

COUNCIL AGENDA

MONDAY, 24 OCTOBER 2016



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:

Workshops held since last Council Meeting

Date: Monday, 10 October 2016

Purpose: To discuss:

- Corporate Reporting Options
- Public Waste Management Plan
- Draft Strategic Plan 2016-2026

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1. APOLOGIES

2. CONFIRMATION OF MINUTES

That the minutes of the Council Meeting held on 26 September 2016 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mrs Kaye Smith, Glenorchy

Question:

In relation to Item 17 (Proposed amendment to Meeting Policy) on the agenda at the Council meeting on 26 September 2016, Mrs. Smith had asked:

1. What is the purpose of the proposed amendment?; and
2. The officer's report, in relation to the proposed amendment to the procedure for dealing with questions without notice, contains the following passage:

"2) Questions without Notice

- a) *The Chairperson of a meeting shall permit discussion of a **question on notice...*** (emphasis added)

is the wording 'without notice' and 'on notice' in that point a typographical error, and, if not, what does it mean?

Answer: Question 1

The purpose of the proposed amendment was to facilitate the efficient progress of Council meetings and reduce strain on Council staff in having to provide answers to complex questions on notice in tight time frames and having to remain at Council meetings into the late evening. This was to be achieved by amending Council's Meetings policy to:

- require Aldermen to provide questions on notice to Council management 11 days before the Council meeting to allow a longer time period for staff to prepare answers before the deadline under the *Local Government (Meeting Procedures) Regulations 2015* for the circulation of the agenda (4 days before an ordinary council meeting) expired. This was done in response to the current practice of Aldermen submitting questions on notice on the Sunday night the week before the meeting, the last opportunity to do so under the regulations; and
- Limiting debate and discussion on questions without notice to 3 minutes, to stop the current practice of Council debating the answers to questions on notice for extended periods of time which delays the efficient and expeditious progress of council meetings (particularly where, as regularly occurs, there are numerous questions without notice).

Answer: Question 2

The words 'question on notice' (which are emphasised in bold in the above extract from the officer's report) are a typographical error. They should read "question without notice".

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

COMMUNITY

8. ANNOUNCEMENTS BY THE MAYOR

Author: Mayor (Ald. Kristie Johnston)
Qualified Person: General Manager (Peter Brooks)
ECM File Reference: Mayoral Announcements

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 receive the announcement of events by the Mayor.

Proposal in Detail:

Announcements by the Mayor

The following is a list of events the Mayor has attended during the period 21 September 2016 and 18 October 2016.

Wednesday, 21 September 2016

- Meeting with the GASP CEO and Chair
- Attended the Women's International League for Peace and Friendship Government House Reception
- Attended the Skal Luncheon

Thursday, 22 September 2016

- Attended a meeting with Senator Lambie
- Attended a meeting with Cricket Tasmania
- Attended a meeting with a resident
- Attended the Destination Southern Tasmania Annual General Meeting
- Attended the Former Greater Glenorchy Precinct meeting

Friday, 23 September 2016

- Attended the GASP Strategic Planning session
- Attended and presided at the Bucaan Community House Annual General Meeting and birthday celebrations
- Attended a meeting with Ald Stuart Slade
- Attended a meeting with community representative

Saturday, 24 September 2016

- Attended the Glenorchy Community Fund planning workshop
- Attended the 2016 Glenorchy Open Tennis Tournament Dinner
- Attended the Glenorchy District Football Club Best and Fairest Awards Night

Sunday, 25 September 2016

- Attended and coordinated the Clean Up Glenorchy Taskforce monthly activity at the top of Chapel Street

Monday, 26 September 2016

- Attended a meeting with a ratepayer
- Attended the Brooker Highway Liaison Committee meeting
- Chaired the Council Meeting

Tuesday, 27 September 2016

- Attended the Local Government Reform Steering Committee meeting
- Attended the Former Greater Claremont Precinct meeting
- Attended Government House Dinner for the Japanese Ambassador

Wednesday, 28 September 2016

- Attended the Give Me Five for Kids Cheque Unveiling
- Attended the Smart Cities Session
- Hosted the Precincts Thank You event

Thursday, 29 September 2016

- Chaired the Safer Communities Committee meeting
- Attended a meeting with a business representative

Friday, 30 September 2016

- Attended the Local Government Reform Steering Committee meeting

Saturday, 1 October 2016

- Participated in the Bright Star's rehearsal for the Festival of Smiles performance

Monday, 3 October 2016

- Chaired the Glenorchy Planning Authority meeting

Tuesday, 4 October 2016

- Attended the Glenorchy Youth Taskforce meeting
- Attended the Moonah and Glenorchy Business Association committee meeting
- Attended the Former Greater Moonah Precinct meeting

Wednesday, 5 October 2016

- Attended the Neighbourhood Watch Tasmania Week Luncheon and birthday celebrations
- Participated in a number of media interview regarding poker machines

Thursday, 6 October 2016

- Attended the TasWater Owners' Representative meeting in Launceston
- Attended the CBD Business Insights session

Friday, 7 October 2016

- Attended a meeting with Damon Wise

Saturday, 8 October 2016

- Attended as Patron the Claremont RSL Sub-Branch Annual Dinner

Monday, 10 October 2016

- Attended a welcome meeting with the Keep Australia Beautiful National Judge
- Attended a meeting with consultant, Steven Blackadder
- Attended a lunch with the Keep Australia Beautiful National Judge at the Old Chapel Tea Rooms
- Chaired the Council Workshop

Tuesday, 11 October 2016

- Attended the Colony 47 Eureka Clubhouse Mental Health Week Breakfast
- Attended the West Moonah Community House Eating with Friends Luncheon

Wednesday, 12 October 2016

- Attended a meeting regarding poker machine reform and licencing
- Attended the Citizens for Glenorchy meeting

Thursday, 13 October 2016

- Attended the Hobart District Nurses' Caring Communities Art Exhibition Launch at the MAC
- Attended the Mental Health Week activities at the Glenorchy LINC

Friday, 14 October 2016

- Attended Senior Week activities at KGV
- Attended the Unite in Yellow Cancer Council luncheon

Saturday, 15 October 2016

- Attended the Glenorchy Knights Trophy Presentation Dinner

Monday, 17 October 2016

- Attended the Southern Tasmanian Councils Authority meeting
- Chaired the Glenorchy Planning Authority meeting

Tuesday, 18 October 2016

- Attended the Moonah LIFT program
- Attended the Beyond MONA Business Forum

Numerous internal meetings and administrative duties were also undertaken.

Consultations:

Nil.

Human Resource / Financial and Risk Management Implications:

Nil.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

- (a) RECEIVE the announcements about the activities of the Mayor's office for the period 21 September 2016 to 18 October 2016.

9. GLENORCHY MULTICULTURAL FRAMEWORK UPDATE

Author: Manager, Community and Customer Service (David Ronaldson)
Community Development Co-ordinator (Jill Sleiters)

Qualified Person: Acting Director, Community, Economic Development and Business (Tony McMullen)

ECM File Reference: Cultural Diversity - Information, Cultural Diversity Advisory Committee - Special Committee

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

- Our Community Goals: Making Lives Better – “Our social, recreational and cultural facilities, events and experiences will attract and retain people in Glenorchy to share our wonderful way of life.”
- “We continue to welcome new arrivals from all countries and work with them to build on the multi-cultural traditions in our community through arts, food, music, entertainment and shared experiences.”

Our Community Priorities: Supporting and celebrating our diversity.

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2013-18 (Interim)

- 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.

Reporting Brief:

This report provides a further update for Council on the outcomes of the State Government Grant of \$100,000 towards the development of an understanding and plan of how the needs of multicultural communities for spaces to assist with cultural celebrations can be met.

This report outlines a further piece of work to be completed – the Glenorchy Multicultural Framework.

Proposal in Detail:

At the Council Meeting on 26 September 2016, Council received a report and adopted the Glenorchy City Council Multicultural Spaces Plan. The report to Council outlined the State government grant provided to Council and the outcome resulting in a planned approach to address the issues of access to spaces.

A further piece of work identified by the plan is to:

“Review GCC’s existing structures and internal committees that work with Multicultural groups. Develop a GCC framework to guide Council in relation to priorities and actions within the Glenorchy Community. The framework will build on the concepts recommended in this report.”

Council will be aware that Glenorchy has high levels of multicultural communities across the LGA. There is no homogenous group across the municipality, rather there are “beacons of diversity” – suburbs with high representations of multicultural communities including West Moonah, Moonah, Glenorchy, Lutana – Derwent Park, Montrose and Chigwell.

Council supports and celebrates multiculturalism via a range of programs and activities, in addition to convening the Cultural Diversity Advisory Committee (CDAC) and regularly supporting established and new communities to help build their capacity and assist with the settling process.

The successful Moonah Taste of the World Festival (MTOWF), initiated by CDAC, is an annual event that involves a broad range of new and established community groups, builds capacity and celebrates diversity.

Council became a supporter of the ‘Racism It Stops with Me’ Campaign in 2014 and continues to provide information, activities and promotional material at community events.

Harmony Day and Refugee Week have been regularly acknowledged via projects and events such as international film screenings, forums, the “We Are Who We Are” poster campaign exhibitions at the MAC and cooking demonstrations, exhibitions and activities at the MTOWF. “Peace Festivals” have also been held in partnership with the cultural communities, Clarence, Hobart and Kingborough Councils.

Council’s Community Development program assists to deliver a range of outreach projects in partnership with the Migrant Resource Centre (MRC) and key services, such as a series of health information sessions for older migrants and the ‘Families and Children in Transition’ (FICT) programs.

Poor health is a major issue for many people from refugee backgrounds. Therefore, community development projects also include partnering with Red Cross, MRC and the Tasmanian Council on Aids, Hepatitis and Related Diseases (Tas CHARD) to deliver health information sessions to new migrants. Funding was secured to enable specific resources to be translated into different languages such as family violence and mental health information cards and the ‘Glenorchy on the Go’ program facilitated physical activity programs specifically for the Bhutanese and Karen communities. A dementia awareness information session for people from multicultural backgrounds was delivered to the community with support materials translated into a range of languages.

Council has a long history of supporting children and families from refugee and migrant backgrounds in relation to their child care needs and child care services. This is done through a range of partnerships with interpreter services and support services like the MRC.

Council's Youth Program facilitated a multicultural young women's leadership program for three years and continues to deliver a successful multicultural leadership program at New Town High School.

Most recently, Council's Community Development Section supported Catholic Care with the 'Promoting Positive Diversity Program' for Afghani/Hazara women and continues to lead the 'Hear Our Voices' Multicultural Women's capacity building project, delivering an annual gathering and follow up workshops on topics that are important to their communities.

Cultural awareness staff training is delivered annually and Community Development Officers regularly attend Settlement Services to present information about local government to new communities settling in Tasmania to help achieve a common understanding. Different cultural groups have also been invited to attend information sessions at Council.

Council, via the Community Development Section is a member of the Humanitarian Settlement Services (HSS) Local Area Coordination (LAC) team, which meets quarterly for the purpose of supporting, enhancing, and expanding service coordination and collaboration between the HSS program and the key service providers who are engaged with humanitarian entrants.

As outlined above, there is a great deal of activity occurring that has developed over a number of years. However, Council currently has no clear and current statement addressing multiculturalism in Glenorchy, what Council is currently doing with the multicultural community and clearly identifying where Council should be placing its limited resources to address need. This is also evident when reviewing the existing GCC Cultural Development Policy (2007) and the GCC Cultural Plan (2002).

Thus, officers will now work with the multicultural and the broader community to:

- Create a clear statement of the benefit of multiculturalism to our community and the reason Council invests resources in this area
- Identify a regular mechanism that allows multicultural community members to be better connected and integrated into the Glenorchy community
- Identify a form of engagement with those communities / community members for local government through best practise analysis
- Develop strong connections with Council / community supports to enhance understanding of continued community needs / development / population retention, and
- Develop a process that involves all migrants (newly arrived through to established) to find solutions and better community connections.

This work will be funded through an extension to the original State Government deed grant.

Consultations:

In the preparation of this report the following internal sections were consulted:

- Community Development
- Community Planning and Inclusion
- Customer Service
- Property and Legal
- Child Care Connections

Human Resource / Financial and Risk Management Implications:

This project is supported by a variation to the original state government deed grant for the Multicultural Space Plan (\$5,000). Funds will be used to support facilitation of the project. The project will be developed through the Community Development Section and delivered within this financial year.

Community Consultation and Public Relations Implications:

This project has developed from the consultations through the Multicultural Community Spaces Plan ('the Plan') project which consulted widely with 91 participants from 24 different multicultural groups. In preparation of the Plan the Multicultural Service Sector was also consulted including the Multicultural Council of Tasmania, Migrant Resource Centre, Red Cross and Catholic Care. Council's Cultural Diversity Advisory Committee was briefed throughout the project. Finally, members of State and Federal government departments (DPAC, DSS) were involved in the development of the Plan.

Once this project has been established a community consultation process for the framework will be developed involving, but not limited to, the above group.

Recommendation:

That Council:

- (a) NOTE the existing work undertaken by the Community and Customer Service Department in relation to multi-culturalism; and
- (b) NOTE the forthcoming preparation of a Glenorchy Multicultural Framework.

10. COMMUNITY PRECINCT PROGRAM TRANSITION

Author:	Manager, Community and Customer Service (David Ronaldson)
Qualified Person:	Acting Director Community, Economic Development and Business (Tony McMullen)
ECM File Reference:	Precinct Program - General Administration, Claremont Community Library 2016-2017

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Making Lives Better

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

Strategic or Annual Plan Reference:

Glenorchy City Council Annual Plan 2016-17 to 2019-20

- 1.1.3.1 Utilise the community engagement process implemented for the new Community Plan to review Council's community engagement process including the operation of Precinct Committees and new methods such as social media.

Reporting Brief:

At its August 2016 meeting, Council resolved to discontinue the Community Precinct Program. This report:

1. outlines the work completed to transition community precinct programs and projects, and
2. recommends future arrangements for the Claremont Community Library.

Proposal in Detail:**Transition of Community Precinct Programs and Projects**

The Glenorchy Community Precinct program had been in operation since 1999. During that time a number of programs and projects had developed and were in existence when the program was discontinued in August 2016.

Council's Community Planning and Inclusion officers have been working to transition the existing programs to other agencies (where possible) so that they can continue despite Council's formal association with the Community Precincts being discontinued.

The transitional arrangements for these programs and projects are outlined in Attachment 1.

Claremont Community Library

A final program – the Claremont Community Library – has been unable to find another body to transition to. This service, which runs from a room at the front of the Claremont Memorial Hall, continues to be well used by the local Claremont community with a membership of approximately 500. Approximately 40 to 50 members use the service each week.

The Claremont Library is currently run by a Volunteer Coordinator who has 25 volunteers registered to operate the library on a roster system. This group is overseen by a volunteer steering committee. During the Community Precinct Program, this group has previously been overseen by Council's Community Planning and Inclusion Section via the Greater Claremont Precinct.

Work has been undertaken to investigate how this program can continue to exist.

Council Officers have sought other organisations to take on the auspice of this program, including discussions with LINC, without success.

However, the Tasmanian LINC obviously services other members of the Claremont community from its Glenorchy library. Further discussions with the LINC will be encouraged to determine where and how the LINC service could complement the existing community library service.

It is proposed that Council continues to provide its existing modest level of staff support, financial governance assistance, rental relief and public liability cover, subject to a review in three years.

Consultations:

The following internal business units have been consulted during the transition process:

- Community Planning and Inclusion
- Property and Legal
- Governance and Risk
- People and Safety

Human Resource / Financial and Risk Management Implications:

It is proposed that an officer from Community Planning and Inclusion Section will continue to oversee the group and Council officers ensure that all human resource needs are documented and adhered to. There would be no additional resource draw on this officer.

Council currently holds the operating account for the library of approximately \$1,000. The library holds a petty cash float of \$400. The library is currently funding new book purchases and administration needs through second hand book sales and membership fees. It is proposed that this continues under the guidance of the Community Planning and Inclusion Section.

Council does not currently charge the library for rent of the space used nor for utilities. It is proposed that this arrangement remains in place.

The Claremont Library is currently covered by Council's Public Liability coverage.

Community Consultation and Public Relations Implications:

It would not be positive for Council to withdraw support from this program as it continues to service a number of people in the Claremont area with about 40 to 50 people using the service each week. The library is utilised by many Claremont residents who commute to the library by foot. Twenty of the volunteers also live in the Claremont area.

The Claremont Library volunteers and steering committee have been spoken with consistently since the 1st August to fully understand their operations. The committee is very keen to continue to serve their local community and believe with a little support from Council they can continue to achieve this.

Recommendation:

That Council:

- (a) NOTE the work completed to transition Community Precinct programs and projects;
- (b) CONTINUE to auspice and oversee the functions of the Claremont Community Library program; and
- (c) REVIEW the current arrangement for the Claremont Community Library program in three years (June 2019).

Attachments/Annexures

- 1 Glenorchy Community Precinct Program Transition

GOVERNANCE

11. PROPOSED AMENDMENT TO MEETING POLICY

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

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Meeting Policy

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:

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:

This Report is to recommend to Council to make amendments to the Council's Meeting Policy under Regulation 37(1) of the *Local Government (Meeting Procedures) Regulations 2015 ('Regulations')* to specify clear process to be applied in relation to questions without notice and questions on notice from the Aldermen under Regulation 29 and Regulation 30 of the Regulations.

Proposal in Detail:

Regulation 29 of the Regulations applies to the questions without notice put by an Alderman at a meeting. This Regulation specifies the requirements that the Chairperson and an Alderman must comply with at the meeting in relation to the question without notice. It can be stated that Regulation 29 gives guidance to the Chairperson and Council in terms of the process to be applied at the meeting on questions without notice.

However, in relation to questions on notice Regulation 30 states the following:

1) *A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.*

(2) *An answer to a question on notice must be in writing.*

This Regulation 30 does not have the similar "guidance" that Regulation 29 has.

Council at its meetings receives questions with and without notice under Regulation 29 and Regulation 30. As specified under Regulation 30 an Alderman who has given a written notice of the question to the General Manager at least 7 days before the ordinary council meeting seeks an answer to his or her question at that meeting.

Regulation 30(1) does not require the answer to the question to be published with the Agenda but it states that an Alderman seeks an answer to his or her question at that meeting and that answer to the Alderman's question must be in writing. However, from the good governance point of view it would be advisable that an answer to any question on notice be published with the Agenda rather than being tabled at the Council Meeting.

In recent Council Meetings since February 2016, Council has witnessed numerous questions on notice under Regulation 30 from Aldermen. In some instances those questions are being repetitive and too operational in nature. Under Regulation 30 those questions were sent to the General Manager 7 days before the Council Meeting, namely on Sunday evenings a week before the Council Meetings.

Under Regulations 8 and 9 the General Manager must prepare the Agenda and any associated reports and documents at least 4 days before the Council Meeting. In compliance with Regulations 8 and 9 the General Manager prepares these documents and publishes them on Wednesday, 4 days before Council Meetings on Monday. Accordingly, the Management have only 2 days, Monday and Tuesday, to prepare the answers to the questions on notice.

The number of questions on notice require many hours in order to make background research and gather the required information to provide answers to the questions. In most circumstances the Management and the relevant staff members reschedule their other prearranged commitments, such as meetings with external parties, answering community members' requests, dealing with the priority matters under Council's strategies and projects and meeting with community members so the Management and the relevant staff members can be able to respond to these questions on notice.

From the good governance and good time management points of view, and serving our community, it is recommended that, in order to avoid the above stated issues, Council's Meeting Policy be amended and includes the following clause:

1) Questions on Notice

- (a) An Alderman, at least 11 days before an ordinary council meeting or a council committee meeting, may give a written notice to the General Manager of a question in respect of which the Alderman seeks an answer at that meeting.*
- (b) A period referred to in sub- clause (a) includes Saturdays, Sundays and statutory holidays, but does not include the day on which the agenda and any associated reports and documents are provided to the Aldermen and public, and the day of the ordinary meeting.*

Explanatory Note: 11 days in subclause (a) apply to one week before the Agenda is published which is Wednesdays, 4 days before the Council Meetings, and the additional 7 days are to allow the preparation of the answers to the questions on notice. For avoidance of doubt the questions on notice shall be given to the General Manager no later than 12:00 midnight on Tuesdays a week before the Agenda and associated reports and documents are provided to the Aldermen and public. In addition, Regulation 30 refers to “at least 7 days”, so the proposed amendment does no more than expand the time permitted under this Regulation.

Furthermore, the questions and answers, and debates on the answers during the Council Meetings, take much longer time than should be necessary from the good governance and time management points of view. This certainly causes concerns to the staff members who are required to attend the Council Meetings and Aldermen.

This fact was especially evident in recent Council Meetings where the 1 August 2016 Council Meeting lasted for about 5 hours, and 29 August 2016 Council Meeting which lasted about 6 hours. Finishing Council Meetings late at night has already created concerns about staff members’ and Aldermen’s health and wellbeing.

To address this issue from the principles of good governance and complying with the duty of care to our staff members’ and Aldermen’s health and wellbeing, it is recommended that Council’s Meeting Policy be amended and the following be included in the Policy:

1) Questions on Notice

- (a) The Chairperson of a meeting must not permit any debate on a question with notice and must not permit any debate on an answer to that question.*
- (b) The Chairperson of a meeting shall permit discussion of a question on notice and the answer to that question for clarification only, and such discussion shall take no more than 3 minutes.*

2) Questions without Notice

- (a) The Chairperson of a meeting shall permit discussion of a question without notice and the answer to that question for clarification only, and such discussion shall take no more than 3 minutes.*

The Report advises that the above recommended amendments to the Meeting Policy are suggested under Regulation 37 which states that:

A council may determine any other procedures relating to meetings it considers appropriate.

Consultations:

The General Manager

Human Resource / Financial and Risk Management Implications:

None

Community Consultation and Public Relations Implications:

None

Recommendation:

That Council:

APPROVE the amendment to Council's Meeting Policy under Regulation 37(1) and from the good governance point of view, and include in the Meeting Policy the following procedures in relation to Regulations 29 and 30:

Questions on Notice

- (a) An Alderman, at least 11 days before an ordinary council meeting or a council committee meeting, may give a written notice to the General Manager of a question in respect of which the Alderman seeks an answer at that meeting.*
- (b) A period referred to in sub- clause (a) includes Saturdays, Sundays and statutory holidays, but does not include the day on which the agenda and any associated reports and documents are provided to the Aldermen and public, and the day of the ordinary meeting.*
- (c) The Chairperson of a meeting must not permit any debate on a question with notice and must not permit any debate on an answer to that question.*
- (d) The Chairperson of a meeting shall permit discussion of a question on notice and the answer to that question for clarification only, and such discussion shall take no more than 3 minutes.*

Questions without Notice

- (a) The Chairperson of a meeting shall permit discussion of a question without notice and the answer to that question for clarification only, and such discussion shall take no more than 3 minutes.*

12. COUNCIL POLICY

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:

The purpose of this report is to recommend that Council rescinds the ‘Ordering of Goods and Services’ policy.

Proposal in Detail:

This Report follows the Aldermanic Workshops (25 May and 12 October 2015) in which Management presented to Council the current and proposed actions with respect to the ongoing Council Policy review.

Part of the review process involves rescinding any policy that is redundant, superfluous or otherwise unnecessary. Accordingly, the ‘Ordering of Goods and Services’ policy ([Attachment 1](#)) has been recommended for rescission.

Basis for Rescission of Policy

The policy is recommended for rescission on the basis that:

- It was implemented prior to the legislative requirement under section 333B of the *Local Government Act 1993* (‘the Act’) in that each Council must adopt a code relating to tenders and contracts. Practically all of the requirements that are currently addressed in the policy are now specifically covered in Council’s Code for Tenders and Contracts, the most recent version of which was adopted by Council on 13 April 2016.
- A number of other requirements in the policy are provided for either directly or indirectly in State legislation. For example, clause 10, which requires Council to document tendering and contract information in its annual report, is a specific requirement of section 72(1) of the Act.

- Other requirements of the policy matters are operational requirements that are necessary from a good governance perspective. For example, clause 10 contemplates that Council will to maintain a register of current and expired contracts. Maintaining the policy simply to record these matters is impractical and unnecessary in view of the directive to reduce the total number of policies.

Given that the clauses in the policy are either covered in the Code for Tenders and Contract or in the *Local Government Act 1993* (and associated regulations), there is no practical need for the policy to remain in operation.

Consultations:

- Executive Leadership Team
- Manager, Governance and Risk

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 policy is not rescinded 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 rescinds the 'Ordering of Goods and Services' policy.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

RESCIND the 'Ordering of Goods and Services' policy on the basis that it has become redundant through the operation of Council's Code for Tenders and Contracts and legislative provisions.

Attachments/Annexures

- Ordering of Goods and Services policy

13. TERM OF THE APPOINTMENT OF AUDIT PANEL MEMBERS

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

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Audit Panel

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:

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 brief Council about the expiry of the term of the Audit Panel members and recommend that Council start the process of appointment or re-appointment of members for the Audit Panel of Glenorchy City Council.

Proposal in Detail:

At its meeting on 4 August 2014, Council resolved to establish Glenorchy City Council's Audit Panel under section 85 of the *Local Government Act 1993* ('the Act'). In-line with the requirements of the Act and the *Local Government (Audit Panels) Order 2014*, Council also approved Glenorchy City Council's Audit Panel Charter ('Charter'). The revised Charter was presented to Council at its meeting on 6 June 2016 and was approved by Council.

A copy of Audit Panel Charter is Attachment 1 to this report.

Appointment of Current Members of Audit Panel

Clause 7.1 of the Charter states the Audit Panel of Council is to be constituted by five members, of whom three must be independent members, and two Aldermanic members.

In accordance with the Charter, and as a result of an expressions of interest process, Council at its meeting on 24 November 2014, appointed:

- 2 Aldermen (Alderman Christine Lucas and Alderman Jennifer Branch-Allen), as standing members of the Audit Panel, under clause 7.4 of the Charter; and
- 2 Aldermen (Alderman Steven King and Alderman Mathew Stevenson) proxy members of the Audit Panel, under clause 7.8 of the Charter.

After calling for public expressions of interest and undertaking a selection process, Council, at its meeting on 19 January 2015, appointed Mr Paul Oxley as an independent member and the Chair of the Audit Panel, and Mr David Sales and Mr Robert Hogan as the independent members of the Audit Panel.

Expiry of Current Terms and Invitations to Nominate for Reappointment

Clause 9 of the Charter states that a member of the Audit Panel holds office for a period of 2 years and may be re-appointed by Council, if eligible.

Accordingly, the term for the Aldermanic members will expire at the end of November 2016 and the term for the independent members will expire in January 2017.

Under Clause 9.2 of the Charter, Council may re-appoint the current members to the Audit Panel for another 2 year term. After a verbal discussion, Management has formally written to the current members and asked for expressions of interest for consideration by Council for re-appointment to the Audit Panel for a further term.

All members with the exception of the Chair, Mr. Oxley, have expressed that they wish to be considered for re-appointment.

Options for Reappointment of Audit Panel Members

In compliance with Audit Panel Charter, this Report recommends Council considers the following 2 options for the appointment of the Audit Panel members for a further term of 2 years.

Recommendation:

Option 1

That Council:

- a) RE-APPOINTS to the Audit Panel:
 - Alderman Jennifer Branch-Allen and Alderman Christine Lucas as standing members
 - Alderman Steven King and Alderman Mathew Stevenson as proxy members, and
 - Mr David Sales and Mr Robert Hogan as independent members, and
- b) CALLS for public expressions of interest for the third independent member and the Chair of the Audit Panel and appoints the new member and the Chair as a result of the selection process.

Option 2

That Council:

- a) CALLS for the expressions of interest among the Aldermen in order to appoint 2 Aldermen as standing members and 2 Aldermen as proxy members of the Audit Panel; and

- b) CALLS for public expressions of interest for the three independent members including the Chair of the Audit Panel and appoints the new members and the Chair as a result of the selection process.

Clause 9.3 of the Charter states that the independent members of the Audit Panel are entitled to be paid remuneration and allowances as determined by Council.

The actions from Council's decision and review of the independent members' remuneration will be presented to Council for consideration at a future meeting.

Consultations:

Audit Panel members
The General Manager
The Mayor

Human Resource / Financial and Risk Management Implications:

Nil

Community Consultation and Public Relations Implications:

Nil

Recommendation:

Option 1

THAT Council:

- (a) RE-APPOINTS to the Audit Panel:
- Alderman Jennifer Branch-Allen and Alderman Christine Lucas as standing members;
 - Alderman Steven King and Alderman Mathew Stevenson as proxy members; and
 - Mr David Sales and Mr Robert Hogan as independent members; and
- (b) CALLS for public expressions of interest for the third independent member and the Chair of the Audit Panel and appoints the new member and the Chair as a result of the selection process.

Option 2

THAT Council:

- (a) CALLS for the expressions of interest among the Aldermen in order to appoint 2 Aldermen as standing members and 2 Aldermen as proxy members of the Audit Panel; and
- (b) CALLS for public expressions of interest for the three independent members including the Chair of the Audit Panel and appoints the members and the Chair as a result of the selection process.

Attachments/Annexures

- 1** Attachment - Audit Panel Charter

14. WASTE MANAGEMENT STRATEGY - PUBLIC VERSION

Author: Manager Waste Services (Shafiq Mohamed)
Qualified Person: Director City Services and Infrastructure (Mr. E. Reale)
ECM File Reference: Glenorchy Waste Management Strategy

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:

Valuing our environment

- 3.1 Create liveable built environments and sustainably manage our natural and built environment.
- 3.1.3 Deliver services that create sustainable and liveable built environments.
- 3.1.3.25 Implement the Waste Management Strategy.

Reporting Brief:

The purpose of this report is to seek Council's endorsement and approval to release a publically available version of Council's Waste Management Strategy 2013 - 2023.

Proposal in Detail:

In 2013 Council engaged consultants Mike Ritchie & Associates to prepare the Waste Management Strategy 2013 - 2023 for Council. The basis of this document was to organise and prioritise projects and outcomes that had been identified to form the strategy, including:

- Garbage and Recycle bin audits in conjunction with waste management contractors Veolia and the Southern Waste Strategy Authority (SWSA)
- Public surveys about kerbside waste services undertaken through the Glenorchy Community Panel
- Bin volume (fullness) assessments
- Regional Waste Services (still draft stage) – Best practices outcomes in conjunction with SWSA for the Southern Tasmanian Councils Authority by consultants Blue Environment
- Landfill Carbon Tax implications – Methane Strategy by consultants Pitt & Sherry, and
- Landfill closure plan report by Gandy & Roberts.

The draft version of the Waste Management Strategy along with endorsement for key activities was presented to Council on 18 April 2013 and following further Council Workshops and Council Meetings the Strategy was presented and approved by the Council at the 1 September 2014 Council Meeting in the closed session.

Following Council's request earlier this year to make publically available Council's Waste Management Strategy document, Council re-engaged Mike Ritchie & Associates to prepare an accessible public version of the document which was presented to Council at the 10th October 2016, Council Workshop. Endorsement is now sought to publicise this document and release it to the public by making hardcopies available upon request and placing a downloadable copy on Council's website.

Consultations:

General Manager
Director City Services and Infrastructure
Executive Leadership Team (ELT)
Waste Services Department staff
Council Workshop – 10 October 2016

Human Resource / Financial and Risk Management Implications:

There are no budget implications in the release of the waste management strategy public document and appropriate budgets have been allocated to conduct the activities in the strategy as per the Waste Services Department Annual Plan.

As significant strategic plan actions are progressed, further reports will be submitted to Council for endorsement.

Community Consultation and Public Relations Implications:

As this is not a new Strategic Plan and no changes have been made to the strategies or outcomes, no community consultation has been undertaken in respect to this report.

Recommendation:

That Council:

- (a) RECEIVES and NOTES the report on Council's accessible version of the Waste Management Strategy 2013 – 2023, and
- (b) APPROVES the release of the accessible version of the Waste Management Strategy 2013 - 2023 to be made publically available in alternate mediums such as Council's website and in hard copy.

Attachments/Annexures

- 1 Waste Management Strategy

15. PROPOSED GLENORCHY CITY COUNCIL STRATEGIC PLAN 2016-2025

Author: Acting Director, Community, Economic Development and Business (Tony McMullen)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Glenorchy City Council Strategic Plan 2016-2025

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

We are a proud city; a city of arts; of opportunity; of partnerships; a city that makes exciting things happen.

The future of Glenorchy will be created through:

Building Image and pride

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

Making Lives Better

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

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.

Leading Our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2013-2018

Leading Our Community

Objective 4.1 Govern in an open and responsible manner in the best interests of the community.

Strategy 4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities.

Strategy 4.1.3 Use corporate planning processes, informed by community input, to identify and determine clear priorities for action.

Objective 4.2 Manage our resources to achieve community outcomes.

Strategy 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:

To request Council to authorise consultation with the community and relevant authorities and bodies on the proposed Glenorchy City Council Strategic Plan 2016-2025.

Proposal in Detail:

Background

Council has prepared a proposed Strategic Plan based on the vision, goals and objectives in the City of Glenorchy Community Plan.

The proposed Strategic Plan sets out the community goals, objectives, strategies and strategic performance measures that Council will use to guide its future direction.

The proposed Plan is prepared for a 10 year period as required by the Local Government Act.

It would replace the current Glenorchy City Council Strategic Plan 2013-18 (Interim) which is a 5 year plan.

Before Council adopts the proposed Strategic Plan, it must invite submissions on the Plan and consider any submissions received.

This report explains:

- What the law requires for a strategic plan
- What is in the proposed Strategic Plan
- How the Strategic Plan fits into Council processes
- How the proposed Strategic Plan was developed
- How we will seek feedback on the proposed Strategic Plan.

Statutory Requirement for a Strategic Plan

The things Council is required to do to prepare a strategic plan are set out in the *Local Government Act 1993*, as follows:

66. Strategic plan

(1) A council is to prepare a strategic plan for the municipal area.

(2) A strategic plan is to be in respect of at least a 10 year period.

- (3) *In preparing a proposed strategic plan, a council is to consult with the community in its municipal area and any authorities and bodies it considers appropriate.*
- (4) *The general manager is to make a copy of a proposed strategic plan available for public inspection at the public office during ordinary office hours.*

68. Proposed strategic plan

After preparing a proposed strategic plan, a council is to –

- (a) *invite submissions in respect of the plan; and*
- (b) *consider the submissions before adopting the plan.*

69. Public inspection of strategic plan

As soon as a council adopts a strategic plan, the general manager is to–

- (a) *make a copy of the strategic plan available for public inspection at the public office during ordinary office hours; and*
- (b) *provide the Director with a copy of the strategic plan.*

70E. Review of plans, strategies and policies

- (1) *A council, at least every 4 years, is to review its –*
- (a) *strategic plan;*
- (2) *As soon as practicable after a council adopts a plan, strategy or policy referred to in subsection (1), the general manager is to notify the Director (of Local Government) accordingly.*

What is in the Proposed Strategic Plan?

The proposed Glenorchy Strategic Plan 2016-2025 is attached as Attachment 1.

It contains the following sections:

Section	Description
Introduction	The introduction contains the following main points: ■ What a strategic plan is ■ Based on the Community Plan ■ Council's different roles ■ Strategic Planning Framework ■ Community goals ■ 10 year life ■ Community vision
Your Council	A photograph of the Aldermen and General Manager, with a legend below to identify each individual.

Section	Description
Council Structure	A diagram showing how the Council is structured as an organisation and describing the things that each of the 3 Directorates does.
About Glenorchy	A brief description of the City giving its: ■ Location ■ Map ■ Population ■ History ■ Economy ■ Tourism ■ Infrastructure ■ Culture and Recreation ■ Geography
Council's Strategic Planning Processes	A diagram showing how the Strategic Plan relates to other Council plans (See below in this report).
Vision, Mission and Values	A statement of the vision, mission and values for Council. The vision and mission are referred to in this report. (See below). The Council values statement as stated in the 2013-18 Strategic Plan are considered sound and have not changed.
City of Glenorchy Community Plan	An explanation of the development and make-up of the Community Plan. (See below in this report)
Strategic Planning Framework	A concise statement of the community goals and objectives approved by Council in September 2015 that provide the framework for the Strategic Plan. (See below in this report)
Strategic Plan Objectives & Strategies	This section set out the strategies for each of the Strategic Plan objectives under each of the community goals. (See below in this report).
Measuring Performance	This section sets out the Strategic Performance Measures. (See below in this report).

How the Strategic Plan Fits into Council's Processes

Community, Strategic and Annual Plans

Council's strategic planning processes use a number of plans – including the Community Plan, the Strategic Plan, the Annual Plan and the Budget.



Council uses these plans and planning processes to help turn the community vision in the Community Plan into action on the ground.

The high level Community Plan sets the vision, goals and priorities for the City.

The Council then develops a Strategic Plan that outlines the objectives and strategies needed to achieve the community's vision, goals and priorities.

The Council's 4 year rolling Annual Plan sets out the actions that Council will take for each of the strategies in the Strategic Plan.

At the same time, the Council's annual budget is developed to make sure that money is set aside to deliver the actions in the Annual Plan.

City of Glenorchy Community Plan 2015-2040

The City of Glenorchy Community Plan 2015-2040 was adopted by Council on 19th January 2015 after a huge amount of listening to our community.

The community gave nearly 2000 comments and 7,500 ideas about the future of the City through 69 different consultation activities.

The Community Plan sets out the vision, goals and priorities for the City of Glenorchy over the period to 2040 as told to us by the Glenorchy community.

The Community Plan has been the main document used by the Aldermen and Council staff in preparing the proposed Strategic Plan.

The Community Plan sets out the different roles that Council might use when acting on the community's vision - from Manager/Leader to Partner to Advocate to Facilitator to Supporter.

How the Proposed Strategic Plan was Developed

The key elements of the proposed Strategic Plan were developed in 4 main parts:

- Vision & Mission
- Strategic Planning Framework
- Strategies
- Strategic Performance Measures

Vision and Mission

The Vision and Mission in the proposed Strategic Plan are both related to the Community Plan:

The Vision is a summary of the vision in the Community Plan:

We are a proud city; a city of arts; of opportunity; of partnerships; a city that makes exciting things happen.

The Council's Mission statement makes it clear that Council is guided by the Community Plan:

Our mission is to deliver the community's vision, goals and priorities from the City of Glenorchy Community Plan 2015-2040.

Strategic Planning Framework

The proposed strategic plan is made up of three levels – community goals, objectives and strategies. The strategic planning framework is made up of the first two of these strategic levels: the community goals and objectives.



Council approved the Strategic Planning Framework on 28th September 2015.

Through the Strategic Planning Framework, the Council, as the elected body representing the Glenorchy community, directs and guides the General Manager and Management Team to prepare strategies that align with the Community Plan.

The Strategic Planning Framework approved by Council is below:

STRATEGIC PLANNING FRAMEWORK			
Community Goal	Objective		Building image & pride
Making Lives Better	- Know our communities and what they value. - Support our communities to pursue and achieve their goals. - Facilitate and/or deliver services to our communities.		Position Glenorchy as a welcoming community and the place to be.
Open for Business	- Stimulate a prosperous economy. - Identify and support priority growth sectors.		
Valuing our Environment	- Create a liveable and desirable City. - Manage our natural environments now and for the future.		
Leading Our Community	- Govern in the best interests of our communities. - Prioritise resources to achieve our communities' goals. - Build strong relationships to deliver our communities' goals.		

Strategies

Once the Council had approved the Strategic Planning Framework, the Management Team prepared strategies for each of the objectives, in line with the community goals.

This happened in Management Team workshops in September and October 2015 and May 2016 using external facilitators.

In the workshops, the Management Team worked hard to make sure that the strategies lined up with the Community Plan and used simpler wording.

Key changes in the strategy set when compared to the existing 2013-18 Strategic Plan are:

Making Lives Better

- Referencing the Community Plan to guide decision making and community engagement (Strategy 1.1.1)
- Encouragement of diversity (Strategy 1.1.2)
- Separate strategies for direct and partnership-based service delivery (Strategies 1.3.1 and 1.3.2)

Open for Business

- Continued emphasis on encouraging a jobs and investment-rich environment, building positive relationships and focusing on the City's competitive strengths. (Strategies 2.1.1, 2.1.2 and 2.2.1)

Valuing our Environment

- Strategies for each of the separate "built" and natural environment objectives.
- Explicit mention of CBD revitalisation, parks and public spaces, transport network and liveability (consistent with the prominence of these issues in the Community Plan. (Strategies 3.1.1 to 3.1.4).
- Focus on protection of high natural values, appreciation of natural areas and the River Derwent foreshore. (Strategies 3.2.1 to 3.2.3)

Leading our Community

- Strategy set reduced from 10 to 6.
- Removal of strategy about corporate planning processes.
- Combination of 3 strategies around relationships with others into a single strategy (Strategy 4.3.1)
- Combination of separate strategies around resources and finance into a single strategy around sound management of the City's assets. (Strategy 4.1.2)

The Management Team proposes 22 strategies, tied to the 11 objectives as follows:

Community Goal: Making Lives Better

Objective	Proposed Strategy
1.1 Know our communities and what they value.	1.1.1 Guide decision making through continued community engagement based on our Community Plan. 1.1.2 Encourage diversity in our community by facilitating opportunities and connections.
1.2 Support our communities to pursue and achieve their goals.	1.2.1 Encourage and support communities to express and achieve their aspirations. 1.2.2 Build relationships and networks that create opportunities for our communities.

1.3 Facilitate and/or deliver services to our communities.	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.
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Community Goal: Open for Business

Objective	Proposed Strategy
2.1 Stimulate a prosperous economy.	2.1.1 Foster an environment that encourages investment and jobs. 2.1.2 Build relationships with government and the private sector that create job opportunities for our communities.
2.2 Identify and support priority growth sectors.	2.2.1 Target growth sectors based on our understanding of the City's competitive advantages.

Community Goal: Valuing Our Environment

Objective	Proposed Strategy
3.1 Create a liveable and desirable City.	3.1.1 Revitalise our CBD areas through infrastructure improvements. 3.1.2 Enhance our parks and public spaces with public art and contemporary design. 3.1.3 Manage the City's transport network to promote sustainability, accessibility, choice, safety and amenity. 3.1.4 Deliver new and existing services to improve the City's liveability.

3.2 Manage our natural environments now and for the future.	3.2.1 Identify and protect areas of high natural values. 3.2.2 Encourage access to and appreciation of natural areas. 3.2.3 Enhance, protect and celebrate the Derwent Foreshore.
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Community Goal: Leading Our Community

Objective	Proposed Strategy
4.1 Govern in the best interests of our community.	4.1.1 Manage Council for maximum efficiency, accountability and transparency. 4.1.2 Manage the City's assets soundly for the long term benefit of the community. 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes.
4.2 Prioritise resources to achieve our communities' goals.	4.2.1 Deploy the Council's resources effectively to deliver value. 4.2.2 Ensure that we have a skilled, capable and safety-focused workforce.
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.

Strategic Performance Measures

Management Team Workshops were held in March, April and May 2016 to progress the development of high level strategic performance measures for each of the community goals.

The aim of the measures is to help Council to check how it is going in making the community's vision, goals and priorities from the City of Glenorchy Community Plan 2015-2040 happen.

The number of measures is small. This is on purpose because we want to measure the main things that matter and not to get bogged down in fine detail (as detailed monitoring of actions based on the strategies in the Strategic Plan is undertaken by quarterly reporting on the progress of Annual Plan actions).

We will be looking at the measures over time to see whether the things that are important to the Glenorchy community are getting better or worse.

Council does not have total control about this because other things can affect the measures like a downturn in the economy or what other levels of government might do.

However, we hope that by watching how the measures change over time, we will know where Council needs to put its efforts to make life better in Glenorchy.

The following set of strategic performance measures has been developed:

Community Goal	Strategic Performance Measure
Building image and pride	Net promoter score - Proportion of those surveyed who would recommend Glenorchy to others as a place to live. Source: Community Survey
Making lives better	Index of overall standard of living in the City – health & safety, belonging, connection to health Source: Census data
	Australian early development index – readiness for learning across 5 domains Source: National early development census
Open for business	Gross regional product Source: i.d Economic Profile
	Local employment Source: i.d Economic Profile
Valuing our environment	Quality of built and social environment Source: Bank West Quality of Life index
	Community engagement in the natural environment. Source: Community Survey

Community Goal	Strategic Performance Measure
Leading our community	Satisfaction with Council leadership. (Community perception of residents surveyed who perceive that Council is “headed in the right direction”). Source: Community Survey

How we will Seek Feedback on the Proposed Strategic Plan

Council must, under the Local Government Act, consult with the community and relevant bodies when preparing its Strategic Plan.

We propose to exceed these minimum requirements in consulting on the proposed Strategic Plan.

The proposed period of consultation is from 29 October until 25 November 2016.

A Community Engagement Plan has been prepared for public notification of the Strategic Plan. Refer to [Attachment 2](#).

The Community Engagement Plan includes the following:

- Advertisement in The Mercury on Saturday, 29 October 2016
- Article in the November 2016 edition of the Glenorchy Gazette
- News item, copy of proposed Strategic Plan and comment form on Council’s website.
- Letters/emails to Community Panel members.
- Letters/emails to authorities and bodies – adjacent Councils, State Government Departments, Destination Southern Tasmania, MGBA, Maritime Network & Community sector organisations
- Letters/emails to convenors of Special Committees of Council.
- Letters/emails to the business community
- Copies of the draft Strategic Plan available at the Customer Service Centre.
- Notification of Council staff

Following the consultation period, any comments will be compiled and considered at a Council workshop on 5 December. The proposed Strategic Plan, incorporating any changes from the consultation process, will be recommended to Council for adoption on 19 December 2016.

Internal Consultations:

The draft Strategic Plan is based on the strategic planning framework adopted by Council on 28 September 2015 after an extensive process of consultation with Aldermen and senior staff.

Externally-facilitated workshops were held with Aldermen - one in May 2015 and two in September 2015. A proposed December workshop was cancelled owing to the need for a Special Council meeting.

A further Council workshop was held on 10 October 2016 to consider the proposed Strategic Plan.

Management Team workshops were held in September and October 2015 and March, April and May 2016. Four of these workshops were externally facilitated.

Human Resource / Financial and Risk Management Implications:

Human Resource and Financial

The Strategic Plan sets out Council's organisational priorities, informed by the community's priorities from the City of Glenorchy Community Plan 2015-2040.

Further operational planning is carried out to identify the actions that Council will take for each of the strategies. These actions are listed in the Annual Plan. Council's Annual Plan sets the program for the next year and three "out-years" beyond that.

The Annual Plan, based on the proposed Strategic Plan, will be an integral part of the budget setting process for the 2017/18 financial year.

Risk

From a risk management perspective, the Strategic Plan has been developed following an "environmental scan" workshop with Aldermen on 5 and 6 May 2015, involving a review of the political, economic, social, technological, environmental and legal context within which Council operates.

The development of the 2016-2025 Strategic Plan will bring Council into statutory compliance with the *Local Government Act 1993* requirement for a 10 year strategic plan (s. 66).

Consultation on the draft Plan is also a compliance requirement under s. 66 of the LGA.

Community Consultation and Public Relations Implications:

Refer to "How we Will Seek Feedback on the Proposed Strategic Plan" (above).

Recommendation:

That Council:

AUTHORISE the placement of the proposed Glenorchy City Council Strategic Plan 2016-2025 on public exhibition from 29 October to 25 November 2016 in accordance with the Community Engagement Plan for the project.

Attachments/Annexures

- 1** Proposed Glenorchy City Council Strategic Plan 2016-2025
- 2** Community Engagement Plan

16. ANNUAL REPORT 2015-16

Author: Senior Internal Compliance Advisor (Bryn Hannan)
Qualified Person: Director, Corporate Governance and General Counsel (Seva Iskandarli)
ECM File Reference: Annual Report

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:

Objective 4.1: Govern in the best interests of the community
Strategy 4.1.1: Manage Council for maximum efficiency, accountability and transparency.

Reporting Brief:

To present the *Glenorchy City Council Annual Report 2015-16* (including Council’s financial statements for the financial year) for adoption by Council.

Proposal in Detail:

The *Glenorchy City Council Annual Report 2015-16* (‘Annual Report’) has been drafted for consideration by Council ([Attachment 1](#)).

The Annual Report has been prepared in accordance with section 72 of the *Local Government Act 1993* (‘the Act’). Section 72 requires that Council must prepare an annual report and sets out the information that the annual report must include (sections 72(1)(a) to (e)). A copy of section 72 of the Act in its entirety is [Attachment 2](#).

The Annual Report has also been prepared in consultation with the Executive Leadership Team, Council Directorates and Aldermen.

This year’s version of Council’s Annual Report sees significant changes to key sections of the document, as well as to the way the report is structured. The Annual Report is now broken up into four parts as follows:

- **Part 1 – About Council:** Contains the Mayor’s and General Manager’s messages, Aldermen Profiles and an Organisational Structure (which has not previously been included)

- Part 2 – Council’s Performance: Addresses key requirements of the Act which require Council to provide a summary of Council’s annual plan (s. 72(1)(a) and statement of its activities and performance (s. 72(1)(b)). This section of the report now lists each of Council’s actions targeted for 2015-16 and the status of each, as well as providing a summary of the key outcomes achieved for each of Council’s strategies.
- Part 3 – Legislative Requirements: Sets out various information required under the Act and associated legislation which is not already included elsewhere in the report.
- Part 4 – Financial Report: Contains Council’s financial statements for the 2015-16 financial year in the form of the *2016 General Purpose Financial Report* (‘financial report’). The financial report is discussed below.

The revised layout provides for much greater ease of reference by readers by grouping similar information together and providing a more methodical structure. It also provides a substantial amount of additional information about Council’s activities compared to previous years by listing Council’s actions and their status.

Aesthetically, the report contains a number of photos showcasing the natural, architectural and community features of Glenorchy, all of which were taken and generously provided to Council by a member of Council’s staff.

Financial Report

The financial report is included in the Annual Report in accordance with section 72(1)(c) of the Act, which requires that Council provides its *‘financial statements for the preceding financial year’*.

The financial report has been certified by the General Manager as required under section 84 of the Act. Its inclusion also addresses the requirement in section 84(4) of the Act that Council’s financial statements be tabled at a meeting of the Council.

Prior to its certification by the General Manager, the financial report was thoroughly reviewed and formally endorsed by Council’s Audit Panel at its special meeting on 31 August 2016. It was also reviewed by the Tasmanian Audit Office (TAO). A copy of the TAO’s Independent Audit Opinion dated 6 September 2016 is included in the Annual Report as required under section 72(1)(d) of the Act.

Next Steps

Council is required to adopt the Annual Report, advertise its availability to the public, make copies available for inspection and invite submissions to be discussed at Council’s Annual General Meeting.

The specific steps that Council is required to take are set out in section 72(1) of the Act which is set out in the ‘Community Consultation and Public Relations Implications’ section of this report, below, along with the actions that Council proposes to take to address them.

Consultations:

Executive Leadership Team

Human Resource / Financial and Risk Management Implications:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If Council does not adopt the Annual Report at the current meeting, there will be insufficient time to comply with public consultation and other requirements under section 72(2) of the Act before Council's Annual General Meeting. This would represent a failure to comply with an express statutory requirement.	Moderate	Almost Certain	High	Council adopts the <i>Glenorchy City Council Annual Report 2015-16</i> as attached.

Community Consultation and Public Relations Implications:

Section 72(2) of the Act requires that Council:

- (a) submit one copy of the report to the Director [of local government] and one copy of the report to the Director of Public Health; and*
- (b) make available copies of the report for public inspection; and*
- (c) make available copies of the report free of charge or on payment of a prescribed fee; and*
- (d) advertise in a daily newspaper circulating in the municipal area the availability of the report, together with an invitation to electors to lodge submissions on the report with the council for discussion at its annual general meeting.*

In accordance with the statutory requirements, it is proposed to:

- publish an advertisement in The Mercury notifying the public of the annual report and inviting public submissions for a period of two weeks
- make the Annual Report available on Council's website and at Council's Customer Service Centre, free of charge, and
- submit electronic copies of the Annual Report to the two State directors.

Recommendation:

That Council:

- (a) ADOPT the *Glenorchy City Council Annual Report 2015-16* in the form of Attachment 1

- (b) RECEIVE the *2016 General Purpose Financial Report* (included in the Annual Report) in accordance with section 84(4) of the Act, and
- (c) AUTHORISE the General Manager to do all things necessary to comply with the public notification and other requirements in section 72(2) of the *Local Government Act 1993*.

Attachments/Annexures

- 1** Attachment 1 - Glenorchy City Council Annual Report 2015-16
- 2** Attachment 2 - Section 72 - Local Government Act 1993

17. ANNUAL PLAN PROGRESS REPORT AS AT 30 JUNE 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:

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 2013-18 (Interim)

Leading Our Community

Objective 4.1 Govern in an open and responsible manner in the best interests of the community.

Strategy 4.1.3 Use corporate planning processes, informed by community input, to identify and determine clear priorities for action.

Glenorchy City Council Annual Plan 2015-16 to 2018-19

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 as at 30 June 2016.

Proposal in Detail:

Background

A Council workshop was held on 18th January 2016 to consider a proposal for quarterly corporate performance reporting. 'Dummy' annual plan data was used at that workshop. Those workshop outcomes have previously been reported to Council.

Council Management is in the process of working with Aldermen to clarify the corporate reporting regime required to further the relevant General Manager's KPIs. Further Council workshops to discuss Annual Plan reporting were held on 26 April and 10 October 2016 to progress this.

In the interim, it was agreed in response to a question on notice from the Council meeting on 15 March 2016, that the annual plan progress will be reported quarterly.

This report follows directly from the 31 March 2016 progress report and details the Annual Plan Action status for the period 1 April to 30 June 2016.

The Quarterly Annual Plan Progress Report as at 30 June 2016 is attached (Attachment 1).

Report Format

The format of the Progress Report is as follows:

- action status business rules with a definition of each status descriptor
- charts showing the progress of high priority annual plan actions
- a dashboard showing the action status of all high priority annual plan actions, with comments
- charts showing the progress of all annual plan actions
- a dashboard showing the action status of all high priority annual plan actions
- a table showing the comments for all actions with “review required” status

The rationale behind this format is to recognise the strategic level focus of Council in monitoring annual plan progress, using an exception reporting approach.

Consultations:

Council workshops held 18 January, 26 April and 10 October 2016.

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

Human Resource / Financial and Risk Management Implications:

The Annual Plan Progress Report shows the progress of implementation of the Glenorchy City Council Annual Plan 2015/16 to 2018/19. The Annual Plan is resourced as part of the annual budget process.

Community Consultation and Public Relations Implications:

It is intended that, once the corporate performance regime and format are endorsed by Council, it is envisaged that quarterly reporting of annual plan progress in the public domain via Council meetings will continue.

Recommendation:

That Council:

RECEIVE and NOTE the Quarterly Annual Plan Progress Report as at 30 June 2016.

Attachments/Annexures

- 1 Annual Plan Progress Report - 30 June 2016

18. NORTH CHIGWELL SPORTS GROUND LIGHTING REINSTATEMENT

Author: Acting Manager Council Property (Richard Blackwell)

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

ECM File Reference: North Chigwell Sports Ground

Community Plan Reference:

Building Image and Pride
Making Lives Better

Strategic or Annual Plan Reference:

- 1.2.2.07 Develop and implement a Health and Wellbeing Strategy for the City.
- 1.3.1.01 Maintain, renew and replace Council's infrastructure in accordance with Council's asset management framework.

Reporting Brief:

The purpose of this report is to seek Council's approval to co-fund the replacement of new lighting to the North Chigwell Sports Ground from the Strategic Asset Management Reserve, in the amount of \$114,000, to replace lighting infrastructure damaged by bad weather.

Proposal in Detail:

Background

Approximately three years ago, the Metro Football Club at the North Chigwell Sports Ground lost half of its sports ground lights in extreme weather. In July this year, its main light tower toppled in strong winds.

As a result, the grounds are now completely without any lighting source. This has significantly reduced the hours that the facility is able to be used, both by the Metro Football Club and the general public. The club has seen significant decreases in membership since the initial damage to the lights occurred (see article in The Mercury from 18 July 2016, at [Attachment 1](#)). Council officers, as well as the Mayor and the General Manager, have been involved in ongoing consultation with the Metro Football Club to assess the impact of the loss of lighting, and attempt to facilitate and expedite the reinstatement of the lighting.

The purpose of this report is to seek Council's approval to co-fund the replacement of new lighting to the North Chigwell Sports Ground from the Strategic Asset Management Reserve ('Reserve'). The reinstatement of lighting was previously scheduled for the 2018-2019 financial year with funds allocated under the projected capital forecast plan.

However, the destruction of the main light tower in July's extreme weather means that it is necessary to bring the project forward, with funding sought from the Reserve.

Strategic Asset Management Reserve

The Reserve was established by Council at its meeting on 28 April 2008 under the 'Financial Reserves for our Future' policy.

The Reserve accumulates funds as follows:

- as part of the annual Capital Budget, \$400,000 is allocated to a 'contingency' project and is available for the Infrastructure Management Group to fund unforeseen and urgent capital projects that come up and are able to be completed within that budget year
- at the end of that year any remaining funds are 'swept' to the Reserve
- in order to access the funds in the Reserve, recommended projects are to be presented to Council for approval.

Cost of Lighting Replacement

Approval is sought from Council to access \$114,000 from the Reserve to fund the lighting reinstatement project.

Council has received a quote from Musco Lighting, which was engaged to undertake a feasibility study and preliminary design. The total projected cost of the proposal is \$194,000.

Council officers (in consultation with the Metro Football Club) have also been successful in securing an \$80,000 grant towards the total project cost from the Department of Premier and Cabinet through its Sport and Recreation Major Grants Program. The grant is offered on the basis that it will be used to rectify the current lack of lighting and assist with installing a new system, which Council will manage.

The \$114,000 sought from Council represents the balance of the total project cost after the State government's grant.

Benefits to the Community

The reinstatement of the lighting to the ground will provide significant benefits to the community, in that it will improve accessibility and utilisation of a significant sporting facility, given that the grounds will be able to be used more frequently during the winter months and later into the evenings in the summer months. Player safety will also be increased by improved visibility.

This, in turn, will increase participation rates in sporting events and club life by the local community, with the associated benefits that flow from that.

Next Steps

If Council approves the expenditure from the Reserve, the project will be put to a public tender process, as required under clause 6 of Council's Code for Tenders and Contracts which requires a public tender process for projects whose value is greater than \$110,000.

Consultations:

Director, Corporate Governance and General Counsel
 Director, City Services and Infrastructure
 Infrastructure Management Group
 Grants Review Committee
 Acting Manager, Legal and Property
 Asset Management Co-ordinator, City Services and Infrastructure
 Sport and Recreation Development Officer, Community Economic Development and Business
 Parks and Recreation Co-ordinator, City Services and Infrastructure
 Manager, Community and Customer Service

Human Resource / Financial and Risk Management Implications:Financial

Current Year: \$114,000

Next Year: Increased income is forecast to balance increased depreciation.

Future Years: Increased income is forecast to balance increased depreciation, light globe reinstatement estimated after approximately 15 years at the cost of approximately \$5,000 per unit.

Risk:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If the release of funds from the Reserve is not approved, lighting at the North Chigwell Sports Ground will remain out of operation, with a significant continuing loss of amenity and functionality, and negative flow-on effects for the community	Moderate	Almost Certain	Medium	Council approves the release of funds from the Reserve in accordance with the recommendation to allow the reinstatement of lighting at the North Chigwell Sports Ground to proceed.

Community Consultation and Public Relations Implications:

Metro Football Club
 Department of Premier and Cabinet, Sport and Recreation

Recommendation:

That Council:

APPROVES the release of funds from the Strategic Asset Management Reserve for the total amount of \$114,000 to co-fund the replacement of the sports ground lighting system for the North Chigwell Metro recreation precinct.

Attachments/Annexures

- 1** The Mercury News Article 18-07-2016

19. AMENDMENTS TO CHICANE GATE ARRANGEMENTS ALONG THE INTERCITY SHARED PATHWAY

Author: Transport Engineer (Amir Mousavi)

Qualified Person: Director, City Services and Infrastructure (Emilio Reale)

ECM File Reference: Intercity Shared Pathway

Community Plan Reference:

Making Lives Better

Strategic or Annual Plan Reference:

3.1.3.06 Implement actions from the Greater Hobart Regional Bicycling Plan

Reporting Brief:

The purpose of this report is to seek Council approval to release \$105,000 from the Strategic Asset Management Reserve for removal chicane gates at each road crossing, and the installation of 'Give Way' signs and additional line marking along the length of, the Intercity Shared Pathway, in accordance with the resolution made at Council's meeting on 15 March 2016.

Proposal in Detail:

Background

At its meeting on 15 March 2016, Council resolved to remove one of the existing paired chicane gates at all road crossings along the Intercity Shared Pathway within Council's local government area in order to replicate what the Hobart City Council has completed along the stretch of the cycleway in its area. A copy of the report to Council from its meeting on 15 March 2016 is Attachment 1.

The purpose of this report is to seek Council's approval to release funds from its Strategic Asset Management Reserve (Reserve) to fund the implementation of this project in accordance with Council's resolution.

Progress Update

A risk-assessment undertaken by Midson Traffic recommend that the removal of one chicane gate structure should be undertaken with appropriate signage installed to warn cyclists and pedestrians of the approaching road junction. It also recommended that consideration be given to providing a contrasting pavement treatment between the road and the chicane gate.

A concept plan for that work has been developed. The plan incorporates the installation of a 'Give Way' sign as well as relevant line marking, and cost estimate for the works. The concept plan has been discussed with Cycling South and Council's Coordinator Urban Services, and has received 'in-principle' support from both. The plan is in accordance with Austroads Guidelines for control of cycleway road crossings.

Budget Allocation and Access to Reserve

Council's Infrastructure Management Group (IMG) previously approved a budget of \$105,000 for the proposed works. That allocation was to be funded through the savings from 2015-16 capital works program for roads.

However, the project did not commence during the 2015-16 financial year, and did not meet the requirements in Council's budget carry-forward policy and procedure. The consequence was that IMG's approved project budget was not able to be carried forward to the new financial year.

Accordingly, Council's approval is sought to access funds from the Reserve to implement the project in accordance with Council's resolution of 15 March 2016. The release of \$105,000, equal to the original amount approved by the IMG is requested. Further information about the Reserve is provided below

Strategic Asset Management Reserve

The Reserve was established by Council at its meeting on 28 April 2008 under the 'Financial Reserves for our Future' policy.

The Reserve accumulates funds as follows:

- as part of the annual Capital Budget, \$400,000 is allocated to a 'contingency' project and is available for the Infrastructure Management Group to fund unforeseen and urgent capital projects that come up and are able to be completed within that budget year
- at the end of that year any remaining funds are 'swept' to the Reserve
- in order to access the funds in the Reserve, recommended projects are to be presented to Council for approval.

Given that the IMG previously approved a budget of \$105,000 for the proposed works, it is recommended that the works be undertaken this financial year by accessing funds from the Strategic Asset Management Reserve.

Procurement Requirements

As this project will be delivered with a mix of internal works and some outsourcing, there is no requirement under Council's code for Tenders and Contracts to call for public tenders.

Consultations:

Infrastructure Management Group
 Grants Review Committee
 Director, City Services and Infrastructure
 Transport Engineer, City Services and Infrastructure
 Acting Manager, Legal and Property
 Manager, Infrastructure, Engineering and Design
 Recreation Planning Group
 Executive Leadership Team
 Tracks and Trails Committee

Human Resource / Financial and Risk Management Implications:Financial

Current Year	\$105,000
Next Year	Existing depreciation and ongoing maintenance
Future Years	Existing depreciation and ongoing maintenance

Risk

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If the funds are not approved, the project may not be able to be implemented until the 2017-18 financial year	Moderate	Likely	Medium	Council approves the release of funds from the Reserve in accordance with the recommendation to allow the project to proceed.
If the project is not implemented, safety along the Intercity Cycleway will continue to be less optimal, and below what would be achieved with the improvements that are proposed	Moderate	Almost Certain	Medium	Council approves the release of funds from the Reserve in accordance with the recommendation to allow the project to proceed.

Community Consultation and Public Relations Implications:

Community Consultation has been undertaken with Cycling South via their newsletter.

Recommendation:

That Council:

APPROVES the release of funds from the Strategic Asset Management Reserve for the total amount of \$105,000 (ex-GST) for the removal of chicane gates, new signage and line marking along the Intercity Shared Pathway within Glenorchy.

Attachments/Annexures

- 1** Attachment - Copy of Report re Chicane Gate

20. ACTIONS LIST - UPDATE REPORT

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

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:

Outstanding Actions List (Open Council Meeting) updated following the 26 September 2016 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 26 September 2016 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:

- (a) NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 26 September 2016 Council meeting.

Attachments/Annexures

- 1 Actions List

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

21.1 QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 3

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

At the 26 September Council meeting the Director of Corporate Governance and General Counsel advised Council that she had an additional and special role over and above that of Director. She also confirmed that she had and continues to have extensive interaction with the aldermanic body as part of the role of General Counsel, particularly in relation to the provision of qualified legal advice to Council. May the General Manager please advise Council if the role/position of General Counsel was advertised either internally or externally, and if so what were the required qualifications and experience for such a position? If it was not advertised, may the General Manager please advise why not?

Answer:

Council has a legal team which comprises a number of highly qualified lawyers in a number of legal fields, such as property, commercial, procurement, governance, right to information and so on. Council's legal team is providing a number of legal services and support to Council employees and co-ordinates Council's external legal matters to ensure that Council's activities are in compliance with legislative requirements and good governance principles.

It is common in every organisation that the legal team's activities are overseen and monitored by either the Chief Legal Adviser or General Counsel. It is the role of the Chief Legal Adviser or General Counsel to also provide high level legal, governance and business advice to the Aldermanic body or the Board of Directors and the organisation.

Managing, overseeing and co-ordinating the legal team and legal services of Council is in the portfolio of the Director Corporate Governance who centralised Council's decentralised legal services in 2013 when she was appointed the Council Lawyer.

It is common that the Directors who manage the legal services of the organisation also have a second role and act as the General Counsel or Company Secretary.

Accordingly, the role of the General Counsel was not advertised as this position was offered to the Director Corporate Governance who had the legal services in her portfolio, and she was appointed to the General Counsel role under section 63 of the *Local Government Act 1993* (Tas) which gives the General Manager the power to appoint persons as employees of Council.

The Director Corporate Governance has high level experience, high level educational background and credentials and is well suited with her skills and knowledge to undertake this role, and is undertaking this role very successfully. This success has been well recognised by a number of external and internal parties.

21.2 QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 4

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

The General Manager has repeatedly advised me that he would be circulating to all aldermen the workshop schedule but has not done so at the time of writing. Given that he has indicated to me that there will be numerous extra workshops it is important that all aldermen are provided with the dates, times and subject matter as soon as possible to ensure maximum attendance and participation. Indeed, as Mayor I am not aware of the upcoming workshops and am concerned that I was unaware of a workshop scheduled for 18 October and only became aware of its existence when I was advised of its cancellation. May the General Manager please circulate to all aldermen the workshop schedule as a matter of urgency?

Answer:

Management is currently working on a number of projects and strategies to be presented to Council with recommendations, either for its information or seeking Council's approval.

As normal practice before taking an officer's report on a major project to Council, Management present them to Aldermen at an Aldermanic Workshop.

The General Manager at his weekly liaison meetings with the Mayor advised the Mayor that Management is currently working on the dates and times of the projects that will be presented to Council at Aldermanic workshops to ensure the presentation of the projects has been prioritised, appropriate communication has been undertaken with external parties to co-ordinate the presentations with their timeframes, co-ordinate with Aldermanic timeframes, GPA and Council Meetings and so on.

The list of Aldermanic Workshop projects has been circulated to Aldermen on Wednesday 19th October 2016 and it is evident from the list that Management has a number of strategies and projects that it would like to present to Council.

Many of these projects are ready to be presented but it is proving difficult to find time slots that are convenient for all Aldermen. For example, the Procurement Strategy is ready for presentation but has been deferred due to the inability to find a time slot convenient for all Aldermen.

In addition, due to the number of projects involved, some of these will be presented to Council next calendar year.

21.3 QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 5

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

At the time of writing this question (Sunday night, 16 October) the draft minutes for the 26 September meeting have not been circulated to aldermen or myself as Mayor/Chair. Given that Council has recently implemented audio recording of its meetings to assist with the provision of accurate minutes may the General Manager please advise Council why he has been unable to provide the draft minutes to date?

Answer:

The draft minutes of the 26 September 2016 Council meeting were circulated on Monday, 17 October 2016. This is in line with the statutory time-frame for the circulation of minutes, which requires that they be circulated to Aldermen as soon as practicable and at least before the next ordinary council meeting (r. 36 *Local Government (Meeting Procedures) Regulations 2016*).

21.4 QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 1

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

At the 1 August Council meeting council received a Quarterly Annual Plan Progress Report for the period ending 31 March 2016. During that item I expressed serious concern and dissatisfaction that:

- the report was provided four months past the end of the quarter and that another entire quarter had passed in that time;
- the report indicated that the vast majority of projects were not on schedule or needed review;
- a basic extrapolation of the report to the 30 June would be likely to show a failure to achieve the targets for the 15/16 annual plan;
- Council had adopted a new Annual Plan 16/17 without any recent indication from the General Manager as to the progress on, and likely completion of, the 15/16 annual plan; and
- it seemed that a lack of sufficient resourcing was a common reason for the failure to meet targets which in turn suggest that the annual plan and budget processes are disjointed and at odds with one another.

In response to questioning the General Manager indicated that I should not be concerned and that I should "wait and see" what the final quarter report (period ending 30 June 2016) said. Upon further questioning as to when that report would be made available the General Manager advised Council that it had already been completed. In response to my expressed frustration that the 30 June report had not been included on the 1 August Council agenda the General Manager further advised that it would be on the 29 August or 26 September agenda.

The General Manager did not include it on the 29 August or 26 September agendas. The report is again four months overdue.

May the General Manager please provide the Quarterly Annual Plan Progress Report for the period ending 30 June 2016 and provide the reasons why it was not included in the 29 August or 26 September agendas?

Furthermore, may the General Manager give Council his assurance that the Quarterly Annual Plan Progress Report for period ending 30 September 2016 will be included on the 21 November Council meeting agenda?

Answer:

(a) Delay in quarterly annual plan progress reporting for Q/E 30 June 2016

For the reporting round for the quarter ending 30 June 2016, according to Council records, the chronology is as follows:

Date	Action
1 July 2016	Cambron Open; request for reporting finalised 15 July
20 July	Cambron Reopened: request for outstanding reporting finalised 29 July
9 August	End of year (EOY) Quarterly report provided to ELT
15 August	Requested feedback on EOY Quarterly report
15 & 21 August	General Manager and Directors respond with need for changes to comments
30 August	Meeting with GM to discuss business rule consistency
30 August	Email to all managers; review application of business rules; Cambron reopened until 12 September
12 September	Report provided to General Manager
21 September	General Manager advised report to be taken to Council October
28 September	Updating of some content still required.
12 October	Annual Plan Quarterly progress report submitted on Info Council
24 October	Date of Council meeting

In summary, the quarterly annual plan reporting round for the quarter ending 30 June 2016 has taken just under 4 months to report to Council. A number of factors have conspired to protract this delay beyond the normal “outer-limit” time expectation for reporting to Council of 3 months:

- Delay in data input by 1 week.

- A need for definition of “business rules” for action and measure status was identified. This is a “one off”.
- The consequent need for review and reapplication of the business rules to the line items.
- Some delay in input of revised data.

In relation to the business rules, it was identified that a set of business rules would improve the consistency of reporting.

Business rules for action and measure status were developed as follows:

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	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.

(b) Assurances sought that the report for Q/E 30 September 2016 will be reported to Council on 21 November 2016.

The typical process for quarterly annual plan progress reporting is as follows:

Process	Approximate timing
Management Team advised that Cambron is open for data input.	
Data input by Managers	2 weeks
Check carried out on the completeness of reporting	1 day to 1 week
Cambron reopened for a further week to pick up any outstanding line items.	1 week
Draft report compiled on Cambron.	1 day to 1 week
Draft report reviewed by ELT	1 week to 2 weeks
ELT directs Managers to make changes to draft report	2 days to 2 weeks
Cambron report converted to MS Word template for quarterly reporting and agenda report prepared	1 week
Agenda report lead time	2 weeks
Allowance for timing of Council meeting (if agenda deadline is just missed)	(4 weeks)
TOTAL TIME ESTIMATE	7.6 weeks to 12 weeks

In conclusion, it is anticipated that reporting should be possible using current processes in two to three months of the end of the reporting period. This could be further exacerbated by up to a month if the report is available at a point in time that is out of synchronisation with the Council meeting cycle.

Clearly, some tasks can be expedited but it must be recognised that this report is not prepared in isolation of other priority tasks undertaken by Managers and City Strategy staff.

In relation to the specific question, at the time of writing, Annual Plan reporting is yet to be opened for the quarter ending 30 September 2016 because the timelines for the 2016-17 Annual Plan, which are newly input into Cambron, are being reviewed before the first round of reporting with a view to achievability.

As a result, it is anticipated that the December Council meeting is the earliest that the annual plan progress report for the quarter ending 30 September 2016 would be available.

21.5 QUESTION ON NOTICE - ALDERMAN K. JOHNSTON - 2

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: Question on Notice

Question on Notice:

To consider a Question on Notice by Alderman Kristie Johnston submitted in accordance with the requirements of Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015*.

Question on Notice:

May the General Manager please provide Council with an written update report on the service level reviews currently being undertaken?

Answer:

Under Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015* an answer to this question will be tabled at the Council Meeting in writing.

CLOSED TO MEMBERS OF THE PUBLIC

22. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

23. CHAIR'S SUMMARY REPORT OF AUDIT PANEL MEETING - 21 SEPTEMBER 2016

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).

24. AUDIT PANEL CHAIRMAN'S ANNUAL REPORT 2016

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).

25. OUTCOME OF 6 OCTOBER 2016 TASWATER MEETING

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).

26. COUNCIL'S ANNUAL INSURANCE RENEWAL UPDATE

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)(b) (Information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the Council is conducting, or proposes to conduct, business.)

COMMUNITY

27. REPLACEMENT MULTI-SPORTS FLOOR FOR THE DERWENT ENTERTAINMENT CENTRE

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).

28. GLENORCHY AND MOONAH CCTV INSTALLATION

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).

GOVERNANCE

29. 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).

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

30.1. QUESTION ON NOTICE - ALDERMAN M. STEVENSON - 1

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).