

COUNCIL AGENDA

MONDAY, 10 JULY 2017



GLENORCHY CITY COUNCIL

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

Hour: 3.00 p.m.

Present:

In attendance:

Leave of Absence:

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1. APOLOGIES

2. CONFIRMATION OF MINUTES

That the minutes of the Council Meeting held on 13 June 2017 be confirmed.

That the minutes of the Special Council Meeting held on 19 June 2017 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr. George Burrows, Blacksnake Lane, Granton

Over a period of years, I have raised the issue of the delivery of the Glenorchy Gazette to citizens. The cost to taxpayers is approximately \$5 per year, and anecdotally delivery is not very good, in spite of complaints to Council's staff and the printers. I am aware of more than a dozen other ratepayers who receive sporadic delivery. What measures does the Council take to check on universal delivery? If it cannot be delivered to at least 98% of Glenorchy citizens, how can the expenditure of approximately \$75,000 per year be justified?

As I advised during the meeting, the Glenorchy Gazette is an independently owned newspaper. Council does not have any control over or responsibility for its delivery. Council previously owned the Gazette however sold it to its current operators, Corporate Communications, in 2013.

Council does not contribute any money towards the production of the Gazette, though does pay a monthly fee of \$2,200 for the publication of two pages of Council information in each issue. Accordingly, your assertions during the Council meeting that the Gazette costs Council approximately \$5 per ratepayer, or \$75,000 per year, is not correct.

I note that you asked a similar question at the Council meeting in May 2016. As you were advised in response to that question, the Gazette takes the matter of non-delivery seriously and asks any issues in relation to this to be forward directly to them. The contact details of the relevant employee are as follows:

Tracey Wright

Advertising Sales Executive

Ph: 6210 5200

Email: advertising@glenorchygazette.com.au

We have already raised your concerns with Ms Wright, who is happy to discuss the matter with you further if you wish to contact her.

Mrs. Pam Harvey, 32 Katoomba Crescent, Rosetta

Can the Commissioner please advise how the recycling material that is collected by Council is disposed of?

I have sought advice from Council's Waste Services Department, which has advised that Council engages an external contractor, SKM Recycling, to collect and dispose of kerbside recycling material.

SKM Recycling is a Melbourne owned and based company that operates a Materials Recycling Facility (**MRF**) in Derwent Park. This plant services collected recyclables from most local businesses and services, including all the household kerbside recycling collected from the twelve Southern Tasmanian councils.

Once the recycling is collected from the household kerbside bins, it is taken to the MRF for processing. The following process then takes place:

- 1. Initial Sorting:** Recyclables travel up the main conveyor. Contaminants such as food waste and green waste are removed here by hand and taken to landfill for disposal. Contamination represents approximately 10% of the total waste product in household recycling bins (**HRBs**).
- 2. Main Sorting:** Recyclables such as glass, plastics, metal and aluminium cans are separated from paper and cardboard by a vibrating disc screen.
- 3. Screening Paper and Cardboard:** Cardboard is manually separated from paper. Material is then baled ready for sale to paper mills for making new packaging products. Paper and cardboard represents approximately 45% of the contents of HRBs.

4. **Magnet Separation Process:** Steel cans are removed using a magnet and then baled for delivery. This is sent to companies such as SIMS Metal and becomes other steel products (such as wiring and construction beams). Steel represents approximately 5% of the contents of HRBs.
5. **Screen Glass:** Glass recyclables pass through an automated ceramic detection system, removing ceramic product which contaminates the glass stream. Glass is optically sorted by colour and stored in bays ready for sale to glass packaging manufacturers. Approximately 90% is then re-used as glass products and the other 10% is re-used as road base. Glass represents approximately 30% of the contents of HRBs.
6. **Air Classifier Separation:** Lightweight recyclables like aluminium and plastic bottles are separated from the heavy recyclables such as glass as the products move across an air field, in which light material is separated from heavy. Most aluminium is sent offshore to Korea and becomes products such as car parts and window frames. Aluminium represents approximately 1% of the contents of HRBs.
7. **Optical Sorting of Plastic:** Mixed plastic bottles go through an automated optical sorting system which separates the different types of plastic grades such as PET (Confectionary and soft drink bottles), White HDPE (plastic milk cartons) and Coloured HDPE/PP (refillable plastic drink containers). This is sent to local manufacturers as well as offshore to China to become products such as drink bottles, carpets, furniture and clothing (e.g. polar fleeces). Plastics represent approximately 9% of the contents of HRBs.
8. **Storage and Final Processing:** Plastics, cardboard, paper, aluminium, steel and glass recyclables have all now been separated, baled or placed into storage bays ready for delivery into manufacturing product processing plants.

It is important to note recyclables is a market based economy, and that the end life usage of each product ultimately depends on supply and demand at the time. Many products do remain and have a new life in Australia, however many products also end up overseas in countries including China, Thailand and Korea for recycling into new products.

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

COMMUNITY

8. MULTICULTURAL FRAMEWORK

Author: Community Development Co-ordinator (Jill Sleiters)

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

ECM File Reference: Multicultural Framework

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Vision:

We are a participating, active, healthy and vibrant community. We have embraced our aboriginal and multicultural heritage and new arrivals, celebrating this through arts, music, food and events. We value our diversity and our harmony. Our strong community spirit thrives. People in our community feel safe, connected, cared for and are willing to give and share with others.

Goal: Making Lives Better

We continue to welcome new arrivals from all countries and work with them to build on the multicultural traditions in our community through arts, food, music, entertainment and shared experiences.

Our Community Priority: Supporting and celebrating diversity.

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-2025

Making Lives Better**Objective:**

1.1.1 Know our communities and what they value.

Strategy:

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

Reporting Brief:

This report presents the *2017 Glenorchy City Council Multicultural Framework* to Council and recommends that Council adopts the framework's key recommendations. It also outlines the development of the proposed framework, which is an action from Council's Multicultural Spaces Plan 2016.

Proposal in Detail:

Council recognised that more structure was required if it is to adequately address the needs of the multicultural community within the constraints of Council's current funding and resourcing model.

By highlighting the need for a multicultural framework, Council was able to access a small grant from the Department of Premier and Cabinet to facilitate the development of a Multicultural Framework, inclusive of widespread consultation with the community.

Development of Multicultural Framework

The Multicultural Framework Working Group (**Working Group**) was subsequently established to provide direction and oversight to this work.

In developing the multicultural framework, the working group's objectives were to review Council's existing structures and internal committees that work with multicultural groups, and subsequently develop a Multicultural Framework that will guide Council in relation to priorities and actions for supporting multicultural activities, in-line with best practice.

Membership of the Working Group included:

- Manager, Community and Customer Service
- Coordinator, Community Development
- Coordinator, City Strategy and Economic Development, and
- three (3) representatives from the Glenorchy Cultural Diversity Advisory Committee.

The guiding principles of the Working Group were to:

- create a clear statement of the benefit of multiculturalism to our community and the reason Council invests resources in this area
- ensure that a regular mechanism allows multicultural community members to be better connected and integrated into the Glenorchy community
- develop a process that involves all migrants (newly arrived through to established) to find solutions and better community connections
- ensure Council and staff are informed of the progress of the Working Group, and
- maintain the confidentiality of all the information provided to the Working Group.

The Glenorchy City Council Multicultural Framework Report (**Framework**) developed by the Working Group is Attachment 1.

The Glenorchy City Council Multicultural Framework Statement was also developed by the Working Group. The Statement is Attachment 2.

Framework Recommendations

A key finding of the Framework was that there are still opportunities where Council can demonstrate its commitment to embracing cultural diversity in the community and the positive value it brings, as well as improving current engagement practices. To that end, the Framework recommends that Council does the following:

1. Formally commits to becoming a member of the global Welcoming Cities network (<https://welcomingcities.org.au>)
2. Builds on best practice by implementing a Multicultural Ambassadors program. This will allow the multicultural community to identify, plan and implement key initiatives that are meaningful to them and to the Glenorchy community as a whole, while also developing key workforce skills and networking opportunities, and
3. Addresses resourcing issues within the Community Development team in order to overcome the barriers caused by an over-stretched workforce. This will enable Council to better meet the requirements of the multicultural community in their stated request to have greater access to Council staff and to see improved engagement practices from Council.

The recommendations contained in this report to Council are aimed at implementing the above recommendations from the Framework.

Consultations:

During the development of the Framework, the working group undertook extensive consultation with the multicultural community and other stakeholders, both internal and external. The extent of consultation is outlined below.

Internal consultations

- Acting Director, Community, Economic Development and Business
- Acting Manager, City Strategy and Economic Development
- Coordinator, Community Planning and Inclusion
- Community Development team

Special Committees of Council

- Cultural Diversity Advisory Committee
- Safer Communities Committee

External Consultations

A survey was made available to a broad cross-section of the community, including individuals, service providers and interagency networks. In total, 50 surveys were completed. Survey respondents included:

- Migrant Resource Centre
- Multicultural Council of Tasmania
- Red Cross
- Catholic Care Migrant Support Program
- Save the Children
- Department of Premier and Cabinet (DPAC) – Multicultural Liaison distribution list
- Hear Our Voices Gathering Working Group members, including Save the Children Multicultural Playgroup, Hobart Women's Shelter, Royal Hobart Hospital Multicultural Liaison Officer, MRC workers and bi-cultural workers

- Bhutanese community group
- Afghani Hazara community group
- Filipino community group
- Greek community group
- Ukranian community group
- Italian community group
- Polish community group
- Tasmanian Ethiopian community
- Karen Community
- Tas Tafe – Adult Migrant English Program students

Interagency Networks

Health Promotion South Team, Department of Health and Human Services (DHHS)
Glenorchy Action Interagency Network (GAIN) for families and children
Linkages – Aged and Disability Network
Youth Action Network Glenorchy (YANG)

Schools

Cosgrove High School
Ogilvie High School
Glenorchy Primary School

Approximately 30 face-to-face meetings were also held with specific groups, including a Muslim women's group and leaders from different multicultural communities.

Human Resource / Financial and Risk Management Implications:

Current Year:

The Multicultural Framework proposal will not require any additional financial requirements for the current year.

Next Year:

Re-allocation of the current financial resources to support the transition of the Cultural Diversity Advisory Committee to the Ambassador Program will be required. No additional financial or human resources required to maintain the level of service currently being provided. Additional external funding may be sought to work on identified projects. The current Glenorchy Cultural Diversity Advisory Committee is a special committee of Council and members will need to be well supported and recognised for their work during the change process.

Future Years:

An increase in human resources will be required, to develop the Ambassador Program and address the growing needs of the multicultural community. In order to improve Council's engagement processes, some additional budget will be required to assist with engagement processes to be able to cover costs of bi-cultural workers and interpreters, particularly when working with new and emerging communities.

Community Consultation and Public Relations Implications:

As noted above, significant consultation activities were undertaken during the development of the Multicultural Framework. Further consultation with the Cultural Diversity Advisory Committee and the broader Multicultural Community will take place to support the Cultural Diversity Advisory Committee to transition towards the Ambassador Program.

A communication plan will be developed to ensure that the multicultural community and key service providers are aware of the framework and Council's priorities and responsibilities.

In addition, further consultation with the different cultural groups and key services will occur to assist Council to explore options for developing an engagement strategy that responds to the varying needs of the multicultural community.

Recommendation:

That Council:

- (a) ENDORSE the Glenorchy City Council Multicultural Framework Statement **(Statement)**
- (b) ENDORSE Council's multicultural values, as set out in the 'Our Multicultural Values' section of the Statement
- (c) RESOLVE to formally commit to becoming a member of the global "Welcoming Cities" network
- (d) RESOLVE to implement best practice in providing a key support to multicultural community initiatives, by transforming the Cultural Advisory Committee to be the first selection panel for the proposed Glenorchy Multicultural Ambassadors Program
- (e) RESOLVE to instigate a Multicultural Ambassadors Program at Glenorchy, developed by the current Cultural Diversity Advisory Committee members and other representatives of different multicultural communities with the following terms of reference:
 - Ambassadors to be appointed for a two (2) year period
 - Ambassadors to prepare a plan, inclusive of budget (if required) for a key initiative with assistance from Council Officers
 - Multicultural Framework Assessment tool to be used to select projects that can be supported by Council, and
 - Successfully supported or funded projects to be delivered by the Multicultural Ambassadors, with the support of Council and other Ambassadors, and

- (f) NOTE that a budget bid will be submitted for the 2019 Financial Year to increase community development staffing through the appointment of a dedicated Cultural Diversity Officer at 0.4FTE (2 days per week) to ensure a wider focus on multicultural community support in Glenorchy.

Attachments/Annexures

- 1  Glenorchy City Council Multicultural Framework Report 2017
- 2  Glenorchy City Council Multicultural Framework Statement 2017

ECONOMIC

9. GLENORCHY CBD REVITALISATION PROJECT PROGRESS UPDATE (15 MAY TO 10 JULY 2017)

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

Community Plan Reference:

Valuing Our Environment

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

Open for Business

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

Strategic or Annual Plan Reference:

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

Reporting Brief:

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

Background:

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

This report covers the period from 15 May to 10 July 2017.

Project Status:

1. Project Budget and Delivery Schedule

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

The anticipated budget allocations for the project are as follows:

2017/18	\$1.91M
2018/19	\$3.17M
2019/20	\$0.715M

It is planned that the main component of the works will commence in February/March 2018, but some works may be undertaken earlier in the 2017-18 financial year to coincide with the completion of the Glenorchy Integrated Care Centre where it is planned to upgrade the footpaths etc. around this development near the Main Road / Barry Street junction.

There is a significant amount of work yet to be undertaken by Council officers to bring the project to fruition. A detailed program has been developed to assist in tracking project progress.

2. Building Better Regions Fund Grant Opportunity

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

At this stage Council is yet to be informed as to whether the application has been successful, but notification is expected within the next few months.

3. Public Space Enhancement grant

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

Design work on this project is on hold until the status of the "Building Better regions Fund" grant is known because the two projects are linked in terms of scope and deliverables.

4. CBD Steering Committee

The CBD Project Steering Committee met twice during the reporting period, on 18 May 2017 and 20 June 2017. Key topics discussed or tasks progressed were as follows:

- Communications strategy
- Status of obtaining Department of State Growth approvals
- Draft process to develop public art
- Tactical urbanism workshop
- The timeline for the BBRF Grant
- Updated urban design plans were tabled, and
- Miscellaneous design issues

The next steering committee meeting is scheduled for 18 July 2017.

5. Communications Strategy

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

It is expected that work on the strategy will be commenced soon and once completed the strategy will be attached to a future progress report for Council's endorsement.

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

6. Public Art

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

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

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

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

2019-20: Installation

7. Current Key Project Activities

Work is currently underway on the following:

- Urban design consultants reviewing their concept urban design plans, based on the learnings from our combined investigations and outcomes from the detailed design process
- Investigation underway into property boundaries in the project area that may impact on design outcomes
- Preliminary approval received from the Department of State Growth for a 40km/h speed limit in the CBD area (see Attachment 1), and
- Liaising with the Department of State Growth regarding obtaining approval for the proposed raised table pedestrian crossing points (speed humps)

8. Next Steps and Future Tasks

- Once the urban design plans have been reviewed, a development application will be submitted for the project
- The updated urban design plans are to be reviewed by an access consultant
- Existing and new street lighting to be reviewed

- Follow-up meeting to be held with the Department of State Growth (Signals Branch) to discuss the relocation and or upgrade of traffic signals in the project area
- Discussion with TasWater and other service providers to investigate whether they wish to take the opportunity to replace or upgrade their infrastructure in conjunction with Council's works, and
- Development of tactical urbanism/place activation activities in the study area. Tactical urbanism/place activation being, low-cost, temporary changes to the street or public spaces, intended to facilitate activities and connections (cultural, economic, social, ecological) that define a place.

Consultations:

CBD Steering Committee
Department of State Growth
Urban Design consultants
Community Groups

Human Resource / Financial and Risk Management Implications:

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

The success or otherwise of Council's application for co-funding of the project via the Building Better Regions fund is very significant in terms of financial impact. If the grant application is unsuccessful, Council will need to fund the project itself through its forward capital works program. If the funding application is successful then Council's funding burden will be reduced for future capital budgets.

Community Consultation and Public Relations Implications:

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

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

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

Recommendation:

That Council:

RECEIVE and NOTE the CBD Revitalisation Project bi-monthly progress report for the period from 15 May to 10 July 2017.

Attachments/Annexures

- 1  Map of Speed Limit Changes

ENVIRONMENT

10. ENVIRONMENTAL AMENITY BY-LAW

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

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

ECM File Reference: Environmental Amenity By-Law

Community Plan Reference:

Building Image and Pride

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

Making Lives Better

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

Leading our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-25

Valuing our environment.

3.1 Create a liveable and desirable City.

Leading our community

4.1 Govern in the best interests of our community.

4.2 Prioritise resources to achieve our communities' goals.

Reporting Brief:

This report recommends that Council:

- 1) Considers the submissions received from the public on the draft *Glenorchy City Council Environmental Amenity By-law No. 1 of 2017* and its Regulatory Impact Statement and approve the changes made to the draft by-law, and
- 2) Adopts the *Glenorchy City Council Environmental Amenity By-law No. 1 of 2017*.

Proposal in Detail:

Background

The purpose of this report is to recommend that Council makes the resolutions necessary to enact the *Council Environmental Amenity By-law No. 1 of 2017 (By-Law)*.

A copy of the By-Law in the form recommended for adoption is Attachment 1 to this report.

The purpose of the By-Law is to regulate and control matters relating to environment, health and amenity within the Glenorchy municipality. The By-law will act as a mechanism for maintaining appropriate environmental, health and amenity standards within the municipal area. The By-law is set out in various parts and addresses the following areas:

- Caravans
- Waste Management
- Graffiti Management, and
- Water.

The development of the By-law has been a significant exercise for Council which has involved extensive internal and community consultation.

The process to make the By-law has been undertaken in accordance with the process set out in Part 11 of the *Local Government Act 1993* (**the Act**)

Steps Taken in By-Law Making Process under Act

On 9 May 2016, Council resolved to make the proposed By-law.

Following the Council's resolution, a Regulatory Impact Statement (**RIS**) was developed as required under the Act. Both the draft By-law and RIS were forwarded to the Director of Local Government for certification, to allow the public consultation process to commence.

Council advertised its intention to make this By-law on Council's website and in *The Mercury* on the 3 December 2016. The advertisement invited public submissions until close of business on the 22 December 2016. A copy of the advertisement is Attachment 2.

A consultation process was undertaken as required by the RIS, the details of which are outlined in the community engagement strategy which is Attachment 3 to this Report.

Four (4) submissions were received by Council during the public notification period, commenting on various parts of the draft. Attachment 4 to this report is a schedule which details the comments received, Council's response to those comments, and any amendments made to the draft By-law in respect to those comments.

The suggested changes do not substantially change the purpose of the proposed By-law or its effect on the public. Accordingly, under section 160 Act, Council can proceed to the next stage of the By-law creation process without further public notification.

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

Next Steps

Should the By-law be adopted, the following steps will need to be undertaken before it commences:

1. The By-law must be certified by a legal practitioner and the General Manager
2. Notice of the By-law must be published in the *Tasmanian Government Gazette* within 21 days of being made by Council and be titled with reference to the municipal area, subject matter and the year in which it is made
3. The General Manager is to make the By-law available for purchase (and will also make it available on Council's website)
4. The By-law must be submitted to the Subordinate Legislation Committee within seven working days of publication in the Gazette
5. The By-law must be tabled in parliament within 10 sitting days of publication in the Gazette, as required under Section 47 of the *Acts Interpretation Act 1931*, and
6. Council is required to forward the following to the Director of Local Government:
 - a) a sealed copy of the By-law
 - b) the certifications of a legal practitioner and the General Manager given under Section 162 of the Act, and
 - c) a statement explaining:
 - (i) the purpose and effect of the By-law, and
 - (ii) the outcomes of public consultations in respect of the By-law.

Consultations:

Acting Director, City Services Infrastructure
Manager, Legal and Property
Acting Manager, Governance and Risk
Manager, Waste Services
Waste Services Coordinator
Simmons Wolfhagen

Human Resource / Financial and Risk Management Implications:

None anticipated. No additional requirements.

Community Consultation and Public Relations Implications:

Refer to the attached Regulatory Impact Statement (RIS) for the community consultation strategy implemented to gain community feedback on the draft By-law.

Should the By-law be adopted it is not envisaged that there will be any public relations implications given the similarities to the previous By-law. However the RIS will provide relevant information to respond to any issues that may arise.

Recommendation:

That Council:

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

Attachments/Annexures

- 1  Environmental Amenity By-Law No 1 of 2017 Final Draft
- 2  Public Advertisement of Environmental Amenity By-Law
- 3  By-Law Regulatory Impact Statement
- 4  By-Law Submissions and Amendments

GOVERNANCE

11. PEOPLE AND SAFETY STRATEGY 2017 - 2020

Author: Manager, People and Safety (Dionne Berry)
Qualified Person: Acting Director, Corporate Governance (Simon Scott)
ECM File Reference: People and Safety Strategy 2017 - 2020

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Making Lives Better

The City of Glenorchy Community Plan 2015-2040 outlines how our future will be created through Making Lives Better by being safe, inclusive, active, and a vibrant community. As a major employer and the provider of important services to the local community, Council is critical to the ongoing service needs, economic development and prosperity of the region.

Strategic or Annual Plan Reference:

Glenorchy City Council Annual Plan 2016

Leading our Community

- 4.2.2 Ensure we have an appropriately skilled, capable and safety focused workforce
- 4.2.2.01 Develop a Human Resources Strategy
- 4.2.2.02 Implement the Human Resources Strategy

Reporting Brief:

The purpose of this report is to present the *Glenorchy City Council People & Safety Strategy 2017- 2020* to Council for adoption.

Proposal in Detail:

Background

Glenorchy City Council recognises the need to reflect the community it serves. Council is a major employer within the Glenorchy community. Council's operations require a broad range of technical and professional qualifications along with operational experience.

There are a wide range of employment opportunities at Council, which include (but are not limited to) accountants, engineers, human resource personnel, communications building surveyors, child educators, trades, customer service, administrators, arts professionals, hospitality and event management, lawyers, skilled labour, youth services and other professionals.

Over the past 12 months, Council's People & Safety Department has prepared the *Glenorchy City Council People & Safety Strategy 2017- 2020 (P&S Strategy)*. The P&S Strategy is Attachment 1 to this report.

Purpose and Objectives

The purpose of the P&S Strategy is to ensure Council has the workforce capability that the organisation requires for a sustainable future, and the capacity to analyse key requirements to meet the changing needs of our diverse community.

The P&S Strategy's objectives are supported by the actions and activities outlined in Council's Improvement and Action Plans. The Improvement and Action Plans contain a comprehensive list of priorities to improve our performance and to support the achievement of the P&S Strategy.

The P&S Strategy is focused on the creation of opportunities to provide GCC employees with skill development and to better support their own lives and make a difference in the community.

We actively look for opportunities to reduce risks and foster a culture of everybody goes home safe and well every day.

Development

In developing the P&S Strategy, Council was guided by the following:

- Council's values and cultural expectations (valuing people, diversity, progress, prosperity and environment)
- The *City of Glenorchy Community Plan 2015-2040*
- Other levels of government, local Councils, the corporate and not-for-profit sectors, and
- Legislation and statutory obligations

Extensive consultation with Council staff has been undertaken over the past nine months during the P&S Strategy's development.

Internal feedback has been overwhelmingly positive and reflects our desire as an organisation to be a place that people want to work and to be leaders in local government.

The direction of the Strategy has been guided by consultation undertaken through a number of mediums, including:

- an all staff employee satisfaction survey
- a Director, Manager and Coordinator workforce planning survey
- one-on-one meetings with all Managers and Directors
- five (5) facilitated workshops with approximately 80 employees representing every work site and department
- circulation of the draft strategy to all staff by email and making the strategy available in hard copy throughout the two week formal consultation period

- providing information and one-on-one briefing sessions with employees were available throughout this time and
- The final draft was approved by the Acting General on 30 June 2017.

In preparing the P&S Strategy, Council's People & Safety department identified (and has attempted to address) the following challenges for Council:

- an ageing workforce
- balancing becoming an 'Employer of Choice' and ensuring employee costs are within GCC's financial constraints
- active engagement in our health, safety and wellbeing initiatives
- changing employee flexibility requirements
- acquiring and maintaining skills for emerging technologies
- shifting to a positive speak up culture
- negative perceptions of working in local government
- ensuring that contractors and supplementary labour (including volunteers) operate to Council's standards, and
- recognition that WH&S is a part of everything we do.

Supporting Documentation

The P&S Strategy, together with GCC's integrated strategic and reporting framework, provides alignment and the necessary resources to achieve the objectives of Council.

The P&S Strategy has been created in accordance with Council's HR Policy and WH&S Commitment Statement and will support GCC in establishing practical systems, relevant goals and a clear direction for our people.

The P&S Strategy objectives are supported by the actions and activities outlined in Council's 'Improvement Plans' and 'Action Plans'.

The Improvement Plans are targeted internal workforce planning documents that guide our resourcing and activity allocation, and provide direction for the Executive Leadership Team, Management team and staff for their future development.

The Action Plans contain specific measures and reportable deliverables, with progress reported on a quarterly basis.

Council's Improvement and Action plans:

- are driven by identified core principles, which ensure Council's ongoing sustainability of a safe and healthy workplace to support GCC to actively serve the Glenorchy community
- contain a record of Council's key actions, work items and measurable targets, which support the future growth and development of Council's workforce, stakeholders and our community, and
- contain a comprehensive list of priorities to improve our performance and to support the achievement of the P&S Strategy.

The following documents and systems also support the P&S Strategy:

- Directives and Guidelines
- Processes, Procedures and Forms
- Commitment Statements
- Risk Registers
- Information Management Systems
- Enterprise Agreement and Awards, and
- Contracts of Employment.

Consultations:

Executive Leadership Team
All Council Staff

Further details about the extensive consultation undertaken during the development of the P&S Strategy are provided in the body of this report.

Human Resource / Financial and Risk Management Implications:

The P&S Strategy has been designed to be delivered within existing Council resources and business structures.

The 2014 *Profile of the Local Government Workforce Report*, prepared by the Australian Centre of Excellence for local government, highlighted a number of issues with the local government workforce, including an ageing workforce, high levels of impending retirement and gender imbalance in some areas within the Local Government sector.

Across the Local Government sector Human Resources strategy, planning and resourcing has not had the same focus and commitment as has been applied to Council Plans, the Long Term Financial Plan, Strategic Plan, Strategic Resource Plan and Annual Budgets.

If not adequately addressed, local governments' capacity and people base will diminish, resulting in disruption to the delivery and possible termination of services to the community. If local governments are to deliver all that is required under their plans, their people and safety capability must match their servicing requirements. Accordingly, the priority of Workforce Strategy Planning and Resourcing must be elevated.

This P&S Strategy forms part of GCC's response to addressing this issue and has been designed to achieve the following outcomes:

- embedded risk management approach in WH&S, Workforce Strategy Planning and Resourcing
- improved workforce planning capacity and its priority within GCC
- address skill and experience gaps and identify succession planning;
- an engaged and safety-focussed workforce;

- employee knowledge transfer and mentoring; and
- increased productivity, resourcing and efficiencies across the organisation.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. ADOPT the *Glenorchy City Council People & Safety Strategy 2017- 2020*, and
2. AUTHORISE the publication of the *Glenorchy City Council People & Strategy 2017 – 2020* on Council's external website.

Attachments/Annexures

- 1  Glenorchy City Council People & Safety Strategy 2017 - 2020

12. CODE FOR TENDERS AND CONTRACTS

Author: Strategic Procurement Coordinator (Aaron Wooldridge)
Manager, Legal and Property (Carey Higgins)

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

ECM File Reference: Procurement

Community Plan Reference:

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

Strategic or Annual Plan Reference:

- 4.1.3.04 Implement the Governance Strategy
- 4.2.1.12 Develop a Procurement Strategy
- 4.2.1.13 Implement the Procurement Strategy

Reporting Brief:

The purpose of this report is to recommend that Council adopts an updated Code for Tenders and Contracts.

Proposal in Detail:

Background

This report recommends that Council adopts an updated Code for Tenders and Contracts.

The proposed updated Code *Glenorchy City Council Code for Tenders and Contracts (the Code)* is Attachment 1 to this report.

The Code has been reviewed and updated as part of Council’s recent comprehensive review of its procurement strategy. The updated Code sets out Council’s policy framework to ensure best practice in procurement throughout Council, and is tailored to Council’s specific needs and in compliance with legislative requirements.

Legislative Requirements

Under the *Local Government Act 1993 (the Act)*, every Tasmanian Council is required to adopt a code relating to tenders and contracts (s. 333B). Council adopted the current version of the Code on 13 April 2016.

The matters that the Code is required to deal with are set out in regulation 28 of the *Local Government (General) Regulations 2015*.

Council is required to review the code at least once every four (4) years (s. 333B(2)(d) of the Act).

Copies of the relevant statutory provisions are Attachment 2 to this report.

Key Features of Updated Code

The most significant proposed changes to the Code from the last version are to:

- the spending thresholds and requirements in clause 7.1 (page 11), and
- the exemption provisions in clauses 9.1 and 9.2 (pages 19 - 21)

Consultations:

Executive Leadership Team

All Managers

Council employees

Human Resource / Financial and Risk Management Implications:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If the updated Code is not adopted, Council risks non-compliant with key legislation through decreased adherence to the code due to impracticalities and the Code being outdated.	Minor	Almost Certain	Medium	Council adopt the updated Code for Tenders and Contracts as recommended.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. ADOPT the updated *Glenorchy City Council Code for Tenders and Contracts* in the form of Attachment 1.

Attachments/Annexures

- 1  Code for Tenders and Contracts - Draft
- 2  Legislative Provisions

13. GENERAL MANAGER'S DELEGATIONS FROM COUNCIL (SECTION 22, LOCAL GOVERNMENT ACT)

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

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: Delegations Register

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040 Leading Our Community.

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

Strategic or Annual Plan Reference:

Leading our Community

4.1 Govern in the best interests of our community

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

Reporting Brief:

The purpose of this report is to recommend that Council updates the delegations of statutory and non-statutory functions and powers to the General Manager under section 22 of the *Local Government Act 1993* (**the Act**).

Proposal in Detail:

Background

Since July 2016, Council has been undertaking a major review of all the delegations and authorisations of statutory and non-statutory powers given to Council employees.

The purpose of the review has been to facilitate a high standard of regulatory compliance by ensuring that all Council employees lawfully discharge their powers, and to provide clarity to all Council employees to assist in the efficient running of the organisation.

The last complete review of General Manager's delegations was in 2013. The current delegations to the General Manager are recorded in a register (as required under the Act). However the resolutions of Council that created the delegations have not been collated.

This report recommends that Council delegates various powers and functions vested in Council under State Legislation and internal Council documents to the General Manager under section 22 of the Act.

The delegations will clarify the exact extent to which the General Manager is authorised to exercise statutory and non-statutory powers given to Council, and to further delegate certain powers to Council employees. This will result in a single, concise, document that lists the general manager's delegated authority.

Council's Statutory Power to Delegate

If an Act expresses that a power is to be exercised by 'Council' it cannot be lawfully exercised by anyone other than the elected body of Aldermen (or the Commissioner) unless it is formally delegated.

Under section 22 of the Act, Council may, in writing:

*"...delegate with or without conditions **to the general manager**, controlling authority, a council committee or a special committee any of its functions or powers under this or any other act..."*

In addition to delegating the relevant powers to the General Manager, Council may authorise the General Manager to further delegate that power to an employee of Council. The General Manager's power to further delegate powers of Council that Council has authorised the General Manager to delegate is contained in section 64 of the Act.

Powers to be Delegated

The proposed updated General Manager's delegations are contained in the Schedule of Delegations which is Attachment 2 to this report (**the Schedule**).

For ease of reference, the Schedule groups the powers to be delegated according to the Act or Instrument that contains them. The powers are also classified as either:

1. **Statutory Delegations:** These are delegations of functions and powers that are created by an Act or other legislative instrument, and
2. **Non-Statutory Delegations:** These are delegations which provide the authority for the General Manager to exercise certain powers which are not created directly from a statutory provision, but which may come from another document (for example, Council's Code for Tenders and Contracts).

Process Undertaken to Identify and Review Delegated Powers

The process undertaken to identifying the relevant powers to be delegated to the General Manager was as follows:

Step 1: LGAT Delegations Register

The Local Government of Tasmania (**LGAT**) commissioned a Hobart Law Firm to undertake a review of the relevant local government legislation and identify all of the powers that were capable of being delegated (**LGAT register**).

The powers identified in the LGAT register provided a basis from which the review of powers took place.

Step 2: Review of Statutory Powers in LGAT Register

Each statutory power identified in the LGAT Register was reviewed to ensure that:

1. It was lawful for Council to delegate the relevant powers
2. It was appropriate for Council to delegate the relevant powers (i.e. it was appropriate that General Manager exercise those powers), and
3. if the General Manager was to be authorised to further delegate the powers, that it was appropriate that the powers be exercised by employees of Council other than the General Manager, and that the General Manager was not prohibited from further delegating those powers.

This was an exhaustive process that took several months, but was critical to ensuring that the powers to be delegated to the General Manager were appropriate.

Step 3: Cross-Check Against Other Legislation

Once a focussed list of functions and powers was created, a detailed analysis of other State Legislation was also undertaken in order to check whether any powers had been missed.

This resulted in the identification of a number of further statutory powers that it was considered appropriate that the General Manager be delegated.

Step 4: Cross-Check Against Current Delegated Powers

Attachment 3 is an extract from Council's current delegations register, which lists the current powers delegated to the General Manager.

The proposed delegations were cross-referenced against the current delegations to ensure that there were no inconsistencies, and that the new list did not inadvertently remove powers currently exercised by the General Manager.

Summary

The above process has been a rigorous assessment of the relevant powers which ensures that the powers to be delegated to the General Manager are valid and appropriate.

Delegations Under Code for Tenders and Contracts

During the present Council meeting, Council is being asked to consider the adoption of an updated Code for Tenders and Contracts (**Code**).

To ensure that the powers given to 'Council' under the Code are able to be lawfully exercised by Council employees, the Schedule also contains a list of delegations of powers under the Code from Council to the General Manager and authorises the General Manager to further delegate them to employees. The Delegations are authorised under clause 11.3 of the Code.

The delegations under the Code will ensure that the Acting General Manager can administer and properly discharge powers under the Code from the time of its adoption. This will assist in ensuring regulatory compliance by Council and providing clarity to Council employees who deal with the Code on a daily basis.

Statutory Considerations

In considering whether to grant the Delegations and Authorisations listed in the Schedule, Council should note the following:

- under section 23AA of the *Acts Interpretation Act 1903*:
 - a power may be delegated to a person by name or to a position [s. 23AA(1) and (5)]. It is preferable to delegate to a position, such that a person acting in or taking over that position is automatically given the delegations upon their appointment. Accordingly, the delegations in the Schedule are given to “The General Manager”, notwithstanding that the Acting General Manager is currently acting in the role of General Manager
 - a delegation may be general or limited [s. 23AA(2)(a)]
 - delegations must be evidenced in writing to be valid [s. 23AA(2)(b)], and
 - Council will continue to hold any powers that it delegates, notwithstanding that those powers can also be exercised by delegates [s. 23AA(6)], and
- under section 22(4) of the Act, the General Manager is required to keep a register of any delegation and make it available for inspection.

Conclusion

The proposed delegations to General Manager listed in the Schedule will provide a high degree of regulatory compliance by clarifying the exact extent of the powers which the General Manager has been delegated and is authorised to further delegate to Council employees.

This is an important step in overhauling the statutory and non-statutory delegations across the organisation, which is critical to maintaining strong governance principles and maximising regulatory compliance.

It is recommended that Council adopts the recommendations of this report.

Consultations:

Commissioner
Acting General Manager
Executive Leadership Team
Acting Manager, Governance and Risk

Human Resource / Financial and Risk Management Implications:Human Resources Implications

Nil.

Financial Implications

The proposed Delegations seek to impose updated financial expenditure and write-off limits for the General Manager. This is not expected to result in any additional expenditure or write-offs, but will clarify the General Manager’s powers to authorise expenditure on behalf of the organisation.

Risk Management Implications

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If the proposed Delegations and Authorisations are not given to the General Manager, there is a significant risk of statutory non-compliance, either through: - The exercise of a power by the General Manager that was not validly delegated, or - The purported delegation of a power that the General Manager was not authorised to delegate, and subsequent non-lawful exercise by a Council employee.	Moderate	Very likely	Significant	Council delegates the powers and provides the authorisations to the General Manager under section 22 of the Act, as recommended.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

1. DELEGATE the functions and powers of Council identified in the Schedule forming Attachment 1 to this report (**Schedule**) to the position of General Manager under section 22 of the *Local Government Act 1993*, and
2. AUTHORISE the position of 'General Manager' to further delegate the functions and powers of Council that are identified in the Schedule, and
3. RESOLVE that the delegations and authorisations given in resolutions 1 and 2 (above):
 - (a) supersede any previous delegations or authorisations given to the position of 'General Manager' that are inconsistent with the delegations and authorisations given in the Schedule, and
 - (b) do not supersede or revoke any previous delegations or authorisations given to the position of 'General Manager' that are not inconsistent with the delegations and authorisations given in the Schedule, and
4. AUTHORISE the Commissioner to execute an Instrument of Delegation to give effect to resolutions 1 to 3 (above).

Attachments/Annexures

- 1  Schedule of Delegations - General Manager

14. DISBANDING OF BROOKER HIGHWAY LIAISON COMMITTEE

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

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

ECM File Reference: Council Committees

Community Plan Reference:

Leading our Community

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

Strategic or Annual Plan Reference:

Leading our Community

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

Reporting Brief:

This report recommends that Council formally disband the Brooker Highway Liaison Committee, following the completion of the Brooker Highway Upgrade project.

Proposal in Detail:

At its meeting on 16 March 2015, Council resolved to establish an internal liaison committee with the Department Of State Growth for the Brooker Highway Construction project. A copy of Council's resolution is Attachment 1.

In accordance with that resolution, the Brooker Highway Liaison Committee (**the Committee**) was established.

The purpose of the Committee was to oversee and raise any community issues relating to the Brooker Highway Upgrade project (a major project upgrade the Brooker Highway junctions at Howard Road, Goodwood and Elwick Roads, which was completed in early 2017) (**the Project**), and provide direct channels of communication between Council and the Project Manager employed by the Department of State Growth.

The Committee was comprised of five (5) Council employees, two (2) Aldermen (the Mayor, the Deputy Mayor), two (2) representatives from the Department of State Growth, and one (1) representative from the contractor.

The Committee met on 13 occasions between 3 August 2015 and 29 May 2017.

Works on the Project were completed in early 2017.

Given that the Project has now been completed, the Committee has fulfilled its purpose and is no longer required to convene. Accordingly, it is recommended that Council resolve to formally disband the committee.

Because the Committee was established by a resolution of Council, it is prudent that the disbanding of the Committee is also by resolution of Council.

Consultations:

Brooker Highway Liaison Committee
Transport Engineer

Human Resource / Financial and Risk Management Implications:

Nil.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. ACKNOWLEDGE the work undertaken by the Brooker Highway Liaison Committee (**the Committee**), and
2. RESOLVE that the Committee be formally disbanded.

Attachments/Annexures

- 1  Council Resolution - 16 March 2015

15. CORPORATE PERFORMANCE INDICATORS - MAY 2017

Author: Systems Management Accountant (Mark Patmore)

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: Traffic Lights

Community Plan Reference:

Leading our Community

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

Strategic or Annual Plan Reference:

Leading our Community

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

Reporting Brief:

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

Proposal in Detail:

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

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

Please note the CPIs incorporate the 2015-2016 Budget Carry-Forwards, as approved at the August 2016 Council Meeting.

Monthly Results

For April 2017 the Council recorded:

- two (2) red lights, and
- six (6) yellow lights.

The remainder, eighteen (18), are green lights.

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

Light Colour	Item	Page	Comments
●	Lost Time Injury Frequency Rate (LTIFR)	29	There were three (3) LTIs for May. The rolling 12 month LTIFR is 35.51, which is higher than for the same time last year (which was 21.39). Safety remains a priority for the organisation and all incidents are reviewed to ensure policies and practices are refined to avoid future incidents.
●	Capital Expenditure – Property	18	The capital program for 2016/17 remains significantly under budget. Various delays on key projects have been identified which more than offset the overspending on the KGV project which is approaching completion. Estimates for carry forward funding on projects delayed are now approximately \$1.9M.
●	Capital Expenditure – Stormwater	19	The capital program for 2016/17 started slowly and remains under budget. Forecasts suggest that the program will be completed for the full year. For that to eventuate, spending will need to continue at its recent (higher) rate.
●	Capital Expenditure – Other	19	The capital program for 2016/17 started slowly and although the year to date position is consistent with budget, forecasts suggest that the budget will not be achieved. Estimates for carry forward funding on projects delayed are now approximately \$1.5M.
●	Accounts Receivable	22	Overdue debtors are above target due primarily to Derwent Park Reuse Scheme Contractor \$1,597k
●	Salaries and Wages including on-costs – Capital Projects	24	Some capital works that were budgeted to be completed internally are now being provided by external contractors, whilst some other works have been delayed.
●	Other Employment Costs – Operational	25	Relief and Casuals and Overtime are above budget and being used to service positions that are currently vacant.
●	Permanent Staff Turnover Rate	25	The turnover rate remains high due to the relatively large number people ceasing employment during Nov 2016 (5), Dec 2016 (6) and Jan 2017 (6) for 29 in the eleven months to 31 May 2017.

● = Red Light: Immediate action required

● = Yellow Light: Monitoring and/or investigation required

Consultations:

Capital and Operational Expenditure Program Leaders

Human Resource / Financial and Risk Management Implications:

As outlined in the Corporate Performance Indicators reports.

Community Consultation and Public Relations Implications:

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

Recommendation:

That Council:

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

Attachments/Annexures

- 1  CPI Report May 2017
- 2  Appendix B Capital Projects Report May 2017

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

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

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

ECM File Reference: Actions List - Council Meetings

Community Plan Reference:

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

Strategic or Annual Plan Reference:

Leading our Community

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

Reporting Brief:

To provide Council with the Actions List (Open Council Meeting), updated following the Council meeting on 13 June 2017.

Proposal in Detail:

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

The Actions List (Open Council Meeting), which is Attachment 1 to this report, highlights the progress of the items on the list following the 13 June 2017 Council meeting.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

None.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 13 June 2017 Council meeting.

Attachments/Annexures

- 1  Outstanding Action List - Open Council Meeting

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

CLOSED TO MEMBERS OF THE PUBLIC

18. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

19. AUDIT PANEL MINUTES AND CHAIR'S REPORTS: 5 APRIL AND 28 JUNE 2017 MEETINGS

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

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

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

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