2018	
3.1.2.05	Update the KGV Master Plan.	CG	L	30-Jun-2018	
3.1.2.06	Identify business and funding opportunities for the further development of the Glenorchy Arts and Sculpture Park (GASP!) including art development.	CEDB	L	30-Jun-2017	
3.1.2.07	Use Council's adopted Open Space Strategy in its decision-making.	Whole of Council	L	30-Jun-2017	

STRATEGY: 3.1.3 Manage the City's transport network to promote sustainability, accessibility, choice, safety and amenity.

Code	Description	Lead	Priority	Target Date	Status
3.1.3.01	Implement actions from the Greater Hobart Regional Bicycling plan.	CG	L	30-Jun-2017	
3.1.3.02	Manage the City's transport network to promote sustainability, accessibility, choice, safety and amenity.	CSI	H	30-Jun-2017	



STRATEGY: 3.1.4 Deliver new and existing services to improve the City's liveability.

Code	Description	Lead	Priority	Target Date	Status
3.1.4.01	Develop a nature strip management policy and procedure.	CSI	L	30-Dec-2017	
3.1.4.02	Implement a nature strip management policy and procedure.	CSI	L	31-Dec-2018	
3.1.4.03	Develop a tree management policy and guideline.	CSI	L	30-Jun-2018	
3.1.4.04	Implement a tree management policy and guideline.	CSI	L	31-Dec-2018	
3.1.4.05	Ensure compliance with the relevant building legislation for Council properties.	CG	M	30-Jun-2017	
3.1.4.06	Implement Council's Disability Discrimination Act Action Plan.	CEDB	L	30-Jun-2017	
3.1.4.07	Ensure the construction and maintenance of safe and healthy buildings through compliance with building and plumbing codes.	CSI	H	30-Jun-2017	
3.1.4.08	Plan for the sustainable development of the City, ensuring compliance with the planning scheme and community involvement in the planning process.	CSI	M	30-Jun-2017	
3.1.4.09	Protect the City's heritage through planning scheme listing and assessment processes.	CSI	L	30-Jun-2017	
3.1.4.10	Implement the revised management plan for the Rosetta and Casuarina Crescent Landslip A Zones.	CSI	M	30-Jun-2017	
3.1.4.11	Continue to implement the Council's Graffiti Action Plan.	CSI	L	30-Jun-2017	
3.1.4.12	Deliver the capital works program for roads and stormwater	CSI	L	30-Jun-2017	
3.1.4.13	Deliver program for Council property, parks and reserves	CG	L	30-Jun-2017	
3.1.4.14	Promote, implement and monitor public health standards.	CSI	M	30-Sep-2016	
3.1.4.15	Implement the Waste Management Strategy	CSI	M	30-Jun-2023	
3.1.4.16	Implement the Heritage Information Update project and develop information package.	CSI	L	30-Jun-2017	

OBJECTIVE: 3.2 Manage our natural environments now and for the future.

STRATEGY: 3.2.1 Identify and protect areas of high natural values.

Code	Description	Lead	Priority	Target Date	Status
3.2.1.01	Implement Priority Actions identified in the Environment Strategy	CSI	L	30-Jun-2018	
3.2.1.02	Manage the fire risk in the city's bushland reserves	CSI	L	30-Jun-2017	
3.2.1.03	Protect the City's natural values through planning processes, enforcement, on-ground activities and community NRM support.	CSI	L	30-Jun-2017	

STRATEGY: 3.2.3 Enhance, protect and celebrate the Derwent Foreshore.

Code	Description	Lead	Priority	Target Date	Status
3.2.3.01	Participate in the Derwent Estuary Program.	CSI	L	30-Jun-2017	
3.2.3.02	Monitor recreational water quality.	CSI	L	30-Sep-2016	

COMMUNITY GOAL: LEADING OUR COMMUNITY

OBJECTIVE: 4.1 Govern in the best interests of our community.

STRATEGY: 4.1.1 Manage Council for maximum efficiency, accountability and transparency

Code	Description	Lead	Priority	Target Date	Status
4.1.1.01	Establish a professional development program for Mayor and Aldermen.	CG	L	30-Jun-2017	
4.1.1.02	Develop a communications strategy including internal, external, public relations, advertising and social media.	CG	M	31-Dec-2017	
4.1.1.03	Implement the communications strategy including internal, external, public relations, advertising and social media.	CG	M	31-Dec-2018	
4.1.1.04	Implement the performance reporting system for corporate strategic planning.	CEDB	M	30-Sep-2016	
4.1.1.05	Develop and implement a performance management framework (KPI's) for each department and individual employee(s) linked to achievement of Council Annual Plans and Strategic action plans.	CEDB	M	30-Jun-2017	

STRATEGY: 4.1.2 Manage the City's assets soundly for the long term benefit of the Community.

Code	Description	Lead	Priority	Target Date	Status
4.1.2.01	Manage the operation and maintenance of the Derwent Park Stormwater Re-use scheme.	CSI	L	30-Jun-2017	
4.1.2.02	Develop an Accommodation Strategy.	CG	H	30-Apr-2017	
4.1.2.03	Implement the Accommodation Strategy.	CG	H	30-Jun-2018	
4.1.2.04	Implement Asset Management Strategy, including Asset Management Plans for each asset class.	CSI	H	30-Jun-2017	
4.1.2.05	Deliver the maintenance program for Council in accordance with agreed service levels.	CSI	M	30-Jun-2017	
4.1.2.06	Undertake a Plant and Fleet Review.	CSI	M	30-Jun-2017	
4.1.2.07	Implement the Plant and Fleet Review recommendations.	CSI	M	30-Jun-2017	
4.1.2.08	Implement the public toilet facilities plan.	CG	L	30-Jun-2017	
4.1.2.09	Implement the 10 year maintenance and capital plan for the DEC.	CG	M	30-Jun-2017	
4.1.2.10	Ensure preparedness for disaster by maintaining and continually reviewing the City's Emergency Management Strategies.	CSI	M	30-Jun-2017	

STRATEGY: 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes.

Code	Description	Lead	Priority	Target Date	Status
4.1.3.01	Ensure community compliance with legislative requirements on matters of material importance within Council's jurisdiction.	CSI	M	30-Jun-2017	
4.1.3.02	Ensure community compliance with legislative requirements on matters of material importance within Council's jurisdiction.	CG	M	30-Jun-2017	
4.1.3.03	Develop a Governance Strategy	CG	M	30-Apr-2017	
4.1.3.04	Implement the Governance Strategy	CG	M	31-Dec-2017	
4.1.3.05	Facilitate Council compliance with Commonwealth and State legislative requirements on matters of material importance.	CG	L	30-Jun-2017	

OBJECTIVE: 4.2 Prioritise resources to achieve our communities' goals.

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

Code	Description	Lead	Priority	Target Date	Status
4.2.1.01	Coordinate development and production of Council's Annual Plan.	CEDB	L	30-Jun-2017	
4.2.1.02	Implement the information and communications technology (ICT) strategy.	CEDB	H	30-Jun-2017	
4.2.1.03	Implement the Improvement Plan including efficiency, savings program, resource utilisation improvements and end of year performance review of key service streams.	Whole of Council	L	30-Jun-2017	
4.2.1.04	Develop the Corporate Risk Management Plan	CG	H	30-Jun-2017	
4.2.1.05	Implement the Corporate Risk Management Plan	CG	H	31-Dec-2017	
4.2.1.06	Undertake a Community Facility Utilisation Review of maintenance, user & lease requirements.	CG	M	30-Jun-2017	
4.2.1.07	Develop an Innovation Strategy.	Whole of Council	L	30-Jun-2018	



Code	Description	Lead	Priority	Target Date	Status
4.2.1.08	Develop grant management processes	CEDB	M	30-Jun-2017	
4.2.1.09	Implement grant management processes	CEDB	M	30-Jun-2017	
4.2.1.10	Prepare Management Team Protocols, Roles & Responsibilities.	Whole of Council	M	30-Jun-2017	
4.2.1.11	Develop a GCC Project Management Methodology.	CG	L	30-Jun-2017	
4.2.1.12	Develop a Procurement Strategy.	CG	M	31-Mar-2017	
4.2.1.13	Implement the Procurement Strategy.	CG	M	31-Dec-2017	
4.2.1.14	Prepare a Financial Processes Improvement Plan	CEDB	L	31-Dec-2017	

STRATEGY: 4.2.2 Ensure that we have a skilled, capable and safety-focused workforce.

Code	Description	Lead	Priority	Target Date	Status
4.2.2.01	Develop a Human Resources Strategy.	CG	H	30-Jun-2017	
4.2.2.02	Implement the Human Resources Strategy.	CG	H	30-Jun-2018	
4.2.2.03	Negotiate a new enterprise agreement	CG	M	31-Dec-2016	
4.2.2.04	Implement the new enterprise agreement	CG	L	30-Jun-2017	
4.2.2.05	Develop a Work Health and Safety Strategy.	CG	H	30-Jun-2017	
4.2.2.06	Implement the Work Health and Safety Strategy.	CG	H	31-Dec-2017	
4.2.2.07	Deliver a Management Training & Development Program.	Whole of Council	M	30-Jun-2017	

OBJECTIVE: 4.3 Build strong relationships to deliver our communities' goals.

STRATEGY: 4.3.1 Foster productive relationships with other levels of government, other Councils and peak bodies to achieve community outcomes.

Code	Description	Lead	Priority	Target Date	Status
4.3.1.01	Liaise with the State Government as appropriate on matters of strategic priority.	CEDB	M	30-Jun-2017	
4.3.1.02	Participate in the review of the role and functions of local government.	Whole of Council	L	30-Jun-2017	
4.3.1.03	Continue to contribute to the local government reform process in accordance with Council's guiding principles.	Whole of Council	L	30-Jun-2017	
4.3.1.04	Identify and formalise external council relationships to partner and, where feasible, share resources.	Whole of Council	H	30-Jun-2017	
4.3.1.05	Actively participate in peak local government bodies (LGAT & the STCA) to advance community priorities.	Whole of Council	M	30-Jun-2017	



'REVIEW REQUIRED' ACTIONS – Report detail

(There are internal or external factors that present a foreseeable risk to project completion by the deadline set in the Annual Plan.)

Action: 1.2.1.03 Redevelop Council's website.

Lead: CEDB **Priority:** L **Target Date:** 30-Jun-2017

Q1 The project is progressing well. Stage 1 of the project completed. Stage 2 of the project scheduled to be completed by end of December (Content review). Stages 3 and 4

are being developed and specified with contracts to be signed before the end of the calendar year. Content review (Stage 2) has been completed. Initiation meeting for stages 3 and 4 has been held (December). Design for wire frames has commenced and planning for internal and external consultations underway.

Q2 Phases 1 and 2 of the project ("Information Architecture" and 'Content Review and Creation' are complete.

Inception meetings for Phases 3 and 4 ('Graphic Design' and 'Website Technical Development' have occurred and the scope of these phases specified.

Q3 Refinement to Content continues with Content contractors - creation of new pages with no content.

Full development of statement of work for Phases 3 and 4 ('Graphic Design' and 'Website Technical Development') is completed.

Base wireframes/pages have been created and approved for full development during last quarter.

Q4

Design phase of website fully completed during this period. Development phase commenced but awaiting agreement on final hosting arrangement to be executed before final development, testing and go live can be achieved. Once agreement is executed site is 6 weeks from going live and thus will run over into new financial year by 2 months.

YEAR	2016/17	2017/18	2018/19	2019/20
	Y			

MEASURE		Status	Comments
	Progress towards new Functional Website	 Not likely to meet	

Action: 1.2.2.08 Implement the Lawn Bowls Facilities Plan.				
Lead: CG	Priority: L	Target Date: 30-Jun-2017		
The Lawn Bowls Facilities Plan has been suspended indefinitely and has not been funded for FY 2017/18. Over the FY 2016/17 a memorandum of understanding has been signed by all parties and Council and conceptual designs have been created for further development and stakeholder discussion. External funding and a business case to proceed have been put on hold pending the outcome of a potential property sale and the reinstatement of an elected Aldermanic body.		YEAR	2016/17	2017/18
			Y	Y

MEASURE		Status	Comments
	Heads of agreement signed by all parties to implement Strategy	 Not likely to meet	

Action: 1.2.2.09 Deliver the externally funded KGV Sports and Community Precinct Project.				
Lead: CG	Priority: H	Target Date: 31-Dec-2016		
Five of the seven milestones attached to the KGV Sports and Community Facility have been completed. Outstanding at this stage are elements of milestones 4 (finalise ownership and management arrangements of the KGV Facility between Glenorchy District Football Club and Council) and 7 (final occupation certificate issued). Three tenants have occupied the new facility over the period: Migrant Resource Centre, Revive and the Glenorchy District Football Club. The hydrotherapy pool is due to be commissioned in July 2017. Existing defect rectifications, variations and contractual issues are progressively being remediated with the view to completion by December 2017.		YEAR	2016/17	2017/18
			Y	

MEASURE		Status	Comments
	Milestones in project plan met	 Not likely to meet	

Action: 1.3.2.01 Undertake an Operational Service Level Review.				
Lead: Whole of Council	Priority: M	Target Date: 30-Jun-2017		
Q4				
Service level review reports finalised for Works Centre, Finance and Compliance. The relevant Directors are preparing presentations to the relevant staff. The focus at this stage is on a restructure at Co-ordinator level within the Works Centre. The initial CT Management restructure proposal has been abandoned, a new proposal has been developed and a consultation phase with Co-ordinators on this is scheduled for early in 2017/18.	YEAR	2016/17	2017/18	2018/19
		Y		

MEASURE		Status	Comments
	The proposed service planning methodology and processes are adopted by ELT, Council briefed and the service planning process has commenced.	 Not likely to meet	

Action: 2.1.1.01

Develop an economic development strategy for Glenorchy.

Lead: CEDB

Priority: L

Target Date: 30-Jun-2017

Q3. The budget business case for funding in the 2016/17 budget year was unsuccessful. Project planning has commenced. A further business case seeking funding in the 2017/18 financial year has been submitted to the budget process.

YEAR	2016/17	2017/18	2018/19	2019/20
	Y	Y		

Q4. The budget business case for funding was unsuccessful and the Co-ordinator City Strategy & Economic Development position is not staffed, thus the development of an Economic Development strategy has been deferred to the 2018/19 year in the 2017/18 Annual Plan.

MEASURE		Status	Comments
	Strategy adopted by Council	 Not likely to meet	

Action:	2.1.1.03	Implement the Wilkinson's Point and Elwick Bay Precinct Master Plan.					
Lead: CEDB	Priority: L	Target Date: 30-Jun-2017					
Q3. A Strategic Context Report on future development options for Wilkinsons Point was reported to Council on 26/9/2016. Council noted that additional resources would be required to progress the implementation of the Master Plan and that this would need to be considered against Council's other operational and capital priorities. Council resolved to instruct officers to prepare a budget bid for consideration as part of the 2017/18 budget to resource staffing and project costs for assessment and decision-making that enables progressing the Wilkinsons Point Master Plan Project.			YEAR	2016/17	2017/18	2018/19	2019/20
				Y	Y	Y	Y
Q4. The budget bid for implementation of the Wilkinsons Point project was unsuccessful, thus the Wilkinsons Point Steering Committee agreed to go into abeyance until the next round of budget bid preparation in Oct 2017. Implementation of the Wilkinsons Point Master Plan is included in the 2017/18 Annual Plan for action in 2018/19.							

MEASURE		Status	Comments
	Council decision made on business case	 Not likely to meet	

Action:	2.2.1.02	Develop a Property Strategy.					
Lead: CG	Priority: L	Target Date: 30-Jun-2017					
A final draft overview Property Strategy has been received by Management in late June 2017 and will be likely to be presented to Council for consideration and adoption in Q1 FY 2017/18.							
			YEAR	2016/17	2017/18	2018/19	2019/20
				Y			

MEASURE		Status	Comments
	Property Strategy is adopted	 Not likely to meet	

Action:	3.1.1.02	Implement the externally-funded Streetscape Improvement Project.														
Lead: CEDB	Priority: L	Target Date: 30-Jun-2017														
Q3. Consultation on the CBD Playground proposal was undertaken as part of the CBD Revitalisation consultation process.		<table><tr><th>YEAR</th><th>2016/17</th><th>2017/18</th><th>2018/19</th><th>2019/20</th></tr><tr><td></td><td>Y</td><td></td><td></td><td></td></tr></table>	YEAR	2016/17	2017/18	2018/19	2019/20		Y							
YEAR	2016/17	2017/18	2018/19	2019/20												
	Y															
Quotations for the detailed design of the project have been sought from 3 firms, with 2 firms electing to submit estimates. Selection of the preferred design contractor is imminent.																
Q4. Two landscape design consultancy submissions were considered by the CBD Revitalisation Committee, and a successful applicant (Inspiring Place) was endorsed by a clear majority by 2 May 2017. The successful applicant has been notified. With State Government permission; funds in place for this project have been utilised as part of the CBD Revitalisation and cannot be accessed until confirmation of funding from the Federal Govt. is known, thus project initiation is expected in the new financial year. This action has been redrafted into the 2017/18 - 2020/21 Annual Plan.																

MEASURE		Status	Comments
	Completion of works	 Not likely to meet	

Action:	3.1.2.01	Develop a Master Plan for Tolosa Park.				
Lead:	CG	Priority:	M	Target Date:	30-Jun-2017	
The Tolosa Park Master Plan has been delayed by six months as dialogue between TasWater, Council and Master Plan Consultants continue with respect to the decommissioning of Tolosa Dam. This will be continued into FY 2017/18.						
		YEAR	2016/17	2017/18	2018/19	2019/20
			Y			

MEASURE		Status	Comments
	Master Plan adopted	 Not likely to meet	

Action:	3.1.2.03	Develop a Master Plan for the Berriedale Peninsula.					
Lead: CG	Priority: L	Target Date: 30-Jun-2017					
Whilst the draft Master Plan (Concept) has been completed in consultation with MONA and the public, progression has been delayed until respective rezoning and development applications have been advanced taking into account attenuation requirements of the TasWater Wastewater Treatment Facility. This has been postponed to recommence in FY 2018/19.			YEAR	2016/17	2017/18	2018/19	2019/20
				Y			

MEASURE		Status	Comments
	Master Plan adopted	 Not likely to meet	

Action:	3.1.4.16	Implement the Heritage Information Update project and develop information package.			
Lead: CSI	Priority: L	Target Date: 30-Jun-2017			
Stage 1 - Achieved.					
Stage 2 - Project cancelled. To roll into preparation of Local Provisions Schedule. Not met due to decisions made by State Government.					

MEASURE		Status	Comments
	Stage 1. Project completed	 Achieved	Completed
	Stage 2. Information package developed	 Not likely to meet	Stage 2 of Project cancelled

Action:	3.2.1.02	Manage the fire risk in the city's bushland reserves			
Lead: CSI	Priority: L	Target Date: 30-Jun-2017			
Q3.A Fire Management Coordinator has been employed, expectations were the he would deliver bushfire management strategies as a priority however evaluations of our current bushfire risk has meant that operations were required urgently and this has now delayed the development of the strategies and policies. A revised date will be announced soon.		YEAR	2016/17	2017/18	2018/19
			Y	Y	Y
Q4. Developed Bushfire Mitigation Policy which was approved by Council in June. Conducted the Montrose planned burn. Developed pre and post fuel reduction burn vegetation monitoring program.					

MEASURE		Status	Comments
	1. Provide appropriate resources to manage risk	 Achieved	A FTE has been appointed
	2. Develop Fire Strategies and Policy	 Not likely to meet	Fire Strategies and Policies commenced

Action:	4.1.1.01	Establish a professional development program for Mayor and Aldermen.			
Lead: CG	Priority: L	Target Date: 30-Jun-2017			
An Aldermanic professional development programme will be revisited upon reinstatement of an elected body in Council. To be reconsidered for a future year.		YEAR	2016/17	2017/18	2018/19
			Y	Y	Y

MEASURE		Status	Comments
	Increased knowledge & improved strategic decision making	 Not likely to meet	

Action:	4.1.1.02	Develop a communications strategy including internal, external, public relations, advertising and social media.			
Lead: CG	Priority: M	Target Date: 31-Dec-2017			
Recruitment for a new budgeted Communications Officer commenced in June 2017 with the view of filling this role in Q1 FY 2017/18. Upon engagement, the Communication Officer will be tasked with developing a communications strategy for Council consideration and adoption (anticipate by Q2 FY 2017/18).		YEAR	2016/17	2017/18	2018/19
			Y	Y	

MEASURE		Status	Comments
	Community communication strategy adopted	 Not likely to meet	Public Consultation Strategy being Reviewed - once new website is launched - GCC will review other strategies

Action:	4.1.1.04	Implement the performance reporting system for corporate strategic planning.			
Lead: CEDB	Priority: M	Target Date: 30-Sep-2016			
Q3. The next round of quarterly annual plan progress reporting via Cambron is scheduled for the quarter ending 31/3/2017. An independently-facilitated Council workshop was held on 10/10/2016 to review Council's corporate reporting system. A report has been received from Blackadder Associates recommending a set of KPIs. The recommendation will be considered by an internal working group of Council staff before being reported to a forthcoming Council workshop.		YEAR	2016/17	2017/18	2018/19
Q4. Quarterly reporting continues via Cambron. Development of a corporate reporting calendar and framework is underway by Council management to improve and clarify delivery and monitoring of corporate performance across the organisation, this reporting is expected to be undertaken in Q1 of the 2017/18 financial year. This action is included in the 2017/18 Annual Plan as an ongoing item.			Y	Y	Y

MEASURE		Status	Comments
	Reporting prepared for the Management Team and ELT	 Not likely to meet	

Action:	4.1.1.05	Develop and implement a performance management framework (KPI's) for each department and individual employee(s) linked to achievement of Council Annual Plans and Strategic action plans.				
Lead: CEDB	Priority: M	Target Date: 30-Jun-2017				
Annual Plans are already developed down to Department & Section level and the HR Strategy Review (Performance Appraisal process) will be the final link						
		YEAR	2016/17	2017/18	2018/19	2019/20
			Y			

MEASURE		Status	Comments
	Sessions completed. Documented accountability framework inserted into the performance management framework	 Not likely to meet	

Action:	4.1.2.01	Manage the operation and maintenance of the Derwent Park Stormwater Re-use scheme.				
Lead:	CSI	Priority:	L	Target Date:	30-Jun-2017	
Q3. Agreement with Nyrstar for WTP2 requires review, further development and consultation with Nyrstar staff before progressing. Operation of WTP1 is sub optimal. A report summarising the operation of the Scheme, both operationally and financially, has been compiled. The report has been forwarded to the original project manager for comment and is likely to be subject to independent review.						
		YEAR	2016/17	2017/18	2018/19	2019/20
			Y	Y	Y	Y
Q4. Water Treatment Plant 1 (WTP1) is operating to supply Nyrstar with approx. 1ML/day treated water, sourced via either Humphreys Rivulet or extraction from bores. Due to low rainfall and low flows in Humphreys Rivulet, bores have been used more frequently in recent months. The agreement to supply water to Nyrstar from WTP2 has not been progressed pending an independent review of the Scheme's operation. A proposal from the independent reviewer is being assessed to clarify scope and fees.						

MEASURE		Status	Comments
	System optimised to maximise net return	 Not likely to meet	

Action: 4.1.2.02		Develop an Accommodation Strategy.			
Lead: CG	Priority: H	Target Date: 30-Apr-2017			
Initial draft Council Accommodation Strategy is still under consideration by Management with the view of submitting the consultant recommendations to Council for consideration in Q1 FY 2017/18.		YEAR	2016/17	2017/18	2018/19
			Y		

MEASURE		Status	Comments
	Accommodation Strategy endorsed by Council	 Not likely to meet	

Action:	4.1.2.06 Undertake a Plant and Fleet Review.			
Lead: CSI	Priority: M	Target Date: 30-Jun-2017		
Reviewed suspended until the Works Centre Service Level Review is complete. This will now move to 17/18.				
	YEAR	2016/17	2017/18	2018/19
		Y		

MEASURE		Status	Comments
	Review completed pending outcomes of consultant report.	 Not likely to meet	

Action:	4.1.2.07	Implement the Plant and Fleet Review recommendations.				
Lead:	CSI	Priority:	M	Target Date:	30-Jun-2017	
Some changes to fleet have occurred however the project cannot be completed until the Works Centre Service Level Review is finalised (estimated Sep 2018).						
		YEAR	2016/17	2017/18	2018/19	2019/20
			Y	Y	Y	Y

MEASURE		Status	Comments
	Completion of tasks in implementation plan	 Not likely to meet	

Action:	4.2.1.02	Implement the information and communications technology (ICT) strategy.		
Lead: CEDB	Priority: H	Target Date: 30-Jun-2017		
The ICT Strategy 2013-2016 terminated at the end of 2016 and a new ICT Strategy for the future period will be required.		YEAR	2016/17	2017/18
			Y	Y
			2018/19	2019/20
			Y	Y
Implementation of the Strategy to date has been overseen by the ICT Governance Committee. Project TOM (Technology One Reimplementation) is on schedule for Go Live dates of Financials 1/7/2017 and ECM, Property & Rating in November 2017. Project Jerry (cloud project) is the subject of discussions with the vendor at the GM/CEO level.				
The ICT team have continued to focus their efforts on delivery of a number of organisational significant projects over the past period, including TOM, Telephony and Council's new website. Further development of a new ICT strategy has therefore not progressed significantly however project pressure should reduce in coming months. The ICT Governance committee have been in hiatus and have not met for several months. Guidance from this committee is required in evaluating success of the current projects/strategy and in oversight of the development of its next generation. Project Jerry continues to rest unresolved and is in the hands of the GM.				

MEASURE		Status	Comments
	Satisfactory progress on projects Jerry and Technology One reimplementation	 Not likely to meet	

Action:	4.2.1.04	Develop the Corporate Risk Management Plan		
Lead: CG	Priority: H	Target Date: 30-Jun-2017		
Though not yet adopted, significant progress has been made towards the completion of the Corporate Risk Management Plan. Draft Risk Appetite and Risk Tolerance Statements were developed, however were not adopted due to the suspension of Council in February 2017. A draft Risk Management Directive was prepared and circulated to Audit Panel and Management for comment in June 2017. The Directive underpins and provides guidance for all risk management activities undertaken by Council. The Directive will be supported by a procedure which will provide detailed tools for management to prepare and update risk registers in line with Council's identified parameters. New Risk Management software was purchased to assist in risk identification, monitoring and reporting and will be progressively rolled-out through Council in FY 2017/18.		YEAR	2016/17	2017/18
			Y	Y
			2018/19	2019/20
			Y	

MEASURE		Status	Comments
	Corporate Risk Management Plan adopted by Council	 Not likely to meet	

Action:	4.2.1.10	Prepare Management Team Protocols, Roles & Responsibilities.				
Lead:	Whole of Council	Priority:	M	Target Date:	30-Jun-2017	
Q4. An Interim Executive Leadership Team has been appointed. ELT meets twice weekly, with an operational meeting on Tuesdays based on a standing agenda and a focus meeting on Thursdays to enable in-depth discussion and decision making. ELT operational meeting minutes are distributed to the rest of the organisation. Management Team meetings are held fortnightly with the broader management group. Protocols for this meeting have been agreed within the management team. Roles and responsibilities are being clarified through the review of statutory delegations and the preparation of non-statutory delegations. It is anticipated that these tasks will be finalised early in 2017/18.		YEAR	2016/17	2017/18	2018/19	2019/20
			Y			

MEASURE		Status	Comments
	Plan developed and performance improved	 Not likely to meet	

Action:	4.2.1.11	Develop a GCC Project Management Methodology.				
Lead: CG	Priority: L	Target Date:	30-Jun-2017			
Resourcing constraints have meant that no progress was towards implementing a universal project management methodology (however, areas within Council have improved their coordinated program and project management practices over the period). Scoping a coordinated 'whole-of-Council' Project Management methodology will continue into FY 2017/18 and beyond.		YEAR	2016/17	2017/18	2018/19	2019/20
			Y			

MEASURE		Status	Comments
	GCC Project Management Methodology developed & proposed to the GM	 Not likely to meet	

Action:	4.2.2.07	Deliver a Management Training & Development Program.				
Lead: Whole of Council	Priority: M	Target Date: 30-Jun-2017				
Q3. Identified through one on one interviews.		YEAR	2016/17	2017/18	2018/19	2019/20
Q4. This action is a low priority in the current interim management arrangements.			Y	Y	Y	Y

MEASURE		Status	Comments
	All Directors, Managers, Coordinators and supervisors complete the training, coaching and mentoring program.	 Not likely to meet	

Action:	4.3.1.03	Continue to contribute to the local government reform process in accordance with Council's guiding principles.													
Lead: Whole of Council	Priority: L	Target Date: 30-Jun-2017													
Q4. The Local Government & Planning Minister invited Councils in early 2015 to consider local government reform. The Government has maintained a stance of no forced amalgamations. Regional modelling has been undertaken on a range of potential amalgamation scenarios, including strategic alliance. This work has been jointly funded by local and State government. Council continues to work with neighbouring councils and the State government to clarify the potential benefits of local government reform for the Glenorchy community.		<table><tr><th>YEAR</th><th>2016/17</th><th>2017/18</th><th>2018/19</th><th>2019/20</th></tr><tr><td></td><td>Y</td><td></td><td></td><td></td></tr></table>	YEAR	2016/17	2017/18	2018/19	2019/20		Y						
YEAR	2016/17	2017/18	2018/19	2019/20											
	Y														

MEASURE		Status	Comments
	High degree of stakeholder engagement	 Not likely to meet	

Annual Plan Progress Report – as at Q4 30 June 2017.

Compiled by Erin McGoldrick using Cambron corporate reporting software.



Glenorchy City Council

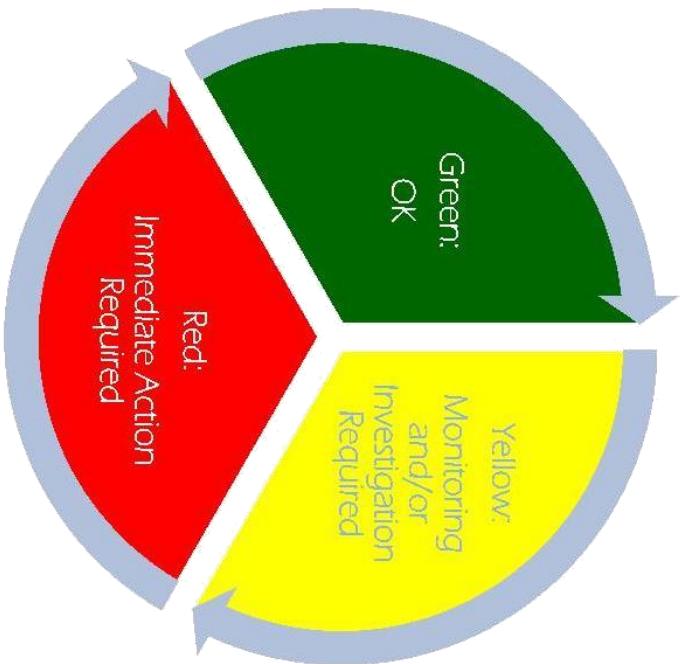
Glenorchy City Council Corporate Performance Indicators

June 2017

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Corporate Performance Indicator Legend



- Considerations when reviewing performance statistics:
- » Indicators for previous months may change in the future as adjustments are made to the accounting system after that month's reporting period.
 - » Scales on the charts vary within indicator groups

Glenorchy City Council



Profit and Loss Corporate Performance Indicators

June 2017

Monthly Profit and Loss Summary							
Revenue \$'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Rates Income (Includes SFL)	9	18	(9)	34,457	34,341	116	0%
Statutory Charges	160	182	(21)	2,214	2,055	159	8%
User Charges	341	355	(14)	8,509	8,956	(447)	-5%
Grants Subsidies	1,297	57	1,240	6,344	4,026	2,317	58%
Investment Income	1,354	1,227	126	3,613	3,606	7	0%
Water Wastewater Charges	9	121	(112)	230	605	(374)	-62%
Reimbursements	44	18	26	543	573	(30)	-5%
Other Income	187	142	45	1,166	869	298	34%
Total Revenue	3,400	2,120	1,281	57,077	55,030	2,046	4%

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

Rates - \$9 under budget

No supplementary rates levied in the month of June due to the municipal revaluation taking effect from 1 July.

Statutory Charges - \$21 under budget

Development applications down for the month but fee revenue still substantially up YTD.

User Charges - \$14 under budget

Lower than anticipated Landfill revenue offset by higher than expected revenue from Berriedale Childcare Centre and the Derwent Entertainment Centre.

Grants Subsidies - \$1,240 over budget

Primarily resulting from prepayment of the 2017/18 Financial Assistance Grant combined with grants for the Multicultural Hub and LEARN-26TEN projects.

Investment Income - \$126 over budget

Higher than expected dividend from TasWater received.

Water Wastewater Charges – \$112 under budget

Sales to Nyrtar were lower than budget due to delays in the implementation of Stage 2 production / sales.

Reimbursements - \$26 over budget

Higher than anticipated reimbursement revenue from the Derwent Entertainment Centre partially offset by lower than expected cost recovery from Property Services leases.

Other Income - \$45 over budget

Primarily the result of recovery of legal costs charged in recovery of rates.

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

Rates - \$116 over budget

An increase in the number and/or value of rateable properties after the 2016/17 budget was finalised.

Statutory Charges - \$159 over budget

Increased planning activity resulting in higher than anticipated fee revenue combined with an increased number of certificate requests for conveyancing purposes.

User Charges - \$447 under budget

Primary contributors to the lower than anticipated revenue was the Derwent Entertainment Centre and Benjafield Child Care Centre.

Grants Subsidies - \$2,317 over budget

Primarily resulting from prepayment of the 2017/18 Financial Assistance Grant combined with State Government funding for the Blackspot Roads program and Federal Government funding for the Roads to Recovery program.

Investment Income - \$7 over budget

A minor variance in the context of a \$3.6m program comprising the TasWater dividend and interest earned on investments.

Water Wastewater Charges – \$374 under budget

Primarily due to lower than budgeted sales due to no Stage 2 sales.

Reimbursements - \$30 under budget

Lower than expected cost recovery from Property Services leases primarily KGV tenancies.

Other Income - \$298 over budget

Primarily due to one off funding for Grove / Elwick Road intersection works, two Childcare Centres, provision of a regional waste education officer and royalties received for landfill gas extraction.

Monthly Profit and Loss Summary							
Expenditure \$'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Finance Charges	23	2	(21)	362	340	(23)	-7%
Employee Costs	2,501	2,220	(281)	20,260	19,708	(552)	-3%
Admin Office Costs	1,499	407	(1,093)	6,391	5,568	(823)	-15%
Materials, Contractors & Other	1,620	772	(848)	9,768	9,359	(409)	-4%
Depreciation	1,140	1,219	79	13,903	15,399	1,495	10%
Rates Expenses	1,264	1,264	-	5,056	5,056	-	0%
Total Expenditure	8,047	5,883	(2,165)	55,741	55,429	(312)	-1%
Total Surplus (Deficit)	(4,647)	(3,763)	(884)	1,335	(399)	1,734	-435%

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

Finance Charges - \$21 over budget

An end of year adjustment for the Landfill Close Out Provision has not yet been processed.

Employee Costs - \$281 over budget

The amount represents the accrual back into 2016/17 of employee costs incurred to 30 June 2017 but paid to staff in the first pay run in 2017/18.

Admin Office Costs - \$1,093 over budget

Primarily costs relating to the Board of Enquiry combined with some additional costs relating to insurance.

Materials, Contractors & Other - \$848 over budget

Higher than anticipated costs relating to consultants, contractors and labour hire companies for provision of various services across all programs.

Depreciation and Asset Write-off - \$79 under budget

Primarily consistent with expectations in the context of a \$1.219m monthly budget.

Rates Expenses - \$0 on budget

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

Finance Charges - \$23 over budget

An end of year adjustment for the Landfill Close Out Provision has not yet been processed along with minor variances for underspends in Bank Fees and Interest expense.

Employee Costs - \$552 over budget

A combination of delays in the implementation of savings strategies predicted but not realised in the CT Management Report, the accrual back into 2016/17 of employee costs incurred to 30 June 2017 but paid to staff in the first pay run 2017/18 and overspends in a small number of areas as a result of seasonal activity or uneven work patterns partially offset by underspends in other areas.

Admin Office Costs - \$823 over budget

Primarily costs relating to the Board of Enquiry.

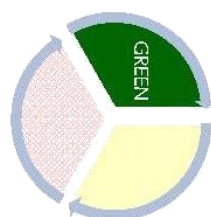
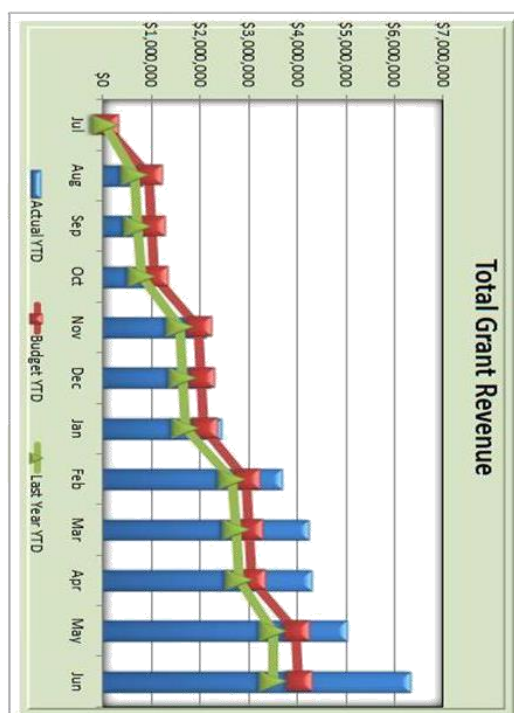
Materials, Contractors & Other - \$409 over budget

Higher than anticipated costs relating to consultants, contractors and labour hire companies for provision of various services across all programs due to resourcing issues within Council.

Depreciation and Asset Write-off - \$1,495 under budget

Depreciation for YTD will be finalised in July as part of the end of financial year calculations. In addition, there is an allowance for asset write offs that will not be utilised.

Rates Expenses - \$0 on budget

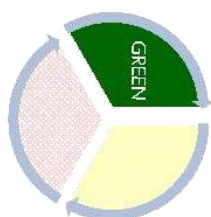
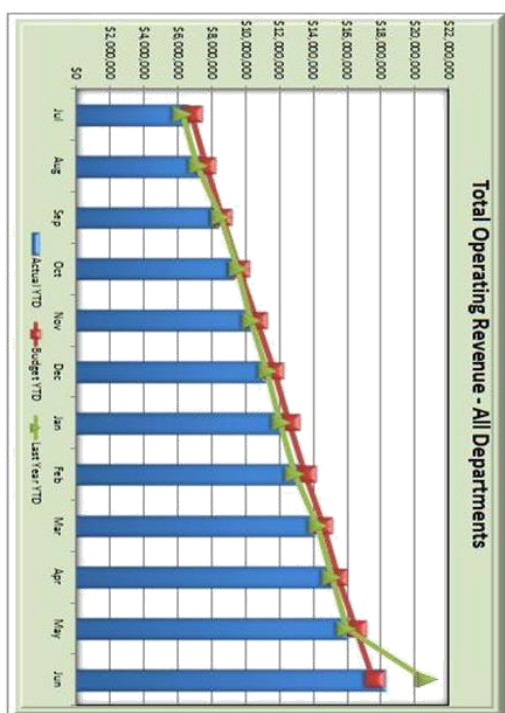


Grants Revenue for All Departments – Graph 1
The total of grants revenue received from Government bodies.

Responsible: Executive Leadership Team

- Actual YTD:	\$6,343
- Budget YTD:	\$4,026
Over Budget	\$2,317

Refer to comments on pages 6-7



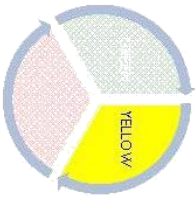
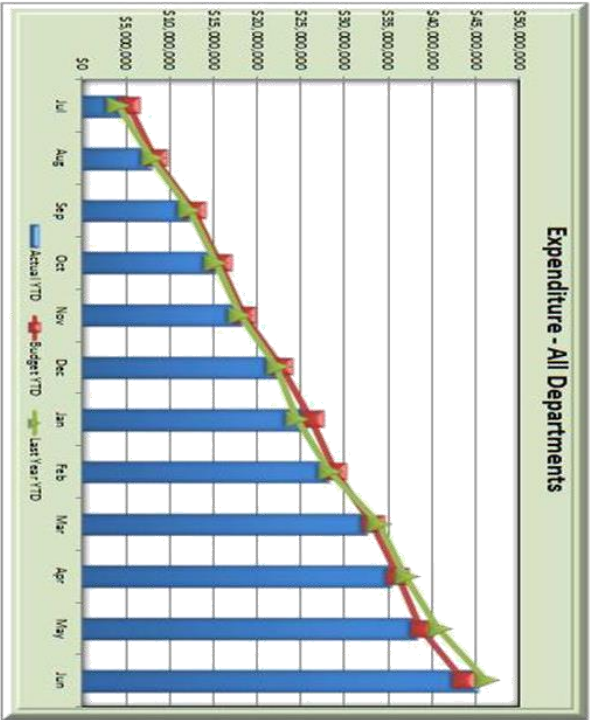
Total Operating Revenue (excluding rates, grants, TasWater income) – Graph 2

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

Responsible: Executive Leadership Team

- Actual YTD	\$18,317
- Budget YTD	\$17,569
Over Budget	\$ 748

Refer to comments on pages 6-7

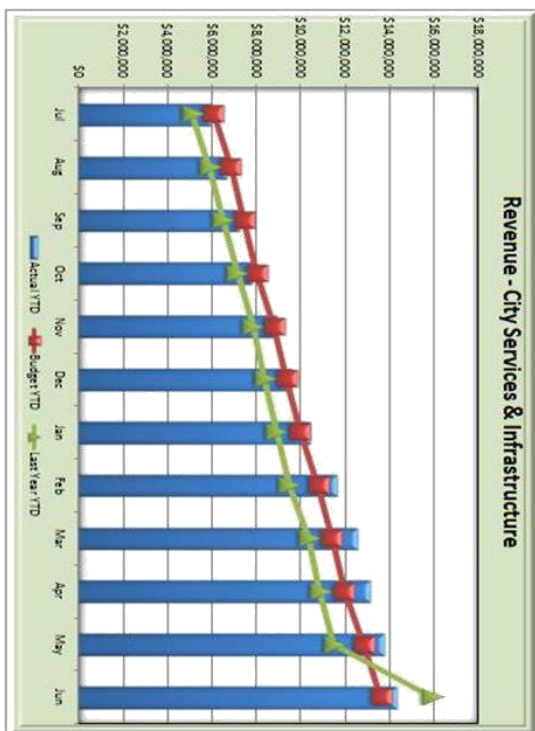


Total Operating Expenditure (excludes depreciation) – Graph 3
Total op. expenditure for all areas of the council compared to budget
Responsible: Executive Leadership Team

-	Actual YTD	\$45,447
-	Budget YTD	\$43,637
-	Over Budget	\$ 1,810

Refer to comments on pages 9-10

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



City Services and Infrastructure Revenue - Graph 4

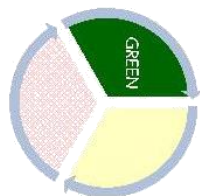
Total revenue for City Services and Infrastructure for fees, charges and grants compared to budget.

Responsible: *Director City Services and Infrastructure*

-	Actual YTD	\$14,334
-	Budget YTD	\$13,641
	Over Budget	\$ 693

State Government Blackspot Road grant funding was not budgeted

Refer to Comments on Page 6-7.



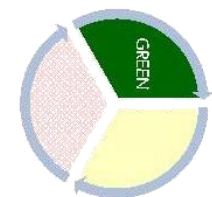
City Services and Infrastructure Expenditure - Graph 5

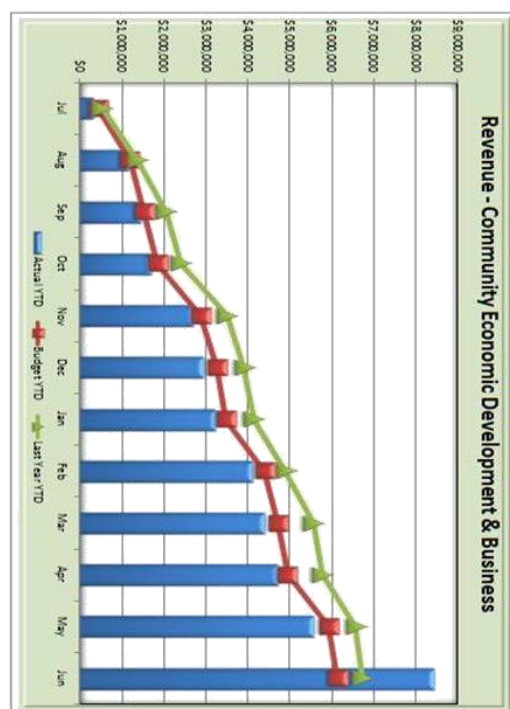
Total expense for City Services and Infrastructure compared to Budget, less depreciation.

Responsible: *Director City Services and Infrastructure*

-	Actual YTD	\$21,586
-	Budget YTD	\$21,384
	Over Budget	\$ 202

Refer to comments on pages 9-10





Community Economic Development and Business Revenue – Graph 6

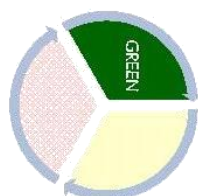
Total revenue of *Community Economic Development and Business*, for fees, charges and grants

Responsible: *Director Community Economic Development and Business*

\$'000

- Actual YTD	\$8,469
- Budget YTD	\$6,154
Over Budget	\$2,315

Refer to Comments on Page 6-7.



Community Economic Development and Business Expenditure – Graph 7

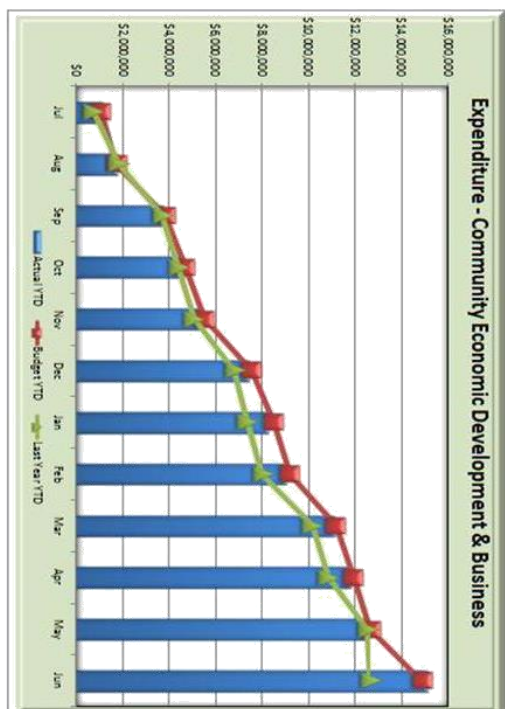
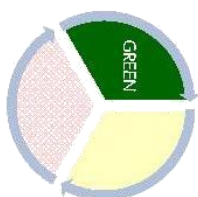
Total expense for *Community Economic Development and Business*

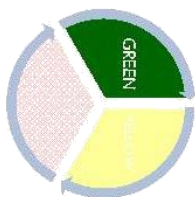
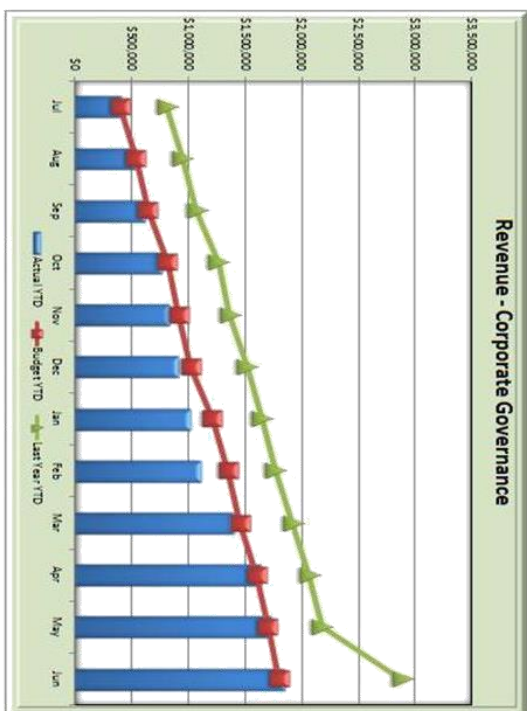
Responsible: *Director Community Economic Development and Business*

\$'000

- Actual YTD	\$15,128
- Budget YTD	\$14,874
Over Budget	\$ 254

Refer to comments on pages 9-10

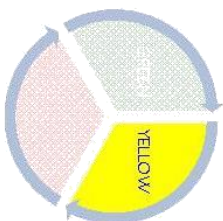
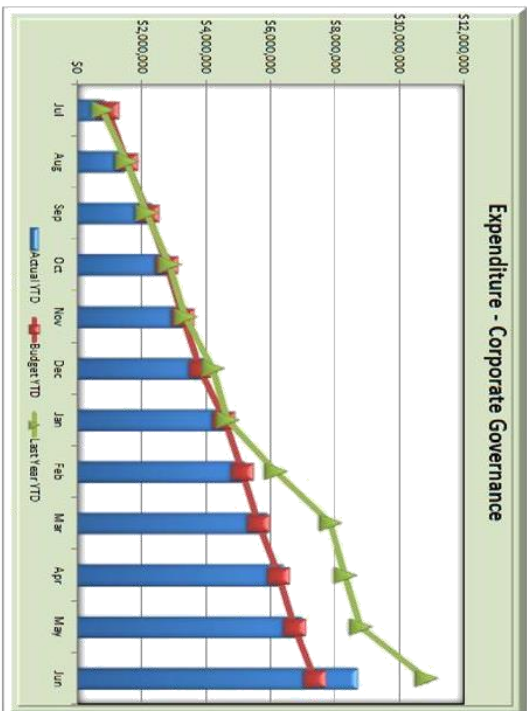




Refer to Comments on Page 6-7.

Corporate Governance Revenue - Graph 8
 Total revenue for Corporate Governance.
 Responsible: Director Corporate Governance

-	Actual YTD	\$1,857
-	Budget YTD	\$1,800
	Over Budget	\$ 57



Corporate Governance Expenditure - Graph 9
 Total expense for Corporate Governance compared to budget
 (exc. depreciation).
 Responsible: Director Corporate Governance

-	Actual YTD	\$8,732
-	Budget YTD	\$7,379
	Over Budget	\$1,353

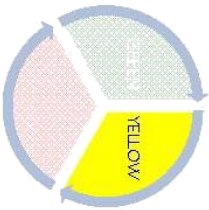
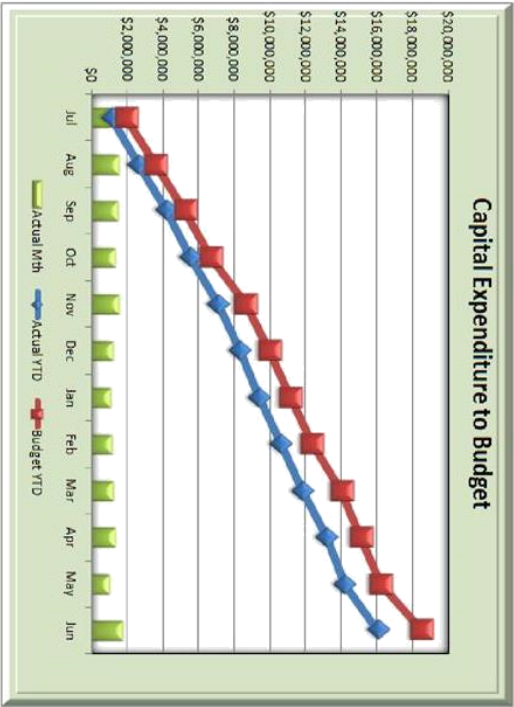
Refer to comments on pages 9-10

Glenorchy City Council



Balance Sheet Corporate Performance Indicators

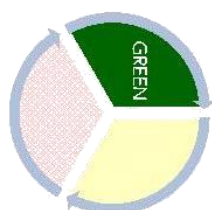
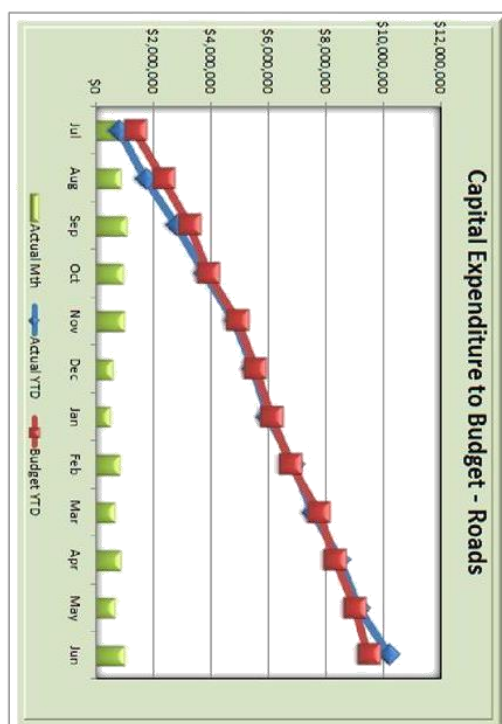
June 2017



Total Capital Expenditure – Graph 14
Total Capital expenditure compared to budget.
Responsible: Executive Leadership Team

-	Actual YTD	\$16,055,000
-	Budget YTD	\$18,551,000
	Under Budget	\$ 2,496,000

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



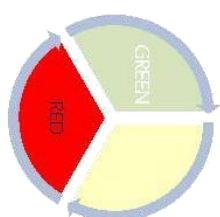
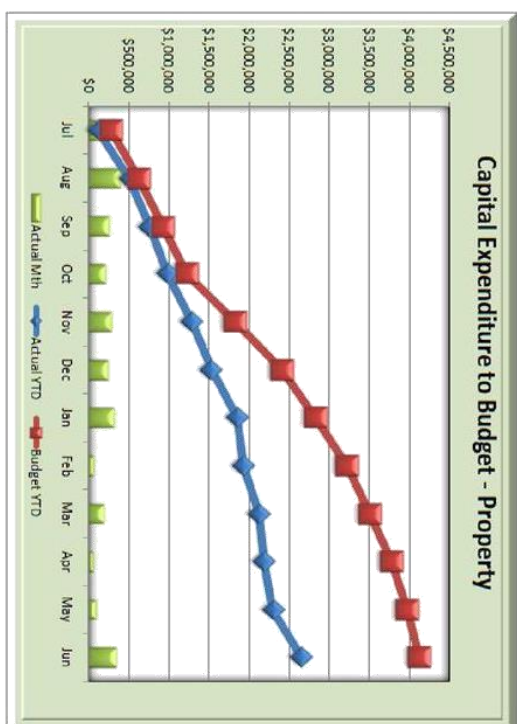
Capital Expenditure - Roads – Graph 15

Total expenditure for roads compared to budget.

Responsible: *Director City Services and Infrastructure*

-	Actual YTD	\$10,207
-	Budget YTD	\$9,491
	Over Budget	\$ 716

Additional information regarding capital variances is contained in Appendix B.



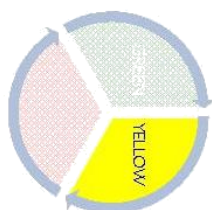
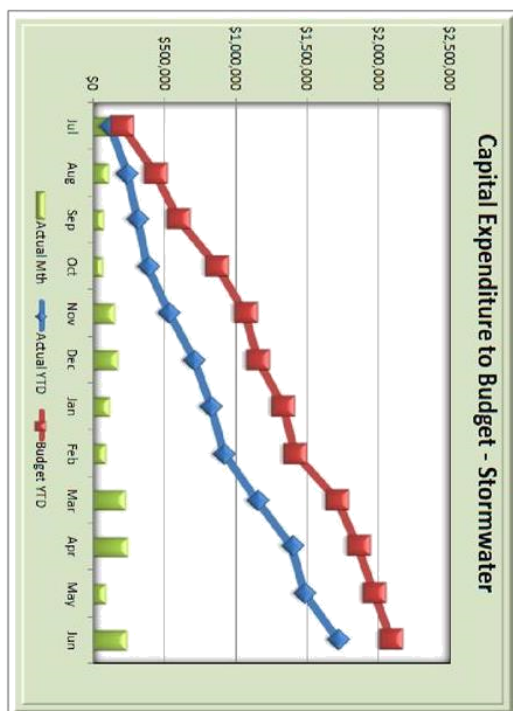
Capital Expenditure – Property – Graph 16

Total expenditure for property compared to budget.

Responsible: *Director Corporate Governance*

-	Actual YTD	\$2,649
-	Budget YTD	\$4,126
	Under Budget	\$1,477

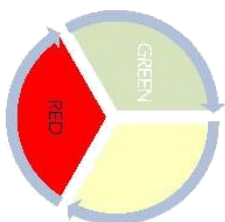
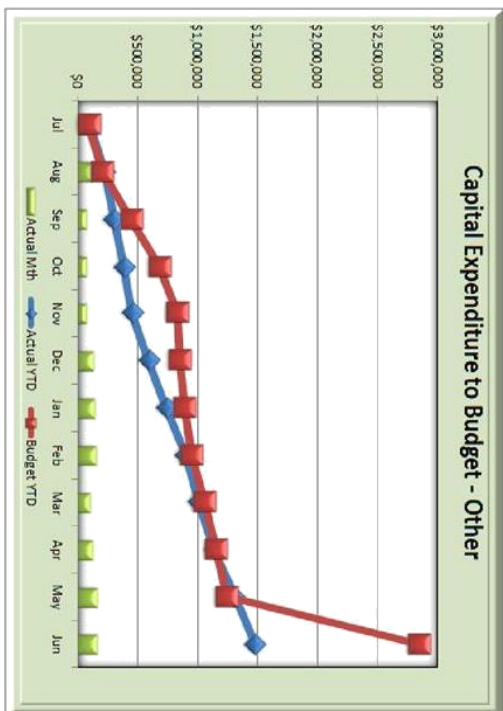
Additional information regarding capital variances is contained in Appendix B.



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

- Actual YTD	\$1,715
- Budget YTD	\$2,086
- Under Budget	\$ 371

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	\$1,483
- Budget YTD	\$2,846
- Under Budget	\$1,363

Additional information regarding capital variances is contained in Appendix B.

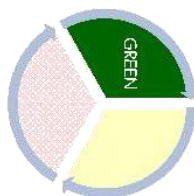


Cash Flow Movement - Graph 19

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	\$11,625
-	Budget	\$11,681
	Variance	\$ 56



Interest Earned – Graph 20

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

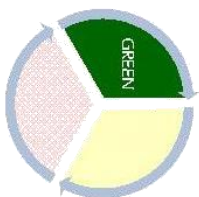
Responsible: Director Community Economic Development and Business

-	Actual YTD	\$ 412
-	Budget YTD	\$ 348
-	Over Budget	\$ 64

Effective Interest Rate: 2.31%

Benchmark:

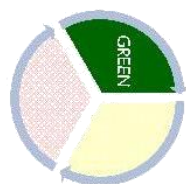
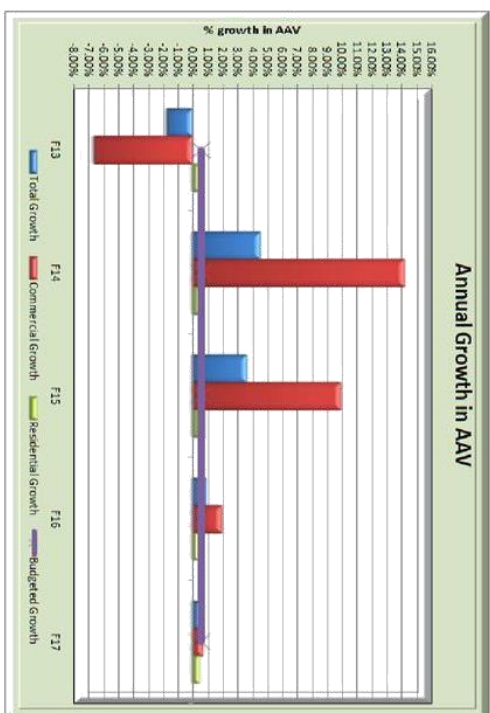
RBA Cash Rate (currently 1.50%) + 0.50% = 2.00%



Investment Profile

Maturity	Total Amount	Average Rate
Cash on hand	\$ 128,897	0.00%
At call	\$ 2,951,735	1.80%
30 - 60 days	\$ 3,544,529	2.35%
61 - 90 days	\$ -	0.00%
91 - 120 days	\$ 1,000,000	2.83%
120+ days	\$ 4,000,000	2.60%
Total	\$ 11,625,161	2.31%

Loan Profile		
Maturity Date	Rate	Loan Balance YTD
15-Jun-21	4.84%	\$ 700,985
15-Jun-22	6.76%	\$ 672,177
15-Jun-24	2.67%	\$ 253,195
15-Jun-25	4.78%	\$ 426,099
15-Jun-27	4.75%	\$ 252,001
30-Jun-22	5.01%	\$ 2,863,853
Total		\$ 5,168,310



Interest Expense – Graph 21

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

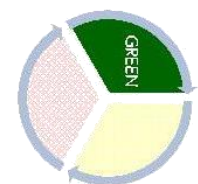
Responsible: Director Community Economic Development and Business

	\$'000
- Actual YTD	\$ 294
- Budget YTD	\$ 294
- Variance	\$ 0

Comment: Total loan repayments due during year ending 30 June 2017 were \$852.

Annual Growth in AAV – Graph 22

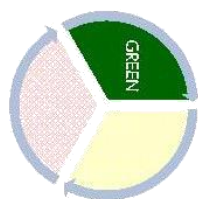
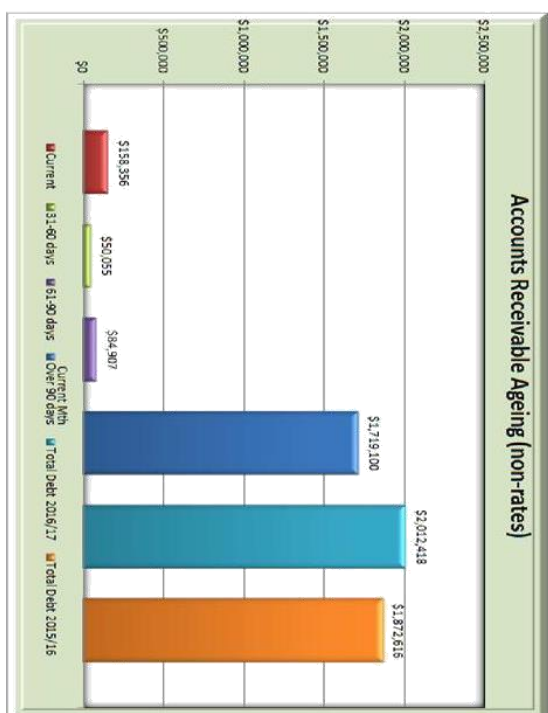
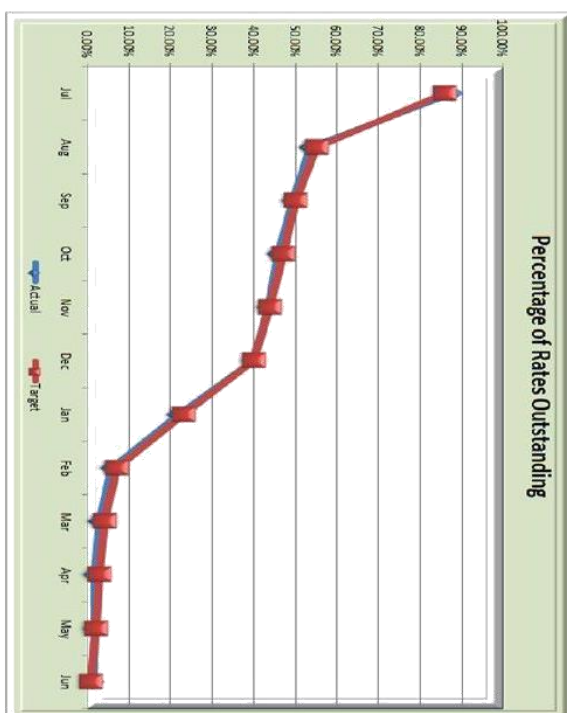
A comparison of the annual growth in the Assessed Annual Value (AAV) for Commercial, Residential and Overall Total. Responsible: Director Community Economic Development and Business



AAV growth 2016/17 on July 1st 2016 Base

- Commercial 0.71% (being 42% of the total AAV growth)
- Residential 0.46% (being 58% of the total AAV growth)
- Total AAV growth 0.54%

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 June 2017:	1.44%	
-	Target 30 June 2017:	1.00%	
-	Variance:	0.44%	
Total outstanding 30 June 2017 :		\$'000	
		\$528	
Arrears as at this month last month Movement			
2016:	\$114	\$123	\$9
2015:	\$38	\$40	\$2
2014:	\$0	\$1	\$1
2013:	\$1	\$1	\$0
2012+:	\$0	\$0	\$0
TOTAL	\$153	\$165	\$12

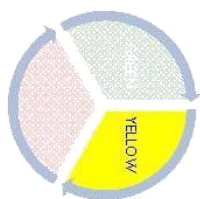
Accounts Receivable (AR) - Graph 24

A monthly summary of the level of money owing to council for non rate income.
Responsible: Director Community Economic Development and Business

-	Total 30 June 2017:	\$'000
-	2,012	
-	% of AR 61 days & over:	89.5 %

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

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

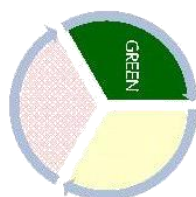
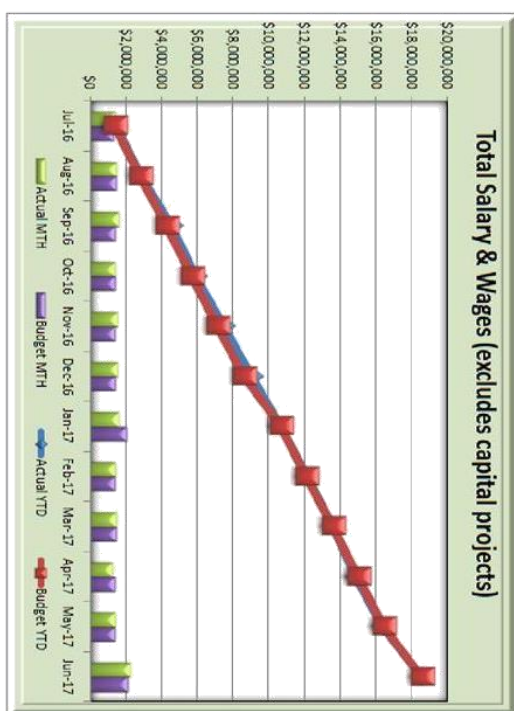




Glenorchy City Council

People & Safety Corporate Performance Indicators

June 2017

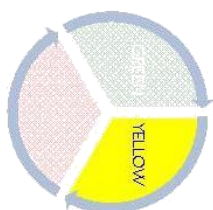
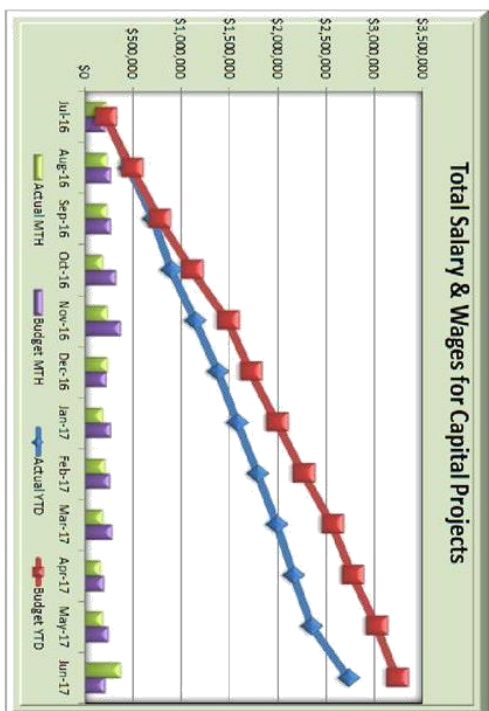


Salaries & Wages including on-costs – Operational
(excludes capital projects) – Graph 25
Total operational salary costs compared to budget
Responsible: Executive Leadership Team

-	Actual YTD	\$ 18,585
-	Budget YTD	\$ 18,524
	Over Budget	\$ 61

\$'000

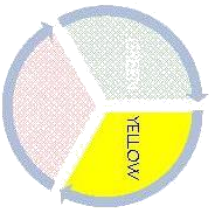
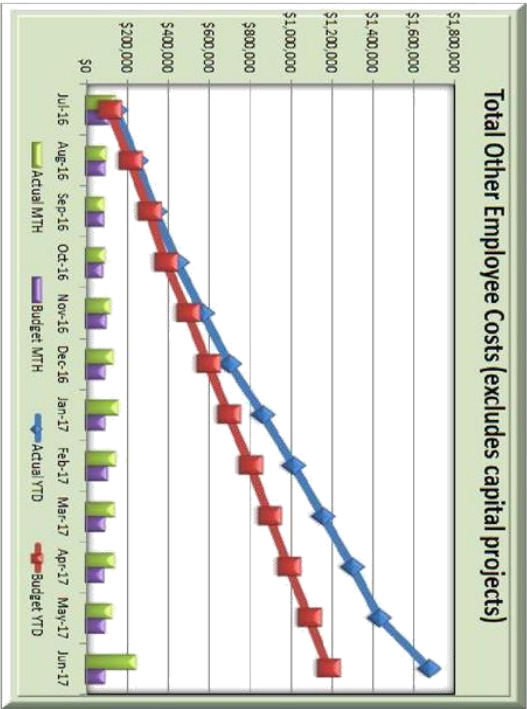
Total Salary & Wages for Capital Projects



Salaries & Wages including on-costs – Capital
Projects – Graph 26
Total salary costs for capital projects compared to budget
Responsible: Executive Leadership Team

-	Actual YTD	\$ 2,739
-	Budget YTD	\$ 3,235
	Under Budget	\$ 497

\$'000

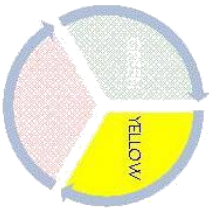
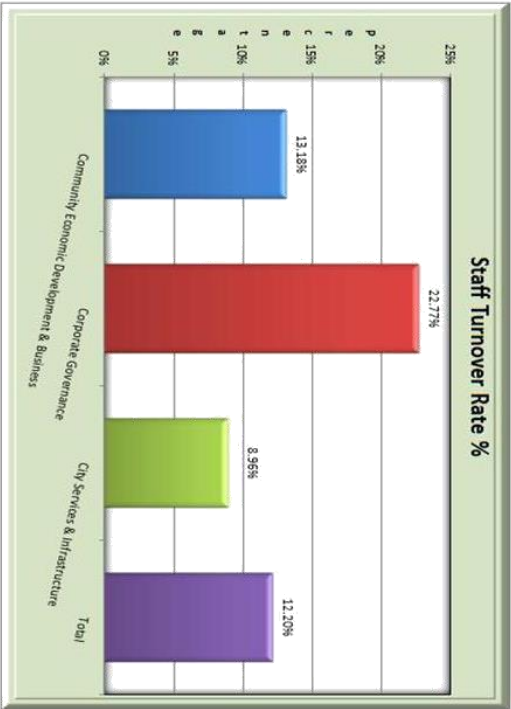


Other Employment Costs – Operational (excludes capital projects) – Graph 27

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

Responsible: Executive Leadership Team

-	Actual YTD	\$ 1,675
-	Budget YTD	\$ 1,183
	Over Budget	\$ 492



Permanent Staff Turnover Rate – Graph 28

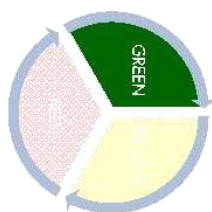
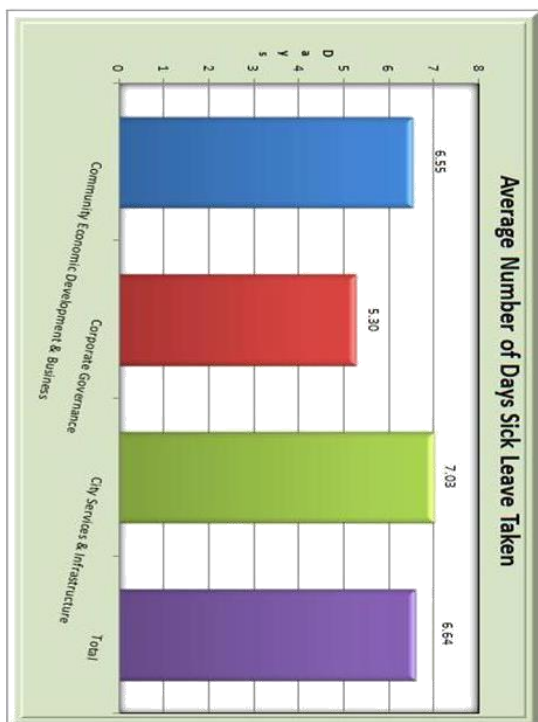
Total staff turnover is the total number of terminations over the last twelve months divided by the number of staff as at the last day of the month. This ratio represents the percentage of our total workforce who leave the council.

Responsible: Executive Leadership Team

Rolling 12 month av. turnover rate calculations used

	2016	2015
Rolling 12 month turnover rate	12.20%	12.20%

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



Average Number of Days Sick Leave Taken – Graph 29

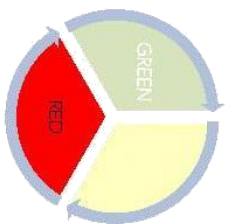
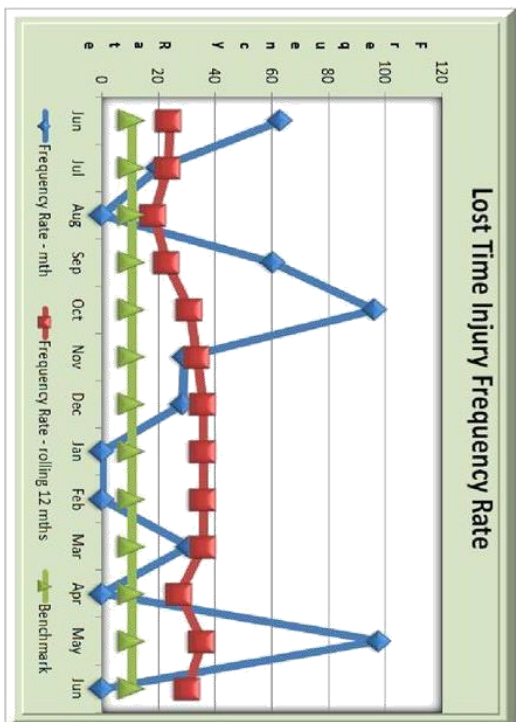
For each department: Total number of days sick taken divided by number of staff for previous 12 months. This ratio represents the number of sick days taken per person on average.

Responsible: *Executive Leadership Team*

– Total average sick leave days taken last 12 months:

Last 12 mths: 6.64 Days
Prev. 12 mths: 7.55 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 30.25
• Current month 0.00

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

Capital Expenditure Summary (\$'000)		30/06/2017
2016/17 Capital Budget Year to Date		18,551
2016/17 Capital Year to Date Expenditure		16,055
Total Over/(Under) Spend		(2,496)
Total Over/(Under) Spend Comments		
Roads Capital - Over Budget \$716		
Primarily over budget due to:		
12008 - Bernedale Roundabout \$(619) - blackspot project now completed		
12004 - Main Rd Mary's Hope Rd Intersection \$(93) - blackspot project now completed		
Property Capital - Under Budget \$1,477		
Primarily under budget due to:		
12005 - Public Space Revitalisation Grant \$511 - delayed		
11865 - Elwick Bay Seawall \$378 - awaiting seawall quotes		
3961 - KGV Community Park \$245 - project delayed due to ongoing community consultation.		
12173 - Montrose Bay Jetty \$180 - awaiting consultants report		
3031 - KGV project \$(511) - cost overruns includes tenant fitout changes		
Stormwater Capital - Under Budget \$371		
Primarily under budget due to:		
300* - Denwent Park Reuse Scheme \$139 - delays with gas co-generation commissioning. (now completed)		
11960 - Terry St Car Park \$51 - delayed		
12159 - Goodwood 31 SW \$89 - delayed start to works		
11856 - Browning Road \$49 - project design delayed (combined with road project)		
Other Capital - Under Budget \$1,363		
Primarily under budget due to:		
Plant - various plant purchases - (\$423)		
MV's - various MV purchases - (\$153)		
3651 - Telephony Replacement - (\$233) - under spend due to delays		
3433 - Tech 1 reimplementation \$(265) - under spend due to delays and change in task allocations		

Emergency/Unforeseen Projects Commenced (No budget allocated in 2016/17 Funded from IMG Unallocated Capital a/c \$400,000)

Project Number	Description	Budget Approved	Comments
3296	GCC Website	\$117,690	Approved IMG 28/7/16
12167	Tolosa Hut renovations	\$21,400	Approved IMG 22/9/16
3975	Cresswell Beakley Lit alterations	\$9,835	Approved IMG 22/9/16
12009	Goodwood Community Centre Extension	\$12,500	Approved IMG 22/9/16
12179	DEC curtains / rigging / mechanical system	\$26,982	Approved IMG 29/11/16
DPRS	additional spending incorrectly identified as OPEX	\$38,895	Approved IMG 27/4/17
11830	Additional design costs	\$20,000	Approved IMG 30/5/17
Total		\$247,302	balance now \$152,698

Emergency/Unforeseen Projects Commenced (No budget allocated in 2016/17) Funded from Reserve funds

Project Number	Description	Estimated Full Cost of Project	Comments
	Four projects (DEC floor, CBD CCTV, Nth Chigwell sports ground lighting, chicane gates)	\$505,500	Four projects approved by Council at October meeting
Total		\$505,500	balance now \$112,339

Budgeted 2016/17 projects that will not be undertaken this Financial Year

Project Number	Description	Annual Budget	Comments
Total		0	

Outstanding Actions List: Open Council Meeting



Action List - Open Council Meeting

Council Meeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
0/06/2014	22.3	Notice of Motion - Alderman C. Lucas - 2 - Car Parking Strategy	Council provide a report on current Car parking strategy in the City commercial precincts including: 1. The present parking strategy for the future of the city, and any proposed changes. 2. Details Cash-In-Lieu payments in Commercial areas, Glenorchy precinct, Moonah and Claremont – including total fees collected and numbers of spaces-in-lieu by year since the year 2000. 3. Any feedback received from developers. 4. How application of this policy and fee levels relate to the Regional Planning scheme. 5. A schedule of fee rates for all Southern councils.	CSI	The draft Parking Strategy was presented to Council at its meeting on 13 June 2017. Council approved the draft Strategy for public consultation. Public Consultation on the draft Strategy was completed on 28 July 2017. A final version of the strategy will be presented to Council at a future meeting.	31-Aug-17
/09/2014	13.4	Question on Notice - Alderman K. Johnston (Relates to Notice of Motion - Alderman K. Johnston - CCTV Evaluation (12 February 2013))	That a report be prepared by the Director Community, Economic Development & Business following consultation with Tasmania Police with respect to the Closed Circuit TV system. That the CCTV system be evaluated every six months and a report produced with a range of identified KPIs. That Council as a priority develop and adopt CCTV system operating procedures and protocols. (refer to Question On Notice for specific details)	CSI / CEBD	An audit of the location and condition of existing security cameras has been undertaken using a new contractor. An estimate of the cost involved with rectifying a range of identified issues has been provided. A report was presented to Council at meeting on 24 October 2016, at which Council agreed to an additional funding allocation to repair and upgrade the cameras. Works have commenced and were intended to be complete by the end of June 2017. However, some minor unforeseen issues have meant that completion is now expected by the end of July 2017.	31-Jul-17
y/06/2015	13.3	Notice of Motion Alderman M. Stevenson	That a brief projects and major operational items summary be provided at each Council meeting.	General Manager	Blackadder Consultants provided a draft report to Council on 27 December 2016. The draft report has been circulated to departmental managers who are currently formulating a structure for the reporting model. The reporting model and potential actions will be presented to Council at a future meeting.	To be advised
/08/2015	20	Public Space Enhancement Grant - Project Selection	That the General Manager or his delegate write to the Director of Local Government advising of the allocation of grant funding to the children's playground and café project and seeking payment by invoice of the second grant instalment of \$250,000.	CEBD	The Director of Local Government has granted an extension of the grant until 31 May 2018. The Minister for Local Government, Peter Gutwein, provided permission for Council to use the grant monies to support our application to the Building Better Regions Fund for a grant to complete the CBD Revitalisation Project (Item 8, 20 March 2017). Until Council is informed of the success (or otherwise) of this application, the PSEG funds cannot be used for implementation by Council.	31-May-18
5/01/2016	11	Actions List - Update Report	Corporate Performance Reporting • Management to provide a framework at February workshop. • Clarification as to reporting requirements of the Council.	General Manager	Blackadder Consultants provided a draft report to Council on 27 December 2016. The draft report has been circulated to departmental managers who are currently formulating a structure for the reporting model. The reporting model and potential actions will be presented to Council at a future meeting.	To be advised
5/03/2016	9	Intercity Cycleway Proposed Chicane Gate Changes at Road Intersections	That Council remove one of the existing "paired" chicane gates, to replicate what the Hobart City Council has completed, at all road crossings along the intercity cycleway.	CSI	At the 24 October 2016 meeting, Council approved the release of \$105,000 from the Strategic Asset Management Reserve to fund the project. The majority of the chicane gates have now been removed. Project planning has been completed for the remainder of the project and line marking and the first stage of signage installed. Cycling South is ordering the remaining signs and these will be installed over the coming months.	31-Aug-17

Outstanding Actions List: Open Council Meeting

Action List - Open Council Meeting

Council Meeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
3/04/2016	10	Smoking Ban Along the Intercity Shared Pathway	That this item lay on the table for further information and consideration of this item at a future Council Workshop.	CSI	A Council workshop was held on 20 June 2016. Council formally wrote to Hobart City Council (HCC) in August 2016 seeking HCC's support in jointly lobbying the State Government to declare the Intercity Shared Pathway smoke-free. If HCC's support is obtained, other bodies such as Quit Tasmania, the Heart Foundation, the Cancer Council and the AMA will be invited to support the initiative. HCC's City Planning Committee approved HCC's support for the initiative at its meeting on 10 April 2017 and we were formally notified on the 5th June. We are currently working with HCC to draft a joint letter to the State government to declare the Cycleway a smoke free zone. We are also engaging with other stakeholders (ie Cancer Council, Quit Tasmania etc) to support our petition to the State Government.	TBA (subject to sign off by HCC of draft petition to the State Government)
1/05/2016	11	Proposed Environmental Amenity By-law	That Council: DECLARES its intention to make the Environmental Amenity By-law No. 1 2016 pursuant to s156 of the Local Government Act 1993; and APPROVES the initiation of the statutory process required under Part 11 of the Local Government Act 1993 for making the proposed Environmental Amenity By-law No. 1 of 2016.	CSI	A further report is being presented to Council at the 7 August 2017 requesting minor amendments to the draft by-law. The final steps to make and enact the by-law will be carried out shortly after. The item is almost complete.	31-Aug-17
1/07/2016	11	Acquisition and Disposal of Land - Bosco Drive AND Dalmacia Place	That Council: APPROVE Council Officers negotiations and settlement of the purchase of private land at 2/1 Dalmacia Place for the purpose of allowing Council to formalise and maintain a public walkway through Dalmacia Place to Bosco Drive APPROVE Council Officers to continue negotiations to dispose of part of the public land at 23 Bosco Drive for the purpose of extending the private rear yard of 19 Bosco Drive, subject to the compliance of the requirements of section 178 of the Local Government Act 1993 (noting the investigation of the possibility of a similar sale to the owners of 21 Bosco Drive, to establish a safe, easily maintained and monitored piece of land which will comprise part of the public walk way). APPROVES the advertising of Council's intention to dispose of any part of the public land at 23 Bosco Drive under section 178 of the Local Government Act 1993.	CG	A contract for the purchase of the adjoining parcel of land (to be used by Council as a reserve) was provided to the vendor for execution some months ago and some amendments have been sought by the vendor's solicitor in July 2017. The Council approved the sale of parts of 23 Bosco Drive to the owners of 19 Bosco and 21 Bosco Drive at its meeting on 13 June 2017. Contracts were sent to each purchaser. The owner of 21 Bosco Drive has signed and returned their contract which has now been executed by the Council.	31-Aug-17
9/08/2016	17.1	Notice of Motion - Alderman J Branch-Allen	1. That Aldermen be on a rotating roster system at Council once a month to meet with the community. 2. Appointment could be pre arranged for members of the community who wanted to book or a drop-in system. 3. Advertising to be put in the Glenorchy Gazette each month of who is on duty and day and time they will be at Council. 4. That the office down stairs used by the JP on duty be used with similar signage outside the door, and 5. That this be conducted on a 3 month trial.	CEBD	Planning was underway to implement this process in the first quarter of 2017, with a trial planned for Feb, Mar and April 2017. However, the process has been placed on hold due to the suspension of Aldermen and will be resumed subject to the outcome of the Board of Inquiry.	To be advised

Outstanding Actions List: Open Council Meeting

Action List - Open Council Meeting

Council Meeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
1/11/2016	19.4	Question on Notice - Alderman M. Stevenson	Alderman Stevenson noted that the Shared Services Agreement included a requirement that the committee receive an Annual Report on the group's activities. He requested that Council receive regular reports on the activities of the Shared Services Committee.	CG	Council received a final draft of the LGSS Agreement on 10 March 2017, which is currently being reviewed. A report presenting the draft agreement to Council and making recommendations will be presented to Council at a future meeting.	To be advised
3/01/2017	11	Question taken on notice - Alderman Stevenson	Management to provide a report to Council identifying the deficiencies in items that are include in the Good Governance Framework which was adopted by Council on 23 January 2017.	CG	A report will be presented to Council at the September 2017 Council meeting.	04-Sep-17
3/01/2017	14.1	Notice of Motion - Alderman Dunsby	That Council auspice a working party to enable planning to commence for community celebrations to mark Australia Day in 2018 and beyond.	CEBD	A working party has been established and has met on several occasions. A report will be presented to Council at the 7 August 2017 Council Meeting providing an update on progress and seeking further guidance.	07-Aug-17