

GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 30 APRIL 2018



TABLE OF CONTENTS:

ENVIRONMENT

10. MONA Request to Review Hotel Development Application Fees

- 1: Request by MONA for reduced fees 3

GOVERNANCE

12. Nomination and Appointment of Aldermen to Committees

- 1: Notice for Nominations 7
2: Draft Terms of Reference - Glenorchy LEARN..... 13

13. Changes to Planning Delegations

- 1: Schedule - Proposed Changes to Planning Delegations..... 18

14. Media Policy

- 1: Draft Media Policy 20
2: Former Media Policy 23

15. Ministerial Directions - Monthly and First Quarterly Report	
1: Ministerial Directions Implementation Progress Report (April 2018).....	28
2: Ministerial Directions Implementation Quarterly Progress Report (First Quarter 2018).....	40
 16. Financial Performance Report to 28 February 2018	
1: Financial Performance Report - Feb 2018.....	45
 17. Procurement Exemptions - Monthly Report	
1: Procurement Exemptions Register.....	60
 18. Actions List (Open Council Meeting): Update Report	
1: Open Outstanding Actions (30 April 2018)	64



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Mr Tony McMullen
General Manager
Glenorchy City Council
PO Box 103 Glenorchy Tasmania

Monday 16th April 2018

Development Application Fees – Mona Hotel

Dear Tony,

In 2018 Mona will lodge a DA for a major expansion at Berriedale. The new development will include:

- 172 room hotel
- 1130 seat theatre
- 1600 seat function centre and associated kitchen facilities
- two new restaurants and jazz bar
- library
- spa/treatment facilities
- underground parking
- new berthing facilities
- staff offices
- sunken children's playground
- major art installations

This is an exciting project that will offer guests an accommodation and entertainment experience currently not available in the surrounding area. These will compliment the museum and gastronomical offerings currently available.

Mona has applied to rezone the site to enable the project to be assessed under the current Planning Scheme. Hopefully this process will be successful enabling us to lodge the DA later in the year.

Building design and engineering are well advanced with a team of Tasmanian and local consultants engaged to work through these processes. Current build estimates cost the project in the vicinity of \$350 million. The build programme is based around a construction timeframe of 37 months commencing in 2019. Hundreds of construction jobs will be created during construction, the majority of these Tasmanian. The flow on factor will be significant and provide a welcomed economic boost to the region and local businesses.

Since opening in 2011 the museum, touring exhibitions, festivals, markets and concerts has resulted in many thousands of guests – international, intra state, interstate and locals – visiting Mona and other activated locations around the state – including New Norfolk, Launceston, Hobart and Bruny Island. In 2017 alone over three hundred and eighty-one thousand guests visited Mona. Currently four hundred and fifty staff are employed by Mona - of which two hundred and eighty are FTE. Importantly two hundred and fifty of these live in the Glenorchy municipality.

When the new development is completed it is estimated that staff numbers will increase by sixty five percent to over four hundred and thirty FTE – a workforce of over six hundred and fifty. Based on twenty five percent of the workforce living locally this means that once the development is completed one hundred and sixty-two staff could live in Glenorchy.

Mona offers the residents of Glenorchy access to a vibrant cultural hub at no cost. Concerts and music programmes are held throughout the year. In 2017 sixty locals, picked randomly via a letter box drop (lucky ticket inside a chocolate bar delivered to households) were invited to the recent VIP opening of Pharos – the new museum addition built to house a collection of James Turrell's works and others by Charles Wilson, Randy Polumbo and Tinguely. The night was a celebration of the completion the extension and public opening. Locals are also invited to many other free events on site. Mona is at the heart of Glenorchy and is embraced by the community at large.

Mona also contributes significantly to the GCC in terms of cash payments. These include;

- \$1.3 m paid in rates 2011 – 2017
- \$63,000 paid in car park lease
- \$105,000 paid in building fees for Pharos and \$23,000 for DA for Solstice Chamber
- additional fees have been paid for temporary art installations, events and minor building works.

Mona's annual operating loss is currently around \$20m per year. The new development has the potential to reduce these losses by seventy percent.

Hotel Planning Fees

To date over \$15m has been spent on design fees associated with the new hotel project, these fees are excluded in the \$350m build cost.

The building, associated infrastructure and consultant's fees are financed by Mona directly representing a massive cash injection into the municipality and state in general. Mona is seeking some relief in planning fees charged by GCC on this project. The reasons for this are outlined below.

The following is a comparison of the estimated Council planning fees for assessment of a development application for Hotel MONA comparative to other Tasmania Councils.

The comparison is made based on the estimated construction cost of \$350,000 for the hotel based on the 2017-2018 financial year fees. The application for the hotel will be discretionary under S.57 of the Land Use Planning and Approvals Act 1993 (LUPAA) and will also require assessment under the Historic Cultural Heritage Act 1995. The municipalities have been selected as they have the greatest size in terms of population.

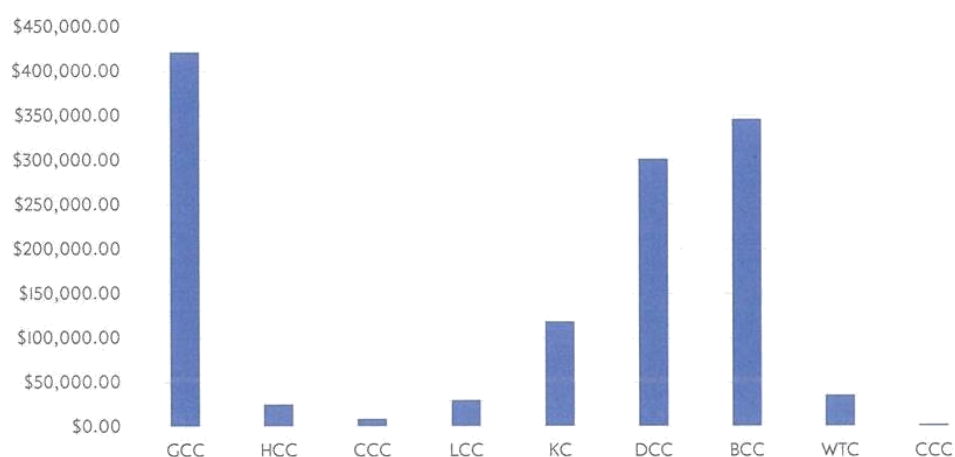
COUNCIL	CAPPED	CALCULATION	ESTIMATED FEES
Burnie City Council (BCC)	N	\$264 = (\$1.15 per \$1,000) + \$315 (heritage) + \$315 (advertising)	\$403,394.00
Central Coast Council (CentCC)	Y	\$2,600 + \$285 (advertising)	\$2,885.00
Clarence City Council (CCC)	Y	\$8,800 + \$165 (heritage) + \$305 (advertising)	\$9,270.00
Devonport City Council (DCC)	N	\$550 + (\$1.00 per \$1,000) + \$300 (advertising) + \$350 (heritage)	\$351,200.00

Glenorchy City Council (GCC)	N	\$1640 + (\$1.20 per \$1,000 over \$500,000) + \$214 (Heritage) + \$238.70 (advertising)	\$421,492.70
Hobart City Council (HCC)	Y	\$25,000 + \$100 (heritage) + \$300 (advertising)	\$25,400.00
Kingborough Council (KC)	N	\$546 + (\$0.40 per \$1,000) + \$268 (advertising)	\$118,814.00
Launceston City Council (LCC)	Y	\$30,000 + \$320 (advertising)	\$30,320.00
West Tamar Council (WTC)	Y	\$7,520 + \$28,120 + \$170 (heritage)	\$35,810.00

It is clear from the estimates above that the application fees for development of the Hotel MONA are much greater in Glenorchy than in any of the other municipalities. These fees are in addition to the two separate gallery expansion applications recently for MONA each with a value of \$15,000,000 resulting in net application fees of over \$40,000; and the application for the museum itself.

From the table above, it is determined that whether a Council has a cap on application fees, or not, makes an enormous difference to the fees required to assess a development. It is assumed that Councils such as Hobart, Clarence and Launceston receive a greater number of high value applications (\$10M and over), and so have implemented a cap on fees. Conversely, smaller municipalities that do not have a cap are unlikely to have received as many high value applications and have not considered it necessary to include one in their fees. Kingborough Council varies somewhat in that applications over \$5M are calculated at a lower rate, their fees are still considered substantial for the services necessary for the assessment.

Comparative Fees for the value of the Mona Hotel works in the largest municipalities in Tasmania (by population)



Mona is a privately-owned museum that is open to the public 364 days per year attracting visitors from across the world. Recognised for its architecture, art and events Mona proud of its local heritage.

Clearly there is a discrepancy in the fees charged by Councils in Tasmania in lodging a DA. Mona is requesting that the GCC review the fees associated with the cost of lodging a DA for the proposed new development at Berriedale.

Your support in bringing this project to fruition is appreciated.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Steve Devereaux', written over a horizontal line.

Steve Devereaux
Site Projects Manager MONA



Notice of Nominations for Appointments to Committees and Other Bodies

Nominations and Appointments to Committees and Other Bodies Policy

Background

1. Clause 5 of Council's *Nominations and Appointments to Committees and Other Bodies Policy* (**the Policy**) relevantly provides:

"PART 2 – NOMINATIONS AND APPOINTMENT FOLLOWING A COUNCIL ELECTION

5. Procedure

- (1) *As soon as practicable after the publication of a copy of the certificate of election under section 304(2) of the Act, the General Manager will circulate a notice to Aldermen which—*
 - (a) *notifies Aldermen that appointments, re-appointments and nominations for appointment to council bodies and external bodies are to be made at the relevant meeting, and*
 - (b) *lists the appointments and nominations to be made, and, for each, identifies—*
 - (i) *the council body or external body*
 - (ii) *the position available (including, for an external body, whether Council will be making a nomination only)*
 - (iii) *the nature of the duties to be undertaken*
 - (iv) *the proposed term of the appointment*
 - (v) *whether the position is to be held ex-officio by the mayor or deputy mayor, and*
 - (vi) *any other information the General Manager considers relevant.*
 - (c) *requests that Aldermen submit nominations for the available positions one (1) week before the next council meeting."*

Call for Nominations

2. This notice is issued under clause 5 of the Policy.
3. In accordance with clause 5 of the Policy:
 - (a) Aldermen are invited to nominate for positions on the council bodies that are listed below.
 - (b) Nominations must be submitted by **Monday, 23 April 2018** for consideration at the Council Meeting to be held on Monday, 30 April 2018 (see 'Submission of nominations, below, for details).
 - (c) Candidates may provide a statement in support of their nomination, to a maximum of 150 words.
 - (d) Nominations may be for a position or for a proxy position.
 - (e) Where the number of nominees for a position does not exceed the number of positions, the Council will decide the nominees in accordance with its ordinary meeting procedures
 - (f) If the number of nominees for a position exceeds the number of positions available, a ballot will be held in accordance with the procedure set out in the policy.

Open Positions

Glenorchy LEARN

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>) NOTE: A resolution will be sought at the 30 April 2018 Council meeting that this committee is converted from a Special Committee to a working group.
Committee composition	<u>Core Membership</u> • State Department of Education • Glenorchy LINC • TafeTas • University of Tasmania • Skills Tasmania • Glenorchy City Council <u>Additional Members</u> • Federally Government Education Department • Migrant Resource Centre • Multicultural Council of Tasmania • Moonah/Glenorchy Business Association / Moonah Business Association • Local Employers (Nystar / Incat / Bunnings / Cadbury) • Museum of Old and New Art (MONA) • Local Neighbourhood Houses • Catholic Education Office Membership of the Glenorchy LEARN Leadership Group will also include the Relevant Council Director and officers as appropriate from the Community Development Team. The membership of the Glenorchy LEARN Leadership Group is to a maximum of ten (10) general members at any time and up to four (4) ex-officio members at any time. Guests may be invited to join the group from time to time, for a defined purpose, for example to share their expertise and/or emerging projects. Further information can be found in the draft Glenorchy LEARN Leadership Group Terms of Reference which will be circulated with this Notice.
No. of Aldermanic positions available	1 Alderman
Meeting frequency	The Glenorchy LEARN Leadership Group will meet a minimum of four times per year during business hours
Ex-officio appointments	None.
Proposed term of appointment	Duration of Council term
Role and purpose of Committee	The purpose of the Glenorchy LEARN Leadership Group is to: <i>Provide leadership, expertise and a collaborative approach to achieve a shared vision and pathway to building a learning community in Glenorchy.</i> The LEARN leadership Group hold the values of client centred approach as vital to the success of the purpose of this project. Further information can be found in the draft Glenorchy LEARN Leadership Group Terms of Reference which will be circulated with this Notice.
Nature of duties to be	The duties of a committee member, including (but not limited to):

undertaken	- attending meetings of the committee, and - discharging the roles and functions of the committee.
Extent of delegated authority	None.

Citizen and Young Citizen of the Year Selection Committee

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>) NOTE: A resolution will be sought at the 30 April 2018 Council meeting that this committee is converted from a Special Committee to a working group.
Committee composition	Mayor (Chair) and 2 Aldermen
No. of Aldermanic positions available	2
Meeting frequency	To be called as required, but would ordinarily only be once or twice per year, close to Australia Day.
Ex-officio appointments	Mayor (Chair)
Proposed term of appointment	Duration of Council term
Role and functions of Committee	To receive nominations and select the Glenorchy Citizen of the Year and Young Citizen of the Year.
Nature of duties to be undertaken	The role of the Working Group is to select winners of the Glenorchy Citizen and Young Citizen of the Year. The role of individual members includes: - review the nominations for the Glenorchy Citizen and Young Citizen of the Year Awards. - select the winners of the Glenorchy Citizen and Young Citizen of the Year Awards. In practice, this means that committee members will assess each of the nominees against the selection criteria and reach consensus as to the recipients of Citizen of the Year and Young Citizen of the Year awards.
Extent of delegated authority	None.

Glenorchy City Council Access Committee

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>)
Committee composition	- Up to 8 individual members (people with a disability who reside in Glenorchy) 1 additional individual member who is a parent or carer to one of the other individual members 5 organisations that work in a specific area of disability (with one representative from each. 2 Aldermen. - Council's Access officer and other key officers (who will provide information and support only)

Glenorchy City Council Access Committee

No. of Aldermanic positions available	2 member positions. Aldermen do not have voting rights on this committee.
Meeting frequency	The committee will meet at least 5 times per year.
Ex-officio appointments	None.
Proposed term of appointment	Duration of Council term
Role and functions of committee	The role of the Glenorchy City Council Access Committee is to: <u>Advise and inform:</u> • provide advice to Glenorchy City Council on access issues • assist in the development of access related policies and procedures • raise access concerns related to Council's roles and functions • be a point of consultation on the impact of Council activities and projects on people with disability • provide input into the development of Council's Access Action Plan, and • provide feedback on the implementation of Council's Access Action Plan, and <u>Advocate and promote:</u> • promote to Council the right of people with a disability to be treated in a manner that enhances dignity, independence and equality of service • assist in the provision of Disability Awareness Training to Council Officers and other identified groups • assist in the organisation of events celebrating the achievements of people with disability, and • provide input into planning the International Day of People with Disability events.
Nature of duties to be undertaken	Aldermen will liaise between the Glenorchy City Council Access Committee and the Council. The Aldermen will be invited to all meetings but will not have voting rights. Aldermen appointed to the committee will be considered to be advising Council on the views of the Access Committee only when those views are the views expressed by the majority of committee members.
Extent of delegated authority	The Glenorchy City Council Access Committee has a role to work with Council in the making and influencing of the Council's access related decisions. Council is the statutory decision making body. The Access Committee provides advice to Council to support this decision-making role. Matters raised by the Access Committee will be considered by Council, and subsequently may or may not be accepted. The Access Advisory Committee does not have the authority to direct Council Officers, Committees, or Aldermen. The Committee does not have the authority to set policy or strategic directions for the Council. Prior approval of the Council must be obtained before any committee member makes statements on behalf of the Council.

Submission of Nominations

- Please submit your nominations using the form which is [Attachment 1](#) to this Notice (use a separate form for each nomination).

5. Nominations forms are to be submitted to the General Manager through Council's Acting Manager, Governance and Risk, Bryn Hannan:
 - by email to bhannan@gcc.tas.gov.au (please attach each completed nomination form as a separate file), or
 - in-person at Mr Hannan's office, located in the General Manager's unit.
6. Please direct any queries to Mr. Hannan on 6216 6752 / 0438 149 371.

Future Committee Nominations

7. Aldermen are advised that this Notice does not call for nominations to all committees or council bodies to which Council appoints representatives.
8. It is anticipated that a further call for nominations to committees will be made following a review and determination of Council's committee representation requirements.

Signed:

Date: 20/4/2018



Tony McMullen
General Manager



ATTACHMENT 1

Nomination Form

Nominations and Appointments to Committees and Other Bodies Policy
 Clause 5

Details

Alderman: _____

Nominating for:
 (committee name) _____

As: ☐ Committee member
☐ Proxy

Council meeting at which nomination will be considered: _____
 Council meeting, 30 April 2018

Statement in Support of Nomination

Please provide a statement in support of your nomination to a maximum of 150 words (attach a separate sheet if necessary):

Signature

Signed: _____ **Date:** _____



Glenorchy LEARN

(Learning, Engagement, Achievement, Respect, Networking)

Building a Learning Community

Leadership Group – Terms of Reference (April 2018)

Terms of Reference

Glenorchy LEARN Leadership Group

Building a Learning Community in Glenorchy

The Glenorchy City Council, *Building a Learning Community in Glenorchy* Strategy (2014 – 2017) outlined a whole of community approach to addressing the learning needs, issues, and challenges of our community. The strategy links to the 2015 – 2040 City of Glenorchy Community Plan – that highlights a key community priority as “Education and lifelong learning” which underpins the ongoing role of this committee.

The four goals of the 2014 – 2017 Strategy which remain relevant to the ongoing project are to:

GOAL 1: Establish a strong foundation in learning for young people in Glenorchy and provide our community with opportunities to continue learning for life.

GOAL 2: Build partnerships to improve education, training, and employment outcomes for young people in Glenorchy.

GOAL 3: Work with the community to achieve a shared vision for Glenorchy as a Learning Community.

GOAL 4: Encourage and support a culture of learning in Glenorchy.

Terms of Reference – Glenorchy LEARN Leadership Group

Purpose

The purpose of the Glenorchy LEARN Leadership Group is to:

Provide leadership, expertise and a collaborative approach to achieve a shared vision and pathway to building a learning community in Glenorchy.

The LEARN leadership Group hold the values of client centred approach as vital to the success of the purpose of this project.

Membership

Membership of the Glenorchy LEARN Leadership Group will represent a wide range of fields, backgrounds, views and expertise. We will engage with all tiers of government, the non-government sector, private sector, industry and other local community stakeholders to support services and programs that encourage, promote and support lifelong learning. This may include, but is not limited to the following membership:

Core Membership

- State Department of Education
- Glenorchy LINC
- TafeTas
- University of Tasmania
- Skills Tasmania
- Glenorchy City Council

Additional Members

- Federally Government Education Department
- Migrant Resource Centre
- Multicultural Council of Tasmania
- Moonah/Glenorchy Business Association / Moonah Business Association
- Local Employers (Nystar / Incat / Bunnings / Cadbury)
- Museum of Old and New Art (MONA)
- Local Neighbourhood Houses
- Catholic Education Office

Members must have a strong interest in championing *Building a Learning Community in Glenorchy* and developing local responses, including relevant community campaigns and projects.

Membership of the Glenorchy LEARN Leadership Group will also include the Relevant Council Director and officers as appropriate from the Community Development Team.

The membership of the Glenorchy LEARN Leadership Group is to a maximum of ten (10) general members at any time and up to four (4) ex-officio members at any time. Guests may be invited to join the group from time to time, for a defined purpose, for example to share their expertise and/or emerging projects.

Roles and Responsibilities

As members of a skills-based, Glenorchy LEARN Leadership Group, members have the following roles and responsibilities:

- commit to collaborative working relationships across sectors to progress *Building a Learning Community in Glenorchy*
- be committed to promoting and implementing the goals of the *Building a Learning Community in Glenorchy Strategy*
- endorse and champion the Strategy and related Glenorchy LEARN ideas and projects
- provide expert advice / research based on individual experience, skills and/or field of interest
- advocate for action on the risk factors and causes of poor educational achievement and lower participation, retention and education, training, skills development and employment outcomes in our community, within their sector and others
- advocate for investment in education, training, skills development and lifelong learning opportunities and improved education and training support in the Glenorchy community, including resourcing of local initiatives
- identify local community champions to support the leadership group to identify investment opportunities and further develop early learning, education and training, skills development, adult learning and employment services and programs in Glenorchy
- build a community of practice to support the *Building of a Learning Community in Glenorchy* and related Glenorchy LEARN ideas and projects
- actively contribute to Glenorchy LEARN Leadership Group meetings and any out-of-session business
- commit to communicate with the leadership group information that is relevant from your work area / area of expertise
- to contribute to and hold oversight of the Annual LEARN Action Plan, and
- provide advice to create and promote a culture of learning in the Glenorchy community.

Meeting Protocols

Secretariat

Glenorchy City Council will provide secretariat to the Glenorchy LEARN Leadership Group. This role will encompass:

- organisation of meetings and venues
- preparation, clearance and distribution of agendas and meeting papers, and
- support the ongoing development and implementation of the Glenorchy LEARN Leadership Group action plan.

Meeting Frequency

The Glenorchy LEARN Leadership Group will meet a minimum of four times per year during business hours.

Chair

The Chair of the Glenorchy LEARN Leadership Group will be elected by the committee annually.

Venue

Wherever possible, Glenorchy City Council will hold meetings in Council or local community venues.

Communications Protocols

The Mayor of GCC is the spokesperson for the Leadership Group and LEARN Activities.

Reporting Requirements

The Glenorchy LEARN Leadership Group will provide an annual report to Council through the relevant / responsible GCC Director.

Review

The leadership group may review and update the Terms of Reference at any time. At a minimum, the Terms of Reference will be reviewed every two years.

Schedule

Proposed Changes to Delegations under *Land Use Planning and Approvals Act 1998* (LUPAA)

- Coordinator, Planning Services,
- Senior Statutory Planner
- Strategic Planner

Column 1	Column 2	Column 4	Column 5
Provision	Function or Power	Existing Conditions/Restrictions of Delegation to Planning Officers	Proposed amended Conditions/Restrictions of Delegation to Planning Officers
1. Delegation to resolve conflict between two existing delegations			
LUPAA s. 57(2) and (6)	To determine applications for discretionary permits	Only in the following circumstances: ... Where an application for a permit is made pursuant to the <i>Glenorchy Interim Planning Scheme 2015</i> and for which no representations are received and regardless of whether formal comments have been provided by the Regulated Entity pursuant to Section 56Q of the <i>Water and Sewerage Industry Act 2008</i>, for the following uses and developments: ... Heritage Places Use and /or development of a heritage place listed in the Historic Heritage Code in the <i>Glenorchy Interim Planning Scheme 2015</i> or a place on the Tasmanian Heritage Register.	Only in the following circumstances: ... Where an application for a permit is made pursuant to the <i>Glenorchy Interim Planning Scheme 2015</i> and for which no representations are received and regardless of whether formal comments have been provided by the Regulated Entity pursuant to Section 56Q of the <i>Water and Sewerage Industry Act 2008</i>, for the following uses and developments: ... Heritage Places Use and /or development of a heritage place listed in the Historic Heritage Code in the <i>Glenorchy Interim Planning Scheme 2015</i> or a place on the Tasmanian Heritage Register (except where estimated cost of development exceeds \$500,000).
2. Delegation to enter into agreements to prevent applications lapsing			
LUPAA s. 54(2AA)	To enter into an agreement under s. 54(2AA) for a longer period for the provision of additional information requested under s. 54(1)	n/a (this is a new delegated power)	None.
3. Delegation to public policy and social issue - Planning permit applications involving an affordable housing initiative			
LUPAA s. 57(2) & (6)	To determine applications for discretionary permits	There is no current delegation for this specific power.	Only in the following circumstances: ... Where an application for a permit is made pursuant to the <i>Glenorchy Interim Planning Scheme 2015</i> and for which up to three representations are received and regardless of whether formal

Column 1	Column 2	Column 4	Column 5
Provision	Function or Power	Existing Conditions/Restrictions of Delegation to Planning Officers	Proposed amended Conditions/Restrictions of Delegation to Planning Officers
			comments have been provided by the Regulated Entity pursuant to Section 56Q of the <i>Water and Sewerage Industry Act 2008</i>, for the following uses and developments received until 30 December 2018: ... <u>Residential Use associated with Affordable Housing Initiatives</u> 1. Applications for the development and or use of land for self-contained or shared living accommodation. Example s include boarding house, communal residence, hostel, and single or multiple dwellings. 2. Where an application is on Crown land or land other than Crown land and is accompanied by written support or verification from the Director of Housing, or delegate, that the application is associated with a Housing supply initiative.



Media Policy

Title	Media Policy
Council Resolution	[INSERT]
Responsible Directorate	General Manager
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	<u>Leading Our Community</u> 4.1 Govern in the best interests of our community 4.1.1 Manage Council for maximum efficiency, accountability and transparency.
ECM	Council Policy

PURPOSE

The purpose of this policy is to provide clarity around the role of the Mayor as the official spokesperson of Council and ensure the quality, consistency and timeliness of all media communications on behalf of Council.

SCOPE

This policy applies to all Glenorchy City Council Aldermen, management and staff members.

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i>
Regulations	N/A
Other relevant documents	Ministerial Directions to Glenorchy City Council, 23 January 2018 Glenorchy City Council Statement of Expectations, 16 April 2018 Aldermanic Code of Conduct (adopted 4 July 2016, item 8)

POLICY STATEMENT

Role of the Mayor

Section 27 of the *Local Government Act 1993* provides that the Mayor is the official spokesperson of Council.

This function is not co-shared with other Aldermen or the General Manager other than at the Mayor's discretion. The Mayor is the only person authorised to speak on behalf of Council.

The Mayor may authorise the General Manager, other Aldermen or Council officers to communicate on behalf of Council on certain technical or factual matters as the Mayor considers appropriate. This will ordinarily be done by way of an express authorisation to make a comment on a particular topic. However, the Mayor may provide a standing authorisation to make comments on particular matters to other persons, as the Mayor sees fit.

Any authorisation by the Mayor to communicate on behalf of Council is provided on the basis that all communications must deliver a consistent message, and must not be contrary to any official position adopted by Council, irrespective of whether that position has been previously expressed in public.

Role of Communications and Marketing Advisor

Council's Communications and Marketing Advisor (or equivalent) is responsible for coordinating and monitoring Council's external communication activities. In practice, this includes dealing with the media and overseeing all media communication made on behalf of Council.



The position reports directly to the General Manager and liaises with and provides advice on day to day communications matters with the General Manager and the Mayor. The position also has a broader role in providing high level strategic advice on media and communication issues to the Mayor and the General Manager.

The Communications and Marketing Advisor may, in practice, be the first point of contact for media inquiries. However, the position is not able to authorise a person to communicate on behalf of Council, unless the Mayor has given that authorisation.

Where staff are involved in the preparation of an event which may attract media attention, staff are required to liaise with the Communications and Marketing Advisor who will coordinate any media activity associated with that event. Staff must not contact media at their own initiative, except with the express authorisation of the Mayor or the Communications and Marketing Advisor.

Media Statements

The Mayor will be responsible for the final approval of any Council media statements.

The Mayor may consult with Aldermen, the General Manager or Council staff when preparing a media release, but is not required to.

Council's Communications and Marketing Officer (or equivalent) will liaise regularly with the Mayor and General Manager to ensure that Council media releases are properly drafted and communicated.

The Communications and Marketing Officer will also support the Mayor and General Manager in drafting responses to media requests.

Copies of all media statements released by Council will be provided to Aldermen, the General Manager, Directors and Managers as soon as practicable after they are released (with the expectation that this will be within 24 hours other than in exceptional circumstances).

Media Requests

All staff members who receive media requests must pass the information on to the Mayor or, if the Mayor is unavailable, the Communications and Marketing Advisor, who will advise the Mayor and support the Mayor in preparing a response.

Staff who receive unsolicited media inquiries should:

- inform the outlet that they are not authorised to speak on Council's behalf
- obtain basic information about the topic of the inquiry and of the contact details of the person making the request
- ask the caller when their deadline is, and
- relay the request and the above information to the Mayor, or, where the Mayor is unavailable, Council's Media and Communications Advisor.

Under no circumstances are staff to provide:

- any verbal or written comment or digital information to the media, unless expressly authorised by the Mayor; or
- any Council documents, unless publicly available and authorised by the Mayor;

to any media outlet.

Aldermen and media

This policy does not take away the right of any Aldermen to engage in public debate or speak with or appear in the media. However, Aldermen must advise and have sought permission from the Mayor if they are representing Council, and must not purport to speak on behalf of Council unless the Mayor has expressly authorised them to do so.



Aldermen speaking with or appearing in media, on a personal matter or expressing a personal opinion, must not seek to be identified as Aldermen, and must clearly indicate when they are putting forward their personal views.

BACKGROUND

To ensure that Council delivers clear and consistent messages to the media and the public, Council must ensure that clear guidelines and expectations are in place to govern Council's interactions with the media, and that these are communicated to both Aldermen and staff members.

Additionally, a policy is required to ensure compliance with:

- section 27 of the *Local Government Act 1993*, which provides that the Mayor is the official spokesperson of Council
- direction 3 of the Ministerial Directions issued by the Minister for Local Government on 23 January 2018, and
- Council's Aldermanic Code of Conduct, which adopts the Model Code of Conduct prepared in accordance with the Act.

THE MEDIA

Policy Manual Number: 19-1

Council Minutes Ref: [Council Meeting 12th March 2013 \(Item 9\)](#)
[Council dated 4th January 2010 \(Item 17\)](#)
[Council dated 12th September 2005 \(Item 10\)](#)
[Council Meeting \(Item 8\) 4th August 2003](#)
[Council Meeting \(Item 4\) 11th October 1999](#)

File Ref: 03427

Background

The *Local Government Act 1993* 27(1)(b) describes one of the functions of the Mayor as: “to act as the spokesperson of the Council”.

Section 27(2A) of the *Local Government Act 1993* provides that the Mayor, by notice in writing, may delegate authority to speak on behalf of Council to the Deputy Mayor, an Alderman or the General Manager for a specified period.

It should be noted that this policy does not seek to restrict the right of Aldermen to make comment or engage in public debate on any issue which is a concern.

It does however make clear that anyone, other than the Mayor or the Mayor’s delegate, expressing an opinion should not purport to be speaking on behalf of the Council.

Sensitivity should also be exercised with regard to information which has been obtained in the context of matters discussed at meetings that have been closed to the public and in particular, information pertaining to these items must not be disclosed prior to consideration by Council.

Relationships of trust where the Media are concerned are to be nurtured and appropriate representatives of Council are encouraged to maintain close contact with media representatives. All staff members are encouraged to identify Council initiatives which could be of interest to the wider community through the Media.

Broadly, issues in which the Media and through them the wider community may be interested, fall into two categories; the “political” and the “factual”.

Political issues are matters of opinion of what ought or could be. Examples of such issues are the amount by which the rates should increase, or what the Council should do to promote a safer community.

Factual issues, on the other hand, relate to what is known. Examples of factual issues are the amount of a known rate increase on certain types of ratepayers, or the resources that the Council has allocated to create a safer community, how these resources will be spent and what it is hoped will be achieved.

Although there is a grey area between these two categories, they nevertheless provide an approximate demarcation between those issues that the Mayor or his delegate will wish to address and those about which Council officers may communicate with the Media.

The general rule is that political issues are the province of the Mayor or the Aldermen to whom the Mayor may delegate the task while factual issues are those with which Council officers may deal.

As far as Media communication on factual issues is concerned this is a role which Council employees may play subject to the following policy statement.

Policy Statement

1. Good Media relations are a high priority for both elected members and staff of the Council.
2. Subject to clause 4, as the spokesperson of the Council the Mayor, or his or her delegate, is the only person authorised to speak on behalf of Council
3. This policy does not seek to take away the right of any Alderman to engage in public debate or speak to or appear in the Media.
4. The Mayor delegates authority to the General Manager to make statements to the Media on issues of a factual nature, and those employees who the General Manager has authorised in writing may do so subject to:
 - (a) With regard to major whole-of-Council, factual issues, prospective contact with the Media must first be approved by the General Manager.
 - (b) With regard to issues of a factual nature which are confined to the activities of a single department or program, prospective and actual contact with the Media is the responsibility of the Manager of the Department and subject to his/her approval.
5. No employee acting on behalf of the Council shall express an opinion about the appropriateness or wisdom of a decision of the Council to the Media.
6. It is an offence under regulation 15(9) of the *Local Government (Meeting Procedures) Regulations 2005* for the Mayor, an Alderman, the General Manager or an employee, without the authority of Council or the relevant Council Committee, to disclose any matter relating to a closed meeting.
7. When authorised by Council or the relevant Council Committee to disclose matters considered at a closed meeting the Mayor, an Alderman, the General Manager or employee is to have regard to the sensitivity of the information that has been obtained when communicating with the Media or making a public

statement but no Alderman shall purport to speak on behalf of the Council when a personal opinion is being expressed.

8. The contents of any document that is marked "confidential" that has been provided to Aldermen or staff, must not be copied, distributed or discussed with any person that might lead to the information that has been provided being disclosed by the media.
9. Aldermen or employees should not be persuaded to provide an immediate response to questions posed by a journalist. If an employee needs to obtain permission to provide comment or is not sure of the facts, he/she should offer to call the journalist later.
10. If approached by the Media concerning any Council related issue after hours or at weekends, an employee who is on duty or on call should immediately contact the General Manager. Information should be given to the General Manager on the issue and the name of the person making the enquiry. The General Manager will then determine whatever action should be taken in consultation with the Mayor.
11. Employees are encouraged to identify Council initiatives, events, decisions etc. which may be of interest to the Media and through them the community at large and bring these to the attention of their Manager. The Manager will be responsible for deciding if or how a particular matter may be pursued with the Media.
12. Council employees may be responsible for initiating an activity which will have one or more of the following characteristics:
 - (a) will be initiated by a Media launch;
 - (b) will involve Federal or State politicians;
 - (c) will involve the Mayor and/or Aldermen in their official capacity; and
 - (d) will be a public event.In such cases the Manager Administration and Executive Support shall be consulted so that suitable contact with, or involvement of, the Media may occur.
13. Employees who are uncertain of any media relations issue should contact the Manager Administration and Executive Support for advice and assistance.
14. This policy does not apply to any instance of personal disaster or tragedy in respect of which the Council has an interest and could be held liable. In this instance the General Manager shall be informed immediately and the matter communicated to the Mayor. The content of any media statements will be subject to the approval of the Mayor, appropriate legal advice having been obtained.
15. In cases of EMERGENCY the following applies:
 - (a) Notification of a possible emergency comes from the State Emergency Service to the Local Co-ordinator.
 - (b) The Local Co-ordinator must use his or her judgement (in consultation with field officers) to classify the level of threat and assess the need to provide advice to the Public, Aldermen and the Media.

- (c) Co-ordination of advice to the Public, Aldermen and the Media is through the General Manager.
 - (d) The Mayor will be media spokesperson (in accordance with the *Local Government Act*). Depending on the nature of the emergency however, it may be more appropriate for comment to come directly from the Local Co-ordinator, General Manager or his delegate.
 - (e) The Media is an important asset during an emergency situation as vital information can be communicated to large numbers of people quickly. The use of radio is particularly important, however all forms of media have a role to play. Depending on the availability of local resources Council can also co-ordinate media communication for Glenorchy Police, Tasmania Fire Service and Ambulance Tasmania as requested.
16. Precincts
- (a) The convenor of any precinct shall be the spokesperson of the precinct committee
 - (b) The convenor may delegate the task of speaking on behalf of the precinct committee to another person.
 - (c) No person making a statement of personal opinion on a precinct related issue shall purport to be speaking on behalf of the Precinct Committee.

Review March 2016

Status:

CURRENT

POLICY DOCUMENT CONTROL SHEET

Policy Name: **THE MEDIA**

Policy Manual No: **19 - 01**

Department: **General Manager's Unit**

Date Policy Approved by Council: **4th August 2003**
11th October 1999

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Manager, Governance & Performance (Trevor Jones)	Changes to accommodate changed circumstances eg Executive Officer position no longer exists and new meetings by-law provisions. Intent of policy remains the same	4 th August 2003
Manager, Governance & Performance (Trevor Jones)	Changes to reflect amendments to the Local Government Act and the introduction of supporting Regulations.	12 th September 2005
Manager, Governance & Performance (Trevor Jones)	Policy Review (No changes)	4 th January 2010
Manager Administration & Executive Support (Kevin Scott)	Policy Review (Minor change)	12 th March 2013

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
01.	1 – Governance	1(a)	Developing a Statement of Expectations between the General Manager and Aldermen to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	Statement of Expectations adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018	Complete
02.		1(b)	Developing a Statement of Expectations between the General Manager and Mayor to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	Statement of Expectations adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018	Complete
03.		1(c)	Developing a Statement of Expectations between the Mayor and Aldermen to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	Statement of Expectations adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018	Complete
04.		1(d)	Developing a Statement of Expectations between Aldermen to establish clear and agreed protocols for the fulfilment of their mutual obligations roles and functions	Statement of Expectations adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018	Complete
05.		1(e)	Within 2 months, ensuring all Aldermen, the Mayor and General Manager sign the Statement of Expectations they are party to	Statement of Expectations signed by all Aldermen, the Mayor and General Manager on Monday, 16 April 2018	16 Apr 2018	Complete
06.		1(f)	Publishing the Statement of Expectations on the Council website within 1 month of signing	Signed Statement of Expectations published on Council website on Wednesday, 18 April 2018	18 Apr 2018	Complete
07.		1(g)	Publically committing to engage in ongoing professional development and abide by the principles of good governance, as established in the <i>Good Governance Guide</i>, within a period of three (3) months	Incorporated within the Statement of Expectations	26 Mar 2018	Complete
08.		1(h)	Within a period of 9 months, in consultation with the community, developing a communication and consultation plan for all internal and external communications and consultation processes that is consistent with the eight characteristics of good governance outlined in the <i>Good Governance Guide</i>	A Project Plan for the Communications Strategy was approved following the Executive Leadership Team focus meeting on 5 April 2018. This will underpin the required communication and consultation plan for all internal and external communications and consultation processes.		Actively Progressing

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
09.	1 – Governance (cont.)	1(i)(i)	Reviewing, and amending if appropriate, within the 2018-19 budget period: the Strategic Plan	- Not started - Note that Council's ten (10) year Strategic Plan 2016-25 was adopted by Council (Item 3 – 19 Dec 2016) as per s66 of the <i>Local Government Act 1993</i> (LG Act)		Not Yet Started (Within Time)
10.		1(i)(ii)	Reviewing, and amending if appropriate, within the 2018-19 budget period: the long term financial management plan	- Not started - Note that Council's ten (10) year long-term financial management plan (as part of the Financial Management Strategy) was adopted by Council (Item 4 – 19 Dec 2016) as per section 70 of the LG Act		Not Yet Started (Within Time)
11.		1(i)(iii)	Reviewing, and amending if appropriate, within the 2018-19 budget period: the financial management strategy	- Not started - Note that Council's Financial Management Strategy was adopted by Council (Item 4 – 15 May 2017) as per section 70A of the LG Act		Not Yet Started (Within Time)
12.		1(i)(iv)	Reviewing, and amending if appropriate, within the 2018-19 budget period: long-term strategic asset management plan	- Not started - Note that Council's ten (10) year long-term strategic asset management plan (inclusive of a long-term capital work programme updated annually) was adopted by Council (Item 10 – 1 Sep 2014) as per section 70B of the LG Act		Not Yet Started (Within Time)
13.		1(i)(v)	Reviewing, and amending if appropriate, within the 2018-19 budget period: asset management policy	- Not started - Note that Council's Asset Management Policy was adopted by Council (Item 13 – 13 June 2017) as per section 70C of the LG Act		Not Yet Started (Within Time)
14.		1(i)(vi)	Reviewing, and amending if appropriate, within the 2018-19 budget period: asset management strategy	- Not started - Noting that Council's asset management strategy for infrastructure assets adopted by Council (Item 10 – 1 Sep 2014) as per section 70D of the LG Act		Not Yet Started (Within Time)

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
15.	2 – Training	2(a)	Reviewing its induction program for the Mayor and Aldermen within a period of three (3) months of the January 2018 election, to ensure that the induction already undertaken within the three (3) months and planned future induction will provide all Aldermen with the information and knowledge they need to fulfil their roles	A facilitated workshop for the Mayor and all Aldermen was conducted on Saturday, 3 February 2018. The workshop covered a range of relevant topics and included presentations from the Director of Local Government, Tasmanian Audit Office, Local Government Association Tasmania, the Mayor, General Manager and Acting Director Corporate Governance.	3 Feb 2018	Complete
16.		2(b)(i)	Facilitating training within three (3) months for all Aldermen on, though not limited to: their roles and responsibilities under the Act, with specific reference to the Model Code of Conduct, and the <i>Good Governance Guide</i>	A planned workshop co-facilitated by the Integrity Commission and the Director of Local Government is scheduled to be held on Monday, 7 May 2018		Actively Progressing
17.		2(b)(ii)	Facilitating training within three (3) months for all Aldermen on, though not limited to: ethical decision making	A planned workshop co-facilitated by the Integrity Commission and the Director of Local Government is scheduled to be held on Monday, 7 May 2018		Actively Progressing
18.		2(b)(iii)	Facilitating training within three (3) months for all Aldermen on, though not limited to: financial fundamentals, including understanding of financial statements and budget preparation	A facilitated workshop for all Aldermen was held on Monday, 9 April 2018. The workshop covered a range of relevant topics and was facilitated by the Mr Ross Byrne	9 Apr 2018	Complete
19.		2(b)(iv)	Facilitating training within three (3) months for all Aldermen on, though not limited to: decision-making in reference to the <i>Land Use Planning and Approvals Act 1993</i>	A facilitated workshop for all Aldermen was held on Thursday, 8 February 2018. The workshop covered a range of relevant topics and was facilitated by the Registrar of the Resource Management and Planning Appeal Tribunal and Simmons Wolfhagen	8 Feb 2018	Complete
20.		2(b)(v)	Facilitating training within three (3) months for all Aldermen on, though not limited to: meeting procedures as per the Act and the <i>Local Government (Meeting Procedures) Regulations 2015</i>	A planned workshop facilitated by the Director of Local Government is scheduled to be held on Monday, 21 May 2018		Actively Progressing

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
21.	2 – Training (cont.)	2(c)	Implementing a professional development program for all Aldermen as a result of the first annual review as specified in Direction 5(a)	Not started		Not Yet Started (Within Time)
22.		2(d)	Development and facilitating, a program of training for all relevant staff in relation to the Act, Regulations, ethics in the work place, and good governance, including in meeting procedure and the proper recording of minutes, within a period of six (6) months.	Not started		Not Yet Started (Within Time)
23.	3 – Policies and Procedures	3(a)	Ensuring, within four (4) months, there is an appropriate Grievance Policy for Council staff, including referral procedures to an independent party for addressing complaints against the General Manager and senior staff	- Council adopted a new 'Grievances Involving the General Manager Policy' (Item 15 – 26 February 2018) that included referral procedures to an independent party for addressing complaints against the General Manager - The General Manager has issued a Grievance Directive which requires independent investigation of grievances involving Directors or the Manager People and Safety (February 2018)	26 Feb 2018	Complete
24.		3(b)	Ensuring, within six (6) months, there is an appropriate policy on the appointment of staff within the Council based on merit	In progress		Actively Progressing
25.		3(c)(i)	Developing, within two (2) months, an appropriate policy and protocols for Council workshops, to ensure a clear separation between matters considered at Council meetings and workshops that specifically include a policy on the attendance of staff at Council workshops (and meetings) to ensure the efficient use of staff time is balanced with assisting Council to make decisions	In progress		Actively Progressing

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
26.	3 – Policies and Procedures (cont.)	3(c)(ii)	Developing, within two (2) months, an appropriate policy and protocols for Council workshops, to ensure a clear separation between matters considered at Council meetings and workshops that specifically include a policy on the provision of information to Aldermen and attendees including timeframes to ensure Aldermen are sufficiently prepared	In progress		Actively Progressing
27.		3(d)	Developing a calendar of Council meetings and workshops, including adequate provision for workshops on setting the annual budget and determining the capital works and spending program	Calendar of Council meetings and scheduled workshop dates has been published on the Council website	23 Mar 2018	Complete
28.		3(e)	Publishing the calendar of Council meetings and workshops on the Council website within two (2) months	Calendar of Council meetings and scheduled workshop dates has been published on the Council website	23 Mar 2018	Complete
29.		3(f)	Ensuring the General Manager provides sufficient budget and financial reporting to Council consistent with BOI recommendation 50	In progress		Actively Progressing
30.		3(g)	Developing within three (3) months, an appropriate policy in relation to media statements that is consistent with section 27(1)(e) of the Act and the Model Code of Conduct	A new media statements policy will be considered at the 30 April 2018 Council meeting.		Actively Progressing
31.		3(h)	Reviewing, within three (3) months, Council's credit card procedures and policies to ensure consistency, in the use and reporting of credit cards, with the recommendations of the Auditor-General's Report	A revised General Manager's Corporate Credit Card Directive was approved on 10 January 2018. It was drafted taking into account the recent findings and recommendations by the Tasmanian Audit Office and the Glenorchy City Council Board of Inquiry and for consistency with the Code for Contracts and Tendering adopted by Council on 10 July 2017	10 Jan 2018	Complete

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
32.	3 – Policies and Procedures (cont.)	3(i)-(ii)	Ensuring, there is a policy, within four (4) months, to address the use of external legal advisers to include guidance on the circumstances in which the General Manager may seek external legal advice, direction on the maximum expense to be incurred before the matter needs to be brought to Council for approval, and clear and transparent reporting of legal expenses to Council	- Council adopted a Legal Services Policy (Item 4 – 12 December 2017) which addressed the use of external legal advisers and reporting of legal expenses - A directive and line of authority for the approval of requests for external legal advice, which will specifically address requests for external legal advice by the General Manager is to be completed		Actively Progressing
33.	4 – Committees and Membership	4(a)	Reviewing existing Council committees, including special committees, within 6 months, to determine appropriateness and, where required, the establishment of new committees with appropriate terms of reference	In progress		Actively Progressing
34.		4(b)	Reviewing, within three (3) months, representation procedures for all committees, including elections and nominations and external representatives on special committees, with specific consideration on the suitability and aptitude of Aldermen seeking appointment	- Council adopted a revised Nominations and Appointments to Committees and Other Bodies Policy (Item 4 – 15 January 2018) with specific amendments to reiterate Council's position that where it is intended that the Mayor or Deputy Mayor is a member of a particular committee by virtue of their office, it is inappropriate that that protocol be abandoned and that any Aldermen other than the Mayor or Deputy Mayor (as applicable) be nominated for or appointed to that position - Further work will be needed to include specific consideration on the suitability and aptitude of Aldermen seeking appointment		Actively Progressing
35.		4(c)	Ensuring that all Council representatives on special committees and external bodies report, at a minimum, annually to Council	In progress		Actively Progressing

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
36.	4 – Committees and Membership (cont.)	4(d)	Developing, if the Council chooses to establish one, appropriate terms of reference for a General Manager's Performance Review Committee, that includes: the right for any alderman who is not a member of the committee, to attend any meetings of the committee as an observer, and that the committee is empowered only to make recommendations to be provided to the full Council for decisions	Council endorsed a revised terms of reference for a General Manager's Performance Review Committee (Item 7 – 26 February 2018) that included the right for any alderman who is not a member of the committee, to attend any meetings of the committee as an observer, and that the committee is empowered only to make recommendations to be provided to the full Council for decisions	26 Feb 2018	Complete
37.		4(e)	Ensuring that any committee established to review the General Manager's performance, is established as a Council committee as per section 23 of the Act, and not as a special committee as per section 24 of the Act	Council endorsed a revised terms of reference for a General Manager's Performance Review Committee (Item 7 – 26 February 2018) that established the committee as a Council committee as per section 23 of the Act	26 Feb 2018	Complete
38.		4(f)	Reviewing, within six (6) months, the membership of the Council's Audit Panel including considering the merits of all members being independent (non-Aldermen). Where aldermanic appointments are made to the Audit Panel, the Council is to ensure that the appointed Aldermen have relevant professional skills for the effective functioning of the Audit Panel.	In progress		Actively Progressing
39.	5 – Compliance	5(a)(i)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Act and associated relevant regulations	Not started – meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Not Yet Started (Within Time)
40.		5(a)(ii)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Code for Tenders and Contracts	Not started – meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Not Yet Started (Within Time)

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
41.	5 – Compliance (cont.)	5(a)(iii)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: credit card usage in line with the Auditor-General's Report	Not started – meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Not Yet Started (Within Time)
42.		5(a)(iv)	Developing an annual review program, within six(6) months, to ensure a program of future compliance with, though not limited to: the Code of Conduct	Not started – meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Not Yet Started (Within Time)
43.		5(a)(v)	Developing an annual review program, within six(6) months, to ensure a program of future compliance with, though not limited to: the Statements of Expectations	Not started – meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Not Yet Started (Within Time)
44.		5(a)(vi)	Developing an annual review program, within six(6) months, to ensure a program of future compliance with, though not limited to: Council policies and procedures	Not started – meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Not Yet Started (Within Time)
45.		5(b)(i)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the <i>Local Government (Meeting Procedures) Regulations 2015</i> including the appropriate use of closed meetings and accuracy of relevant minutes	- Audit Panel were informed of this Ministerial Requirement at their meeting held on 15 March 2018 - Meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Actively Progressing
46.		5(b)(ii)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the <i>Local Government (Meeting Procedures) Regulations 2015</i> including the appropriate use of closed meetings and accuracy of relevant minutes	- Audit Panel were informed of this Ministerial Requirement at their meeting held on 15 March 2018 - Meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Actively Progressing

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
47.	5 – Compliance (cont.)	5(b)(iii)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Code of Tenders and Contracts	- Audit Panel were informed of this Ministerial Requirement at their meeting held on 15 March 2018 - Meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Actively Progressing
48.		5(b)(iv)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Credit Card Policy	- Audit Panel were informed of this Ministerial Requirement at their meeting held on 15 March 2018 - Meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Actively Progressing
49.		5(b)(v)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Code of Conduct	- Audit Panel were informed of this Ministerial Requirement at their meeting held on 15 March 2018 - Meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Actively Progressing
50.		5(b)(vi)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Statements of Expectations	- Audit Panel were informed of this Ministerial Requirement at their meeting held on 15 March 2018 - Meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements		Actively Progressing

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
51.	5 – Compliance (cont.)	5(b)(vii)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: Council's policies and procedures	- Audit Panel were informed of this Ministerial Requirement at their meeting held on 15 March 2018 - Meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements	26 Feb 2018	Actively Progressing
52.		5(b)(viii)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: Council's employment policies, to ensure the principles of merit based appointments is upheld.	- Audit Panel were informed of this Ministerial Requirement at their meeting held on 15 March 2018 - Meeting held between Department of Local Government, Audit Panel, General Manager and governance staff held on Wednesday, 18 April 2018 to scope requirements	26 Feb 2018	Actively Progressing
53.	6 – Employment Contracts	6(a)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: the setting of performance indicators, in conjunction with the scheduled time in the General Manager's contract	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018	Complete
54.		6(b)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: providing all Aldermen with an opportunity to provide input into the setting of performance indicators	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018	Complete

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
55.	6 – Employment Contracts (cont.)	6(c)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: considering the merits of including a provision in the General Manager's contract to clarify who approves any leave (annual or personal), noting the usual practice would be the Mayor on behalf of Council	- The General Manager's contract provides for Annual Leave to be taken in agreement between the Mayor and the General Manager, or in the absence of agreement, when the General Manager is directed by Council on at least one (1) months' notice. - In addition, the Statement of Expectations provides 'The General Manager will, wherever practicable, ensure that the Mayor is given sufficient notice of this intention to be absent from duty for any reason or that they are otherwise unavailable or unable to perform the functions of the office of General Manager'. - Notwithstanding, section 61B of the <i>Local Government Act 1993</i> provides due process if the General Manager is absent from duty for any reason.	26 Mar 2018	Complete
56.		6(d)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: ensuring the review of the General Manager's performance under his or her contract is conducted using best practice, objective processes, including the use of a professional service provider to facilitate the review process	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018	Complete

Ministerial Directions Implementation Progress Report – (April 2018)



No.	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
57.	6 – Employment Contracts (cont.)	6(e)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: obtaining independent legal advice to assist in matters pertaining to the General Manager's contract of employment	- It is noted that the current General Manager's contract of employment was prepared by an independent legal advisor briefed by the then Commissioner. - Furthermore, under Council's Legal Service Policy (adopted by Council Item 11 – 12 December 2017), Council recognises that the engagement of external law firms is appropriate in a number of circumstances including (but not limited to) matters pertaining to the General Manager's contract of employment. This is also recognised within that Council policy that to 'protect the integrity of Council's legal advice from conflicts of interest, loss of privilege and by ensuring the confidentiality of legal advice ... Council directs that any advice required to assist Council in matters pertaining to the General Manager's contract of employment be obtained from independent external lawyers'. - To this end, Council expects that when undertaking a review of the General Manager's performance under the General Manager's contract of employment, Council will obtain independent legal advice to assist in matters pertaining to the same.	18 Apr 2018	Complete
58.	7 – Reporting to the Minister	7	Report quarterly for the term of the current Council to the Minister on the progress of actions taken to comply with these Directions, and make the report publically available on the Council's website	First quarterly report	Ongoing	Actively Progressing



Ministerial Directions Implementation Quarterly Progress Report (First Quarter 2018)

Summary of Council's progress of actions required to comply with the Directions as at 19 April 2018				
Actions completed		21		
Actions being actively progressed		23		
Actions not yet started but within time		14		
Actions not yet started and outside due date		0		
		58		
Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
1 – Governance	1(a)	Developing a Statement of Expectations between the General Manager and Aldermen to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	Statement of Expectations (Attachment 1) adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018
	1(b)	Developing a Statement of Expectations between the General Manager and Mayor to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	Statement of Expectations adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018
	1(c)	Developing a Statement of Expectations between the Mayor and Aldermen to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	Statement of Expectations adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018
	1(d)	Developing a Statement of Expectations between Aldermen to establish clear and agreed protocols for the fulfilment of their mutual obligations roles and functions	Statement of Expectations adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018
	1(e)	Within 2 months, ensuring all Aldermen, the Mayor and General Manager sign the Statement of Expectations they are party to	Statement of Expectations signed by all Aldermen, the Mayor and General Manager on Monday, 16 April 2018	16 Apr 2018
	1(f)	Publishing the Statement of Expectations on the Council website within 1 month of signing	Signed Statement of Expectations published on Council website on Wednesday, 18 April 2018	18 Apr 2018
	1(g)	Publically committing to engage in ongoing professional development and abide by the principles of good governance, as established in the <i>Good Governance Guide</i>, within a period of three (3) months	Incorporated within the Statement of Expectations	26 Mar 2018
2 – Training	2(a)	Reviewing its induction program for the Mayor and Aldermen within a period of three (3) months of the January 2018 election, to ensure that the induction already undertaken within the three (3) months and planned future induction will provide all Aldermen with the information and knowledge they need to fulfil their roles	A facilitated workshop for the Mayor and all Aldermen was conducted on Saturday, 3 February 2018. The workshop covered a range of relevant topics and included presentations from the Director of Local Government, Tasmanian Audit Office, Local Government Association Tasmania, the Mayor, General Manager and Acting Director Corporate Governance.	3 Feb 2018

Ministerial Directions Implementation Quarterly Progress Report (First Quarter 2018)



Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
2 – Training (cont.)	2(b)(iii)	Facilitating training within three (3) months for all Aldermen on, though not limited to: financial fundamentals, including understanding of financial statements and budget preparation	A facilitated workshop for all Aldermen was held on Monday, 9 April 2018. The workshop covered a range of relevant topics and was facilitated by the Mr Ross Byrne	9 Apr 2018
	2(b)(iv)	Facilitating training within three (3) months for all Aldermen on, though not limited to: decision-making in reference to the <i>Land Use Planning and Approvals Act 1993</i>	A facilitated workshop for all Aldermen was held on Thursday, 8 February 2018. The workshop covered a range of relevant topics and was facilitated by the Registrar of the Resource Management and Planning Appeal Tribunal and Simmons Wolfhagen	8 Feb 2018
3 – Policies and Procedures	3(a)	Ensuring, within four (4) months, there is an appropriate Grievance Policy for Council staff, including referral procedures to an independent party for addressing complaints against the General Manager and senior staff	- Council adopted a new 'Grievances Involving the General Manager Policy' (Item 15 – 26 February 2018) (Attachment 2) that included referral procedures to an independent party for addressing complaints against the General Manager - The General Manager has issued a Grievance Directive (Attachment 3) which requires independent investigation of grievances involving Directors or the Manager People and Safety (February 2018)	26 Feb 2018
	3(d)	Developing a calendar of Council meetings and workshops, including adequate provision for workshops on setting the annual budget and determining the capital works and spending program	Calendar of Council meetings and scheduled workshop dates has been published on the Council website (Attachment 4)	23 Mar 2018
	3(e)	Publishing the calendar of Council meetings and workshops on the Council website within two (2) months	Calendar of Council meetings and scheduled workshop dates has been published on the Council website	23 Mar 2018
	3(h)	Reviewing, within three (3) months, Council's credit card procedures and policies to ensure consistency, in the use and reporting of credit cards, with the recommendations of the Auditor-General's Report	A revised General Manager's Corporate Credit Card Directive was approved on 10 January 2018 (Attachment 5). It was drafted taking into account the recent findings and recommendations by the Tasmanian Audit Office and the Glenorchy City Council Board of Inquiry and for consistency with the Code for Contracts and Tendering adopted by Council on 10 July 2017	10 Jan 2018

Ministerial Directions Implementation Quarterly Progress Report (First Quarter 2018)



Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
4 – Committees and Membership	4(d)	Developing, if the Council chooses to establish one, appropriate terms of reference for a General Manager's Performance Review Committee, that includes: the right for any alderman who is not a member of the committee, to attend any meetings of the committee as an observer, and that the committee is empowered only to make recommendations to be provided to the full Council for decisions	Council endorsed a revised terms of reference for a General Manager's Performance Review Committee (Item 7 – 26 February 2018) that included the right for any alderman who is not a member of the committee, to attend any meetings of the committee as an observer, and that the committee is empowered only to make recommendations to be provided to the full Council for decisions (Attachment 6)	26 Feb 2018
	4(e)	Ensuring that any committee established to review the General Manager's performance, is established as a Council committee as per section 23 of the Act, and not as a special committee as per section 24 of the Act	Council endorsed a revised terms of reference for a General Manager's Performance Review Committee (Item 7 – 26 February 2018) that established the committee as a Council committee as per section 23 of the Act	26 Feb 2018
6 – Employment Contracts	6(a)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: the setting of performance indicators, in conjunction with the scheduled time in the General Manager's contract	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018
	6(b)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: providing all Aldermen with an opportunity to provide input into the setting of performance indicators	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018

Ministerial Directions Implementation Quarterly Progress Report (First Quarter 2018)



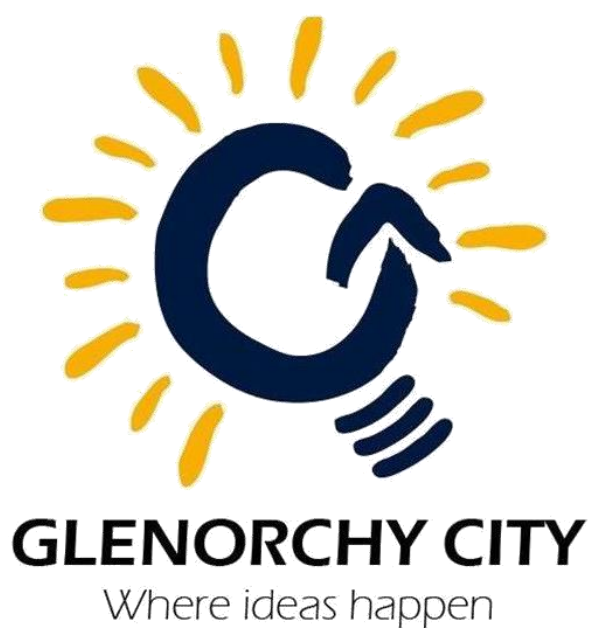
Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
6 – Employment Contracts(cont.)	6(c)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: considering the merits of including a provision in the General Manager's contract to clarify who approves any leave (annual or personal), noting the usual practice would be the Mayor on behalf of Council	- The General Manager's contract provides for Annual Leave to be taken in agreement between the Mayor and the General Manager, or in the absence of agreement, when the General Manager is directed by Council on at least one (1) months' notice. - In addition, the Statement of Expectations provides 'The General Manager will, wherever practicable, ensure that the Mayor is given sufficient notice of this intention to be absent from duty for any reason or that they are otherwise unavailable or unable to perform the functions of the office of General Manager'. - Notwithstanding, section 61B of the <i>Local Government Act 1993</i> provides due process if the General Manager is absent from duty for any reason.	26 Mar 2018
	6(d)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: ensuring the review of the General Manager's performance under his or her contract is conducted using best practice, objective processes, including the use of a professional service provider to facilitate the review process	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018

Ministerial Directions Implementation Quarterly Progress Report (First Quarter 2018)



Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
	6(e)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: obtaining independent legal advice to assist in matters pertaining to the General Manager's contract of employment	- It is noted that the current General Manager's contract of employment was prepared by an independent legal advisor briefed by the then Commissioner. - Furthermore, under Council's Legal Service Policy (adopted by Council Item 11 – 12 December 2017)(Attachment 7), Council recognises that the engagement of external law firms is appropriate in a number of circumstances including (but not limited to) matters pertaining to the General Manager's contract of employment. This is also recognised within that Council policy that to 'protect the integrity of Council's legal advice from conflicts of interest, loss of privilege and by ensuring the confidentiality of legal advice ... Council directs that any advice required to assist Council in matters pertaining to the General Manager's contract of employment be obtained from independent external lawyers'. - To this end, Council expects that when undertaking a review of the General Manager's performance under the General Manager's contract of employment, Council will obtain independent legal advice to assist in matters pertaining to the same.	18 Apr 2018
Attachments				
- Statement of Expectations - Grievances Involving the General Manager Policy (26 February 2018) - Grievance Directive (February 2018) - Calendar of Council meetings and scheduled workshop dates - Corporate Credit Card Directive (January 2018) - General Manager's Performance Review Committee Terms of Reference (26 February 2018) - Legal Service Policy (12 December 2017)				

Attachment



Monthly Financial Performance Report

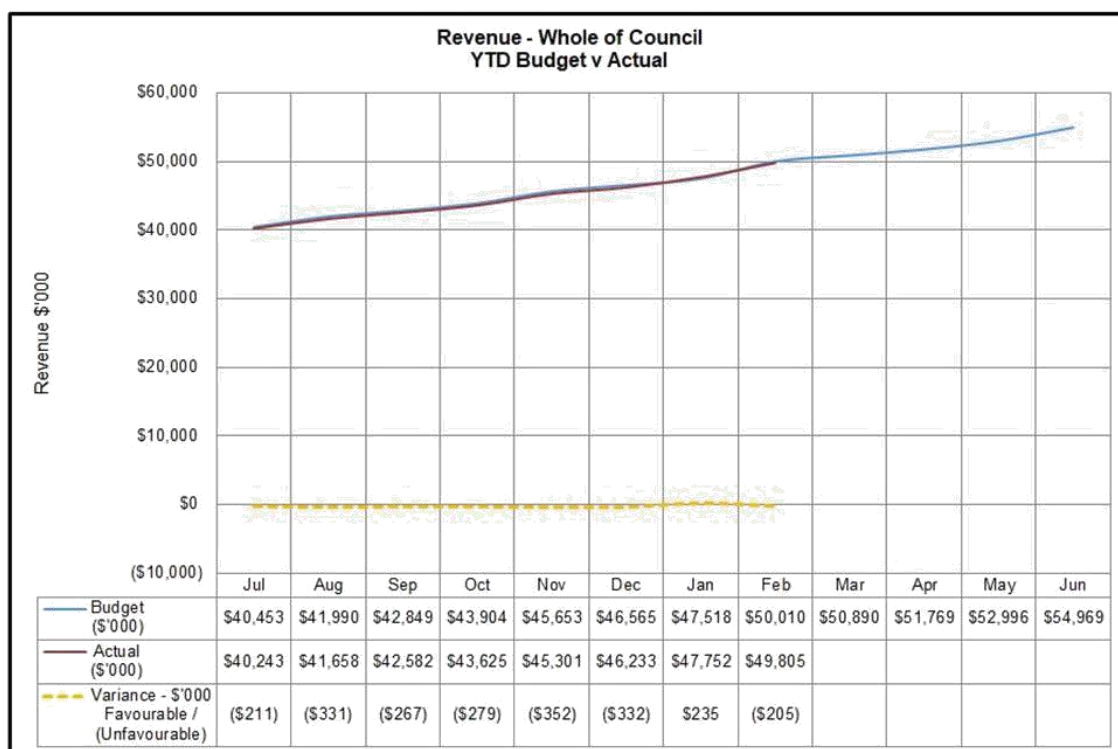
For the year-to-date ending 28 February 2018

Statement of Comprehensive Income

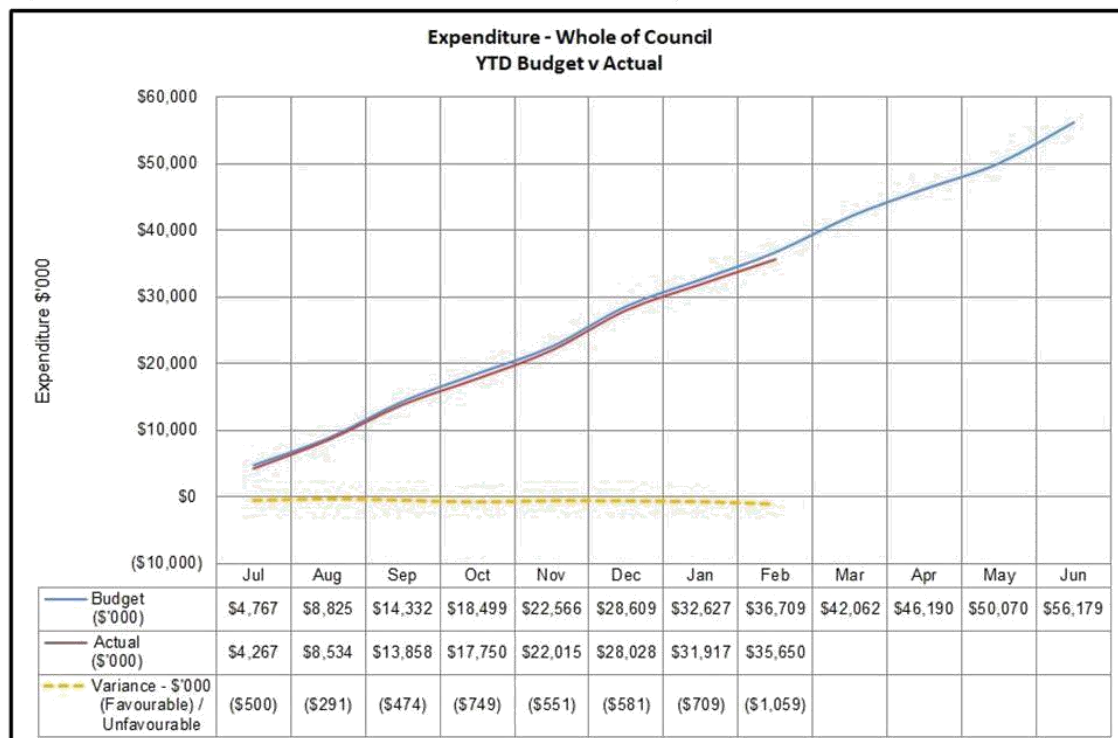
Glenorchy City Council Financial Report Statement of Comprehensive Income to 28 February 2018			
	Note	2018 Budget \$'000	2018 Actual \$'000
Income			
Recurrent Income			
Rates	1	35,533	35,498
User charges and licences	2	9,626	9,199
Interest	3	272	236
Grants	4	1,233	1,467
Contributions - cash	5	230	214
Investment income from TasWater	6	1,797	1,586
Other income	7	307	515
		48,998	48,716
Capital Income			
Contributions - non-monetary assets	8	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	9	147	184
Capital grants received specifically for new or upgraded assets	10	865	905
Fair value recognition of land under roads	11	-	-
		1,012	1,089
Total Income	12	50,010	49,805
Expenses			
Employment costs	13	13,996	14,310
Materials and services	14	9,639	8,885
Depreciation and amortisation	15	9,580	9,135
State Fire Commission contribution	16	2,666	2,666
Finance costs	17	179	157
Assets written off	18	255	140
Bad and doubtful debts	19	1	1
Other expenses	20	393	358
Total Expenses	21	36,709	35,650
Surplus/(deficit)	22	13,301	14,154
Other comprehensive income			
Items that will not be reclassified to surplus or deficit			
Net gain/(loss) on revaluation of property, plant and equipment		-	-
		-	-
Items that may be reclassified subsequently to surplus or deficit			
Financial assets available for sale reserve		-	-
-Fair value adjustment on available for sale assets		-	-
		-	-
Total other comprehensive income		-	-
Total comprehensive result	23	13,301	14,154

*a glossary of terms used in the Statement of Comprehensive Income is appended to this report

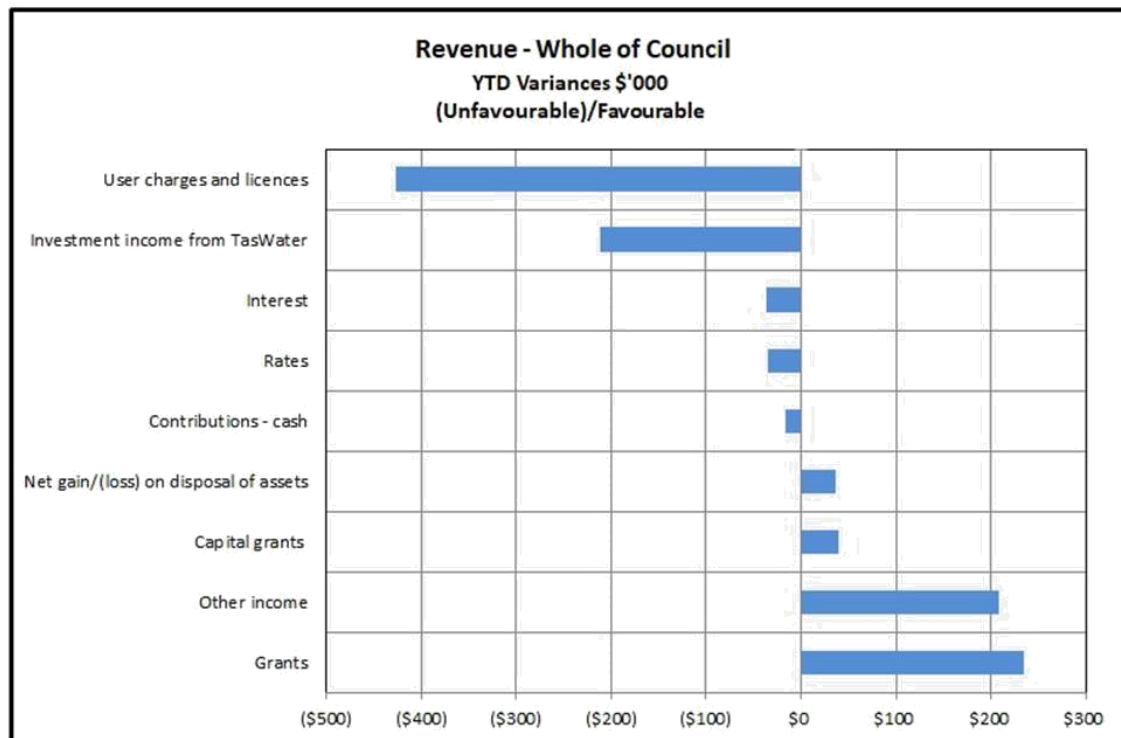
Revenue – Whole of Council – \$ YTD Accumulative by Month



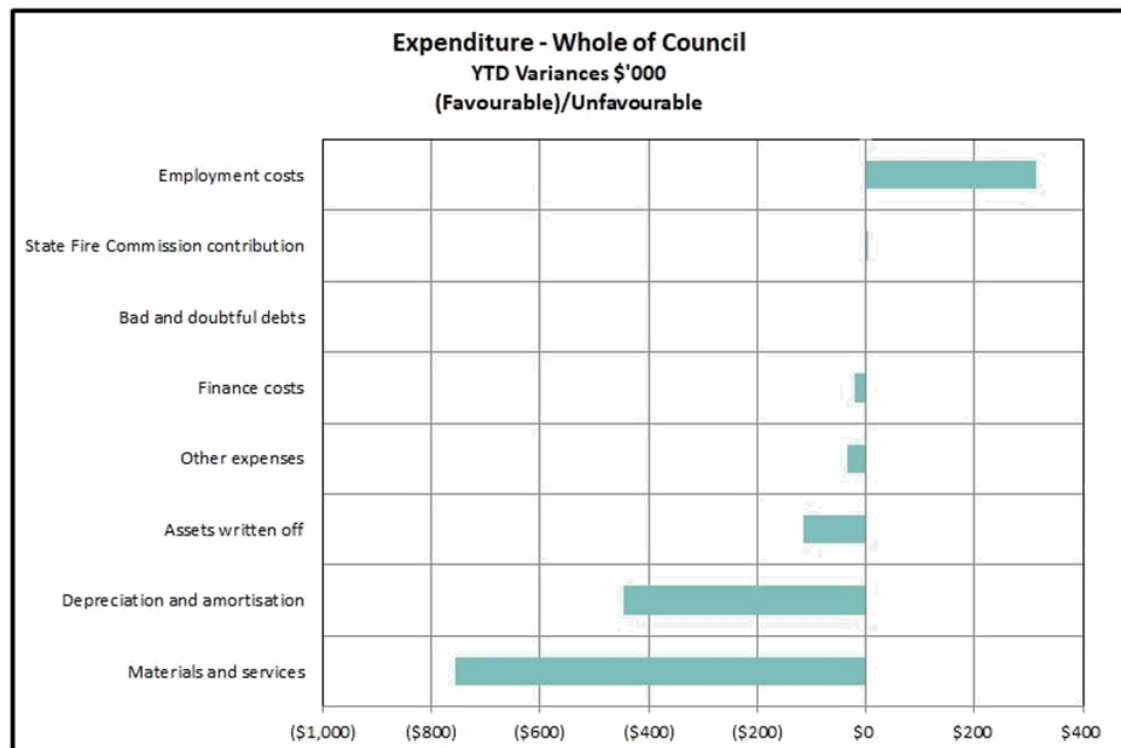
Expenditure – Whole of Council – \$ YTD Accumulative by Month



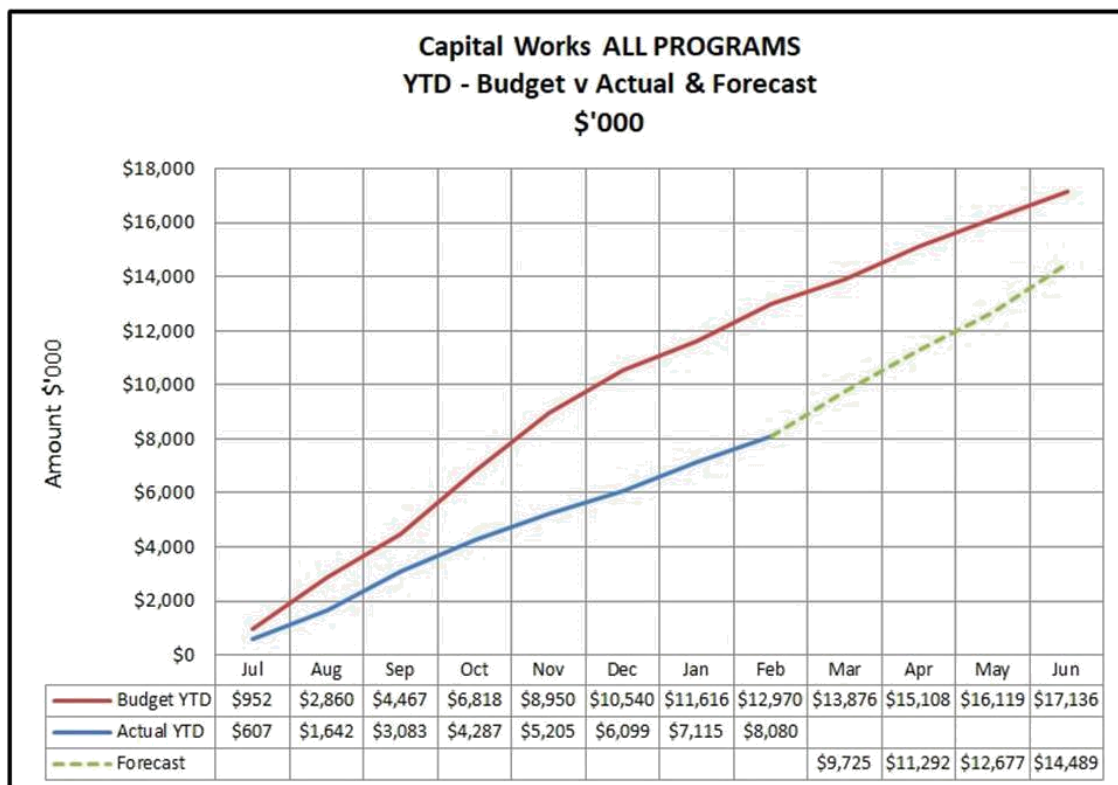
Revenue – Whole of Council – \$ Variance by Classification



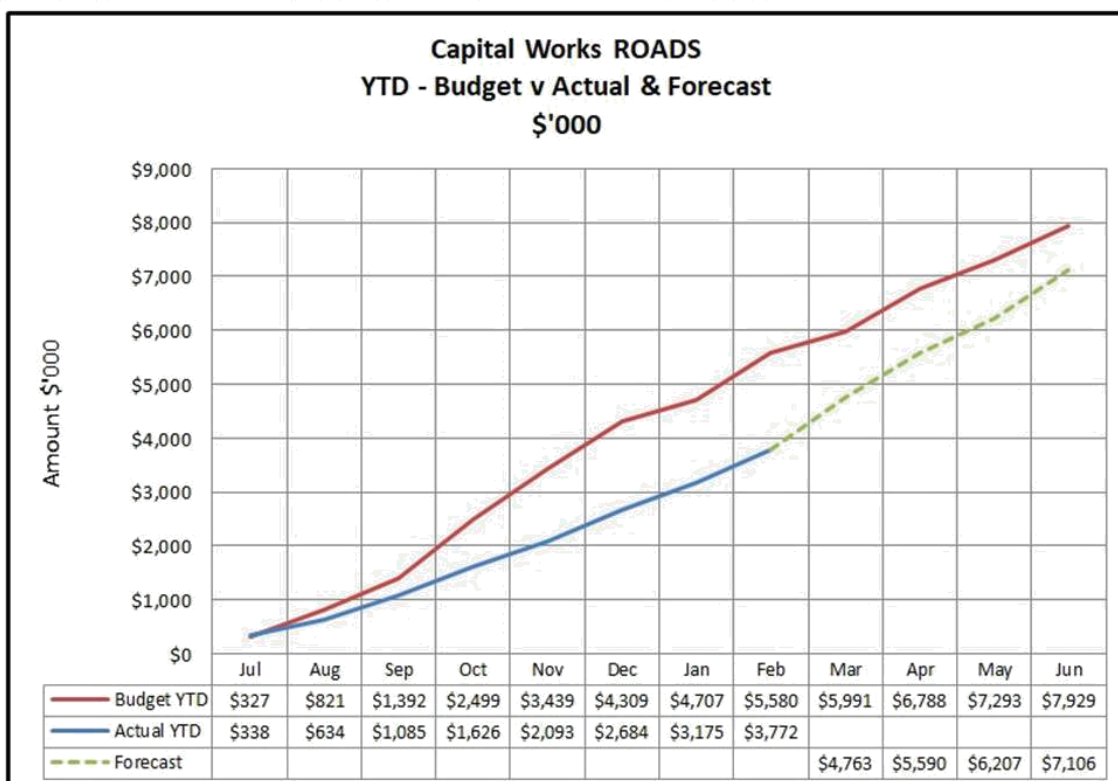
Expenditure – Whole of Council – \$ Variance by Classification



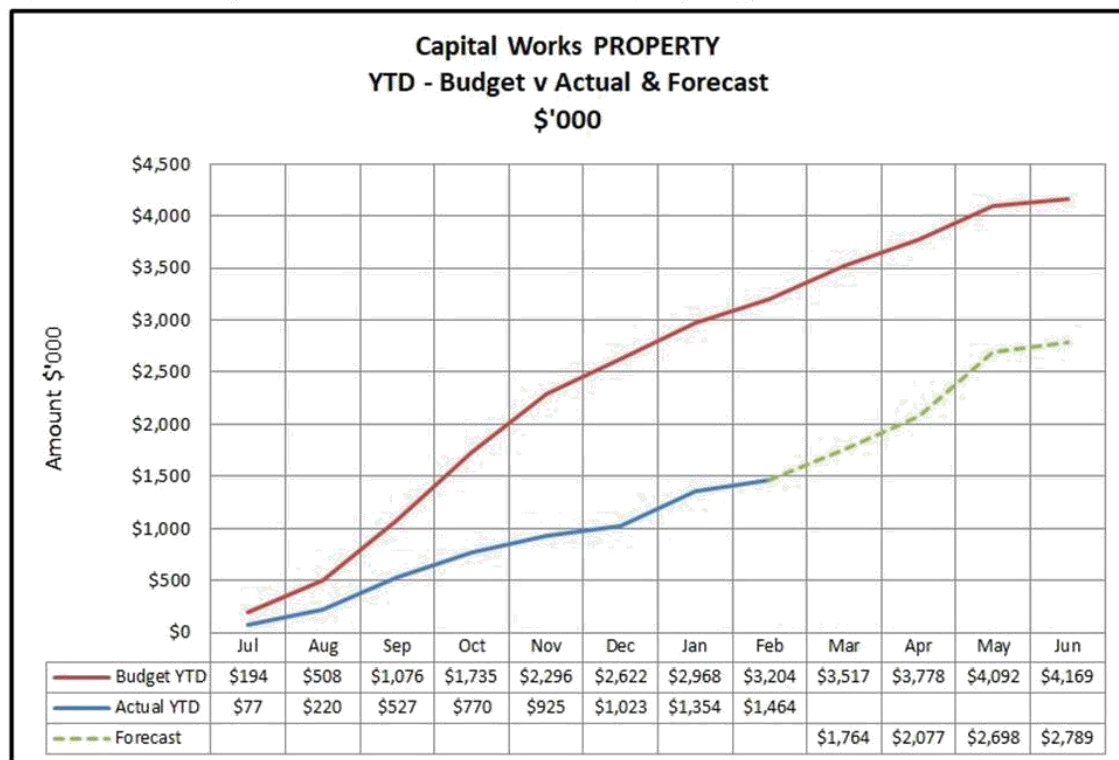
Capital Works Budget v Actual v Forecast \$ YTD - All Programs



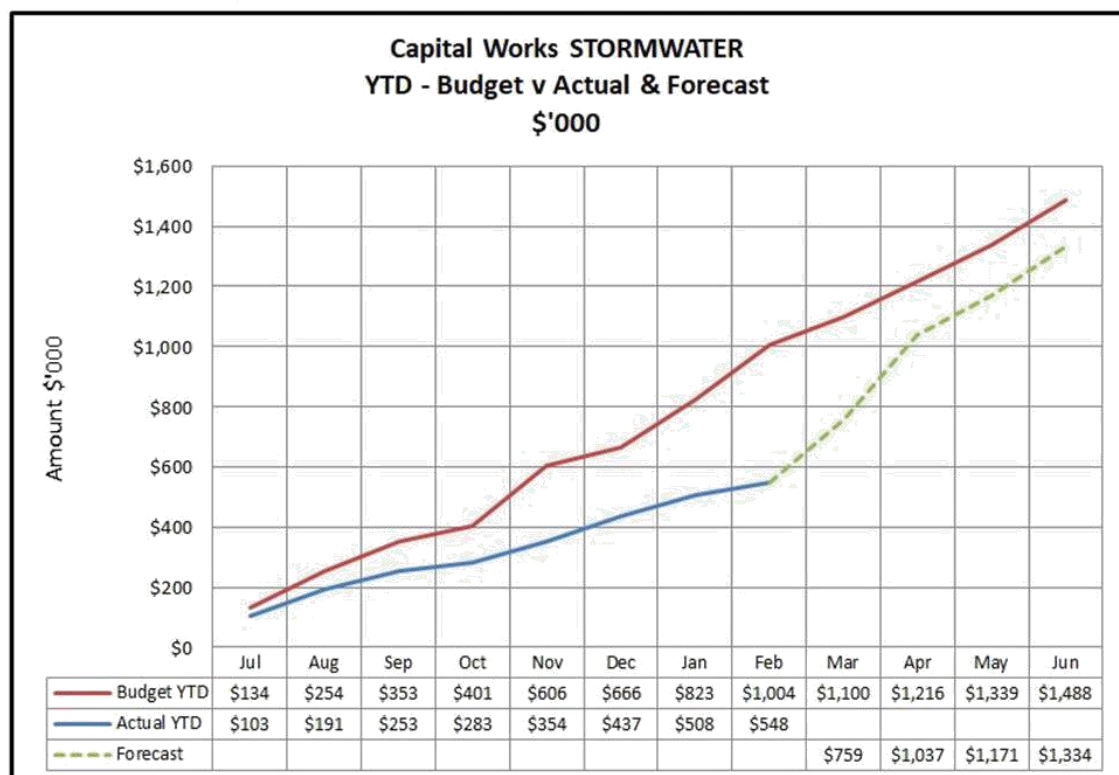
Capital Works Budget v Actual v Forecast \$ YTD - Roads Program



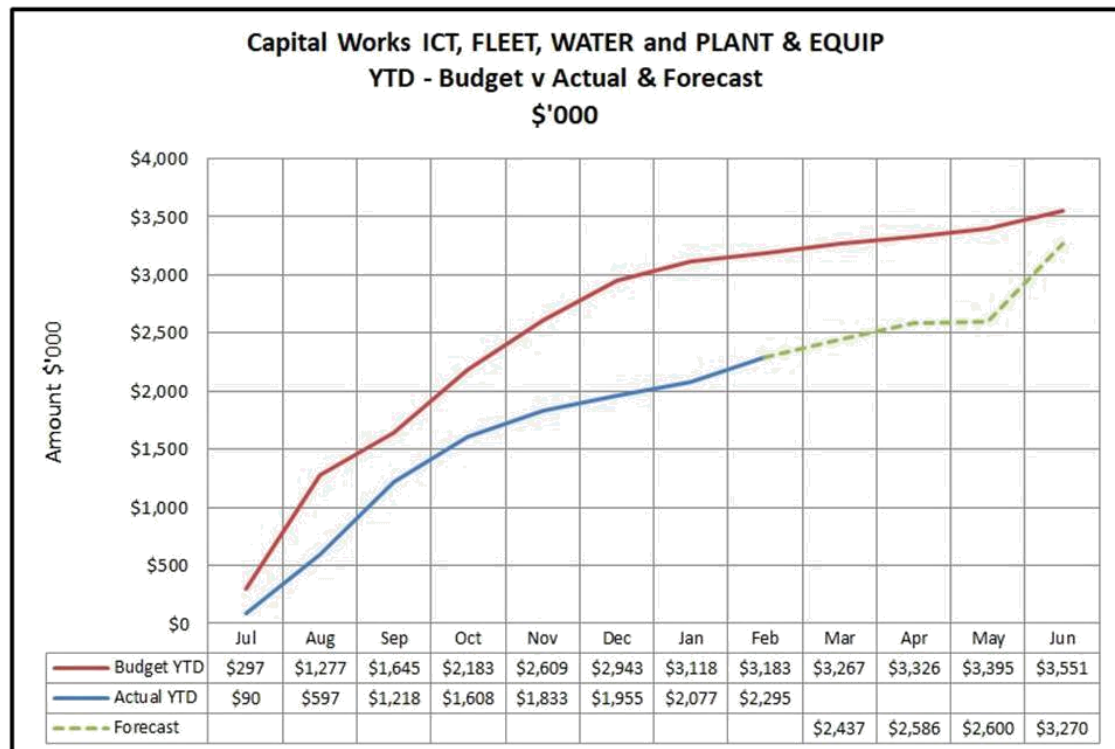
Capital Works Budget v Actual v Forecast\$ YTD - Property Program



Capital Works Budget v Actual v Forecast-\$ YTD - Stormwater Program



Capital Works Budget v Actual v Forecast \$ YTD - ICT, Fleet, Water and Plant & Equip Program



Each individual project or activity has been scheduled for a particular month of the year. However it is possible that under certain circumstances, works may be brought forward or delayed in the notional capital works programs. Circumstances which impact upon the timeframe for the delivery of capital works include

- weather conditions
- contractor availability
- identification of higher priority unplanned works
- seasonal demands
- flooding or storm damage
- equipment breakdowns
- special events

The ability to be flexible in relation to the provision of capital works programs provides for a comprehensive and consistent approach towards capital works delivery and optimises the use of Council staff and equipment.

Explanatory Notes

These notes are provided where a single or collective variance within the Statement of Comprehensive Income requires explanation because (a) it has materially affected the financial position across multiple prior reporting periods or (b) it will continue to materially affect the financial position in future reporting periods or (c) is of particular relevance to require further explanation. To enable \$ variances to be contextualised, they are also expressed as a % variance (rounded to a whole number). The threshold for variance reporting is the combination of +/- \$5k and 5% budget to actual.

Note: In the following table, all amounts are expressed as Favourable/(Unfavourable)

Note	Revenue / Expenditure Item	Variance \$	Variance %
1	Rates:		
		Variance \$'000	Variance %
	Penalty on Overdue Rates	(25)	(13)%
	A higher than expected on-time payment of the 2 nd instalment has resulted in a lower application of the penalty for late payment.		
2	User charges and licences:		
		Variance \$'000	Variance %
	Building Applications - Fees	83	25%
	Development Applications - Fees	69	81%
	Child Care Fees – Berriedale	28	16%
	Wages Reimbursement	18	100%
	Sect 337 Certificates	17	12%
	Building Infringements	15	232%
	People & Safety – Well Workforce Sponsorship	11	700%
	Child Care Fees – Benjafield	9	7%
	Development Applications – Advertising Reimbursement	8	21%
	Food Licences	7	6%
	Development Infringements	6	100%
	MAC Venue Functions	5	45%
	MAC Venue Rental	5	97%
	Outgoing Reimbursement – Land Tax	(5)	(31)%
	Outgoing Reimbursement - Utilities	(6)	(40)%
	Public Compliance – Other Revenue	(6)	(100)%
	Outgoing Reimbursement - Maintenance	(10)	(100)%
	General Infringements	(16)	(22)%
	Parking Infringements	(29)	(11)%
	Sale of Reuse Water	(35)	(20)%
	Outgoing Reimbursement - Electricity	(37)	(62)%
	Facility Leases	(76)	(21)%
	Animal Registrations	(83)	(17)%
	Landfill	(187)	(9)%

Attachment A

	Budgets are based on a combination of historical revenue received, increases to the fees charged and allowances for known or anticipated complicating factors. In addition, the actual revenue received from user charges and licences is predominately driven by consumers and can be influenced by external factors outside of Council control. On this basis, variances in some circumstances may occur.															
3	Interest: <table><tr><td></td><td>Variance \$,000</td><td>Variance %</td></tr><tr><td>Interest on Investments</td><td>(36)</td><td>(13)%</td></tr></table> Council invests surplus funds in accordance with the Investment Policy. This results in deposits for varying terms across multiple institutions. An accrual calculation is undertaken monthly to reflect the interest return for that month however this may not always correspond with the budget.		Variance \$,000	Variance %	Interest on Investments	(36)	(13)%									
	Variance \$,000	Variance %														
Interest on Investments	(36)	(13)%														
4	Grants: <table><tr><td></td><td>Variance \$'000</td><td>Variance %</td></tr><tr><td>Child Care Government Subsidies - Berriedale</td><td>77</td><td>69%</td></tr><tr><td>Child Care Government Subsidies - Benjafield</td><td>70</td><td>32%</td></tr><tr><td>Festivals Australia Grant – You Should be Dancing</td><td>63</td><td>100%</td></tr><tr><td>Waste Minimisation Education</td><td>(6)</td><td>(100)%</td></tr></table> It is common for grants to become available during the year that were not anticipated when the budget was approved. It is also common for the timing of anticipated grant payments to be different than budgeted. On this basis, variances in some circumstances may occur.		Variance \$'000	Variance %	Child Care Government Subsidies - Berriedale	77	69%	Child Care Government Subsidies - Benjafield	70	32%	Festivals Australia Grant – You Should be Dancing	63	100%	Waste Minimisation Education	(6)	(100)%
	Variance \$'000	Variance %														
Child Care Government Subsidies - Berriedale	77	69%														
Child Care Government Subsidies - Benjafield	70	32%														
Festivals Australia Grant – You Should be Dancing	63	100%														
Waste Minimisation Education	(6)	(100)%														
5	Contributions – cash: <table><tr><td></td><td>Variance \$'000</td><td>Variance %</td></tr><tr><td>Stormwater Private Connections - Reimbursement</td><td>20</td><td>104%</td></tr></table> In certain circumstances, Council undertakes the works required to connect private property to the stormwater system and is reimbursed in advance for this cost.		Variance \$'000	Variance %	Stormwater Private Connections - Reimbursement	20	104%									
	Variance \$'000	Variance %														
Stormwater Private Connections - Reimbursement	20	104%														
6	Investment income from TasWater: <table><tr><td></td><td>Variance \$'000</td><td>Variance %</td></tr><tr><td>TasWater Dividend</td><td>(278)</td><td>(27)</td></tr><tr><td>TasWater Guarantee Fee</td><td>52</td><td>53%</td></tr></table> Payment from TasWater can vary in both timing and amount which may align in future reporting periods.		Variance \$'000	Variance %	TasWater Dividend	(278)	(27)	TasWater Guarantee Fee	52	53%						
	Variance \$'000	Variance %														
TasWater Dividend	(278)	(27)														
TasWater Guarantee Fee	52	53%														

Attachment A

7	Other income:			
		Variance \$,000	Variance %	
	Insurance Recoveries	90	100%	
	Other Income – Berriedale CCC	31	100%	
	Legal Costs Recovered – Legal Services	18	100%	
	Other Income – Benjafield CCC	10	100%	
	Fleet Supervision - Recovery	(5)	(95)%	
	Legal Costs Recovered – Planning	(6)	(94)%	
	Asset Data Collection	(8)	(100)%	
In the Statement of Comprehensive Income, revenue that does not fit the criteria of the other classifications is allocated to Other Income by default. This constitutes just 1% of the overall recurrent revenue budget and rarely contains items of a significant nature.				
8	Contributions - non-monetary assets: No reportable variances.			
9	Net gain/(loss) on disposal of property, infrastructure, plant and equipment:			
		Variance \$'000	Variance %	
	Proceeds of Sales	37	25%	
Disposal of assets occur throughout the year which makes it difficult to budget for a particular month. On this basis, variances in some circumstances may occur due to timing.				
10	Capital grants received specifically for new or upgraded assets: No reportable variances.			
11	Fair value recognition of land under roads: No reportable variances.			
12	Total Income:			
	Budget \$'000	Actual \$'000	Variance \$,000	Variance %
	50,010	49,805	205	0%
Overall, total income has a variance of 0.41% at the end of the reporting period.				
13	Employment costs:			
	Budget \$'000	Actual \$'000	Variance \$'000	Variance %
	13,996	14,310	(314)	(2)%
The variance at the end of the reporting period is 2.24% over budget representing the collective result across forty seven cost centres, however the overall organisational result remains within the designated tolerance.				

	Material and services:																					
	<table><tr><th>Budget \$'000</th><th>Actual \$'000</th><th>Variance \$'000</th><th>Variance %</th></tr><tr><td>9,639</td><td>8,885</td><td>754</td><td>9%</td></tr></table>	Budget \$'000	Actual \$'000	Variance \$'000	Variance %	9,639	8,885	754	9%													
Budget \$'000	Actual \$'000	Variance \$'000	Variance %																			
9,639	8,885	754	9%																			
14	The variance at the end of the reporting period represents an overall collective underspend of \$754k across forty seven cost centres. Events throughout the course of this and last financial year have contributed to some disruption of service delivery across most of the cost centres resulting in the underspend. As stability returns to the organisation it is anticipated budget versus actual will be more closely aligned by 30 June.																					
	Depreciation and amortisation:																					
	<table><tr><th></th><th>Variance \$,000</th><th>Variance %</th></tr><tr><td>Depreciation - Computer Systems</td><td>308</td><td>67%</td></tr><tr><td>Depreciation - Fleet</td><td>57</td><td>39%</td></tr><tr><td>Depreciation - Furniture & Fittings</td><td>44</td><td>76%</td></tr><tr><td>Depreciation - Landfill</td><td>31</td><td>98%</td></tr><tr><td>Depreciation - Plant</td><td>9</td><td>18%</td></tr><tr><td>Depreciation - Vehicles</td><td>(6)</td><td>(11)%</td></tr></table>		Variance \$,000	Variance %	Depreciation - Computer Systems	308	67%	Depreciation - Fleet	57	39%	Depreciation - Furniture & Fittings	44	76%	Depreciation - Landfill	31	98%	Depreciation - Plant	9	18%	Depreciation - Vehicles	(6)	(11)%
	Variance \$,000	Variance %																				
Depreciation - Computer Systems	308	67%																				
Depreciation - Fleet	57	39%																				
Depreciation - Furniture & Fittings	44	76%																				
Depreciation - Landfill	31	98%																				
Depreciation - Plant	9	18%																				
Depreciation - Vehicles	(6)	(11)%																				
15	Depreciation is budgeted for equally over each of the 12 months of the financial year based on estimated asset value at 30 June. However new assets are commissioned at various times during the year, so the timing of the capitalisation of these assets may contribute to a variance during the year.																					
16	State Fire Commission contribution: No reportable variances.																					
	Finance costs:																					
	<table><tr><th></th><th>Variance \$'000</th><th>Variance %</th></tr><tr><td>Interest on Loans - GCC</td><td>17</td><td>23%</td></tr><tr><td>Interest on Loans - DPWRS</td><td>4</td><td>4%</td></tr></table>		Variance \$'000	Variance %	Interest on Loans - GCC	17	23%	Interest on Loans - DPWRS	4	4%												
	Variance \$'000	Variance %																				
Interest on Loans - GCC	17	23%																				
Interest on Loans - DPWRS	4	4%																				
17	All of Councils borrowings have common loan repayment dates in June and December of each year. An accrual calculation is undertaken monthly to reflect the loan interest for that month however this may not always correspond exactly with the budget.																					
	Assets written off:																					
	<table><tr><th></th><th>Variance \$'000</th><th>Variance %</th></tr><tr><td>Written Down Value of Assets Sold - Equipment</td><td>115</td><td>45%</td></tr></table>		Variance \$'000	Variance %	Written Down Value of Assets Sold - Equipment	115	45%															
	Variance \$'000	Variance %																				
Written Down Value of Assets Sold - Equipment	115	45%																				
18	Disposal of assets occur throughout the year which makes it difficult to budget for a particular month. On this basis, variances in some circumstances may occur due to timing.																					

19	Bad and doubtful debts: No reportable variances.								
20	Other expenses: <table><tr><td></td><td>Variance \$'000</td><td>Variance %</td></tr><tr><td>Internal Audit</td><td>28</td><td>48%</td></tr></table> For the purpose of the Comprehensive Income statement, expenses that do not fit the criteria of the other classifications are allocated to Other Expenses by default. This constitutes just 1.1% of the overall expenditure budget and rarely contains items of a significant nature.		Variance \$'000	Variance %	Internal Audit	28	48%		
	Variance \$'000	Variance %							
Internal Audit	28	48%							
21	Total Expenses: <table><tr><td>Budget \$'000</td><td>Actual \$'000</td><td>Variance \$'000</td><td>Variance %</td></tr><tr><td>36,709</td><td>35,650</td><td>1,059</td><td>3%</td></tr></table> Total Expenses have a favourable variance of 2.88% at the end of the reporting period representing an overall underspend of budgeted expenditure.	Budget \$'000	Actual \$'000	Variance \$'000	Variance %	36,709	35,650	1,059	3%
Budget \$'000	Actual \$'000	Variance \$'000	Variance %						
36,709	35,650	1,059	3%						
22	Surplus/(Deficit): <table><tr><td>Budget \$'000</td><td>Actual \$'000</td><td>Variance \$'000</td></tr><tr><td>13,301</td><td>14,154</td><td>853</td></tr></table> The overall income versus expenditure result records a favourable variance of \$916k of budget to actual.	Budget \$'000	Actual \$'000	Variance \$'000	13,301	14,154	853		
Budget \$'000	Actual \$'000	Variance \$'000							
13,301	14,154	853							
23	Total Comprehensive Result: <table><tr><td>Budget \$'000</td><td>Actual \$'000</td><td>Variance \$'000</td></tr><tr><td>13,301</td><td>14,154</td><td>853</td></tr></table> There are no other items below the Surplus/(Deficit) line in the Statement of Comprehensive Income so the total result remains unchanged.	Budget \$'000	Actual \$'000	Variance \$'000	13,301	14,154	853		
Budget \$'000	Actual \$'000	Variance \$'000							
13,301	14,154	853							

Previously reported variances considered permanent until end of year

In order to avoid repetition of comments in the previous tables, the following table contains variances that (a) are single-instance fixed amounts, (b) have previously been reported and (c) will most likely not alter.

Note	Comment	Amount \$'000
4	Community Development Program - Grants	21
4	Arts & Cultural Development	9
4	Aust Early development Census (AEDC)	7

Attachment A

4	Tas Regional Arts Program	(9)
7	Building Compliance Orders	69
7	Legal Costs Recovered – MPES	13

Adjustments to amounts previously reported

There are instances where ledger adjustments are required in respect of amounts reported in prior periods. Any adjustments will be visible when comparing current versus previous “Whole of Council Revenue and Expenditure” reports. Changes to amounts shown in this report compared to last months report are:

Income - Whole of Council \$'000

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Jan Report	(222)	(343)	(278)	(302)	(410)	(424)	(284)					
Revised Jan	(211)	(331)	(267)	(279)	(352)	(332)	(235)					
Change	11	12	9	23	58	92	49					

Expenditure – Whole of Council \$'000

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Jan Report	(534)	(368)	(485)	(784)	(609)	(625)	(632)					
Revised Jan	(500)	(291)	(474)	(749)	(551)	(581)	(709)					
Change	34	77	11	35	58	44	(77)					

The following adjustments have contributed to the above changes:

Affected Month/s	Comment	Reason
Jan	The budget for January was understated due to the accidental omission of the Disposal of Asset (income) and Assets Written Off (expenditure) amounts.	(d)
Jul/Sept/Dec	Workers compensation insurance premiums for the affected months have been transferred to the provision account in the balance sheet.	(c)
Oct/Dec/Jan	Public holiday wages for the affected months have been allocated to the respective cost centres.	(c)
Jul/Aug/Sep	Some on-costs for workers compensation and payroll tax have been transferred to the provision account in the balance sheet.	(a)
Jul – Jan	Some on-costs have been reclassified as capital expenditure.	(b)

Reason Codes:

- (a) audit requirement
- (b) reclassification of amounts between operational and capital
- (c) undertaking end-of-year adjustments early
- (d) correction of errors

Glossary of Revenue & Expenditure Descriptions in the Comprehensive Statement

Recurrent income

Rates

The main source of Council revenue comprising General rates, interest & penalty on overdue rates, legal costs recovered in the collection of rates and the State Fire Levy collected on behalf of State Fire Commission.

User Charges and Licences

Revenue received from childcare, various registrations and licences, Derwent Entertainment Centre, Derwent Park Water Reuse, development and building, garbage and recycling, general fines & infringements, rental revenue and other fees and charges.

Interest

Revenue received by Council from interest on investments and deposits.

Grants

Any income received by Council for a specific project or purpose for which there is an associated deed outlining the purpose.

Contributions – cash

Any voluntary monetary contribution to Council for a specific purpose that is usually ad-hoc, such as a donation or sponsorship.

Investment Income from TasWater

Council is a shareholder of TasWater along with the other Tasmanian Councils. Council receives revenue in the form of dividends, tax equivalent payments and guarantee fees.

Other Income

Revenue includes fuel tax credits, waste education program, State Fire Commission contribution for collecting the levy and miscellaneous refunds Council may receive from suppliers.

Capital income

Contributions – non-monetary assets

Income received by Council predominately from found or donated capital assets typically Buildings, Land, Stormwater or Roads which are valued for the first time and added to the Council financial accounts. Examples include roads in new subdivisions or identifying previously unknown stormwater pipes.

Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Any item that is at the end of its useful life which has some residual value that is sold or disposed.

Capital grants received specifically for new or upgraded assets

Any grants received by Council specifically for use to improve or construct assets such as Blackspot, Roads2Recovery and Recreation Reserve lighting installation.

Expenses

Employment costs

Any expenses associated with employee remuneration such as wages, salaries, allowances, redundancies, on-costs (eg payroll tax and workers compensation premiums), superannuation, leave and fringe benefits tax.

Materials and services

This covers the purchase of goods and services Council consumes and uses in providing services to the community. This typically includes materials from retailers, services from providers, contractors, routine plant & equipment maintenance, public utilities (eg water, sewerage, gas and electricity) and consultants.

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives in a manner which reflects consumption of the service potential embodied in those assets. Amortisation is the same process as depreciation except that it is applied to non-tangible assets such as goodwill or intellectual property.

State Fire Commission contribution

As part of the rates billing process, Council collects a fire service levy totalling the amount determined by the State Fire Commission. This is remitted to the Commission four times per annum.

Finance costs

Finance costs include interest on bank overdrafts, interest on borrowings, and unwinding of discounts.

Assets written off

This occurs when Council no longer owns an asset or the value of an asset is declared to be zero or worthless. An asset can lose value through obsolescence, changes in market demand, damage, spoilage, or theft.

Bad and doubtful debts

This is money owed to Council that is unlikely to be collected typically due to bankruptcy, liquidation, disappearance or recovery action is uneconomic.

Other expenses

These are specific expenses to Council including land tax, external auditor costs and the payment of grants such as scholarships and community group contributions.

Other comprehensive incomeNet gain/(loss) on revaluation of property, plant and equipment

Any property that at the end of its use by Council has some residual value and is sold or disposed of but will not be reclassified to surplus or deficit.

Fair value adjustment on available for sale assets

The Fair value reserve includes the net revaluation increments and decrements arising from the revaluation of the relevant available for sale asset.

Purchasing Exemption Register

15 March 2018 – 19 April 2018

Regulation 28(j) *Local Government (General) Regulations 2015*

(requirement to report to Council where goods or services purchased in circumstances where a public tender or quotation process is not used)

Date	Supplier	Amount (exc GST)	Exemption Clause	Reason	Requested by	Title
19/03/2018	Knowledge Asset Management Services	\$ 14,280.00	(d)	Consultant originally engaged to do a level 1 assessment for valuation purposes and project commenced. Subsequent discussion with Property Manager established the need for more detailed condition assessment to aid asset management and therefore it would be more efficient to change scope of current project rather than start a new project.	Manager, Infrastructure, Engineering and Design	Acting Director, City Services and Infrastructure
21/03/2018	Spectran Services	\$ 17,380.00	(b) (c)	Spectran provided traffic management services for the Queens Baton Relay and was engaged by all three local governments (Hobart, Clarence and Glenorchy) to coordinate works.	Coordinator, Community Planning and Engagement	Acting Director, Community Economic Development and Business
28/03/2018	Database Consultants Australia	\$ 28,480.00	(f)	PINFORCE parking infringement system. The overall procurement process for the PINFORCE system went over a two (2) year period. System was subject of an approved budget bid and approved by Council's ICT Governance Committee, however additional quote was not obtained due to an oversight. Significant time and effort expended and there is an urgent need for the upgraded system.	Acting Manager, Governance and Risk	Acting Director, Corporate Governance

Date	Supplier	Amount (exc GST)	Exemption Clause	Reason	Requested by	Title
28/03/2018	Pool Shop	\$ 3,681.82	(e) (f)	Purchase order was raised due to urgency of goods needed for KGV hydrotherapy pool before the commencement of the Easter break	Acting Manager, Environment and Development	Acting Director, City Services and Infrastructure
28/03/2018	Sugden & Gee	\$ 10,080.00	(c) (e) (f)	KGV Project. Supplier has historical knowledge of project. Change in service provider is impractical and would result in unjustifiable expense	Manager, Legal and Procurement	Acting Director, Corporate Governance
4/04/2018	Kelly Civil	\$218,419.50	(f)	Civil construction job for the upgrade of the grove Road/Constance Avenue/Arnold St intersection. A Request For Quotation (RFQ) was sent to 6 suppliers and only 1 quotation was received. The amount is still under the tender threshold however obtaining the required three quotes is not possible	Civil Supervisor Urban Maintenance	Acting Director, City Services and Infrastructure
5/04/2018	COVA Thinking Pty Ltd (formerly SEMF)	\$ 32,810.00	(c)	This procurement is for the updating of existing technical reports associated with the landfill closure and therefore it is necessary to engage the original author of those reports for continuity and to retain historical knowledge of the project	Manager, Waste Services	Acting Director, City Services and Infrastructure
11/04/2018	CDC Development	\$ 24,629.00	(f)	Formal request for quote process was undertaken. A procedural issue where no purchase order was raised as part of a request for quotation process	Manager, Legal and Procurement	Acting Director, Corporate Governance

Date	Supplier	Amount (exc GST)	Exemption Clause	Reason	Requested by	Title
12/04/2018	MAV Insurance	\$ 10,000.00	(e)	The cost incurred to defend with lawyers would exceed the value of the excess to Council's insurer	Insurance Officer	Acting Director, Corporate Governance
Legal Matters (subject to legal professional privilege)						
NOTE: Some of the following matters may only be able to be discussed in closed Council on the basis that they fall within regulation 15(2)(i) of the <i>Local Government (Meeting Procedures) Regulations 2015</i> (matters relating to actual or possible litigation taken, or to be taken, by or involving the Council or an employee of the Council)						
28/03/2018	Page Seager Legal	\$ 11,044.00	(c) (e) (f)	Advice subject to legal professional privilege. Historical knowledge of matter. Change in service provider will cause significant unreasonable cost in relation to the matter	Manager, Legal and Procurement	Acting Director, Corporate Governance
28/03/2018	Page Seager Legal	\$ 10,738.00	(c) (e) (f)	Advice subject to legal professional privilege. Historical knowledge of matter. Change in service provider will cause significant unreasonable cost in relation to the matter	Manager, Legal and Procurement	Acting Director, Corporate Governance
28/03/2018	Page Seager Legal	\$ 5,304.00	(e) (f)	Urgent advice subject to legal professional privilege	Manager, Legal and Procurement	Acting Director, Corporate Governance
28/03/2018	TBH Consulting	\$ 32,512.50	(e) (f)	Urgent advice subject to legal professional privilege.	Manager, Legal and Procurement	Acting Director, Corporate Governance
11/04/2018	Page Seager Legal	\$ 13,477.20	(c) (e) (f)	Urgent advice subject to legal professional privilege	Manager, Legal and Procurement	Acting Director, Corporate Governance

Date	Supplier	Amount (exc GST)	Exemption Clause	Reason	Requested by	Title
11/04/2018	Page Seager Legal	\$ 2,296.00	(e) (f)	Advice subject to legal professional privilege. Procedural issue where no purchase order raised prior to services rendered	Manager, Legal and Procurement	Acting Director, Corporate Governance
11/04/2018	Page Seager Legal	\$ 21,004.00	(c) (e) (f)	Advice subject to legal professional privilege. Procedural issue where no purchase order raised prior to services rendered	Manager, Legal and Procurement	Acting Director, Corporate Governance
11/04/2018	Page Seager Legal	\$ 9,304.00	(c) (e) (f)	Advice subject to legal professional privilege. Historical knowledge of matter	Manager, Legal and Procurement	Acting Director, Corporate Governance
13/04/2018	Page Seager Legal	\$ 5,432.00	(c) (e) (f)	Advice subject to legal professional privilege. Historical knowledge of matter	Manager, Legal and Procurement	Acting Director, Corporate Governance
13/04/2018	Page Seager Legal	\$ 8,196.00	(c) (e) (f)	Advice subject to legal professional privilege. Historical knowledge of matter. Change in service provider would cause significant unreasonable cost in relation to the matter.	Manager, Legal and Procurement	Acting Director, Corporate Governance

UNCOMPLETED ACTIONS - OPEN COUNCIL MEETINGS



Council Meeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
10/7/2016	11	Acquisition and Disposal of Land - Bosco Drive AND Dalmacia Place	That Council: APPROVE Council Officers negotiations and settlement of the purchase of private land at 2/1 Dalmacia Place for the purpose of allowing Council to formalise and maintain a public walkway through Dalmacia Place to Bosco Drive APPROVE Council Officers to continue negotiations to dispose of part of the public land at 23 Bosco Drive for the purpose of extending the private rear yard of 19 Bosco Drive, subject to the compliance of the requirements of section 178 of the Local Government Act 1993 (including the investigation of the possibility of a similar sale to the owners of 21 Bosco Drive, to establish a safe, easily maintained and monitored piece of land which will comprise part of the public walk way). APPROVES the advertising of Council's intention to dispose of any part of the public land at 23 Bosco Drive under section 178 of the Local Government Act 1993.	CG	The planning application regarding the purchase of the Dalmacia Place property by Council has now been assessed and a planning permit has been issued by the Planning Department. Settlement is proposed for Friday 25 May 2018. Council officers are now preparing the necessary documentation and following due process to ensure that settlement is able to occur when expected. Following the further submissions/offer (\$15 per m ²) made by the proposed purchasers of the strips of land at Bosco Drive, Council declined this offer as it was well under the valuations obtained in 2017 for the two proposed parcels of land at Bosco Drive. The proposed purchasers then asked Council to provide a counter offer on a 'dollars per square metre basis'. Council responded to the two proposed purchasers advising that a purchase price is unable to be offered to them, as they have advised that they want to purchase more land than what was originally agreed on the survey plan, and until Council knows the size of the land they now wish to purchase, a purchase price is unable to be provided. The sale negotiations cannot be progressed until the proposed purchasers consent to Council arranging a surveyor to provide an updated survey plan at their cost. Council has not yet received a response to correspondence sent to the proposed purchasers on 5 April 2018.	To be advised
11/1/2016	194	Question on Notice- Alderman M. Stevenson	Alderman Stevenson noted that the Shared Services Agreement included a requirement that the committee receive an Annual Report on the group's activities. He requested that Council receive regular reports on the activities of the Shared Services Committee.	CG	Council received a final draft of the USSS Agreement on 10 March 2017. A report presenting the draft agreement to Council and making recommendations will be presented to Council at a future meeting.	To be advised