

COUNCIL AGENDA

MONDAY, 15 MAY 2017



GLENORCHY CITY COUNCIL

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

Hour: 3.00 p.m.

Present:

In attendance:

Leave of Absence:

TABLE OF CONTENTS:

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

9.	EDUCATION ACT PROPOSED CHANGES AND IMPACT TO GCC CHILD CARE CENTRES	11
10.	COMMUNITY ENGAGEMENT STRATEGY	16
ECONOMIC		21
11.	GLENORCHY CITY COUNCIL FINANCIAL MANAGEMENT STRATEGY	22
12.	GLENORCHY CBD REVITALISATION PROJECT PROGRESS REPORT (20/03/17 - 15/05/17).....	26
GOVERNANCE		31
13.	KGV COMMUNITY PARK.....	32
14.	REPAIRS TO ROSETTA RAIL BRIDGE	39
15.	PROCUREMENT STRATEGY	42
16.	ADOPTION OF UPDATED STORMWATER PROPERTY CONNECTIONS POLICY	45
17.	ANNUAL PLAN PROGRESS REPORT AS AT 31 MARCH 2017.....	47
18.	CORPORATE PERFORMANCE INDICATORS - MARCH 2017	50
19.	ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT.....	53
20.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE	54
CLOSED TO MEMBERS OF THE PUBLIC		54
21.	APPLICATIONS FOR LEAVE OF ABSENCE.....	54
GOVERNANCE		54
22.	ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT	54
23.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)	54

1. APOLOGIES

2. CONFIRMATION OF MINUTES

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

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mrs. Kaye Smith – 10 Constance Avenue, Glenorchy

What was the \$5,100 Qantas credit card expense recently reported in *The Mercury*?

The expense was for the cost of a return airfare for the General Manager to attend a meeting of the Local Government Chief Officers Group in Western Australia in November 2016.

Mr. Phil Butler – 504 Main Road, Glenorchy

The Corporate Performance Indicators (Item 15) indicate that Admin and Office costs are \$42,000 over budget. The notes indicate that one of the contributing factors is 'Aldermanic Expenses'. Given that Aldermen were suspended in February, what are these expenses?

The CPI Report advised that Admin Office Costs were \$42,000 over budget:

"...Primarily due to payment of Derwent Estuary Program fees which were budgeted in December and legal expenses incurred in CSI and CG including Council procedural matters and aldermanic costs and various building and plumbing and property lease advice."

The 'aldermanic costs' referred to in that passage form part of the "*legal expenses incurred in CSI and CG*", and are not separate aldermanic expenses such as reimbursements or aldermanic allowances.

In-fact, the actual aldermanic expenses incurred were under budget by approximately \$14,000 for the financial year at the time of the CPI assessment at the end of February 2017. As noted in the report, the primary reason for that account being over budget was the payment of Derwent Estuary Program fees.

Mr. Darrell Vincent – Berriedale

In relation to Item 10 on the Agenda (Dog Registration, Schedule of Fees), why is the concession rate \$3 higher than the non-concession rate?

It appears that the concession rate was originally increased to be higher than the non-concession de-sexed dog rate in April 2011 and that the incremental increases that have followed have continued that trend. Council is unable to provide a further explanation as to why that occurred.

However, the fees adopted for the 2017-18 financial year at the 19 April 2017 address this issue, and that the concession rate for a de-sexed dog is now \$12 lower than the non-concession rate for a de-sexed dog.

In the report for Item 10 on the Agenda, Council is presented with 2 different options: Option A and Option B. Which of those options is going to be adopted?

Option A was adopted by Council in accordance with the recommendations in the officer's report.

Mr. George Burrows – Black Snake Lane, Granton

Has Council ever made any attempt to investigate the provision of automatic credit card deductions for rate payments? And when will this provision be made available to ratepayers?

Recent investigations have identified that software that will process Council's rates payments does not currently have the capability to process automatic credit card deductions. Council has not made any further attempts to investigate whether to introduce this service other than those undertaken in response to Mr. Burrows' previous requests.

Council does not have any current plans to implement automatic credit card deductions for rate payments.

Some time ago, Council investigated the cost of notifying citizens by SMS that rates notices were overdue. The cost of this service was estimated at 0.5c per SMS. When will Council introduce this service in order to save people getting fined for their overdue rates?

Council already utilises SMS notifications to notify ratepayers of overdue rates and has done so in respect of every rate instalment due date since August 2015.

SMS messages are only sent to ratepayers who have both an overdue balance and whose mobile phone number is registered in our system. If there are multiple owners registered for a property, an SMS is issued to each owner.

At Council's Annual General Meeting in 2016, I asked about the implementation of Citizens Juries, and particularly whether this could be trialed in some form in relation to the question of 2017 rates. In respect of this:

1. Has the investigation about the implementation of citizens juries taken place?
2. Will some form of public consultation (preferably a trial version of citizens juries) take place this year in prior to the determination of 2017 rates?

Officers from Council's Community Planning and Inclusion section have undertaken investigations in response to Mr Burrows' motion moved at the 2016 AGM. In particular, the concept of citizens' juries has been considered as part of Council's Community Engagement Framework (**Framework**) which is to be presented to Council at the 15 May 2017 Council meeting.

The Framework will provide detailed guidance to Council on the methods of engaging and consulting with the Community in different circumstances and in relation to different matters. Those means include guidance on when and how it is appropriate to utilise citizens' juries as a means of community engagement.

However, the implementation of the Framework will not result in the implementation of a citizens' jury to decide on Council's 2017 rates. The reasons for that are:

- it is the role and purpose of elected members of local government to make decisions about matters such as this, and
- in any event, under the *Local Government Act 1993 (the Act)*, the determination of rates is a power that remains exclusively with the Council.

In respect to the latter, section 22(3) of the Act sets out a number of powers that Council cannot delegate and must be exercised by body of elected Aldermen (or the Commissioner). The powers that cannot be delegated include "*the making of rates and charges under Part 9*" (see subsection 23(3)(h)).

Accordingly, even if Council does determine that it is appropriate to utilise citizens' juries to guide certain decisions, those will not include the decisions about rates, because Council is prevented from delegating that power.

Mr. Geoff Corrigan – 10 Fleming Street, Glenorchy

There are currently two 5 minute car parking places outside Tasmanian Eye Clinic on Main Road, Glenorchy. Could one or both of these be converted to a disabled car parking space, given the number of elderly residents who visit the eye clinic?

A disabled parking space will be installed in the suggested location as part of the Glenorchy CBD Revitalisation Project (**CBD Project**) which is currently in advanced planning stages.

Council endorsed a concept urban design for the CBD Project at its meeting on 19 December 2016. The concept design currently proposes that three (3) on-street disability parking spaces are installed along Main Road between Terry Street and Barry Street, one of which is outside the eye clinic.

Unfortunately, it is not possible to simply change the signage on the existing spaces, due to the work required to ensure that disabled spaces comply with the relevant Australian Standards for accessible parking.

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

COMMUNITY

8. CUSTOMER SERVICE CHARTER

Author: Coordinator, Customer Service (Gabrielle Bowring)

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

ECM File Reference: Customer Service Charter

Community Plan Reference:

Making lives better

- Know our community and what they value
- Facilitate and/or deliver services to our communities

Strategic or Annual Plan Reference:

Strategic Plan Reference:

- 1.3 Facilitate and/or deliver services to our community
- 1.3.1 Directly deliver defined service levels to our communities
- 1.3.2 Identify and engage in partnerships that can more effectively deliver defined service levels to our communities.

Annual Plan Reference:

- 1.3.1.02 Develop a whole of Council Customer Experience
- 1.3.1.03 Implement the Customer Experience Strategy

Reporting Brief:

The purpose of this report is to recommend that Council:

- a) adopts an updated Customer Service Charter
- b) notes the updated Service Delivery Levels commitments, and
- c) is informed as to the work undertaken to develop these documents.

Proposal in Detail:

Background

Section 339F of the *Local Government Act 1993 (the Act)* requires that Council adopts a Customer Service Charter and must review the charter at least once every two (2) years.

Pursuant to that requirement, Council has committed in its Annual Plan to developing and implementing a 'whole of Council Customer Experience'.

Council has developed the following updated documents which will guide and define our customer experience:

- Glenorchy City Council Customer Service Charter, and
- Glenorchy City Council Service Delivery Levels.

Development of Charter

Attachment 1 is a copy of the draft Customer Service Charter (**Charter**).

The Charter is a key corporate document for Council. It provides clear, concise statement by Council on the way Council officers respond to enquiries and interact with the community. Its adoption will be a positive step forward that both the community and Council staff can have confidence in.

A project working group was established to undertake the important task of updating the Charter in March 2016 under the delegation and supervision of the Manager, Community and Customer Service.

The project group undertook the following work during the review and development of the Charter:

- project members reviewed the existing charter and supporting documents, and undertook internal consultation through meetings with Council staff. This process provided internal feedback on the current charter and ideas around what the new charter should offer
- review and investigation of the customer service charters of other councils was also conducted by Coordinator, Customer Service and best practice information was compiled
- a draft of the Charter was prepared, based on the compilation of the results obtained during the processes outlined above
- project team members reviewed the draft document with their respective teams, and further internal feedback was provided, and
- the draft charter was presented for community consultation to various special committees of Council during October and November 2016 (further details are provided under 'Community Consultation and Public Relations Implications' heading, below).

Following community consultation, the draft Charter was reviewed and approved by Council's Executive Leadership Team (**ELT**), after which design and formatting was undertaken.

It is recommended that Council adopts the Customer Service Charter in the form of Attachment 1.

Service Level Commitments

Attachment 2 to this report is a draft 'Service Delivery Levels' document, which also forms part of Council's customer service commitments.

As part of the development of the whole of Council customer service experience, the project team undertook a review of the service levels that Council commits to provide to the community through its customer service charter. The updated levels were developed in consultation with Council staff and also the wider community.

The Service Delivery Levels are provided to Council for information purposes.

Implementation

If adopted by Council, the new Customer Service Charter will be implemented and monitored closely.

Part of the implementation process will be the successful delivery of two (2) key systems, which will need to be operational to ensure the Charter and service levels can operate as they are intended to. Those systems are:

- Council's new telephony system, which (among other things) will allow Council's call centre to better manage incoming calls and provide timely and effective responses, and
- the 'One Council' project, also called 'Project TOM', which will centralise Council's computer systems into the cloud environment.

Both of these systems are scheduled for implementation during 2017-18.

Consultations:

ELT

Council staff from all departments

Human Resource / Financial and Risk Management Implications:

Nil.

Community Consultation and Public Relations Implications:

Consultation has been undertaken with the community through the following special committees of Council:

- Access Advisory Committee
- Cultural Diversity Advisory Committee
- Glenorchy Arts and Cultural Advisory Committee
- Glenorchy Youth Task Force
- Safer Communities Committee, and
- Sport and Recreation Advisory Committee

Recommendation:

That Council:

1. ADOPT the Customer Service Charter, and
2. NOTE the Service Levels documentation.

Attachments/Annexures

- 1  Draft Customer Service Charter
- 2  Draft Service Levels

9. EDUCATION ACT PROPOSED CHANGES AND IMPACT TO GCC CHILD CARE CENTRES

Author: Child Care Delivery Coordinator (Kate Whitbread)

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

ECM File Reference: Agenda for Children and Young People

Community Plan Reference:

Making Lives Better

Young people will be listened to, involved and included in decision making especially about recreation, entertainment and support services. Young people and their families will be encouraged to play an active part in their education and their community.

Open for Business

We will champion education, innovation and new technologies to stimulate creativity and to generate even more jobs for the future.

Our Community Priorities: Education and lifelong learning opportunities.

Strategic or Annual Plan Reference:

Making Lives Better

- 1.2 Support our different communities to enable them to pursue opportunities.
- 1.2.2 Facilitate the delivery of services that build community capacities and capabilities.
- 1.2.2.10 Operate Council's Child Care Centres in accordance with the Education and Care Services National Law and Regulations.

Reporting Brief:

The purpose of this report is to provide Council with updated information regarding the progress to implement actions arising out the recent passage of the new *Education Act 2016* and the impact of the new act on Council's Long Day Care Centres. This report follows an initial report to Council on 26 September 2016.

Proposal in Detail:

Progress of Education Act 2016 and Impact on School Starting Ages

On 15 November 2016, the Tasmanian parliament passed *Education Bill 2016* (**the Bill**) which, when enacted, will become the *Education Act 2016* (**the Act**). The Act will repeal and replace the existing *Education Act 1994*.

The Act will commence on 10 July 2017, except for changes to the voluntary school starting age and the minimum leaving requirements.

Under the Bill, the Minister for Education and Training is required (by no later than 1 September 2017) to make one or more orders which specify that section 8 commences on 1 January 2020 and section 9 commences on 1 January 2021. These sections relate to earlier access to Kindergarten and Prep. Broadly, those changes lower the age at which students can start school to four and a half years for Prep students, and three and a half years for kindergarten students. Copies of sections 8 and 9 are [Attachment 1](#).

Prior to making those orders, the Minister is required to seek and consider a written implementation report and recommendations of the Secretary of the Department of Education in relation to the social and economic impact of commencing sections 8 and 9 on the Tasmanian early childhood education and care sector and Tasmanian children and their families.

The orders and report must be tabled in both Houses of Parliament and Parliament has the power to disallow the orders.

The Bill requires the Secretary to consult with the stakeholder reference group that was established in 2014 as part of the review of the Act. This group consists of a wide range of key stakeholders, including from the education and care sector. It will be expanded to include specific membership from Early Childhood Australia.

The Secretary will also consult with a wide range of people to fulfil the requirements set by the legislation in order to report on the social and economic impact of the changes on the Tasmanian early childhood education and care services sector and Tasmanian children and their families.

Review of impact of changes to school starting ages

KPMG has been engaged by the Department of Education to undertake a review of the impact of changes to school starting ages.

This review is designed to explore the economic impact on the early childhood education and care sector of the changes to school starting ages, opportunities for services to adapt to and respond to the change, and the potential wider economic impacts and social impact of the change on Tasmanian children and families. The work will consider the impact at the individual service level, community/regional level and for the State as a whole.

All service providers will have the opportunity to contribute to and participate in the review. KPMG will engage with the sector in a number of ways throughout the review, which will include introductory group forums, a survey open to all providers and a select sample (52) Service Provider site visits and onsite consultations across Tasmania (commencing on 20 March 20 and continuing for up to five weeks).

Berriedale Child Care Centre was selected as a sample service and was visited on by KPMG as part of the review on 19 April 2017.

Early Childhood Australia (Tasmanian Branch) position on starting ages

The position of Early Childhood Australia's Tasmanian Branch (**ECA**) remains unchanged since the proposed changes were forecast. It does not support the proposed reductions to the school starting ages.

ECA maintains its position that lowering of the school starting age (whether optional or compulsory) is not in the best interests of the child.

Impact on Glenorchy City Council Services

Council currently operates two (2) Long Day Care Services that provide education and care for children at Berriedale Child Care Centre and Benjafield Child Care Centre.

The impacts of the proposed changes to starting ages in the Act are summarised as follows:

Berriedale Child Care Centre

(Figures as of 28 April 2017)

Criteria	Number	Comment
Approval Number	53	Number of Licensed Child Care Places
Number of children currently enrolled	65	
Number of children currently enrolled aged 3-5 years	37	47% of total service enrolment are from this age cohort
Utilisation / Occupancy	64%	The age group currently with the greatest vacancy percentage at the service is the 3-5 age group.

Benjafield Child Care Centre

(Figures as of 28 April 2017)

Criteria	Number	Comment
Approval Number	43	Number of Licensed Child Care Places
Number of children currently enrolled	42	
Number of children currently enrolled aged 3-5 years	15	33.3% of total enrolment in this age cohort
Utilisation / Occupancy	48.8%	The age group currently with the greatest vacancy percentage at the service is the 3-5 age group

It is anticipated that the Berriedale and Benjafield Services will lose up to 100% of the 3½ year age group to attend kindergartens if the lowering of the school starting age is passed as currently contained in the Bill.

Families will be provided with choice of attendance in either an education and care setting (Long Day Care Service) where fees will be applicable or a school setting where minimal school term fees will apply, or in some cases no fee.

Data

Analysis has been conducted from the 2006 to 2011 Census data that has indicated an increase in Glenorchy City's population. This represents an average annual population change of 0.57% per year over the period with an increase of infants and pre-schoolers (0-4).

Further analysis is recommended of the most recent census data. The official release of the 2016 Census data will take place on 27 June 2017.

There are currently 7 additional providers to Council's two Long Day Care Services operating 10 Long Day Care Services in the Glenorchy Municipality within a 5 kilometre radius of either Berriedale or Benjafield Child Care Services. These Providers all currently have vacancies. Attachment 2 to this report is a map showing the locations of child care service providers in Glenorchy. Attachment 3 is a schedule setting out the fees and charges that apply at various Child Care centres in the greater Hobart area.

It is proposed to complete further analysis of the 2016 Census data in conjunction with the State Government Actions to determine the impact on our Child Care Centres, and report back to Council in early 2018.

Consultations:

- Acting Director, Community, Economic Development and Business
- Child Care Delivery Coordinator
- Child Care Connections section
- Community Development section
- Community Planning and Inclusion section.

Human Resource / Financial and Risk Management Implications:

There are no human resource implications of this report.

A proper assessment of the risk management and financial implications (including on the longevity of other providers in the industry) is not practical until after the release of the 2016 Census data.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. RECEIVE the above report which provides updated information regarding the changes school starting age under the *Education Act 2016*, and the potential impacts on the Glenorchy Community and Council's Child Care Services.
2. NOTE that a further update on the impacts of the proposed changes to Council's Child Care Centre's in Berriedale and Benjafield will be provided in the second half of the 2017-18 financial year.

Attachments/Annexures

- 1  Education Act 2016 - Sections 8 and 9
- 2  Map Detailing Service Providers in the Glenorchy Municipality
- 3  Details of Fees and Provisions of Service Providers in Glenorchy

10. COMMUNITY ENGAGEMENT STRATEGY

Author: Coordinator, Community Planning and Inclusion (Akin Falaki)

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

ECM File Reference: Community Engagement Framework 2016

Community Plan Reference:

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:

Strategic Plan

- 1.1 Know our communities and what they value.
- 1.1.1 Guide decision making through continued community engagement based on our Community Plan.
- 4.3 Build strong relationships to deliver our communities' goals.
- 4.3.1 Foster productive relationships with other levels of government, other councils and peak bodies to achieve community outcomes.

Annual Plan

- 1.1.1.01 Utilise the community engagement process implemented for the new Community Plan to review Council's community engagement processes and develop a community engagement manual.

Reporting Brief:

The purpose of this report is to present Council's proposed Community Engagement Framework to Council for adoption.

Proposal in Detail:

Glenorchy City Council is seeking to improve its practices for public participation in decision making and service delivery based on the process adopted for the *Glenorchy City Council Community Plan 2015 – 2040 (Community Plan)*.

Over the past eight months, a series of actions have been undertaken to work towards this objective.

This has included a review of the Community Plan engagement process and the routine engagement approaches of Council, and identifying how we can support our staff and communities to work together based on shared understanding of issues, needs and expectations.

A Community Engagement Framework has now been developed and is presented to Council.

What is the Community Engagement Framework?

The *Glenorchy City Council Community Engagement Framework (the Framework)* defines Council's approach to advance a culture of community engagement as an important aspect of our service delivery and decision making. It outlines why we do it, when we do it, how we do it and what we do, to engage with our communities and stakeholders.

The Community Engagement Framework is comprised of the following key components:

- a Community Engagement Policy (**Policy**), to give overarching direction for engagement (Attachment 1)
- a Community Engagement Procedure (**Procedure**) to guide staff in the design and delivery of community engagement (Attachment 2), and
- a Community Engagement Toolkit (**Toolkit**) to assist staff in using various engagement methods identified in the Engagement Methods Matrix of the Procedure (Attachment 3).

A final component, a Public Participation Brochure, is under development. The brochure will provide information to the public on Council's community engagement processes and how they can get involved. This is targeted for action during the 2017-18 Financial Year.

While the Policy is a governance document that requires Council adoption, the Procedure and Toolkit are both internal operational documents that will be reviewed as needed to meet best practice and standards in local government.

Why a Community Engagement Framework?

Council does not currently have a policy on community engagement. However, a Community Engagement Strategy was adopted by Council on 28 April 2008 to assist Officers carry out community engagement activities. The adopted strategy was to be reviewed after three years.

A number of engagement approaches have been tried in the past with diverse outcomes. Furthermore, suggestions are commonly made by Council staff and community members about the need to trial contemporary engagement methods.

The adoption of the Framework will ensure that Council's approach to community engagement is both practical and consistent.

The *Local Government Act 1993* sets out the functions and powers of Tasmanian councils in section 20. Those functions include, *'to represent and promote the interests of the community'* (section 20(1)). In performing its functions, Council is to *'consult, involve and be accountable to the community'* (section 20(2)). The Framework provides Council with a clear guide to meet the statutory requirements of this and other legislation.

Community engagement recognises that we need to draw on the expertise of people's experiences and that engaging people as citizens is important in itself. We need to engage in contemporary ways with the community for many reasons. These include:

- Improve outcomes and find solutions for complex problems
- Innovate, create services or refresh existing services
- Increase value for money
- Increase the visibility and reputation of Council
- Provide information and manage expectations, and
- Recognise people use social media to connect and share information.

The Framework responds to the opportunities and challenges of contemporary engagement.

Best Practice in Community Engagement

The International Association for Public Participation (**IAP2**) is an international member association which seeks to promote and improve the practice of public participation or community engagement, incorporating individuals, governments, institutions and other entities that affect the public interest throughout the world. IAP2 Australasia is the leading public participation Association in Australasia.

On 17 June 2015, over 700 councillors, general managers and chief executives from local government across Australia and New Zealand met in Canberra for the National General Assembly of Local Government, and unanimously resolved:

"That the National General Assembly acknowledges the seven core values of public participation as leading positive practice for involving citizens in democratic decision making and request the Australian Government demonstrate the use of these principles in the development of public policy".

The Framework is guided by IAP2 Core Values and Public Participation Spectrum.

Launch of the Framework

If Council decides to adopt the recommendations in this report, the Framework will be formally launched on or before the first week of August 2017.

Consultations:

A discussion paper was issued as part of the review of Council's current community engagement practices and to guide the development of the Community Engagement Framework.

The discussion paper was provided to the following for comments:

- Aldermen
- Special Committees of Council
- All staff
- Coordinators
- Managers, and
- Executive Leadership Team

The draft Community Engagement Framework was circulated for comments from all staff and Special Committees of Council. In addition, Workshops were held for Coordinators, Managers and the Executive Leadership Team to receive comments on the draft Community Engagement Framework.

To further facilitate awareness and participation in the development of the Community Engagement Framework, 'Engagement Champions' from each Council Department were consulted. Furthermore, a Working Group with representatives from Community and Customer Service, Legal and Property, Governance and Risk, participated in reviewing the Community Engagement Framework and providing comments and feedback.

Human Resource / Financial and Risk Management Implications:Human Resource

The Community Engagement Framework has been designed to be delivered within existing Council human resources and business structures.

Financial

The delivery of the Community Engagement Framework will require Council to commit financial resources to become a corporate member of IAP2 and improve Council's capacity for community engagement (e.g. training, social media engagement, etc.).

Current Year: NIL

Next Year: \$1,600 + GST per annum

Future Years: Development of social media engagement tools and systems to be costed.

Risk

The Community Engagement Procedure and Community Engagement Toolkits contain guidelines, recommendations and advice that help to mitigate operational risks that may be associated with undertaking community engagement activities.

Community Consultation and Public Relations Implications:

In developing the Community Engagement Framework, comments were sought from and received from the public on the draft documents through consultation activities which included:

- public display in Council Chambers
- online comments through Council website
- community and stakeholder workshops
- liaison with the Aboriginal community, and
- Glenorchy Matters Community Panel

The Community Engagement Framework confirms Council's commitment to public participation in decision making and service delivery to meet community needs and aspiration. There are positive public relations implications for Council and the potential to facilitate renewal of trust and relationship with the community.

Recommendation:

That Council:

1. ADOPT the Glenorchy City Council *Community Engagement Policy* in the form of Attachment 1 to govern Council's community engagement activities into the future
2. NOTE the Glenorchy City Council *Community Engagement Procedure* and *Community Engagement Toolkit* in the form of Attachments 2 and 3 to guide Council Officers when designing and delivering community engagement programs and activities, and
3. APPROVE Council becoming a corporate member of the International Association for Public Participation (IAP2) Australasia.

Attachments/Annexures

- 1  Draft Community Engagement Policy
- 2  Draft Community Engagement Procedure
- 3  Draft Community Engagement Toolkit

ECONOMIC

11. GLENORCHY CITY COUNCIL FINANCIAL MANAGEMENT STRATEGY

Author: Manager, Business and Finance (Craig French)

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: Financial Management Strategy

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:

The strategic and annual plans are based upon the Community Plan which is outwardly focussed. Since this item discusses a management/governance issue there is no applicable reference to this matter.

Reporting Brief:

The purpose of this report is to recommend that Council adopts the Glenorchy City Council Financial Management Strategy 2017, in compliance with the requirements of the *Local Government Act 1993 (the Act)*.

Proposal in Detail:

Background

The Act requires Council to prepare a financial management strategy for the municipal area (section 70A).

The financial management strategy is required to:

- (a) be consistent with Council's strategic plan
- (b) refer to Council's long-term strategic asset management plan, and
- (c) contain at least the items specified by ministerial order made under section 70F of the Act that are required to be included in a long-term financial management plan (section 70A(3)).

The financial management strategy is to be reviewed at least every four (4) years (section 70E).

At present, Council's financial management strategy is contained in a number of policy documents that have provided a framework of the key matters that govern Council's high level financial administration.

In order to streamline that policy framework and ensure compliance with the Act, Management has developed the *Glenorchy City Council Financial Management Strategy 2017 (FMS)*.

This report presents the FMS to Council and recommends its adoption.

FMS Overview

The key objective in drafting the FMS has been to ensure Council can sustainably fund the ongoing delivery of services whilst implementing its Strategic Plan objectives.

This is achieved through a framework which connects the development of Council's annual budgets and Council's Long Term Financial Management Plan (**LTFMP**). The framework also strengthens the alignment of short and long term financial planning, with Council's corporate strategies and plans.

The following diagram shows the integrated planning framework:



The FMS summarises the following key strategies which frame Council's budget and LTFMP:

- Rates
- Fees and charges
- Other revenue
- Expenditure and service delivery
- Investment
- Debt, and
- Asset Management

The FMS combines the relevant information and strategic aspects of the old policy framework into a single document. Adoption of the FMS will allow the following existing Council policies to be rescinded:

- Rate revenue
- Fees and charges
- Operating costs
- Cash
- Debt
- Borrowings, and
- Investments.

Accordingly, this report recommends that the above policies are rescinded.

Relationship with LTFMP

The LTFMP is to be included as an Appendix to the FMS.

The LTFMP includes a Statement of Profit or Loss and Other Comprehensive Income, a Statement of Financial Position and a Statement of Cash Flows for each year of the plan. Council refers to this model when considering financial decisions, such as new capital expenditure and borrowings.

The LTFMP also:

- demonstrates Council's long- term financial sustainability
- allows early identification of financial issues, and
- shows linkages between strategies and plans.

The development of the 10 year Long Term Financial Plan includes the development of 1 Year and 3 out-year Budgets based on analysis from Directors, Managers and Coordinators, extrapolated for a further six (6) years based on the Long Term Financial Plan assumptions framework.

It is important to remember that the LTFMP reflects all current assumptions and decision making (all the Known Knowns). The LTFMP does not provide for things that may change, but have not yet been decided.

FMS Performance Measurement

To measure the FMS' performance against its key objectives, a number of Key Performance Indicators have been adopted. The KPIs measure sustainability as outlined in the *Local Government (Management Indicators) Order 2014*.

The seven KPI's adopted are:

- underlying surplus or deficit
- underlying surplus ratio
- net financial liabilities
- net financial liabilities ratio
- asset consumption ratio
- asset renewal funding ratio, and
- asset sustainability ratio.

The first two measures are of profitability, the next two are measures of indebtedness, and the last three are measures of asset management.

Consultations:

Aldermen

Executive Leadership Team

Audit Panel

Manager, Infrastructure Engineering and Design

Asset Management Coordinator

Financial Accountant, and

Systems and Management Accountant

Human Resource / Financial and Risk Management Implications:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If the Financial Management Strategy is not adopted, Council's governance of financial management will lack strategic direction, which will decrease our ability to plan for the future and adequately manage finances, potentially disadvantaging the Glenorchy community. Council also risks non-compliance with a statutory requirement.	Major	Almost Certain	High	Council adopts the Financial Management Strategy, as recommended.

Recommendation:

That Council:

1. ADOPT the Glenorchy City Council Financial Management Strategy 2017 (**FMS**) in the form of Attachment 1, and
2. RESCIND the following existing Council policies, which will be made superfluous by the adoption of the FMS:
 - (a) Borrowing Policy
 - (b) Cash Policy
 - (c) Debt Policy
 - (d) Fees and Charges
 - (e) Finance Master Funding
 - (f) Financial Operating Costs
 - (g) Financial reserves for the Future
 - (h) Financial Sustainability
 - (i) Investment Policy (for Management of Short-Term Funds), and
 - (j) Rate Revenue.

Attachments/Annexures

- 1  DRAFT GCC Financial Management Strategy

12. GLENORCHY CBD REVITALISATION PROJECT PROGRESS REPORT (20/03/17 - 15/05/17)

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 Council with a bi-monthly progress report on 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 first of the bi-monthly reports given pursuant to that resolution.

This report covers the period from 20 March to 15 May 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 (refer to the Project Delivery Schedule at Attachment 1 to this report). 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. Whilst the current project schedule is achievable, a more detailed program is being developed to assist in tracking project progresses.

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 it is expected that Council will be informed as to whether the application has been successful in or about June or July 2017.

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.

Expressions of interest for the design of this component of the project have been received from local consultants. These have been assessed by Council's Property Coordinator, and the successful consultant is expected to be notified shortly.

4. CBD Steering Committee

The CBD Project Steering Committee met once during the reporting period, on 19 April 2017. Key topics discussed or tasks progressed were as follows:

- a representative from the Moonah Glenorchy Business Association was welcomed to the committee (Lucy O'Flaherty). The representative was invited in accordance with Council's instruction given at the 20 March 2017 Council meeting
- submissions by urban designers for the public space enhancement grant were discussed
- the potential impact of the draft Roads By-Law on the project was discussed and it was agreed that the committee would submit a combined response of proposed changes

- public art, wayfinding and interpretation aspects of the project were discussed. It was agreed that consultancy brief/s should be prepared so these can be progressed. While there can be some synergies between these items, the development of public art should be kept separate from wayfinding and interpretation whereas these aspects should be developed as part of a municipal wide strategy (time allowing), and
- the timeline and the potential impacts of the BBRF Grant were discussed.

The next Steering Committee meeting is scheduled for 18 May 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 information.

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
- 2019-20: Installation

7. Current Key Project Activities

Work is currently underway on the following:

- detailed civil design tasks
- meetings held with the urban design consultants to determine the practicality of retaining the existing street trees and the feasibility of planting new trees as per the urban design plans
- meeting held with the Department of State Growth (Signals Branch) to discuss the relocation and or upgrade of traffic signals in the project area
- investigation underway into property boundaries in the project area that may impact on design outcomes
- liaising with the Department of State Growth regarding obtaining approval for the proposed raised table pedestrian crossing points (speed humps), and

- development of a project plan for training and development of tactical urbanism/place activation activities in the study area

8. Next Steps and Future tasks

- urban design consultants to review their concept urban design plans, based on the learnings from our combined investigations and outcomes from the detailed design process
- submit development applications for any aspect of the project that may require planning approval
- 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
- seek approval from the Department of State Growth for a 40km/h speed limit in the CBD area.

Consultations:

Internal:

- CBD Steering Committee

External:

- Department of State Growth
- Urban Design consultants

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.

Recommendation:

That Council:

RECEIVE and NOTE the CBD Revitalisation Project bi-monthly progress report for the period from 20 March to 15 May 2017.

Attachments/Annexures

- 1  Project Delivery Schedule

GOVERNANCE

13. KGV COMMUNITY PARK

Author: Property Coordinator (Richard Blackwell)
Manager Legal and Property (Carey Higgins)

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

ECM File Reference: KGV

Community Plan Reference:

Making Lives better

Our Lives will be enhanced by using good design to create safer, more welcoming public places. Community Facilities and services are important to us; especially meeting places, parks, and playgrounds.

Valuing our environment

We will work actively to revitalise our CBD areas – making them places which are distinctive, vibrant, walkable and well-connected.

Strategic or Annual Plan Reference:

3.1.1.04 Implement the Open Space Strategy

Reporting Brief:

The purpose of this report is to brief Council on the work undertaken on the proposed KGV Community Park project, including further community consultation following the 20 March 2017 Council Meeting, and to recommend that Council:

- (a) endorses the proposed location of the KGV Community Park, and
- (b) approves the progression of the project to the next stage (design and implementation).

Proposal in Detail:

Background

On 20 March 2017 Council considered a report in relation to the proposed KGV Community Park. Having considered the feedback from community members, Council resolved at that meeting to delay consideration of this matter for two months to allow for further community consultation to be undertaken.

This report updates Council on the extent of the community consultation undertaken in accordance with Council's instruction, and makes consequent recommendations to Council in relation to the KGV Community Park.

Proposed Location of Park

The outcome of an investigation process in 2016 was the identification of a site between King George V Avenue and the KGV sports and Community Facility, to the North of the YMCA.

Attachment 1 is an aerial map showing the proposed location of the park and nearby facilities. The site was considered to be the most appropriate site, given it fulfilled all of the relevant criteria.

The proposed site and purpose aligns with the KGV Masterplan which was adopted by Council at its meeting on 18 July 2011 (**Masterplan**). The Masterplan sets aside the proposed area for a social / family recreation space. The proposed skate park use was broadly consistent with the proposed use for the site as envisaged by the Masterplan.

Community Consultation

Throughout 2016 and early 2017, Council officers undertook extensive community consultation about the proposed project, including about the type of facility that would meet the community's needs, the suitability of the location, and the impacts on the surrounding area.

The extent of community consultation undertaken prior to the Council meeting on 20 March 2017 was reported at that meeting.

Following the 20 March 2017 meeting Council officers have undertaken the following additional community consultation:

- Arranged a Community Forum on 3 May 2017 at Council Chambers. The forum was attended chaired by Commissioner Sue Smith and a presentation was delivered by Council's Acting Property Co-ordinator. Attendees were given the opportunity to ask questions and provide feedback. Feedback forms were also made available and a response requested by 8 May 2017
- Notification of the community forum was done by a letterbox drop to surrounding streets. A copy of the letter distributed to residents is Attachment 2
- A meeting was held with representatives from the YMCA to address the concerns that the YMCA raised at the Council meeting on 20 March 2017
- A meeting was held with representatives from Revive Physiotherapy, Glenorchy District Football Club and Migrant Resource Centre, being the tenants of the KGV Sports and Community Facility
- All email queries received in relation to the project were responded to, and
- A display was set up at Council's Customer Service Centre with feedback forms provided.

Feedback from Further Community Consultation and Meetings

A key trend that emerged from the prior consultation process with stakeholders for the area to be utilised as a broader recreation area incorporating a skate facility, rather than being exclusively used as a skate park. This is in line with the KGV Masterplan.

Positive Feedback

The feedback from the community has been interpreted as being broadly a positive response for creation of a Community Park, incorporating a skate facility at the proposed location.

The Community Forum raised questions around design and the details of what the site might look like. Formal designs will be developed by specialist consultants in the event that Council accepts the recommendations in this report. It is expected there will be an opportunity for further community comment before a final design is completed.

Letters and written support for the location have been received from several parties including a stakeholder within the precinct, and interest group, and a member of the community.

Some of the positive feedback has been noted to include:

- The attraction of an open facility to public
- Easily accessible by car or on foot
- Families with kids can walk there
- Lack of other appropriate functional outdoor facilities in the neighbouring area
- The attraction of a concept of a playground/eating area for family members of those attending sport to use on the day of games
- Cycleway links better connection to KGV
- Option to use area for practice or fun
- Way of beautifying KGV site
- Alternative recreation option for training of kids skating for the first time – things for bigger kids and small kids
- This will engage the community more actively, reduction in anti-social behaviour by providing an option for something to do
- YMCA are interested in playing a role in related activities
- Linkage of multi-use of KGV area, complements it and ties in a number of different activities
- Great interest in details of the design, will it include toilets, what type of play equipment – design stage still to be completed, and
- Support for proposal subject to wanting to know if there would be room to extend the 'cattle platform' (advised there is room to extend platform and for additional track).

Negative Feedback

There have been some questions and objections raised by the community about the location of the proposed community park.

As a result of the most recent period of consultation, two written objections were received, one to the park being included within the precinct at all, and one requesting movement within the precinct to 'East of the proposed site by cutting into the oval bank to the location'.

Some of this negative feedback noted includes:

- Council should have a final design now before approving the location
- Noise concerns of skating activities
- Query around concurrent use and segregation of area, how do you manage usage between younger/older people, static/mobile, picnic area/playground at one end and skating at the other (design issue)
- Security and behaviour issues, people loitering, sinister behaviour
- Graffiti and vandalism
- Some of the tenants of the new KGV building object to having a skate park in KGV and actively oppose it
- Designing the plans around a skate park, a playground would not be thought of if it were not for the intention to build a skate park
- Patrons of tenancies leaving at different times or day or night being subject to potential attacks/altercations with people hanging around skate park
- Parking concerns and issues, overloading the existing car parking
- Concern about impact on light rail development
- Connection of this activity in relation to the DEC and GASP
- Are we thinking laterally or in an ad hoc way, plenty of room to grow
- Would like to see a more detailed design before agreeing to location, and
- What impact might this have on the business activities of the parties in the KGV precinct

Summary of Feedback from Community

The feedback has been assessed as being mostly positive in favour of the location.

Council officers working on the project addressed some of the potential items of concern the presentation which was delivered at the community forum on 3 May 2017. Those items will be considered during the design process, and include the following:

Parking and Traffic

The zone considered has a number of sealed Council car parks surrounding the nominated zone. These carparks have approximately 300 spaces. Additionally an adjacent gravel park with a capacity of in excess of 100 spaces will be considered as part of a future greater Anfield Street upgrade.

Lighting

Lighting is a key consideration for any public space. A detailed design will be implemented through the final design, including associated and connecting areas.

Noise

Noise can be mitigated by various means such as siting of facilities within the zone, earth berms, landscaping or other similar elements. Reduction in noise to adjoining stakeholders will be considered at design stage.

Security/ Safety

The area is greatly aided by passive surveillance of passing KGV Avenue traffic, Inner City Cycleway and location between two (2) car parks. Cameras will be considered as a key issue in the surrounding areas. Any proposal will have a further Safer by Design Audit (crime prevention through environmental design) undertaken with any required outcomes designed into final project.

Policing

Tasmania Police are aware of the proposal. Consideration for policing will be similar to other public areas.

Proximity to Rail Line

A key consideration of the proposal will be to allow future expansion of the rail operations. Any areas falling within the zone will be maintained as lawn surfaces awaiting future rail development.

Financial Considerations

Budget

Budget has been allocated within the current financial year to undertake a number of elements within the nominated zone, with further budgets allocated in the following financial year. There will also be ongoing maintenance costs to be allowed in future years. The elements will include, for example:

- A further 'Safer by Design' audit, in addition to the March 2016 audit is to be completed on the final design to ensure concept fits all requirements of best practice design
- Earthworks
- Lighting
- Fencing
- Connecting Pathways

- Irrigated landscaping
- Relocation of 'Skate Central'
- Playground, and
- Seating.

Source of Funds

Work on the project undertaken during the 2016-17 FY will be funded from the following sources:

- Glenorchy City Council 2016/17 financial year budget
- Federal Government grant for playground, and
- State Government Grant for the relocation of the former 'Skate Central' which was originally located behind the now demolished buildings at 404-408 Main Road, Glenorchy.

Council is required to comply with the terms of the various grant deeds in terms of commitment of the funds and progression of the project.

Next Steps

Council has undertaken significant preliminary investigative, consultation and design work.

The next steps to progress the project are for Council to endorse the proposed location of the Community Park, and for the project to then proceed to the design stage.

The design process will:

- provide a further opportunity for community comment and feedback
- be undertaken in compliance with all relevant planning requirements
- be required to meet budget allocations, and
- call for tenders in accordance with Council's procurement procedures.

Accordingly, Council's approval is sought to proceed with the next stage in the Community Park project by adopting the recommendations in this report.

Consultations:

Commissioner

ELT

Manager, Legal and Property

Property Coordinator

Human Resource / Financial and Risk Management Implications:

There are no Human Resource implications

The extent of the financial implications is detailed above

Risk Management implications are as follows:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
In accordance with Council's obligations to represent and promote the interests of the community, Council should oversee the KGV Community Park project at the various stages throughout its development, to ensure that it is appropriately managed and will provide a benefit to the community.	Moderate	Almost Certain	Medium	Council endorses the location of the project and approves the project moving to the next stage, as per the recommendations in this report.

Community Consultation and Public Relations Implications:

The extent of the community consultations undertaken is set out in detail above in this report.

In-terms Public Relations implications, feedback for the project is generally positive and steps have been taken to address community concerns. Nevertheless, there is potential for negative publicity as a result of any persons or organisations who remain opposed to the project or particular aspects of it.

Recommendation:

That Council:

1. NOTE the feedback received from the community during the consultation undertaken to date, including the additional community consultation undertaken since the Council meeting on 20 March 2017
2. ENDORSE the proposed location of the KGV Community Park within the KGV sports and community precinct in accordance with the KGV Masterplan, and
3. APPROVE the project proceeding to design and implementation stage in accordance with Council's procurement procedures.

Attachments/Annexures

- 1  Aerial Map of KGV Precinct and Proposed Park
- 2  Letter Provided to Residents Notifying of Community Forum

14. REPAIRS TO ROSETTA RAIL BRIDGE

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

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

ECM File Reference: Budget

Community Plan Reference:

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:

Leading our Community

- 4.1 Govern in the best interests of our community.
- 4.1.2 Manage the City's assets soundly for the long term benefit of the community
- 4.2 Prioritise resources to achieve our communities' goals
- 4.2.1 Deploy the Council's resources effectively to deliver value

Reporting Brief:

The purpose of this report is to seek Council's authorisation to spend \$90,000 on repairs to the Rosetta Rail Bridge at Main Road, Rosetta.

Proposal in Detail:

The Rosetta Rail Bridge is vital road infrastructure asset. It provides the traverse of Main Road at Rosetta over the railway lines and the adjacent InterCity Cycleway.

There has been long standing confusion regarding the ownership and responsibility of maintenance of the bridge, given it traverses the railway lines and has Main Road running over it. During recent negotiations with the Department of State Growth (DSG), DSG has accepted responsibility to replace the bridge deck when it reaches the end of its usable life, provided Council maintains the bridge in the meantime.

Recent inspections by AusSpan and Burbury Consulting Engineers have identified a number of urgent maintenance items on the bridge that require completion. These include:

- painting and corrosion coatings
- crack sealing concrete, and
- replacing loose render.

The repairs are estimated to cost \$90,000. That funding is unable to be drawn from Council's current Capital Works budget because it does not meet the applicable criteria. Accordingly, the \$90,000 cost will be required to be paid from Council's operational expenses rather than capital works fund.

The budget bid for the repairs has already been delayed by one year. A budget bid to carry out the repairs has been submitted for the 2017-18 financial year, however delaying the repairs until the 2017-18 financial year will result in shifting the budgetary impact of the project to the next year when it is convenient and practical from both an operational and financial perspective to carry out the repairs in the current financial year, and there is a need for the works to be undertaken promptly.

Statutory Considerations

Under section 82(4) of the *Local Government Act 1993 (the Act)*, Council may alter, by absolute majority, any estimate referred to in subsection 82(2) during the financial year.

The proposed expenditure will increase the total estimate under subsection 82(2)(b) of the Act (the estimated expenditure of Council), but will reduce the estimated expenditure for the following financial year (which is yet to be approved by Council) by the corresponding amount.

Accordingly, a decision of Council to adopt the recommendations of this report will need be made under section 82(4) of the Act.

Consultations:

Commissioner
Executive Leadership Team
Acting Manager, Governance and Risk

Human Resource / Financial and Risk Management Implications:

There are no Human Resource Implications

The financial implications are the expenditure of an additional \$90,000 above the estimated expenditure for the current financial year.

Risk Management implications are as follows:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If the expenditure is not authorised, there is a risk of the bridge falling into disrepair with a resultant temporary closure or potential failure which poses a risk to public safety and increased expenditure to carry out the necessary expenditure works	Major	Possible	Significant	Council authorises the necessary expenditure for repairs on the bridge in accordance with the recommendations of this report.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

APPROVE additional expenditure of \$90,000 above Council's estimated expenditure for the 2016-17 financial under section 82(4) of the *Local Government Act 1993* to fund repairs to the Rosetta Rail Bridge.

Attachments/Annexures

Nil.

15. PROCUREMENT STRATEGY

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

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

ECM File Reference: Procurement Management

Community Plan Reference:

This item discusses a corporate management/governance issue. Since the Community Plan is outwardly focussed, there is no applicable reference to this matter.

Strategic or Annual Plan Reference:

- 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 inform Council of the adoption of Council's new Procurement Strategy and provide information to Council about its role and strategic importance.

Proposal in Detail:

In 2014, the Corporate Governance Directorate undertook a full review of council's procurement activities. The purpose of the review was to identify, analyse and report to Council on the Council's current procurement practices, policies, procedures and contract processes with the aim of developing an improved centre-led procurement and contract management system across Council.

The outcome of that review has been the development of Council's new proposed Procurement Strategy, a copy of which is Attachment 1 to this report.

The Procurement Strategy is intended to provide a direction and framework for Council to guide Council in all of its procurement activities. The Procurement Strategy adopts best practice procurement processes, policies, and procedures for all goods, services and works procured by Council.

Objectives, Outcomes and Principles

During the process of developing Council's Procurement Strategy, Council identified and developed the following key objectives for the project:

1. To develop and implement a procurement and contract management system (the System) that meets Council needs, incorporates statutory requirements and includes revised policies, practices and templates;
2. To set processes in place to audit, monitor, review, evaluate and report on the System; and

3. To provide ongoing training, information and advice to staff undertaking procurement for the Council.

The target outcomes that were developed from the objectives were as follows:

1. Complete a strategic review of existing procurement processes across Council and report to the General Manager;
2. Development of processes, policies, manuals, templates and checklists for the new procurement and contract management system (the System), including a Charter and templates for a revamped Tender Review Committee (TRC), for the approval of the General Manager;
3. Obtain Council's approval of the outline and direction of the new System;
4. Commence staff information sessions, training and staged implementation of the System; and
5. Conduct and report to the General Manager on an audit of the System across the whole of Council each quarter.

Those objectives and outcomes led to the development of nine core 'Procurement Principles'. These form the backbone of the Procurement Strategy and will be followed by Council when undertaking any procurement activities. The Procurement Principles are:

- Responsible Financial Management
- Best Value for Money
- Open and Fair Competition
- Accountability
- Risk Management
- Probity and Transparency
- Local Sourcing
- Performance Measurement and Continuous Improvement, and
- Processes and Procedures.

In conclusion, the attached Procurement Strategy has outlined, as a 'road-map', the direction it will take to deliver the action items identified from the Procurement Strategy Review in order to establish a centre-led procurement environment across Council.

Consultations:

General Manager
All Managers
All Directors

Human Resource / Financial and Risk Management Implications:

There will be no financial or human resources implications.

Community Consultation and Public Relations Implications:

The Strategy is an internal document, and Community consultation has therefore not been undertaken. However, the Procurement Strategy will be made publicly available through Council's website.

Recommendation:

That Council:

RECEIVE and NOTE the Procurement Strategy in the form of Attachment 1.

Attachments/Annexures

- 1  GCC Procurement Strategy

16. ADOPTION OF UPDATED STORMWATER PROPERTY CONNECTIONS POLICY

Author: Acting Manager, Governance and Risk (Bryn Hannan)
Hydraulics Engineer (Frank Chen)

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

ECM File Reference: Council Policy

Community Plan Reference:

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

Strategic or Annual Plan Reference:

Annual Plan Reference 4.2.4.03 *Implement the Governance Strategy*.

Reporting Brief:

This report recommends that Council adopts an updated ‘Stormwater Property Connections’ policy, as part of Council’s ongoing policy review process.

Proposal in Detail:

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

Attachment 1 is a copy of the proposed updated ‘Stormwater Property Connections’ policy.

Attachment 2 is the existing version of the Stormwater Connections Policy (adopted in August 2011) which is being updated.

The Policy provides guidance to property owners on the procedure and requirements for constructing stormwater connections from private properties into Council’s stormwater network. These include matters such as the number of permissible connections to a property, the requirement to register an easement in favour of Council to allow access to stormwater infrastructure, when property developers are required to pay for stormwater connections.

There are no substantive changes to the policy from the current version. However, the policy has been updated to provide better clarity to the requirements that are prescribed in the policy, update the drafting style and expression for consistency with other updated Council policies, and placing the policy on the current Council policy template.

Consultations:

Director, City Services and Infrastructure
Manager, Infrastructure, Engineering and Design
Hydraulics Engineer

Human Resource / Financial and Risk Management Implications:

There are no material human resource or financial implications.

In-terms of risk management implications:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If the identified policy is not adopted as recommended, governance control effectiveness over Stormwater connections is less optimal due to the policy being outdated and not in line with current drafting standards.	Minor	Almost Certain	Medium	Council adopts the updated policy as recommended.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

ADOPT the 'Stormwater Property Connections' policy in the form of Attachment 1

Attachments/Annexures

- 1 [Stormwater Property Connections Policy - Updated](#)
- 2 [Stormwater Property Connections Policy - Current](#)

17. ANNUAL PLAN PROGRESS REPORT AS AT 31 MARCH 2017

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

Qualified Person: Acting General Manager (Paul Garnsey)

ECM File Reference: Quarterly Report - Annual Plan Progress

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-2025

Leading Our Community

4.1 Govern in the best interests of our community

4.1.1 Manage Council for maximum efficiency, accountability and transparency.

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

4.1.3.02 Implement the performance reporting system for corporate strategic planning.

Reporting Brief:

To provide Council with the Quarterly Annual Plan Progress Report for the quarter ending 31 March 2017.

Proposal in Detail:

The Quarterly Annual Plan Progress Report for Council for the quarter ending 31 March 2017 (**Report**) is Attachment 1.

Report Purpose

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

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

Report Format

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

- The rules for giving different status descriptions to different actions are shown. (See 'Status of Actions' below.)
- The status, description and comments on 'high priority' actions are given.

- An overview of all Annual Plan actions follows.
- For all actions marked 'review required', the status chart, description and comments are provided. It should be noted that a "review required" status is assigned to those actions for which there are internal or external factors that present a foreseeable risk to project completion by the deadline set in the annual plan.

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

Status of Actions

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

Action status

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

Measure status

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

Reporting Process

The quarterly annual plan progress reporting process involves the following:

- Managers provide comment on the status of each of the Annual Plan line items that they are responsible for in the "Cambron" content management system
- Data is checked for completeness
- Any outstanding input is followed up
- A draft report is compiled in Cambron
- The draft report is reviewed by the General Manager and the Executive Leadership Team
- Conversion of Cambron template to MS Word format, and
- There is a 10 day lead time for placement of a report on the Council agenda.

This process takes approximately 10 - 12 weeks and may take up to a month longer if the report is available at a point in time that is out of synchronisation with the Council meeting cycle.

Consultations:

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

Human Resource / Financial and Risk Management Implications:

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

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

Community Consultation and Public Relations Implications:

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

Recommendation:

That Council:

RECEIVE and NOTE the Quarterly Annual Plan Progress Report for the quarter ending 31 March 2017.

Attachments/Annexures

- 1  Quarterly Annual Plan Progress Report

18. CORPORATE PERFORMANCE INDICATORS - MARCH 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 March 2017.

Proposal in Detail:

The Corporate Performance Indicators (CPIs) for March 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 March 2017 the Council recorded:

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

The remainder 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 was one (1) LTI for March. The rolling 12 month LTIFR is 35.95, which is marginally higher than for the same time last year (which was 29.10). 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 now exceed \$1.2M.
	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 increase.
	Capital Expenditure – Other	19	The capital program for 2016/17 started slowly and remains well under budget. Forecasts suggest that the program will be completed for the full year. For that to eventuate, spending will need to increase.
	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 large number of terminations in recent months.

 = Red Light: Immediate action required

 = Yellow Light: Monitoring and/or investigation required

Consultations:

Capital and Operational Expenditure Program Leaders
Relevant Staff

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 March 2017.

Attachments/Annexures

- 1  Corporate Indicators - March 2017
- 2  Appendix B - March 2017

19. 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:

Annual Plan Reference 4.2.4.03 *Implement the Governance Strategy*.

Reporting Brief:

To provide Council with the Actions List (Open Council Meeting), updated following the Council meeting on 19 April 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 19 April 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 19 April 2017 Council meeting.

Attachments/Annexures

- 1  Action List - Open Council

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

CLOSED TO MEMBERS OF THE PUBLIC

21. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

22. 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).

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