

COUNCIL AGENDA

MONDAY, 20 MARCH 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 20 February 2017 be confirmed

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr. Bob Holderness-Roddam, 155 Main Road, Austins Ferry

In relation to Item 10 on the Agenda (Dog Management Policy), what steps will be taken to improve the enforcement of dog management as per the Act and also the Council by-laws?

Answer – Commissioner Smith

Commissioner Smith began by noting that this was a new policy for which extensive public consultation had been undertaken (and for which, she noted, there had been some very impressive submissions received). In view of that, Commissioner Smith advised that it was her view that the policy to be considered at the meeting was correct and appropriate.

In relation to the question, Commissioner Smith asked whether Mr. Holderness-Roddam would be satisfied if Council undertook to provide him with a written answer within 7 days.

Mr. Holderness-Roddam advised that he was satisfied with that outcome.

A letter was sent to Mr. Holderness-Roddam on 21 February 2017 addressing the above matter.

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

ENVIRONMENT

8. GLENORCHY CBD REVITALISATION PROJECT

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:

The purpose of this report is to inform Council of the grant application submitted for the Glenorchy CBD Revitalisation Project to the Australian Government's 'Building Better Regions Fund'(BBRF) and to seek Council's approval for accepting the grant, should the application be successful.

Proposal in Detail:

At the Council meeting held on the 19 December 2016, Council was presented with a report that sought Council's approval to progress the Glenorchy CBD Revitalisation Project in accordance with the Concept Urban Design for Main Road Glenorchy report.

The following recommendations contained within the Council report were approved by Council.

That Council:

- (a) *ENDORSE the Concept Urban Design for Main Road Glenorchy and recommendations contained therein*

- (b) *RECOGNISE forward asset planning expenditure will extend across the 2017/18 and 2018/19 financial years, and 2019/20 if required, in accordance with the 10 Year Transport Asset Management Plan, and*
- (c) *AUTHORISE Council officers to:*
- i) Commence detailed engineering design work*
 - ii) Submit a Planning Permit Application*
 - iii) Seek formal approval from The Department of State Growth for the speed limits within the Glenorchy CBD that are currently 50 km/h to be reduced to 40 km/h*
 - iv) Investigate temporary community lead pop-up activities in the Glenorchy CBD area, and*
 - v) Investigate processes for the development of public art as per Council's current Public Art Policy.*

Since that meeting, a grant opportunity has arisen through the Building Better Regions Fund (Infrastructure Projects Stream) (**BBRF**). The BBRF controls total funds of \$297.7 million, which is allocated to support the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.

Members of Council's CBD Steering Committee reviewed the grant objectives and considers that Council's project is capable of meeting them. The committee considers that this is an excellent opportunity for Council to receive financial assistance to support this significant project.

Council submitted an application in accordance with BBRF's requirements on 27 February 2017. Attachment 1 to this report is a copy of the Business Case that was submitted as part of Council's application. It is not presently known how long the assessment process will take or when Council will know whether the application has been successful.

The total estimated cost of the Glenorchy CBD Revitalisation project is \$5.795 million. Under the terms and conditions of the fund, Council can apply for up to 50% of the eligible project costs.

Accordingly, Council has requested a grant for the amount of \$2.505 million. The breakup of the project costs is shown below.

Grant (BBRF)	\$2,505,000.00
Co-funding (Council)	\$2,505,000.00
In-kind funding (Council)	\$285,000.00
Co-funding (State)	\$455,000.00
In-kind funding (State)	\$45,000.00
Total:	\$5,795,000.00

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. That amount is included in the above project cost under 'State' funding (both co-funding and in-kind). Council has received a letter of support from the Minister for Planning and Local Government, approving the use of the State Government's funding in support of Council's application to the BBRF.

Consultations:

Regional Development Australia (Tasmanian Division)
Department of Premier and Cabinet
Director, City Services and Infrastructure
Acting Director, Community, Economic Development and Business

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 costs of these tasks is included in the total project costs.

In terms of financial impact, if the grant application is unsuccessful, Council would need to consider other funding opportunities or fund the project itself through its forward capital works program.

If the application is successful, it is anticipated that the following amounts will need to be committed by Council over the following financial years:

- 2017-18: \$1,410,000.00
- 2018-19: \$1,200,000.00
- 2019-20: \$180,000.00

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.

Recommendations:

That Council:

1. NOTE Council's submission of the application for grant funding under the Australian Government's Building Better Regions Fund grant program.
2. AUTHORISE Council officers to enter into negotiations with Regional Development Australia, to finalise the terms and conditions and to execute the grant agreement, in the event that Council's application is successful.

Attachments/Annexures

- 1  Glenorchy CBD Revitalisation Project (Business Case)

GOVERNANCE

9. KGV COMMUNITY PARK

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

Qualified Person: Director, Corporate Governance and General Counsel (Seva Iskandarli)

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, 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**

In 2015 the State Government provided Glenorchy City Council with a \$255,000 grant for the construction of a new skate park which would replace the decommissioned 'Skate Central' facility which was originally located behind the now demolished buildings at 404-408 Main Road, Glenorchy.

Proposed Location

Investigations to find a suitable site for the facility commenced in 2016.

In identifying a site, officers took a number of factors into consideration including:

- the visibility of site
- passive surveillance (i.e. whether there was a clear line of sight into the area)

- access to public transport, zoning (i.e. located in an existing recreation zone), and
- whether the proposed use would complement the existing use of the site.

The outcome of the investigation process was the identification of a site between King George V Avenue and the KGV sports facility, to the North of the YMCA. The site was considered to be the most appropriate site, given it fulfilled all of the relevant criteria.

The site was located within the area of KGV Masterplan which was adopted by Council at its meeting on 18 July 2011 (**Masterplan**).

The Masterplan set aside the proposed site as a Community Activity Area, which was set aside 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 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.

Council officers undertook the following consultation activities:

- holding preliminary informal discussions with neighbouring stakeholders
- holding extensive discussions with the skating community (through the Southern Tasmanian Skateboarding Community), to utilise their design experience and ascertain what type of facility would best meet their needs
- conducting surveys of the general public at Tolosa Park
- conducting open days at which officers and volunteers were available to answer questions and provide information
- Letter dropping in excess of 320 neighbouring residents, notifying them of information sessions and inviting them to attend
- Similar notification and information sessions with key stakeholders (non-residential), and
- Continued ongoing discussions and consultations with neighbouring stakeholders and residents, including:
 - YMCA
 - Football Federation Tasmania
 - Tasmanian Transport Museum
 - Northgate Centre Management
 - Hobart Northern Suburbs Rail Action Group

- Special Committees of Council, and
- Neighboring residents.

A workshop was conducted with Aldermen in late 2016 to brief Council on the preliminary ideas for the facility and the outcomes of the community consultation (discussed further below). Additionally, a 'Safer by Design' audit was conducted to ensure that the proposed concept was capable of meeting the requirements of 'best practice' design.

Feedback from Community Consultation

Council's community consultation received positive response. There was broad support throughout the community for a skate facility to be located at the proposed location. Tenants within the KGV also raised concerns. For ease of reference those concerns and Council's proposed means of addressing them are set out in the table which is Attachment 1 to this report.

A key trend that emerged from the consultation process was that stakeholders were of the view that the space would be better utilised as a broader recreation area which incorporated a skate facility, rather than being exclusively used as a skate park.

Research subsequently conducted by Council officers also revealed that incorporating skate facilities into wider recreation areas reduced instances of antisocial behaviour, which was also a key concern among stakeholders.

As a result, the scope of the project has been widened to a Community Park. Council officers have developed three preliminary design layouts for the space, which indicate how the site could potentially be utilised as a Community Park in a way that benefits the community. The designs are Attachment 2 to this report. The State Government has provided a grant of \$30,000 (in addition to the \$255,000 for the skate facility) for the installation of a playground, which will ultimately be incorporated into the final design.

It is important to note that the attached designs are indicative only, and are based on the results of the preliminary community consultation that has been undertaken. Formal designs will be developed by specialist consultants in the event that Council accepts the recommendations in this report, and further public consultation will be undertaken before any final design is endorsed.

Next Steps

As outlined above, 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. This would involve calling for tenders in accordance with Council's procurement procedures, and then developing and deciding on a design in consultation with the community, in compliance with all relevant planning requirements.

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

Human Resource / Financial and Risk Management Implications:

Human Resources

Financial

Current Year

Council has allocated approximately \$140,000 in the 2016-17 FY budget for the design, construction and embellishment of the Community Park. Additionally, the State Government has provided grants of \$255,000 for the skate park and \$30,000 for a playground.

The final cost of the project is not currently known. The final cost will depend on the design that is ultimately accepted. The project is not currently advanced enough to provide an accurate estimate, though it will be designed with the current funding constraints in mind.

Next Year

Ongoing maintenance costs

Future Years

Ongoing maintenance costs

Risk Management

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:

Extensive preliminary community consultation has been undertaken, as outlined above.

Further consultation will be undertaken if and when a proposed design is accepted.

Recommendation:

That Council:

1. NOTE the positive feedback received from the community during the consultation undertaken to date,
2. ENDORSE the proposed location of the KGV Community Park within the KGV 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  Summary of KGV Tenant Queries and Council Responses
- 2  Preliminary Indicative Concept Designs

10. SPONSORSHIP POLICY

Author: Manager, Governance and Risk (Simon Scott)

Qualified Person: Director, Corporate Governance and General Counsel (Seva Iskandarli)

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 4.1.3.04 *Implement the Governance Strategy*

Reporting Brief:

The purpose of this report is to recommend that Council adopts a ‘*Sponsorship Policy*’, that provides direction as to:

- (a) the processes to be followed by Council prior to entering any binding sponsorship arrangements, (either as a recipient or provider), and
- (b) the principles that determine whether any proposed sponsorship arrangements are appropriate.

Proposal in Detail:

In response to a question on notice from Alderman Johnston around sponsorship arrangements (Item 14.4 – 23 January 2017 Council Meeting), Management responded as follows:

... drafting a sponsorship policy for future Council consideration and adoption. Indicatively, it will include (but not limited to):

- *a threshold limit as to what sponsorship arrangements need to be reported to Council for determination (e.g., City of Devonport is \$10,000 and above)*
- *the nature of sponsorship arrangements that are suitable to Council, and*
- *guiding principles for prospective sponsorship applicants.*

It is envisaged that this will be supported by specific register to record such arrangements for future information requests.

Accordingly, a Sponsorship Policy has been drafted based on publicly available resources from the Tasmanian, Victorian and Queensland state governments’ websites collectively. It is also acknowledged that the City of Devonport Council has a policy in this space. The draft policy is Attachment 1 to this report.

The Sponsorship Policy articulates eight (8) good governance guidance principles that will assist Council in determining its assessment of incoming and outgoing sponsorship proposals.

Of note is that it is recommended that sponsorship arrangements above the value of \$5,000 per sponsorship request are to be reported to Council for determination. Sponsorship arrangements for \$5,000 or less may be determined by the General Manager under delegated authority.

The Policy also expresses the conditions that Council may consider with respect to applications for naming rights on Council property, and requires Council to maintain a register of sponsorships that records details of each sponsorship arrangement for annual reporting purposes.

It is recognised that Council may need to consider a budget allocation to assist with funding successful outgoing sponsorship arrangements.

With respect to good and service tax (GST) implications for Council, it is understood that the position of the Australian Taxation Office is that as the sponsor receives something of value in return for sponsorship, the sponsorship payment is not a gift.

This means that if the recipient organisation is registered for GST, it has to pay GST on the sponsorship it receives (see <https://www.ato.gov.au/Non-profit/your-organisation/gst/grants-and-sponsorship/>). This will be relevant if Council is the recipient of an incoming sponsorship arrangement.

It is recommended that Council adopt the Sponsorship Policy in the form of the draft.

Consultations:

Director, Corporate Governance and General Counsel
Manager, Legal and Property

Human Resource / Financial and Risk Management Implications:

There are no material human resource or financial risk implications. In relation to Risk Management implications:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If identified policy is not adopted as recommended, then governance control effectiveness is less optimal	Minor	Almost Certain	Medium	Council adopts the <i>Sponsorship Policy</i> in the attached form.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

ADOPT the '*Sponsorship Policy*' in the form of Attachment 1.

Attachments/Annexures

- 1  Draft Sponsorship Policy

11. ADOPTION OF UPDATED COUNCIL POLICIES

Author: Senior Internal Compliance Advisor (Bryn Hannan)

Qualified Person: Director, Corporate Governance and General Counsel (Seva Iskandarli)

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 six (6) updated policies, in accordance with 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.

At the Council meeting on 20 February 2017, Council was advised that officers had commenced the process of reviewing the policies of the Legal and Property Department. At that meeting, Council resolved to rescind three (3) of the twelve (12) listed policies under that Department’s responsibility.

Since then, a further five (5) of the Legal and Property policies have been reviewed, and are presented to Council and recommended for adoption. Officers from Council’s People and Safety Department have also updated one (1) policy.

Each of the six policies to be considered by Council has been updated to:

- improve drafting, clarify ambiguities, ensure consistency with Council’s other updated policies, remove superfluous provisions, and update references to legislation and other Council policies, and
- place the policy on Council’s current policy template.

Specific comments about the additional amendments made to each policy are provided below.

Contribution to Boundary Fences Policy

Attachment 1 is a copy of the proposed updated ‘Contribution to Boundary Fences’ Policy.

Attachment 2 is the existing version of the policy.

The Contribution to Boundary Fences policy provides guidance on how Council will fulfil its obligations to contribute to the cost of constructing or replacing boundary fences in accordance with the *Boundary Fences Act 1908 (Act)*.

The updated policy:

- changes the specifications of the standard of fence on which Council's contribution under the Act is to be based, to change the use of 'hardwood' fence palings to 'treated or untreated pine' (which is the material most commonly used for fence palings in Australia), and
- clarifies that Council will comply with all of its obligations under the Act in respect to the contribution to boundary fences adjoining Council parks, reserves and the like.

In respect to the latter, there appears to be confusion among some local governments in Tasmania as to whether the Act compels Councils to contribute to fences bordering Council owned land. This arises from the fact that the Act does not apply to a 'public reserve'. Relevantly, a 'public reserve' for the purpose of the Act is a public reserve created under the *Crown Lands Act 1975*, and is land owned or managed by the State Government. Accordingly, while there is no obligation on Councils to contribute to fences bordering public reserves (because they are not owned by Council and in any event are not subject to the Act), in practice this is unlikely to affect the majority of residents, as there are only a very limited number (less than 30) 'public reserves' in Glenorchy and very few share a border with residential land. The policy seeks to correct that confusion.

The amendments to the policy will not change Council's current (and long-held) practice of contributing to the cost of boundary fences bordering Council lands (including council reserves), as it is required to under the Act.

Use of Jumping Castles and Similar Devices on Council Property Policy

Attachment 3 is a copy of the proposed updated 'Use of Jumping Castles and Similar Devices on Council Property' Policy.

Attachment 4 is the existing policy, which is currently titled 'Use of Inflatable Amusement Devices – Council Reserves'.

The policy outlines the circumstances in which Council will permit the inflatable jumping castles and other similar "land-borne inflatable devices" on Council Property. Its aim is to ensure that they are operated in a way that minimises the risk of accidents or injury, and Council's exposure to financial liability.

In addition to the amendments outlined above, the updated policy:

- changes the name of the policy so that its subject matter is easier to identify
- more closely aligns the policy with the relevant parts of AS 3533.4.1-2005 (which applies to these types of devices), including adopting the same definitions, and
- imposes specific requirements for operators to take out public liability insurance policies.

Telecommunications Infrastructure on Council Property Policy

Attachment 5 is a copy of the proposed updated 'Telecommunications Infrastructure on Council Property' Policy.

Attachment 6 is the existing policy, which is currently titled 'Telecommunications Infrastructure on Council Owned Land'.

The Policy sets out the matters to be considered by Council when determining whether to give its consent to the installation of telecommunications infrastructure (for example, mobile phone towers) on land which Council owns.

In addition to the amendments outlined above, the amended policy:

- updates the relevant definitions to clarify what 'telecommunications infrastructure' is. It does this by adopting the same definitions used in Council's current Planning Scheme
- makes minor amendments to the criteria to better articulate the matters to be considered by Council.
- reiterates that any application for Council's permission is to be considered by Council, for in-principle approval.

Sports Ground Lighting Policy

Attachment 7 is a copy of the proposed updated 'Use of Sports Ground Lighting' Policy.

Attachment 8 is the existing policy.

The policy provides that Council is to be the owner of any new sports ground lighting infrastructure installed at any Council owned sports facility, and will, in limited circumstances agree to take over ownership of lighting infrastructure that is already installed at a sports ground.

The updated policy does not make any substantive changes to the policy outcomes, however has been redrafted so that its intent is easier to understand and interpret, and terminology used is consistent with other policies.

Advertising Devices on Council Property Policy

Attachment 9 is a copy of the proposed updated 'Advertising Devices on Council Property' Policy.

Attachment 10 is the existing policy, which is currently titled 'Advertising Signs Within Council Property'.

The policy sets out the limited circumstances in which Council will provide its approval for the display of an advertising device on Council Property. The updated policy makes the following changes:

- re-naming policy to better reflect the revised subject matter (discussed below)

- expanding the application of the policy from 'advertising signs' to 'advertising devices'. A detailed definition of what constitutes an 'advertising device' has been included, which is wide-ranging. The definition is intended to capture all types of devices that advertise a product, even if they are not a 'sign' in the traditional sense.
- Including an exemption to allow Council to display a sign advertising an event with which Council is associated in a Council park or reserve. This is included on the basis that the intent of the policy is to limit the display of advertising devices to those which benefit the community, and that Council sponsored events are generally held for community purposes (for example, the upcoming Moonah Taste of the World Festival).

Human Resources Policy

Attachment 11 is a copy of draft updated Human Resources Policy

Attachment 12 is a copy of the existing Human Resources Policy

The policy sets out Council's position in respect to the fair and equitable management of its employees.

The policy has been updated to better reflect current human resource related statutory compliance that Council is required to observe under the Commonwealth and Tasmanian legislation.

It is a high-level document that will be supported by a range of other human resources policies, directives and procedures to be implemented under Council's Human Resources Strategy which is currently being developed.

Consultations:

Director, Corporate Governance and General Counsel

Manager, Legal and Property

Manager, Governance and Risk

Manager, People and Safety

Property Coordinator

Coordinator, Building and Plumbing

Senior Internal Compliance Advisor

Human Resource / Financial and Risk Management Implications:

There are no material human resource or financial risk implications.

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If the identified policies are not adopted as recommended, governance control effectiveness is less optimal due to the presence of superfluous or redundant policies leading to confusion and ambiguity.	Minor	Almost Certain	Medium	Council adopts the updated policies as recommended.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

1. Adopt the 'Contribution to Boundary Fences' policy in the form of [Attachment 1](#)
2. Adopt the 'Use of Jumping Castles and Similar Devices on Council Property' policy in the form of [Attachment 3](#)
3. Adopt the 'Telecommunications Infrastructure on Council Property' policy in the form of [Attachment 5](#)
4. Adopt the 'Sports Ground Lighting' policy in the form of [Attachment 7](#)
5. Adopt the 'Advertising Devices on Council Property' policy in the form of [Attachment 9](#)
6. Adopt the 'Human Resources' policy in the form of [Attachment 11](#)

Attachments/Annexures

- 1 [C](#)ontribution to Boundary Fences (Proposed)
- 2 [C](#)ontribution to Boundary Fences (Existing)
- 3 [U](#)se of Jumping Castles and Similar Devices on Council Property (Proposed)
- 4 [U](#)se of Inflatable Amusement Devices - Council Reserves (Existing)
- 5 [T](#)elecommunications Infrastructure on Council Property (Proposed)
- 6 [T](#)elecommunications Infrastructure on Council Owned Land (Existing)

- 7 [Sports Ground Lighting Policy \(Proposed\)](#)
- 8 [Sports Ground Lighting Policy \(Existing\)](#)
- 9 [Advertising Devices on Council Property \(Proposed\)](#)
- 10 [Use of Advertising Signs in Council Properties \(Existing\)](#)
- 11 [Human Resources Policy \(Proposed\)](#)
- 12 [Human Resources Policy \(Existing\)](#)

12. ANNUAL PLAN PROGRESS REPORT AS AT 31 DECEMBER 2016

Author: Coordinator City Strategy (Erin McGoldrick)
Qualified Person: Acting Director, Community, Economic Development and Business (Tony McMullen)
ECM File Reference: Quarterly Report - Annual Plan Progress

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-2025

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 December 2016.

Proposal in Detail:

The Quarterly Annual Plan Progress Report for Council for the quarter ending 31 December 2016 is attached (refer to 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
- 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 December 2016.

Attachments/Annexures

- 1  Annual Plan Progress Report as at 31 December 2016

13. CORPORATE PERFORMANCE INDICATORS - JANUARY 2017

Author: Reporting Officer (Len Newton)
Qualified Person: Acting Director, Community Economic Development and Business (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 January 2017.

Proposal in Detail:

The Corporate Performance Indicators (**CPI's**) for January 2017 are Attachment 1 to this report. Appendix B to the CPI's is Attachment 2.

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

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

January Results

For January 2017 the Council recorded:

- one (1) red light, and
- seven (7) 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 were <u>zero</u> (0) LTI's for January. However, the rolling 12 month LTIFR is 36.04. This is equal to the December result (36.04) and marginally higher than for the same time last year which was 32.56. 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 included significant project spends in the middle months, however spending has been well 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 – 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 were above budget for the month due to significant numbers of employees being on leave. Relief and casuals (and overtime in some cases) are being used to service positions that are currently vacant.
	Permanent Staff Turnover Rate	25	The turnover rate is at a four year 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 January 2017.

Attachments/Annexures

- 1  Corporate Performance Indicators Report - January 2017
- 2  Appendix B - January 2017

14. SOUTHERN TASMANIAN COUNCILS AUTHORITY - QUARTERLY REPORT TO MEMBERS - DECEMBER 2016

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: STCA

Community Plan Reference:

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised 'leading our community'.

Strategic or Annual Plan Reference:

Strategy 4.3.1 *Foster productive relationships with other levels of government, other councils and peak bodies to achieve community outcomes.*

Reporting Brief:

To provide Council with the Southern Tasmanian Councils Authority Quarterly Report to Members – December 2016.

Proposal in Detail:

The Southern Tasmanian Councils Authority (STCA) is a 'joint authority' formed under section 30 of the *Local Government Act 1993*.

The Local Government Board's review of the STCA included in its recommendations that the Quarterly Report of the STCA be provided for consideration at Council meetings.

The recommendations specify that the STCA quarterly report should be provided for presentation at either open or closed meetings, whichever is appropriate.

The Quarterly Report to Members – December 2016, of the STCA, has been provided and those matters that can be received at the part of the Council meeting that is open to the public are included as Attachment 1.

Consultations:

None required.

Human Resource / Financial and Risk Management Implications:

None.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

RECEIVE the Southern Tasmanian Councils Authority – Quarterly Report to Members – December 2016 that has been provided for the part of the Council meeting that is open to the public.

Attachments/Annexures

- 1  STCA - Quarterly Report to Members - December 2016

15. ACTIONS LIST - UPDATE REPORT

Author: Senior Internal Compliance Advisor (Bryn Hannan)

Qualified Person: Director Corporate Governance and General Counsel (Seva Iskandarli)

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 latest Actions List (Open Council Meeting), updated following the 20 February 2017 Council meeting.

Proposal in Detail:

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

The Actions List (Open Council Meeting) (Attachment 1) highlights the progress of the items on the list following the 20 February 2017 Council meeting.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

No cost

Community Consultation and Public Relations Implications:

Nil applicable

Recommendation:

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 20 February 2017 Council meeting.

Attachments/Annexures

- 1  Outstanding Action List (Open Council Meeting)

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

CLOSED TO MEMBERS OF THE PUBLIC

17. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

18. GENERAL MANAGER'S 6-MONTHLY KPI REVIEW

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)(a) (Personnel matters, including complaints against an employee of the Council and industrial relations matters) and 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential)

19. ACTIONS LIST - 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).

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