

COUNCIL AGENDA

MONDAY, 30 JULY 2018



GLENORCHY CITY COUNCIL

QUALIFIED PERSON CERTIFICATION

The General Manager certifies that, in accordance with section 65 of the *Local Government Act 1993*, any advice, information and recommendations contained in the reports related to this agenda have been prepared by persons who have the qualifications or experience necessary to give such advice, information and recommendations.

Tony McMullen
General Manager

25 July 2018

Hour: 6.00 p.m.

Present:

In attendance:

Leave of Absence:

**Workshops held since
last Council Meeting**

Date: Monday, 2 July 2018

Purpose: To discuss:

- 'Community Greenhouse Gas Energy Use and Greenhouse Gas Emissions Profile'
- Moonah Taste of the World

Date: Monday, 9 July 2018

Purpose: To discuss:

- Aldermen's Open Forum

Date: Monday, 23 July 2018

Purpose: To discuss:

- GASP
- Planning Scheme Local Provisions Schedule
-

TABLE OF CONTENTS:

1.	APOLOGIES	4
2.	CONFIRMATION OF MINUTES (OPEN MEETING)	4
3.	ANNOUNCEMENTS BY THE CHAIR	4
4.	PECUNIARY INTEREST NOTIFICATION	4
5.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
6.	PUBLIC QUESTION TIME (15 MINUTES).....	8
7.	PETITIONS/DEPUTATIONS.....	8
	COMMUNITY	9
8.	ANNOUNCEMENTS BY THE MAYOR.....	10
9.	ERIC REECE SCHOLARSHIP	13
10.	DEBT WRITE OFF FOR FIDDES ENTERPRISES PTY LTD.....	17
11.	CHILD CARE CONNECTIONS FEES - 2018/19.....	20
	ECONOMIC	24
12.	HOBART GLENORCHY PUBLIC TRANSIT CORRIDOR COMMITTEE UPDATE	25
	ENVIRONMENT	30
13.	GLENORCHY CBD REVITALISATION PROJECT - PROGRESS UPDATE (29 MAY TO 30 JULY 2018)	31
	GOVERNANCE	35
14.	COMMITTEE NOMINATIONS AND APPOINTMENTS.....	36

15.	COUNCIL POLICIES	42
16.	COMMITTEES FRAMEWORK.....	49
17.	CARRY FORWARDS AND VARIATION TO THE 2018/19 BUDGET	55
18.	FINANCIAL PERFORMANCE REPORT TO 31 MAY 2018	60
19.	MINISTERIAL DIRECTIONS - MONTHLY AND SECOND QUARTERLY REPORT	62
20.	PROCUREMENT EXEMPTIONS - MONTHLY REPORT.....	65
21.	ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT.....	67
22.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE	69
22.1	NOTICE OF MOTION - ALDERMAN M. STEVENSON.....	70
	CLOSED TO MEMBERS OF THE PUBLIC	72
23.	CONFIRMATION OF MINUTES (CLOSED MEETING)	72
24.	APPLICATIONS FOR LEAVE OF ABSENCE.....	72
	GOVERNANCE	72
25.	PROCESS FOR 6 MONTHLY AND ANNUAL REVIEW PROPOSAL.....	72
26.	GENERAL MANAGER'S KPI TARGETS.....	72
27.	GENERAL MANAGER'S PROFESSIONAL DEVELOPMENT	73
28.	ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT	73
29.	NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT NOTICE (CLOSED)	73

1. APOLOGIES

2. CONFIRMATION OF MINUTES (OPEN MEETING)

That the minutes of the Council Meeting held on 25 June 2018 be confirmed.

That the minutes of the Special Council Meeting held on 9 July 2018 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr. Shane Alderton – Austins Ferry

Q: Mr. Alderton noted that he has seen Council sprinklers running during times of rain. Has Council got a moisture monitoring system to prevent wasting money on water? (the Village Green in Claremont and Poimena Reserve were given as examples):

A: A lot of Council's systems are automated now, and they are generally switched off during heavy rain. Council does have moisture sensors on some sportsgrounds, but they are costly and we are more reliant on our employees manually switching off the systems when it rains.

It is worth noting that it does take a considerable amount of rainfall to irrigate, and our irrigation systems are designed and installed to get best coverage and most efficient use of the water supply.

Q: There is a large block of land near Mr. Alderton's home in Austins Ferry owned by Council which Mr. Alderton believes could be sold for considerably more than the \$200,000 that has been identified in the budget for annual asset sales.

- A: I understand that the land you are referring to is 261 Main Road, Austins Ferry.

The subject property is one of several Council properties that has been identified as being potentially suitable for sale as part of any asset sale process. Council is undertaking further investigations on this and other properties to determine whether it is in the community's best interests to dispose of them to raise revenue.

There are many factors which Council needs to consider when determining whether to sell any property, including the cost of carrying out works to create saleable parcels, the strategic value of any land, and any impacts on nearby residents or communities. There are also processes under the *Local Government Act 1993* which need to be followed.

Council is currently finalising an updated policy regarding the disposal of Council land. We expect that it will be considered at either the July or August Council meetings. The policy, once adopted, will set out the matters that Council is required consider when selling Council owned land. Any future sales, including the sale of 261 Main Road if it eventuates, will be guided by that policy.

Mr. Stephen Richards – Glenorchy

- Q: Mr. Richards noted that he had seen a number of instances where Council staff driving Council vehicles drove from worksites in the City back to the Works depot to take breaks and back again. Mr. Richards expressed concern that this was a waste of rate payer money, and asked whether Council had investigated using GPS systems in vehicles to monitor staff usage?**

- A: Council's fleet management division has advised me that vehicle tracking is something that Council has used in the past but does not currently utilise. However, Council is investigating options for re-installing GPS tracking, so that it can prepare a business case to analyse the costs and benefits of this.

Having said that, Council does not have any specific concerns around misuse of vehicles at present and any individual incidents that arise would be taken seriously and dealt with in the appropriate manner.

Mr. George Burrows – Granton

- Q: Next year is the 200th anniversary of the opening of the old Main Road through Austins Ferry and Granton. Does Council have any plans to do anything about this anniversary?**

- A: In June 2019, Council intends to acknowledge the historical importance of this milestone via an illustrated article that will be submitted for publication in the Glenorchy Gazette (coinciding with the 200th anniversary of Dennis McCarty's completion of the thoroughfare that was to become the Main Road).

Opportunities to convey the historical importance of Main Road will also be considered when the National Trust defines its theme for the 2019 Australian Heritage Festival.

Q: Some 800 metres of Main Road (from Black Snake Lane) has recently been resurfaced. This seems to be an area adjacent to a subdivision. Sections of that road were widened about 5 or 6 years ago, but as a result of a landslip in a new section of that road was put in about 2 years ago. It seems amazing that some 800 metres or more has to be resurfaced when some of it was only resurfaced a few years earlier. This again comes down to the maintenance of our assets and confidence in decision making.

A: The section of Main Road which experienced the slip was reconstructed in 2015. As part of this work, a section of the road was resealed within the bounds of the area that experienced the slip.

The slip area is contained within the road segment which starts at Sharron Drive and finishes at Aurora Pole 362. Aurora Pole 362 is located at the end of the subdivision works where localised widening of the road was conducted by the developer in 2011-2012. The main traffic lanes of the section of road in front of the subdivision works were not resealed as part of the subdivision works. Only the widened section was sealed by the developer.

Council's records show that the seal of the entire section of Main Road from Sharron Drive to Aurora Pole 362 (including the area the subject of the 2015 slip reinstatement works) was sealed approximately 25 years ago. Due to the condition (cracking), the age, and the hierarchy of the seal of that part of Main Road it was decided to reseat that section of road as part of the 2017/18 financial year capital works program. However, those resealing works did not include resealing over the section of Main Road where the slip occurred which was sealed as part of the 2015 works.

Mr. John Green – Moonah

Q: In Table 1.2 in the budget report (*Change in Assessed Annual Value and General Rate 2017/18 to 2018/19*), under the property type 'Sport and Recreation', the number of properties in 2017/18 was 26, but for the projected future year it is 67. What is the reason for the increase?

A: The increase in the number of Sport and Recreation properties identified listed in the Budget report is a result of the reclassification of properties during 2017/18.

In the Budget report for the 2017/18 year (adopted at the Council meeting on 19 June 2017), the equivalent table had a category identified as 'Other' for which the change in AAV was 6%.

The table did not list the number of properties on Council's records as it did in this year's budget, however the number of properties in that category was 106.

A copy of the relevant Table 1.2 from the 2017/18 budget papers is extracted below (over page):

Table 1.2: Change in Assessed Annual Valuation and General Rate 2016/17 to 2017/18

Property Type	Avg AAV 2016/17	Avg AAV 2017/18	Change AAV	Avg GEN RATE 2016/17	Avg GEN RATE 2017/18	Change GEN RATE
Commercial	\$100,757	\$104,352	4%	\$8,121	\$8,290	2%
Industrial	\$87,499	\$85,591	-2%	\$7,053	\$6,800	-4%
Other	\$31,639	\$33,392	6%	\$2,552	\$2,654	4%
Primary Production	\$11,985	\$11,722	-2%	\$967	\$932	-4%
Public Benefit	\$81,920	\$83,708	2%	\$6,662	\$6,706	1%
Residential	\$12,769	\$13,429	5%	\$1,029	\$1,067	4%
Sport & Recreation	\$43,417	\$46,300	7%	\$3,499	\$3,678	5%
Vacant	\$7,013	\$7,678	9%	\$570	\$615	8%

During the 2017/18 budget year, the properties that made up the 'Other' category have been reclassified into one of the established categories.

A total of 41 of the 106 'Other' properties were reclassified as being in the 'Sport & Recreation' category, increasing the total number in that category from 26 to 67 properties (as illustrated in the extracted table, below):

Table 1.2: Change in Assessed Annual Valuation and General Rate 2017/18 to 2018/19

Property Type	Number of Properties 2017/18	Number of Properties 2018/19	Average AAV 2017/18	Average AAV 2018/19	Average General Rate 2017/18	Average General Rate 2018/19	Change in Average General Rate
Commercial	534	556	\$104,352	\$102,089	\$8,290	\$9,124	\$834
Industrial	476	481	\$85,591	\$85,975	\$6,799	\$7,684	\$884
Quarry	1	1	\$12,400	\$12,400	\$985	\$1,108	\$123
Primary Production	24	26	\$11,722	\$10,443	\$931	\$933	\$2
Public Benefit	137	141	\$83,708	\$84,558	\$6,650	\$7,557	\$907
Residential	19237	19438	\$13,429	\$13,433	\$1,067	\$1,201	\$134
Sport & Recreation	26	67	\$46,300	\$30,032	\$3,678	\$2,684	-\$994
Vacant	532	516	\$7,678	\$6,330	\$610	\$566	-\$44

Accordingly, the reason for the increase was the reclassification of properties, and not the acquisition of any new properties.

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

COMMUNITY

8. ANNOUNCEMENTS BY THE MAYOR

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

Community Plan Reference:

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

Strategic or Annual Plan Reference:

Objective 4.1 Govern in the best interests of the community.

Strategy 4.1.1. Manage Council for maximum efficiency, accountability and transparency

Reporting Brief:

To receive the announcement of events by the Mayor.

Proposal in Detail:

The following is a list of events and meetings the Mayor has attended during the period Tuesday 19 June 2018 and Monday 23 July 2018.

Tuesday 19 June 2018

- Interview with The Mercury
- Hosted and presented at the Council’s Community Budget Briefing at the Moonah Arts Centre

Wednesday 20 June 2018

- Attended and chaired the Glenorchy and Hobart Public Transit Steering Committee meeting
- Attended the Soup and Sandwiches luncheon at the Claremont Bowls Club
- Attended the Migrant Resource Centre launch of Multicultural Youth Tasmania
- Attended the Glenorchy City Council Staff Achievement Awards event

Thursday 21 June 2018

- Attended the Greater Glenorchy Group meeting

Friday 22 June 2018

- Attended a meeting with a business representative
- Attended a meeting with Ella Haddad MP
- Chaired a General Manager's Performance Review Committee workshop

Saturday 23 June 2018

- Held a drop-in Q & A session for members of the public about Council's budget at Northgate Coffee Club
- Attended the Glenorchy District Football Club's Black and White Ball

Sunday 24 June 2018

- Hosted the monthly Clean Up Glenorchy Taskforce activity in Montrose

Monday 25 June 2018

- Chaired the Council Meeting

Wednesday 27 June 2018

- Attended a meeting with representatives of Hydraplay Pty Ltd

Thursday 28 June 2018

- Attended a Moonah and Glenorchy Business Association Committee meeting

Friday 29 June 2018

- Attended the Red Shield Appeal Volunteers Morning Tea
- Attended the Magistrates Court regarding the matter of *Slade v Stevenson*

Friday 6 July 2018

- Attended and judged the Waste-Ed Art exhibition at the Moonah Arts Centre

Monday 9 July 2018

- Chaired a Council Workshop
- Chaired a Special Council Meeting

Tuesday 10 July 2018

- Interviewed by radio and television media regarding the Special Council meeting
- Attended the Goodwood Community House Management Committee meeting

Wednesday 11 July 2018

- Attended a meeting with the CEO of the Tasmanian Symphony Orchestra
- Attended a meeting with a resident
- Participated in a panel interview on ABC Hobart Drive program regarding local government reform

Saturday 14 July 2018

- Interviewed by SCTV regarding the Derwent Entertainment Centre

Sunday 15 July 2018

- Met with the administrator of a Glenorchy based Facebook page

Monday 16 July 2018

- Chaired the Glenorchy Planning Authority meeting

Tuesday 17 July 2018

- Attended a meeting with a representative of the Glenorchy Community Fund
- Attended a meeting with a resident
- Attended a meeting with the Auditor-General

Monday 23 July 2018

- Attended a meeting with a representative from Baseball Tasmania
- Chaired the Council Workshop

A significant number of other internal Council meetings and administrative duties were also undertaken, particularly in relation to Council's budget matters.

Consultations:

Nil.

Human Resource / Financial and Risk Management Implications:

Nil.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

RECEIVE the announcements about the activities of the Mayor's office during the period from 19 June 2018 to 23 July 2018, inclusive.

Attachments/Annexures

9. ERIC REECE SCHOLARSHIP

Author: Coordinator, Community Planning and Engagement (Andrea Marquardt)

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

ECM File Reference: Eric Reece Scholarship

Community Plan Reference:Making Lives Better

Young people and their families will be encouraged to play an active part in their education and their community.

Strategic or Annual Plan Reference:Making Lives Better

Objective 1.2 Support our communities to pursue and achieve their goals.

Strategy 1.2.3 Promote creative expression and participation and life-long learning as priorities for our communities.

Reporting Brief:

To recommend that Council continues to support the Eric Reece Scholarship for the next four years and formalise the selection process and criteria for the next selection round.

Proposal in Detail:

The late Eric Reece was a two-time Premier of Tasmania and a long-term resident of the City of Glenorchy where he was an active member of the community.

After his passing in 1999, Council resolved that his significant contribution to Tasmania and the municipality should be recognised through the awarding of a scholarship to the University of Tasmania.

In line with the late Premier's interest, and as discussed with the Reece family, the Eric Reece Scholarship is currently offered for the duration of a student's course (up to 4 years) in engineering or in a geology major in the Bachelor of Science degree.

Students must live in the Glenorchy municipality at the time of the application and demonstrate a need for financial support to study.

\$3,000 is allocated per year for up to 4 years to the University of Tasmania, which forwards the funding to the successful Scholarship holder.

The University, through its Advancement Office, generally advertises the scholarship and provides a shortlist of suitable candidates to Council from those who have applied.

A selection committee from Council has consisted of the Mayor and the General Manager (or their representative). When the scholarship was last awarded in 2015, the selection committee was the Mayor and the Executive Manager Community Development. A member of the Reece family has been invited to be on the selection committee previously, however this offer has never been taken up.

The current Eric Reece Scholarship holder, Liam Heffernan, will finish his degree this year. The University has contacted Council asking permission to advertise the Eric Reece Scholarship as part of its upcoming scholarship listings, and for a commitment from Council to continue to donate \$3,000 per year for up to 4 years.

To maximise the applicant pool, the University has suggested amending the eligibility criteria to the following:

'Available to a student who is commencing or continuing in a course in either engineering or earth sciences (geology major) in Semester 1, 2019 and has an interest in working in local government. Applicants must reside in the Glenorchy City municipality and need financial support to study'.

This would enable the Scholarship to be awarded to a student in the 2nd, 3rd or 4th year of their degree if there were no suitable first-year applicants. It is recommended that the eligibility be further modified to require residency in the Glenorchy City Council area at the time of the application.

The University have also advised that their selection process has changed since 2015 and suggest that Council be involved with endorsement of the preferred applicant rather than on the selection committee itself.

As this scholarship is a financial need scholarship, the University suggests it would best fit with its Financial Need Committee, which includes three members of staff and oversees a very thorough process. Endorsement would mean that once the preferred applicant (and reserves) are nominated by the Committee, they would be sent to Council for endorsement prior to any offer being made. This approach aligns with the selection process for other University scholarships.

Consultations:

Acting Director Community, Economic Development and Business
Community Planning and Engagement section

Human Resource / Financial and Risk Management Implications:

Financial

Funding for the Eric Reece Scholarship (\$3,000 per year) has already been allocated in the 2018/2019 budget. If Council agrees to continue to support the scholarship, an additional \$3,000 per annum would be required for the duration of the scholarship (up to 4 years).

Human resources

There are minimal human resources impacts, other than the formation of a selection panel for awarding the scholarship and some annual administrative support in-terms of invoicing and co-ordinating publicity for the scholarship recipient through Council channels. The successful candidate has traditionally met with the Mayor annually to provide an update on their progress.

Risk management

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation Council will be committed to annual funding of \$3,000 for the next 4 years	Insignificant (C1)	Almost Certain (L5)	Moderate	Council is aware of the ongoing commitment and allows for this in the budget annually.
Do not adopt the recommendation Poor public relations, particularly in relation to partnerships with the University of Tasmania	Moderate (C3)	Likely (L4)	Notable	Clearly articulate reasons for decision, both in the public and to the University.

Community Consultation and Public Relations Implications:Community consultation

University of Tasmania.

Public relations

If Council recommends the continuation of the Eric Reece Scholarship, Council's Communications and Marketing Advisor will be consulted in relation to a media release and information on Council's website once the successful applicant for 2019 has been selected. This is a positive, good news story for Council.

If Council decides not to endorse the report recommendations some discussion with the University of Tasmania would be required. It is not considered that there would be any public relations implications with the broader community.

Recommendation:

That Council:

1. ENDORSE Council's continued support for the Eric Reece Scholarship for 2019-2022

2. APPROVE Council staff members liaising with the University of Tasmania to arrange for the scholarship to be advertised through the University
3. APPROVE a budget of \$3,000 per annum, to be allocated for the duration of the scholarship term
4. APPROVE that the selection process will now sit with the University of Tasmania's Financial Needs Committee, with endorsement of the preferred applicant (and reserves) by Council, and
5. ENDORSE that the selection criteria/eligibility for the scholarship being amended to:

"Available to a student who is commencing or continuing in a course in either engineering or earth sciences (geology major) in Semester 1, 2019 and has an interest in working in local government. Applicants must reside in the Glenorchy City Council area at the time of application and need financial support to study."

Attachments/Annexures

Nil.

10. DEBT WRITE OFF FOR FIDDES ENTERPRISES PTY LTD

Author: Accounts Payable Supervisor (Damien Dillon)
Qualified Person: Acting Manager, Business and Finance (Bill Richardson)
ECM File Reference: Debtor - Write Off

Community Plan Reference:Leading our Community

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

Strategic or Annual Plan Reference:Leading our Community

Objective 4.1 Govern in the best interests of our community.

Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency.

Reporting Brief:

To recommend that Council approve the write-off of a fully provided for \$12,297.68 outstanding debt against the provision for doubtful debts as at 30 June 2018.

Proposal in Detail:

Fiddes Enterprises Pty Ltd (**Fiddes**) was the promoter of an event called 'Ball Up' that was held at the Derwent Entertainment Centre on Saturday, 4 June 2016. The DEC sold tickets for this event.

After the event, Fiddes was due a net settlement amount of \$12,297.68. However, when the payment file containing this remittance (and two other payments) was being processed by Finance Section, it was inadvertently imported twice onto the Commonwealth Bank of Australia's (**CBA**) CommBiz banking platform. When the Systems-Management Accountant went to authorise one of the payment files, both were accidentally approved leading to a double payment of all three accounts.

The duplication was discovered as part of Accounts Payable's usual process of checking the CBA CommBiz platform to ensure that all payments had been processed. CBA's Senior Manager, Government was contacted approximately 20 minutes after the payment was made and an attempt was made to stop all remittances. While this proved unsuccessful, Council subsequently recovered the duplicate payments made to the other two creditors.

In the following days and weeks, Accounts Payable remained in contact with the CBA seeking updates on whether Fiddes had responded to the CBA's requests. The CBA advised that it had received an initial response from the owner of Fiddes, Peter Fiddes, stating that he was overseas and would deal with the matter upon his return. Subsequent attempts to make contact were not acknowledged however on one occasion the CBA was able to speak to Mr Fiddes. Mr Fiddes was initially evasive and said that the funds had not been received. Further through the phone call Mr Fiddes said he was joking and would have an update later that week, but at the same time implied that the funds in question had already been used and were not able to be recalled. After several further attempts to make contact, the CBA informed Council that it would be attempting one more follow-up, after which the file would be closed. Council was advised to pursue the matter through legal channels if the CBA's final attempt was unsuccessful.

The CBA's final follow-up also proved unproductive and the matter was referred to Council's internal legal department on 9 August 2016. Council's legal department engaged Simmons Wolfhagen lawyers in late August 2016 to attempt to recover the funds. A letter of demand sent to Fiddes was not responded to. On 27 September 2016, Council filed a claim in the Magistrates Court seeking the recovery of the money, plus interest. Fiddes failed to file a defence to Council's claim, and Council obtained a judgement in its favour by default on 30 November 2016.

On 5 January 2017, Council received a letter from Glenn Anthony Crisp of Jirsch Sutherland Advisory & Consulting advising that he had been appointed as Fiddes' Liquidator on 23 December 2016. Among other things, the letter stated that stating that "[Mr Crisp's] *appointment as Liquidator was the result of the Company experiencing financial difficulties*".

There have been no further funds forthcoming from the liquidation of the company. The debt is now considered unrecoverable.

The \$12,297.68 debt owing to Council by Fiddes was fully provided for as a doubtful debt in Council's accounts as at 30 June 2017.

Accounts Payable payment file processes have subsequently been changed to avoid a repeat of this incident. The CBA's CommBiz approval process has also since segregated to require a two-step approval.

It is recommended that Council approve the write-off the debt.

Consultations:

Venue Manager DEC
Acting Manager Business and Finance
Accounts Payable Supervisor
Debtors Officer

Human Resource / Financial and Risk Management Implications:

The debt has been recognised in Council's provision for doubtful debts for the year ending 2016/17.

Community Consultation and Public Relations Implications:

Community consultation was not required.

There may be a negative public relations impact for Council, given that the debt resulted from a process error (albeit a historical one). However, Council processes have since been tightened to minimise the risk of a recurrence.

Recommendation:

That Council:

APPROVE the write-off of an outstanding debt of \$12,297.68 owed by Fiddes Enterprises Pty Ltd against the provision for doubtful debts.

Attachments/Annexures

Nil.

11. CHILD CARE CONNECTIONS FEES - 2018/19

Author: Acting Manager, Community and Customer Service
(Kate Whitbread)
Acting Manager, Governance and Risk (Bryn Hannan)

Qualified Person: Acting Director, Community, Economic Development and
Business

ECM File Reference: Fees and Charges

Community Plan Reference:Leading our Community

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

Strategic or Annual Plan Reference:Leading our Community

- Objective 4.1 Govern in the best interests of our community
- Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency
- Objective 4.1.2 Manage the City's assets soundly for the long-term benefit of the Community
- Objective 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes

Reporting Brief:

To recommend that Council adopts revised fees and charges for the Child Care Connections at the Berriedale and Benjafield centres, and resolves to alter the 2018/19 revenue estimates to account for a projected increase due to the changed fees.

Proposal in Detail:

Child Care Connections' Benjafield and Berriedale Child Care Centres annually increase fees in line with Council's other fees and charges schedule. This year, due to the introduction of the Australian Government's new Child Care Package it was decided to delay the annual increase to ensure that families were not disadvantaged.

On 2 July 2018, the Australian Government transitioned from the Child Care Benefit (CCB) and Child Care Rebate (CCR) to the new Child Care Subsidy (CCS) package. The CCS is paid directly to child care providers, which then reduces the out-of-pocket cost to families.

Each family's individual subsidy rate and eligibility of hours for child care per fortnight varies according to their personal and financial circumstances. The subsidy rate is determined by three factors: The Government activity test, combined family income and the service type the family selects.

The proposed increased fees are outlined in the Fact Sheet which is [Attachment 1](#) to this report.

The tables below demonstrate both current fees and the proposed increase to fees / out of pocket cost to families.

Before proposed increase

Current Sessions of Care	Minimum amount of fees 100%	Maximum amount of fees with 0% CCB or CCR Child Care Benefit / Child Care Rebate
Day: 7.30 am - 6.00 pm	\$25.61	\$94.20
Weekly: (Monday – Friday)	\$114.14	\$413.50

After proposed increase

Sessions of Care (Proposed Increase 2018)	Minimum amount of fees with 85% Child Care Subsidy	Maximum amount of fees with 0% Child Care Subsidy
Day: 7.30 am - 6.00 pm	\$19.93	\$103.60
Weekly: (Monday – Friday)	\$105.00	\$454.85

The proposed overall increase in fee revenue is likely to result in an actual out-of-pocket **fee decrease** to most families utilising these services due to the changes in the structure of the Australian Government's payment.

Regulatory Considerations

Under section 82(4) of the *Local Government Act 1993 (the Act)*, any alterations to Council's overall budget estimates must be approved by Council by an absolute majority.

The proposed child care fee increases are expected to alter Council's estimated revenue for the 2018/19 financial year by between \$30,000 and \$48,608.

Accordingly, If Council decides to adopt the recommended fee increases, it will need to also adopt a change to its revenue estimates by absolute majority.

Additionally, the Child Care fees are a fee and charge levied under Part 12, Division 7 of the Act. Council is also required to amend the Schedule of Fees and Charges adopted as part of the budget estimates on 25 June 2018 to incorporate the proposed fee increase.

Consultations:

General Manager

Acting Director, Community, Economic Development and Business

Acting Chief Financial Officer

Child Care Connections

Human Resource / Financial and Risk Management Implications:

Financial

The proposed fee increases are estimated to increase Council's revenue for the 2018/19 financial year by between \$30,000 and \$48,608.

Human resources

There are not expected to be any material human resources impacts.

Risk management

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation	Minor (C2)	Possible (L4)	Moderate (8)	Reasons for the increase are properly communicated to parents and other stakeholders.
There may be objections from a minority of users of the service at the proposed fee increases, leading to negative feedback and some potential loss of clients.				
Do not adopt the recommendation	Moderate (C3)	Almost Certain (L5)	Significant (15)	Council re-considers the fee structure at a later date.
Council will be in breach of its regulatory obligations to ensure that its fee structure accords with the new Child Care Rebate framework.				

Community Consultation and Public Relations Implications:

Community consultation

There has not been any community consultation undertaken. However, all families are informed of any increase in fees a fortnight prior to the change taking effect. This is traditionally completed at the end of the financial year. Additionally, all families have been informed of the changes from the CCB and CCR to the CCS by the Australian Government and are expecting a change to their fees.

Public relations

There is some potential for negative public relations, in view of the rates increase in Council's 2018/19 budget and the potential that the fee increase could be associated with this in media reports.

However, in reality, the majority of Council's Child Care Connections clients will receive a reduction in out of pocket expenses.

Recommendation:

That Council:

1. APPROVE the proposed changes to the Child Care Fee structure as outlined in Attachment 1
2. APPROVE, by absolute majority (in accordance with section 82(4) of the *Local Government Act 1993*), an increase in Council's estimated revenue the 2018/19 financial year of \$39,000 to account for a projected increase in child care fee revenue due to the changed fee structure, and
3. APPROVE the amendment of the Glenorchy City Council - Schedule of Fees and Charges 2018/19 to incorporate the 2018/19 child care fees, as adopted.

Attachments/Annexures

- 1  Fact Sheet

ECONOMIC

12. HOBART GLENORCHY PUBLIC TRANSIT CORRIDOR COMMITTEE UPDATE

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

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: Public Transit Corridor Committee

Community Plan Reference:

Our Community's Vision:

Transport connections, including public transport, enable us to easily commute between suburbs and our CBD's and between Glenorchy and Greater Hobart.

Our Community's Goals:

Making Lives Better

Our city is easy to get around, with a range of transport choices available to visit family or friends or to access services. The city is well-connected by extensive and well-maintained walking and bike paths, public transport and road networks.

Valuing our Environment

We will work actively to revitalise our CBD areas – making them places that are distinctive, vibrant, walkable and well-connected. We will improve the amenity of our public spaces through public art and quality landscaping, promote walking and bike access and encourage high standard contemporary design for new buildings alongside creative reuse of our heritage buildings.

Our Community's Priorities

Creating a strong economy; creating more local jobs; encouraging investment; revitalising our CBD areas.

Strategic or Annual Plan Reference:

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

Reporting Brief:

To update Council on the activities of the Hobart to Glenorchy Public Transit Corridor Committee, provide Council with reports from consultancies engaged by the Committee and outline recommended future steps for the committee.

Proposal in Detail:

Since 2009, various ideas for developing public transit along the now unused public transport rail corridor between Hobart and Brighton have attracted significant interest.

A number of independent consultancies have examined the economic viability of a light rail service under a range of operational scenarios. These include preparation of two business cases by ACIL-Tasman (2011 and 2013), a peer review by AECOM (2012) and a project evaluation by Pricewaterhouse Coopers (**PWC**) (2014).

Infrastructure Tasmania undertook a review of the various consultancy reports in January 2016 and provided recommendations, including:

- appropriate additional work be undertaken to improve understanding of how land use adjacent to the corridor can be shaped to support a public transit service, including the level and nature of interest from private sector investment in and around the areas, and
- the existing rail corridor from Macquarie Point to Granton be retained, and that the use of this corridor for a light rail, and other potential public or passenger transport uses over the long-term, be fully explored.

The recommendations recognised that prior consultancy reports did not look at the potential for activation of the public transit corridor as a catalyst for urban regeneration, engage with the private sector regarding investment interest, or look at implementation of planning and regulatory changes to support more complimentary land uses adjacent to the corridor.

In May 2016, the Hobart and Glenorchy City Councils signed a Memorandum of Agreement (Attachment 1) to commission a consultant investigate the potential activation of the Glenorchy to Hobart public transit corridor as a catalyst for broader city shaping and urban renewal activity.

GHD was subsequently engaged as consultant and prepared the Glenorchy Transport Corridor Study (Attachment 2). The report found that the project has the potential to act as a catalyst to support urban renewal and generate significant economic and social benefits for the community. It also considered that implementation will involve all levels of government, infrastructure agencies and the private sector and without State government support and commitment is unlikely to eventuate.

Subsequently, Hobart and Glenorchy Councils jointly commissioned a consultant to assist in identifying required government, agency and private sector support and commitment to implementing this significant urban renewal project for the their respective communities.

The objective of this phase of the project was to clarify the government, agency and private sector support and commitment required to progress urban renewal and transit oriented development along the Hobart to Glenorchy Transit Corridor. LUTI Consulting undertook this work. LUTI's activities and outputs are summarised in the Glenorchy to Hobart Public Transit Corridor Implementation Facilitation Report ([Attachment 3](#)).

The conclusions from this report outline nine (9) *Suggested Future Actions*. Of these, five (5) are specific to the Hobart City Deal, while the remaining four (4) are more general.

There are no resources currently allocated in Council's 2018/19 budget to enable the delivery of these actions and there may be resource opportunities arising once the Hobart City Deal implementation plans are announced.

The announcement of a Heads of Agreement for a Hobart City Deal in January ([Attachment 1](#)) has prompted the Hobart Glenorchy Public Transit Committee to consider the context in which the development of the corridor and surrounding areas might progress.

The Hobart City Deal and the Public Transit Corridor have commonalities across the City Deal themes of:

- affordable housing (the land adjacent to the corridor is identified in the GHD Report as an opportunity for urban renewal that has potential for up to 2000 additional dwellings)
- integrated passenger transport (the public transit corridor is a strategic asset in the consideration of transport for the greater Hobart area), and
- The proposed 'Greater Hobart Act' (strategic land-use planning is a key enabler for the opportunities associated with urban renewal along the transit corridor).

The Lord Mayor of Hobart, Alderman Ron Christie, and the Mayor of Glenorchy, Alderman Kristie Johnston, met with Minister for State Growth, Peter Gutwein, and the Deputy Premier, Jeremy Rockliff, on 29 May to discuss the work of the Hobart Glenorchy Public Transit Corridor Committee. In a letter provided by the Minister after that meeting ([Attachment 4](#)), the Minister acknowledged that:

"...the governance arrangements of the Hobart City Deal are the ideal vehicle to progress the consideration of ways to support future use of the northern suburbs rail corridor, including through improved amenity and greater residential options."

As reported to Council on 26 February 2018, the Hobart City Deal Governance Framework includes representation by the Hobart Lord Mayor and Glenorchy Mayor on the Joint Ministerial Committee, and representation by the Hobart General Manager, Glenorchy General Manager and Infrastructure Tasmania CEO (Allan Garcia) on the Senior Officials Group. All of these are members of the Hobart Glenorchy Public Transit Corridor Steering Committee (as set out in the Proposed Governance and Process Map for the City Deal, a copy of which is [Attachment 5](#)).

Given the advice of Minister Gutwein and the involvement of the Committee members in the governance arrangements for the Hobart City Deal, it would be prudent for the Hobart Glenorchy Public Transit Corridor Steering Committee to recess until the outcomes of the Hobart City Deal are announced. This is expected to be in late 2018.

Consultations:

Tasmanian Deputy Premier
 Tasmanian Minister for State Growth
 Hobart City Council General Manager
 Glenorchy City Council General Manager

Human Resource / Financial and Risk Management Implications:

Financial

There are no resources allocated to this project.

Human resources

The Glenorchy Hobart Public Transit Steering Committee members from Council will not be required to attend meetings until required. This is likely to be no earlier than late 2018 once the outcomes of the Hobart City Deal are announced and the implications for the future purpose of the Committee are understood.

Risk management

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation	Moderate (C3)	Unlikely (L2)	Moderate (6)	The group can reconvene at any time if required; any member of the committee can request a meeting of the group.
Opportunities to progress the development of the Public Transit Corridor may be missed if not addressed by the committee.				
Do not adopt the recommendation	Moderate (C3)	Almost certain (L5)	Significant	The committee may choose to meet regularly with the understanding that there are no resources currently available and simply receive updates as they become available.
The committee will continue to meet and duplicate work undertaken through the Hobart City Deal or commit time and resources of Council unnecessarily.				

Community Consultation and Public Relations Implications:

Community consultation

As part of the LUTI consultancy work, a public forum on integrated transport and urban development was held Thursday, 15 February 2018 at 6.00pm. Panel participants included:

- James McIntosh, Urban Economist and Director at LUTI Consulting
- Brendan Leary, Head of Economics at Corview
- Peter Anderson, Executive Director Communities Plus at the New South Wales Land and Housing Corporation, and
- Emma Riley, Senior Urban Planner and Director Emma Riley and Associates

Panel participants discussed the benefits of integrated urban renewal and transit projects and the city shaping benefits they will bring.

Public relations

There are no foreseeable public relations implications associated with the recommendation.

Recommendation:

That Council:

1. RECEIVE and NOTE the attached report by GHD - Glenorchy Transport Corridor Study
2. RECEIVE and NOTE the attached report by LUTI - Hobart Public Transit Corridor Implementation Facilitation Report
3. RECEIVE and NOTE the attached letter from the Minister for State Growth, and
4. ENDORSE the Mayor and General Manager as Council's representatives of the interests of the Hobart Glenorchy Public Transit Corridor Steering Committee in the development of the Hobart City Deal through their membership in the Joint Ministerial Committee and the Senior Officials Group.

Attachments/Annexures

- 1  Heads of Agreement - Hobart City Deal
- 2  GHD Glenorchy Transport Corridor Study
- 3  Glenorchy to Hobart Public Transit Corridor Implementation Facilitation Report
- 4  Letter - Meeting with Deputy Premier and Minister Gutwein
- 5  Hobart City Deal Governance Framework

ENVIRONMENT

13. GLENORCHY CBD REVITALISATION PROJECT - PROGRESS UPDATE (29 MAY TO 30 JULY 2018)

Author: Project Manager - Major Projects (Greg Fox)

Qualified Person: Project Manager - Major Projects (Greg Fox)

ECM File Reference: CBD Steering Committee

Community Plan Reference:

Valuing Our Environment

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

Open for Business

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

Strategic or Annual Plan Reference:

Objective 3.1 Create a liveable and desirable City.

Strategy 3.1.1 Revitalise our CBD areas through infrastructure improvements.

Action 3.1.1.01 Implement the Glenorchy CBD Strategic Framework.

Reporting Brief:

To provide the bi-monthly update to Council on the progress of the Glenorchy CBD Revitalisation Project.

Background:

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

This report covers the period from 29 May to 30 July 2018.

Project Status:

1. Project Budget and Delivery Schedule

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

Stage 1 – Peltro St – is now complete (final integration with Main Road as part of Stage 3).

Stage 2 – Barry St to O’Briens Bridge (Glenorchy Integrated Care Centre corner) – has commenced and has an expected delivery timeframe of approximately 10 weeks.

Stage 3 – Main Road through the CBD from Terry St to Barry St – is currently under design and is expected to have works commence in early 2019.

2. Public Space Enhancement Grant

In 2015, Council received a Public Space Enhancement Grant from the State Government for the construction of a playground and kiosk in the Council forecourt area.

The CBD Project Steering Committee reviewed the analysis and agreed that the grant would be more effectively spent as part of the upgrade of Stage 3 - Barry Street to Terry Street. Council approved the change of direction at the June Council Meeting.

Council officers are in the process of writing to the State Government to effect this change in the grant.

3. CBD Project Steering Committee

The CBD Project Steering Committee continues to meet monthly. Key topics discussed or tasks progressed at these meetings were as follows:

- project management and governance structure
- project timelines
- status of all projects
- project communications
- grant opportunities
- public art project, and
- all relevant project issues and/or tasks.

The next steering committee meeting is scheduled for 9 August 2018.

4. CBD Revitalisation Communications Plan

With an endorsed communications strategy in place, the CBD Revitalisation Project will provide project updates to the community articles in the Glenorchy Gazette and on Council’s website.

5. Public Art

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

The process for public art to be implemented as part of this project has been discussed by the CBD Project Steering Committee. The current timeline being considered for this aspect of the project is as follows:

2018-19: Develop a brief, EOI process, artist selection

2019-20: Community engagement, design development, planning permit, and

2020-21: Fabrication and installation.

6. Current Key Project Activities

- a new Project Manager has been employed and is managing all aspects of the CBD revitalisation project.
- Stage 2 is now underway. This stage of works includes new footpath and kerbing in the vicinity of Barry St to O'Brien's Bridge. The expected work timeframe is approximately 10 weeks.
- a review of street lighting in the Glenorchy has been completed and costing of options is currently underway.

7. Next Steps and Future Tasks

- the project management process (documentation, reporting etc.) is being reviewed and implemented for Stage 3
- preliminary design and urban design work is to be completed on the balance of the project (Main Road between Terry and Barry Streets)
- Council officers to review the proposed urban design initiatives that have been put forward for consideration by the projects consultants and provide recommendations on the final treatments, materials and products to be used throughout the project
- project estimates to be updated
- specialist arborist advice to be sought to review existing and new street trees
- Council to continue liaising with the Department of State Growth regarding obtaining approval for the proposed raised table pedestrian crossing points (speed humps), and
- development of tactical urbanism/place activation activities in the study area. Tactical urbanism/place activation being low-cost, temporary changes to the street or public spaces, intended to facilitate activities and connections (cultural, economic, social, ecological) that define a place.

Consultations:

Business community
CBD Project Steering Committee
Key Council staff
Department of State Growth
Urban design consultants

Human Resource / Financial and Risk Management Implications:

The CBD Project has been bolstered by the employment of a full-time Project Manager – Major Projects and as such, the project's process, documentation, schedule, budgets, risk register etc. are under review.

This review will determine project management best practices for not only this project but future projects (large or small) undertaken by Council.

Community Consultation and Public Relations Implications:

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

As mentioned previously, a communications plan has been developed for the design and construction phase of the project and has been endorsed by Council.

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

The Public Space Enhancement Grant deed that Council has entered into with the State Government reserves the right of the Department of Premier and Cabinet to make public (including media) announcements in relation to, and otherwise report upon the grant, the awarding of the Grant and any Relevant Matter. The Department of Premier and Cabinet must be given no less than 15 business days' notice of any official launch, public event or media conference relating to the project.

Recommendation:

That Council:

RECEIVE and NOTE the CBD Revitalisation Project bi-monthly, progress report for the period of 29 May to 30 July 2018.

Attachments/Annexures

Nil.

GOVERNANCE

14. COMMITTEE NOMINATIONS AND APPOINTMENTS

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

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: 2018 Committees

Community Plan Reference:

Leading our Community

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

Strategic or Annual Plan Reference:

Leading our Community

Objective 4.1 Govern in the best interests of our community.

Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency.

Strategy 4.1.2 Manage the City's assets soundly for the long-term benefit of the community.

Objective 4.3 Build strong relationships to deliver our communities' goals.

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

Reporting Brief:

To recommend that Council appoints two (2) Aldermen to the Sport and Recreation Advisory Committee and two (2) Aldermen as its representatives on the committee of Cycling South.

Proposal in Detail:

This report recommends that nominations are called for Aldermanic representation on the Special Committees and extremal bodies in accordance with Council's *Nominations and Appointments to Committees and Other Bodies Policy (the Policy)*.

NOMINATIONS TO COMMITTEES

Notice to Aldermen calling for nominations

In accordance with clause 5 of the Policy, a Notice was circulated to Aldermen on 18 July 2018 (**Notice**) calling for Aldermanic nominations to:

- Sport and Recreation Advisory Committee, and
- Cycling South

A copy of the Notice is [Attachment 1](#) to this report.

The nominations received for the committees were as follows:

Committee / Body	Positions Available	No. of nominees	Ballot Required?	Nominees	Automatic Appointments
Sport and Recreation Advisory Committee	2	1	No	Ald. Thomas	n/a
Cycling South	2	0	No	None.	n/a

Procedural Requirements

The following information about each committee is provided below, as required under the Policy:

- the information specified in clause 5(2)(b) of the policy, and
- a list of the nominations received for each committee and the statements provided by the nominees in support of each.

1. Appointment of Aldermen to Sport and Recreation Advisory Committee

Committee Information

Sport and Recreation Advisory Committee

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>)
Committee composition	The committee is comprised of up to 10 members, including: • 2 Alderman • 2 Appointed Council Officers (by the General Manager) • 6 appropriately skilled* community representatives * Glenorchy resident (desirable), sport or recreation organisation affiliation, networks, local knowledge, interest .
No. of Aldermanic positions available	2
Meeting frequency	Bi-monthly
Ex-officio appointments	None
Proposed term of appointment	Duration of Council term
Role and purpose of Committee	The Glenorchy Sport and Recreation Advisory Committee (the committee) was established as a Special Committee of the Glenorchy City Council in May 2009 to represent community members and provide advice and recommendations to council on

Sport and Recreation Advisory Committee

sport and recreation matters.

The role of the committee has evolved to focus on contributing to the implementation of the Glenorchy Healthy Communities Plan 2014-2024. The Glenorchy Healthy Communities Plan aims to guide council in its pursuit of “improved health and wellbeing of the people of Glenorchy through increased awareness of, and participation in, physical and wellness activities.”

Purpose

In line with the Glenorchy Health Communities Plan 2014-2023, the committee aims to:

- improve health and wellbeing of the people of Glenorchy through increased awareness of, and participation in, physical and wellness activities; and
- contribute to the three specific goals in the Glenorchy Healthy Communities Plan 2014 -2023:
 1. a natural and built environment that encourages active lifestyles and healthy eating
 2. a cohesive and inclusive community with well-developed social and community assets and networks
 3. improved health knowledge, practices and lifestyles

Specifically, the committee monitors, contributes to and advises council on the actions in the plan that relate to organised sport and recreation.

In addition, the committee may undertake additional activities in response to community need and/or at council’s request. These actions are listed in an action plan.

Tracks and trails and physical activity for health benefits are outside of the scope of this working group and are the responsibility of other advisory committees or community networks. The committee will contribute to actions and decision making in these areas as requested.

Role/functions

For Council

- Provide advice and recommendations to council on sport and recreation matters*
- Request council action on sport and recreation matters*
- Respond to council requests
- Provide input into and monitor the implementation of the Glenorchy Healthy Communities Plan 2014-2023 – actions relating to organised sport and recreation

* participation, programs and services, built and natural environment (facilities)

For the community

- Be a point of contact for community members on sport and

Sport and Recreation Advisory Committee

recreation matters*

- Regularly liaise with sport and recreation service providers
- Promote the benefits and importance of participation in sport and recreation
- Promote sport and recreation opportunities and events to the community
- Assist with the delivery of sport and recreation programs and events
- Facilitate relationships between local sport and recreation providers and encourage collaboration in program and service delivery

* participation, programs and services, built and natural environment (facilities)

Nature of duties to be undertaken

The duties of a committee member, including (but not limited to):

- attending meetings of the committee, and
- discharging the roles and functions of the committee.

Extent of delegated authority

None.

Nominations Received

Council has received one (1) nomination, from Ald. Thomas, for a position available on the Sport and Recreation Advisory Committee. Ald. Thomas' statement in support of her nomination is as follows:

Ald. Thomas	I have been a member of this committee for around six years – first as a representative of Sport and Recreation Tasmania then as a community member. During my tenure as Chairperson between 2014 and 2016 I led the Committee through a rewrite of the Terms of Reference to align its role with the Council's Healthy Communities Plan. Through the Committee, I lobbied the council to better resource the implementation of this plan and to establish proper governance processes to monitor review and report on its implementation. Given the dysfunction of the Council, minimal traction was gained from these efforts. I am committed to continuing to work with community members, fellow Aldermen and Council officers to ensure the committee has a meaningful role in influencing the work council undertakes under the Healthy Communities Plan. Through an appropriate governance structure potentially including a number of 'sub-committees' or 'implementation teams', this could include providing strategic advice and where appropriate operational contributions, across a range of areas encompassed in the Healthy Communities Plan and of priority to the community
---------------------------	--

	including, but not limited to: parks and playgrounds; tracks; trails; sport and recreation (facilities, programs and governance); health and wellbeing (physical activity, nutrition, mental health). Now is the opportune time to clearly define the role and reporting mechanisms of this committee, to ensure alignment with Councils strategy and that the committee has a meaningful purpose and capacity to influence community health and wellbeing.
--	---

Recommendations

This report recommends that Ald. Thomas is appointed to the Sport and Recreation Advisory Committee and that Council calls for nominees for the second position at the Council meeting.

2. Appointment Aldermanic Representatives on Cycling South

Committee Information

Cycling South	
Committee type	External Body
Committee composition	Membership from the 4 regional Councils of Hobart, Clarence, Kingborough and Glenorchy
No. of Aldermanic positions available	2
Meeting frequency	Every three months
Ex-officio appointments	None.
Proposed term of appointment	Duration of Council term
Role and purpose of Committee	To coordinate bicycle education and promotion in Southern Tasmania
Nature of duties to be undertaken	The duties of a committee member, including (but not limited to): - attending meetings of the committee, and - discharging the roles and functions of the committee.
Extent of delegated authority	None.

Recommendations

This report recommends that Council calls for nominees for the two positions on committee of Cycling South at the Council meeting.

Consultations:

General Manager

All Aldermen

Acting Director, Community, Economic Development and Business

Human Resource / Financial and Risk Management Implications:

There are no human resource or financial implications.

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
If Council does not appoint Aldermen to the various committees and statutory bodies, Governance control will be less effective and Council's ability to discharge its statutory functions will be jeopardised.	Major (C4)	Unlikely (L2)	Moderate	Council makes considered appointments to the various committees in accordance with the recommendations and procedural requirements set out in this report.

Community Consultation and Public Relations Implications:

The Board of Inquiry process identified several critical issues concerning Council's governance practices, some of which were directly related to representation on, and the activities of, committees administered by Council.

As part of the process of restoring community faith in Council it is essential that the process of nominating and appointing Aldermen to committees is transparent, considered and conducted in accordance with all relevant legislation, policies and procedures.

Recommendation:

That Council:

1. APPOINT Alderman Thomas to the Sport and Recreation Advisory Committee
2. CALL for nominations for the one (1) remaining position on the Sport and Recreation Advisory Committee, and
3. CALL for nominations for the two (2) positions as Council's representatives on the committee of Cycling South.

Attachments/Annexures

- 1  Notice for Nominations to Committees

15. COUNCIL POLICIES

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

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

ECM File Reference: Council Policy

Community Plan Reference:

Leading our Community

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

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

Strategic or Annual Plan Reference:

Leading our Community

4.1 Govern in the best interests of our community

4.1.1 Manage Council for maximum efficiency, accountability and transparency

Reporting Brief:

To present six (6) new or updated policies to Council for adoption, and provide an update current status of Council's suite of policies.

Proposal in Detail.

The following policies are presented to Council for consideration and recommended for adoption:

Policy	Last updated
Enforcement Policy	March 2013
Asset Management Policy	June 2017
Meeting Procedures Policy	January 2018
Disposal of Council Assets Policy	New policy
Disposal of Council Land Policy	December 2009
Remissions and Rebates of Fees and Charges Policy	November 2012

Key information about each policy to assist Council in its decision is set out below.

This report also provides an update on the status of Council's ongoing review and management of all Council policies.

Enforcement Policy

Attachment 1 is a copy of the proposed Enforcement policy.

Attachment 2 is a copy of the Enforcement Guide and Procedure which will accompany the Enforcement Policy (included for information only)

Attachment 3 is the existing Enforcement Policy which is being updated.

The proposed Enforcement Policy is a key governance document which is intended to set a Council-wide approach to the taking of enforcement action by Council officers. The objectives of the policy are to:

- (a) provide consistency in enforcement action for matters of non-compliance
- (b) ensure that principles of transparency and procedural fairness are applied in all cases, and
- (c) ensure that the enforcement action taken is proportionate to the alleged offence.

The existing policy was last updated in March 2013, however is not widely referred to within Council, due to it being out of date. The absence of a working enforcement policy from Council's suite of policy documents has been conspicuous for some time.

The cornerstone of the proposed policy is the setting of seven (7) fundamental principles which are to be followed whenever Council takes enforcement action, namely 'transparency', 'consistency', 'proportionality', 'accountability', 'responsibility', 'respect, courtesy and professionalism', and 'public interest'.

The Policy will be supported by the Enforcement Guide and Procedure (**enforcement guide**). The enforcement guide provides officers with detailed information about what should be considered before and when taking enforcement action. It includes specific things to be taken into consideration when selecting the types of enforcement action and defines different levels of enforcement, giving direction on when Council considers it appropriate to use each one.

The policy and enforcement guide will guide the review and development of departmental enforcement procedures which are required to be consistent with the policy.

Consequently, the policy and guide will provide a framework that will influence all enforcement action taken across Council to ensure a consistent approach and methodology, with the associated positive impacts on transparency, procedural fairness and customer service.

The draft policy and guide were developed by the Acting Director, City Services and Infrastructure, and have undergone extensive internal consultation.

Asset Management Policy

Attachment 4 is a copy of Council's current Asset Management Policy.

The policy is presented to Council for endorsement and re-adoption in compliance with the Ministerial Directions.

Council's Asset Management Policy was adopted in June 2017 in accordance with section 70C of the Local Government Act 1993, which requires that Councils must prepare an asset policy for their municipal area. The policy outlines the following (as required by the legislation):

- Council's goals and objectives for asset management to facilitate delivery of services
- the principles, requirements and other matters relating to the management of relevant assets, and
- the assignment of responsibility for service delivery and the management of relevant assets.

The Policy sets out the principles that govern Council's asset management procedures to achieve its organisational objectives. It was developed based on Institute of Public Works Engineering Australia's 'NAMS.PLUS' Asset Management approach. This is an initiative designed to assist councils and other organisations which provide services from infrastructure to develop a 'core' asset management plan and implement sustainable asset management practices. The approach has been adopted throughout Australia and is driving improvement and consistency in local government asset management processes within councils nationally.

Direction 1(i)(v) of the Ministerial Directions requires Council to take steps to improve the good governance of Council by:

"reviewing, and amending if appropriate, within the 2018-19 budget period:...[the] asset management policy."

Council's asset management section has reviewed the policy and has not identified any changes that are necessary. Accordingly, it is recommended that Council resolve to re-adopt the policy to ensure compliance with the Ministerial Directions.

Meeting Procedures Policy

Attachment 5 is a marked-up copy of an updated Meeting Procedures policy, showing a proposed minor amendment.

The policy has been updated to include a requirement that public questions taken on notice are answered in writing and the answer included in the agenda for the following Council meeting.

Disposal of Council Assets Policy

Attachment 6 is a copy of the proposed new Disposal of Council Assets policy.

The policy sets out the principles and processes to be followed when disposing of Council assets. The policy applies to the disposal of physical assets such as plant, equipment, furniture and ICT hardware. It does not apply to the disposal of real property (which is to be governed by the Disposal of Council Land Policy, discussed below), cash, or other non-tangible assets.

There is a need for this policy to provide guidance to staff in the frequent event that an asset under their custody is no longer required. It sets out the decision-making process and responsibility, disposal methods and, importantly, the key principles to be followed in any asset disposal process, and will ensure that consistent practices are followed across Council.

The policy will be supported by detailed procedures setting in place processes for asset disposal that are consistent with the policy. A copy of the current draft of the procedure as been included in this report for Aldermens' information only (Attachment 7).

The policy has undergone an extensive internal development and consultation process with relevant Council staff.

Disposal of Council Land Policy

Attachment 8 is a copy of the updated Disposal of Council Land policy.

Attachment 9 is the existing Disposal of Council Land policy which is being updated.

The existing policy was developed in December 2009, and is overdue for revision. There is also provision in the 2018/19 budget for revenue generated by land sales, meaning that ensuring the policy is relevant and up to date is particularly important.

The purpose of this policy is to ensure that when considering the sale of land assets, Council applies processes that are equitable, consistent and transparent, and comply with legislative requirements and obtain the best outcome for Council and the Glenorchy community.

Whilst the core aspects of the policy remain the same (primarily due to legislative requirements), the policy has been substantially re-written to reflect the current style and provide greater clarity on the objectives and procedures.

Care needs to be taken when considering disposing of public open space because it can be difficult and or expensive to replace or acquire additional public open space. Further, the sale of open space that is poor quality may not derive a high return. In addition, community expectations and knowledge of the benefits of open space are increasing, and the long-term future needs for open space may not be currently anticipated. The proposed policy refers to Council's Open Space Strategy for guidance in relation to these potential issues.

Remissions and Rebates of Fees and Charges Policy

Attachment 10 is a copy of the proposed 'Remissions and Rebates of Fees and Charges' policy.

Attachment 11 is the existing 'Remission or Rebate of Fees and Charges Policy (39-1)' which is being updated.

The purpose of the policy is to set out the circumstances in which the General Manager (or any Council employee the General Manager delegates the power to) can remit or rebate fees and charges levied under Part 12, Division 7 of the Act. Most of these charges are those listed in Council's Schedule of Fees and Charges, and include charges for matters like the hire of Council facilities, dog registrations, photocopying charges and other miscellaneous fees.

The policy does not apply to rates or service charges, infringements or any other fee or charge not levied under Part 12, Division 7.

The updated policy provides only limited circumstances in which fees or charges may be remitted or waived. It removes the power to remit or rebate fees or charges because of the financial circumstances of the Applicant or to "*resolve a potential liability problem for Council*" (the latter on the basis that it is not clear what circumstances this would apply to).

Council should note that it has delegated its powers under section 207 to the General Manager, and has authorised the General Manager to further delegate those powers to Council staff. For practical purposes, it is necessary for the General Manager to sub-delegate these powers, to avoid the General Manager having to sign all minor requests for fee waivers which are more appropriately handled by members of Council staff.

Current Status of Council Policies

The current status of Council's suite of policies is as follows:

- 104 policies are current (having been updated or adopted since May 2015, when the process of reviewing all Council policies commenced)
- 12 policies are overdue for review (3 of which are being updated as outlined above in this report). Responsible managers have been tasked with ensuring these are updated or rescinded (as required) by 31 December 2018.
- 60 policies have been rescinded since May 2015.

Consultations:

Director, City Services and Infrastructure
Manager, Infrastructure Engineering and Design
Acting Manager, Environment and Development
Asset Management Coordinator

Human Resource / Financial and Risk Management Implications:

There are no material human resource or financial implications.

Risk management

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation	Minor (C2)	Unlikely (L2)	Low (4)	Responsible officers continue to monitor compliance with policies and ensure that any amendments are made in a timely manner, as required.
None of the proposed updated or new policies represent any significant departure from established practices or statutory requirements. There is a chance that procedural difficulties may be identified once they are implemented, leading to operational inefficiencies.				
Do not adopt the recommendation	Moderate (C3)	Likely (L4)	Notable (12)	Council officers are instructed to review the policies and implement any changes requested by Council as soon as practicable.
Governance administration will be less optimal due to the presence of outdated and less effective policies.				

Community Consultation and Public Relations Implications:

There has not been any community consultation undertaken.

There are not expected to be any material public relations impacts.

Recommendation:

That Council:

1. ADOPT the updated Enforcement Policy in the form of Attachment 1
2. ENDORSE and RE-ADOPT the Asset Management Policy in the form of Attachment 4
3. ADOPT an updated Meeting Procedures Policy containing the changes outlined of Attachment 5
4. ADOPT the Disposal of Council Assets Policy in the form of Attachment 6
5. ADOPT the updated Disposal of Council Land Policy in the form of Attachment 8
6. ADOPT the updated Remissions and Rebates of Fees and Charges Policy in the form of Attachment 10, and
7. NOTE the progress of Council's ongoing policy review, as at 23 July 2018.

Attachments/Annexures

- 1 [!\[\]\(52718eaf3a5323c01fedacfdd37584ea_img.jpg\) Enforcement Policy](#)
- 2 [!\[\]\(1d9b98fdc96541d10ea9aa35db7e256b_img.jpg\) Enforcement Guide and Procedure](#)
- 3 [!\[\]\(ffde3f33584c5d5374eb5e64a1748863_img.jpg\) Enforcement Policy - Outdated](#)
- 4 [!\[\]\(9dcd2ab3d9c08c8b27f38ea05c8d304b_img.jpg\) Asset Management Policy](#)
- 5 [!\[\]\(dcf0c82c8d02411013b2b60abc829a9a_img.jpg\) Meeting Procedures Policy - Marked-up](#)
- 6 [!\[\]\(e20f1e46b6275c1c90e06863c7ed2703_img.jpg\) Disposal of Council Assets Policy](#)
- 7 [!\[\]\(b4c43b1adf15af3910dc2ce8c44efb80_img.jpg\) Disposal of Council Assets Procedure](#)
- 8 [!\[\]\(05b083ace671b44c0145e56c9c3c1ef3_img.jpg\) Disposal of Council Land Policy](#)
- 9 [!\[\]\(fb964bcd073049081d1e242c7acadd13_img.jpg\) Disposal of Council Land Policy - Outdated](#)
- 10 [!\[\]\(102afbf4b189d3dfd3dc2e987f9565b5_img.jpg\) Remissions and Rebates of Fees and Charges](#)
- 11 [!\[\]\(31bb2787e45ac9929fffe34ee15b8a42_img.jpg\) Remissions and Rebates of Fees and Charges - Outdated](#)

16. COMMITTEES FRAMEWORK

Author: Acting Manager, Governance and Risk (Bryn Hannan)
Qualified Person: Acting Director, Community, Economic Development and Business (David Ronaldson)
ECM File Reference: Committee Administration

Community Plan Reference:

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

Strategic or Annual Plan Reference:

Leading our Community

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

Reporting Brief:

To recommend the adoption of a policy framework for the administration of Council’s committees, comprised of a Committees Policy, Committees Procedure and Committee Nominations and Appointments Policy, to improve committee governance and reporting.

Proposal in Detail:

Background

Committees play a critical role in implementing the plans, strategies, policies, procedures and decisions of Council. They are also an effective way of engaging with our community.

The use of committees is an effective means of managing the business of Council and allowing it to perform its functions under the *Local Government Act 1993 (the Act)* and other legislation. Committees provide leadership, collaboration, and direction, and allow Council to progress the actions it takes to achieve its objectives.

To achieve maximum value from the use of committees, Council must be properly informed of the purpose, constitution and activities of any committee under its direction. This is particularly important where committees have been allocated funds from Council’s budget.

Proposed Committees Framework

The administration of committees in Council is currently governed by the following policy documents:

- Committees Policy (adopted November 2016)
- Committees Procedure (adopted November 2016)
- Nominations and Appointments to Committees and Other Bodies Policy (last updated January 2018), to be renamed as the 'Committee Nominations and Appointments' policy.

The proposed updated versions of these three documents are Attachments 1, 2 and 3 (respectively) to this report.

The proposed amendments make the three documents consistent with one another, with the aim of establishing a framework to provide better governance of committees.

Council should note that the Committees Procedure has not been substantially implemented since its adoption in November 2016. This was in large part because committees operated only in a limited capacity during the Commissioner's appointment, and due to resourcing constraints.

However, the recent discussions around the role and purpose of committees in helping Council to achieve its strategic objectives has led to a re-evaluation of the policy framework. If the recommendations of this report are adopted, management will also ensure that the Policy and Procedure are implemented and that the framework operates as intended.

The proposed documents do not make any significant changes to the way in which committees are administered. Most of the amendments are to improve drafting, remove superfluous provisions and ensure the consistent use of terminology across all three documents. However, there are some key improvements proposed to the framework, which will ensure that committees governance at Council operate more efficiently. These are:

- the roles of the various types of committees have been more clearly defined. Special Committees have been distinguished from other types of internal committees by providing that their activities will ordinarily be aligned with a strategic objective of Council (refer to the Policy, section 1.3). This is intended to address the question of when it is appropriate for a committee to be a Special Committee under section 24 of the Act
- 'Committee Detail Sheets', which contain information about each committee, will now be referred to as 'Terms of reference'
- Terms of reference will be required to include details of how any non-aldermanic members are appointed
- The Nominations Policy has been amended to remove the requirement that Council appoints any independent members of Special Committees, as this is impractical and does not occur in-practice. This is discussed further below

- The Manager, Community and Customer Service will be designated as the 'Committees Officer' who has responsibility for the oversight and management of committees
- Committees will be required to report to Council annually at the end of the financial year by providing a standard form report to the Committees Officer, who will then report and make recommendations to Council

Information about the amendments made to each document is provided below.

Amendments to Committees Policy

A marked-up version of the Committees Policy showing the changes proposed to the previous version is [Attachment 4](#).

The Committees Policy has significantly shortened, with large amounts of information moved across to the Committees Procedure. This is to draw a better distinction between the policy document (which sets out the framework and key policy statements) and the procedure (which sets out the detailed information and processes required to implement the policy's objectives).

Definitions of the types of committees and clearer definitions of their roles have also been included.

In addition, drafting has been improved, and superfluous provisions removed.

Amendments to Committees Procedure

A marked-up version of the Committees Procedure showing the changes proposed to the previous version is [Attachment 5](#).

The Committees Procedure incorporates many provisions that were removed from the Policy. It has been reviewed to ensure that it achieves its purpose of supporting the aims and objectives of the policy by putting appropriate rules and processes in place.

The procedure has also been renamed as 'Committees Guide and Procedure', to reflect the fact that it is intended to assist Council staff and Aldermen to understand the roles and purposes of committees by providing detailed information.

Overall, drafting quality has been improved for better clarity and accessibility and superfluous provisions have been removed.

Amendments to Nominations Policy

A marked-up version of the 'Committees Nominations and Appointments' policy (renamed from the Nominations and Appointments to Committees Policy) showing the changes proposed to the previous version is [Attachment 6](#).

The procedures for nominations and appointments to committees under the Committee Nominations and Appointments Policy have not been substantially changed. However, the policy has been re-drafted to make it more concise and remove repetition.

As noted above, the current version of the policy requires that independent members are appointed to committees by a resolution of Council. In-practice, this does not occur and is neither practical nor efficient.

Accordingly, that part of the policy has been replaced with a requirement that non-aldermanic committee members are appointed by a selection process set out in the terms of reference, and are only required to be appointed by Council if no process is defined.

The Policy has also been renamed to the Committee Nominations and Appointments Policy, to better reflect its place as part of the committees framework.

Implementation

If Council adopts the recommendations in this report, work will commence to bring the current administration of committees into line with the framework.

To ensure that this process is actioned, it is recommended that Council requires that all committees and external bodies adopt an updated Terms of Reference in the new format by the December Council meeting. It is also recommended that Council formally resolve not to require a committee annual report for the 2017/18 financial year, given that most committees have only been re-formed in the past few months.

Consultations:

Executive Leadership Team

Human Resource / Financial and Risk Management Implications:

Financial

There are not expected to be any material financial impacts as a result of the adoption of the revised committees framework, though it is intended that more robust governance of committees will (longer term) result in the more efficient allocation and use of Council's funds.

Human resources

There is not expected to be any material human resources impact. Council officers working on or with committees will receive further guidance and assistance from the improved framework document, but this will not result in an increased workload. The Committees Officer role will need to be formally assigned to the Manager responsible for community development.

Risk management

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Adopt the recommendation	Minor (L2)	Unlikely (L2)	Low (4)	Council receives regular updates and monitoring on the progress of the implementation, and reviews the committees framework following the annual report in July or August 2018.
When put into practice, the proposed framework does not achieve the practical outcomes sought by Council				
Do not adopt the recommendation	Moderate (C3)	Likely (L4)	Notable (12)	The existing framework is implemented and Council requests a further report in six months on its effectiveness.
Committee governance is less optimal due to inadequate policy documentation, leading to committees being less effective and not furthering Council's strategic objectives.				

Community Consultation and Public Relations Implications:Community consultation

There has not been any community consultation.

Public relations

There are not expected to be any material public relations impacts.

Recommendation:

That Council:

1. ADOPT the updated Committees policy in the form of Attachment 1
2. ADOPT the updated Committees Guide and Procedure in the form of Attachment 2
3. ADOPT the updated Committee Nominations and Appointments policy in the form of Attachment 3
4. DIRECT that all committees and external bodies covered under the Committees Policy adopt updated Terms of Reference in the form required by the Policy and Committees Guide and Procedure by 31 December 2018, and
5. DIRECT that the first annual committees report to Council is required to be presented to Council in July or August 2019 after the end of the current financial year.

Attachments/Annexures

- 1  Committees Policy
- 2  Committees Procedure
- 3  Committee Nominations and Appointments Policy
- 4  Committees Policy - Marked-up
- 5  Committees Procedure - Marked-up
- 6  Committee Nominations and Appointments Policy - Marked-up

17. CARRY FORWARDS AND VARIATION TO THE 2018/19 BUDGET

Author: Finance Reporting Officer (Allan Wise)

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

ECM File Reference: Budget Update 2018/19

Community Plan Reference:

Leading Our Community

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

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

Strategic or Annual Plan Reference:

Leading Our Community

Objective 4.1	Govern in the best interests of our community
Strategy 4.1.1	Manage Council for maximum efficiency, accountability and transparency
Strategy 4.1.2	Manage the City's assets soundly for the long term benefit of the community
Objective 4.2	Prioritise resources to achieve our communities' goals
Strategy 4.2.1	Deploy the Council's resources effectively to deliver value
Action 4.2.1.07	Develop the annual budget estimates in line with the Financial Management Strategy and provide regular reporting of actuals to budget

Reporting Brief:

To recommend alterations to the 2018/19 budget relating to:

- carry-forward of specific purpose expenditure in the 2017/18 budget for grants, fundraising and donations, which was not fully expended at 30 June 2018, and
- carry-forward of specific purpose revenue received in the 2017/18 financial year for grants, fundraising and donations which was not fully expended at 30 June 2018

Proposal in Detail:

Background:

Section 82 of the *Local Government Act 1993* (the Act) requires the General Manager to prepare estimates of the Council's revenue and expenditure for each financial year and to ask Council to approve any alterations.

Section 82 relevantly provides:

"(2) Estimates are to contain details of the following:

- (a) The estimated revenue of the Council;*
- (b) The estimated expenditure of the Council;*
- (c) The estimated borrowings by the Council;*
- (d) The estimated capital works of the Council; and*
- (e) Any other detail required by the Minister.*

(4) A Council may alter by absolute majority any estimate referred to in subsection (2) during the financial year."

Carry Forward Procedure

A 'Carry Forward' is defined in the Council's Carry Forward procedure as an unspent budget allocation that has approval to be transferred from the current financial year into the next financial year.

A Carry Forward may be granted due to:

- approved Capital projects – where prior to the end of the financial year, significant design work and/or other costs relating to the project have been incurred and where practical completion of the project is considered to be the "cost effective" option
- the presence of a contractual obligation, which at year end, commits Council to completing the associated work
- the existence of associated unspent grant funds or unspent fundraising/donations that were received for a specific purpose, or
- specific approval by the General Manager.

The Executive Leadership Team (ELT) has completed the annual review of contractual and other externally funded obligations that existed at 30 June 2018. It has been decided that only "*unspent grant funds or unspent fundraising/donations*" that do not affect the net operating position will be eligible for Carry Forward into the 2018/19 budget.

Operational Carry Forward from 2017/18 into the 2018/19 Budget

Council regularly receives revenue from external sources during the year for specific purpose projects. Primarily, the revenue is in the form of grants, fundraising and donations. There is an obligation on Council to ensure the funds are fully spent as intended however this is not always possible by June 30.

It is therefore necessary to carry forward the unspent funds into the following financial year, to preserve the balance of the original funding. Table 1 summarises the proposed carry forward amounts by cost centre:

Table 1 – Grants, Fundraising or Donations received for a specific project, which at 30 June 2018 were yet to be fully utilised

Cost Centre	Operational Grants, Fundraising and Donations
Berriedale Child Care Centre	\$10,032
Benjafeld Child Care Centre	\$4,553
Community Development	\$28,336
Community Participation & Engagement	\$13,113
Community Development Admin	\$13,661
Arts & Cultural	\$38,463
Total	\$108,158

Attachment 1 to this report details the individual projects and amounts.

Financial Impact on the 2018/19 Operating Budget

Council approved the 2018/19 budget on 25 June 2018 and Table 2 provides details of the amended Income Statement.

Table 2– Amended 2018/19 Budgeted Income Statement Estimates

	2017/18 Budget (\$'000)	2018/19 Budget (\$'000)	Change (\$'000)
Revenue (Excluding Capital Grants and Property Sales)			
Rates	\$30,222	\$34,204	\$3,982
State Fire Levy	\$5,359	\$5,670	\$311
User Charges & Licences	\$12,151	\$12,595	\$444
Operating Grant Income	\$1,695	\$4,126	\$2,431
Investment Income	\$3,653	\$2,547	(\$1,106)
Other Income	\$872	\$703	(\$169)
TOTAL REVENUE	\$53,952	\$59,845	\$5,893

	2017/18 Budget (\$'000)	2018/19 Budget (\$'000)	Change (\$'000)
Expenditure			
Employee Expenses	(\$21,428)	(\$22,473)	(\$1,045)
Materials, Contractors & Other	(\$14,049)	(\$17,451)	(\$3,402)
State Fire Levy	(\$5,332)	(\$5,642)	(\$310)
TOTAL EXPENDITURE	(\$40,809)	(\$45,566)	(\$4,757)
Surplus/(Deficit) Before Interest, Depreciation & Amortisation	\$13,143	\$14,279	\$1,136
Depreciation Expense	(\$14,369)	(\$13,818)	\$551
Assets Written Off	(\$170)	(\$170)	\$0
Surplus/(Deficit) Before Interest	(\$1,396)	\$291	\$1,687
Finance Charges	(\$314)	(\$242)	\$72
Operating Surplus/(Deficit)	(\$1,710)	\$49	\$1,759
Add Capital Grant Funding	\$865	\$430	(\$435)
Add/(Less) Net Property Sales	(\$71)	(\$71)	\$0
Surplus/(Deficit)	(\$916)	\$408	\$1,324

In summary, Table 3 details which of the Income Statement line items have been affected:

Table 3– Specific Income Statement Estimates Affected

	2018/19 Budget (\$'000) ORIGINAL	2018/19 Budget (\$'000) AMENDED	Change (\$'000)
Revenue			
Other Income	\$595	\$703	\$108
Expenditure			
Employee Expenses	(\$22,450)	(\$22,473)	(\$23)
Materials, Contractors & Other	(\$17,366)	(\$17,451)	(\$85)
TOTAL CHANGE			\$0

As detailed above, the recommendation if adopted would alter:

- Operating Revenue by \$108,158
- Operating Expenditure by (\$108,158)
- Operating Surplus/(Deficit) by \$0

Consultations:

Executive Leadership Team
Managers and Coordinators
Senior Finance staff

Human Resource / Financial and Risk Management Implications:

Updated versions of the 2018/19 Budget will be produced and made available on our Intranet and Internet services.

The financial implications for the Current Year are detailed in Table 1 to Table 3 however it is important to note there is \$0 effect on the 2018/19 Operating Surplus/(Deficit) previously approved by Council.

There are no financial implications for next year and future years as Council is only varying the 2018/19 budget.

The budget is monitored and reported monthly to Council as part of Performance Reporting.

Community Consultation and Public Relations Implications:

Carry Forward amounts will result in alterations to the original 2018/19 Operating budget. However, there are no community or public relation implications in altering the budget for this reason.

Recommendation:

That Council:

APPROVE the alteration of the 2018/19 Operating Budget to include the revised Revenue and Expenditure budget amounts detailed in Attachment 1.

Attachments/Annexures

- 1  Carry Forwards 2018-19 - Attachment 1

18. FINANCIAL PERFORMANCE REPORT TO 31 MAY 2018

Author: Finance Reporting Officer (Allan Wise)
Qualified Person: Acting Director, Community, Economic Development and Business (David Ronaldson)
ECM File Reference: Corporate and Financial Reporting

Community Plan Reference:Leading Our Community

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

Strategic or Annual Plan Reference:Leading Our Community

Objective 4.1	Govern in the best interests of our community
Strategy 4.1.1	Manage Council for maximum efficiency, accountability and transparency
Action 4.1.1.04	Implement the performance reporting system for corporate strategic planning
Objective 4.2	Prioritise resources to achieve our communities' goals
Strategy 4.2.1	Deploy the Council's resources effectively to deliver value
Action 4.2.1.07	Develop the annual budget estimates in line with the Financial Management Strategy and provide regular reporting of actuals to budget

Reporting Brief:

To provide the Financial Performance Report to Council for the year-to-date, ending 31 May 2018.

Proposal in Detail:

The Financial Performance Report (**Report**) for the period 1 July 2017 to 31 May 2018 is Attachment 1.

In summary, the Report highlights that as at 31 May 2018 the overall result is very good, with both revenue and expenditure ending the month at less than 1% variance of actual to budget. Of particular note:

- operating revenue is \$268k above budget representing a favourable variance of 0.51%

- operating expenditure is \$494k under budget representing a favourable variance of 0.97%; and
- capital works are \$5.342m underspent, with a forecast underspend of \$4.930m at 30 June 2018.

Subject to any adjustments arising from the TAO's audit of Council's 2017-18 Financial Statements, and before adjusting for the early receipt of the first instalment of Council's 2018-19 Financial Assistance Grant, preliminary results for the year-end 30 June 2018 are in-line with budget.

Consultations:

General Manager

Director

Acting Directors

Acting Chief Financial Officer

Capital and Operational Budget Responsibility Officers

Human Resource / Financial and Risk Management Implications:

Any relevant financial risk implications are detailed in the attachment to this report. There are no material risk management or human resources implications.

Community Consultation and Public Relations Implications:

No public relations implications have been identified, and no community consultation has been undertaken.

Recommendation:

That Council:

RECEIVE and NOTE the Financial Performance Report for the year-to-date, ending 31 May 2018.

Attachments/Annexures

- 1  Attachment 1 - Financial Performance Report - May 2018

19. MINISTERIAL DIRECTIONS - MONTHLY AND SECOND QUARTERLY REPORT

Author: Acting Director, Corporate Governance (Simon Scott)

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

ECM File Reference: Ministerial Directions

Community Plan Reference:

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

Strategic or Annual Plan Reference:

Leading our Community

- | | |
|----------------|--|
| Objective 4.1 | Govern in the best interests of our community |
| Strategy 4.1.1 | Manage Council for maximum efficiency, accountability and transparency |
| Strategy 4.1.3 | Maximise regulatory compliance in Council and the community through our systems and processes. |

Reporting Brief:

To inform Council of the progress towards completing the action items out of the Ministerial Directions Implementation plan for the period ending 25 July 2018 and to recommend for adoption the second quarterly report to the Minister as per Direction 7 of the Ministerial Directions.

Proposal in Detail:

At its meeting of 25 June 2018, Council was informed of the progress of satisfying the Ministerial Directions (as at 15 June 2018).

As per Attachment 1, there are 58 Ministerial Direction actions that are required to be undertaken by Council.

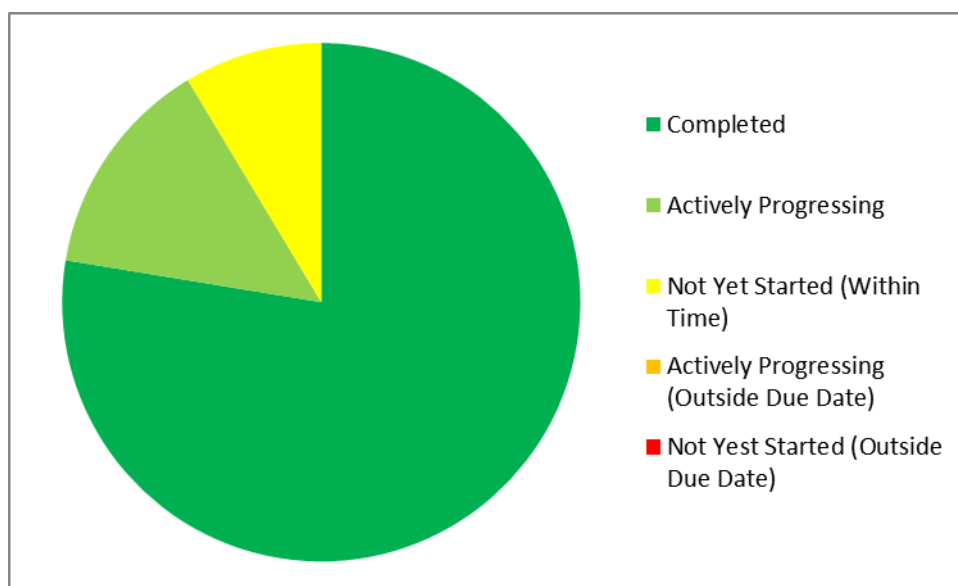
As at the date of this Report, Council had completed an additional two (2) actions, bringing the total of 45 completed actions to date, as follows:

- reviewing, and amending if appropriate, within the 2018-19 budget period: the long term financial management plan, and
- ensuring that all Council representatives on special committees and external bodies report, at a minimum, annually to Council.

Council's progress of actions required to comply with the Directions is summarised below:

- Actions completed 45
- Actions being actively progressed 8
- Actions not yet started but within time 5, and
- Actions not yet started and outside due date 0

58



In line with Direction 7, there is a requirement for Council to report quarterly (for the term of the current Council) to the Minister on the progress of actions taken to comply with the Directions, and make that report publically available on Council's website. Accordingly, the Ministerial Directions Implementation Quarterly Progress Report has been drafted to satisfy this requirement. The draft report is Attachment 2.

It is recommended that Council acknowledge and approve this report with the view that the Mayor can forward it to the Minister in accordance with Direction 7.

Consultations:

Mayor
General Manager

Human Resource / Financial and Risk Management Implications:

There are not considered to be any material financial or human resources implications.

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
Do not adopt the recommendation If Council does not comply with the Ministerial Directions as provided under section 225(2) of the <i>Local Government Act 1993</i> then there is potential for a complaint to be lodged for non-compliance under section 339E and further scrutiny and sanction by the Director of Local Government	Moderate (C4)	Likely (L4)	Significant	Council continues to progress actions required to comply with these Directions

Community Consultation and Public Relations Implications:

There has been no community consultation due to the nature of the document.

Recommendation:

That Council:

1. NOTE the progress satisfying the Ministerial Directions in the form of Attachment 1 as at 25 July 2018
2. ACKNOWLEDGE and APPROVE in accordance with Direction 7 of the Ministerial Directions, for the Mayor to forward the second quarterly report (in the form of Attachment 2) to the Minister of the progress of actions to date taken to comply with the Ministerial Directions, and
3. NOTE that the second quarterly report will be made publicly available on Council's website.

Attachments/Annexures

- 1  Ministerial Directions Implementation Progress Report (July 2018)
- 2  Ministerial Directions Implementation Quarterly Progress Report (Second Quarter 2018)

20. PROCUREMENT EXEMPTIONS - MONTHLY REPORT

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

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

ECM File Reference: Procurement

Community Plan Reference:

Leading our Community

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

Strategic or Annual Plan Reference:

Leading our Community

- | | |
|----------------|---|
| Objective 4.1 | Govern in the best interests of our community |
| Strategy 4.1.1 | Manage Council for maximum efficiency, accountability and transparency |
| Strategy 4.1.2 | Manage the City's assets soundly for the long-term benefit of the community |
| Strategy 4.1.3 | Maximise regulatory compliance in Council and the community through our systems and processes |

Reporting Brief:

To inform Council of exemptions that have been applied to the procurement requirements under Council's Code for Tenders and Contracts for the period 15 June to 19 July 2018.

Proposal in Detail:

Council's Code for Tenders and Contracts (**Code**) has been made and adopted by Council as required under section 333B of the *Local Government Act 1993*.

Under clause 10.2 of the Code, the General Manager is required to provide a regular report to Council on exemptions that have been authorised to the procurement requirements under the Code. Clause 10.2 relevantly provides:

*In accordance with Regulation 28(j), the General Manager will establish and maintain procedures for reporting to Council **at the first ordinary meeting of Council after the event** in relation to the procurement of goods and/or services **in circumstances where a public tender or quotation process is not used**. Such report will include the following details of each procurement:*

- a) a brief description of the reason for not inviting public tenders or quotations (as applicable);*
- b) a brief description of the goods or services acquired;*
- c) the approximate value of the goods or services acquired; and*
- d) the name of the supplier.*

A copy of an extract from Council's Purchasing Exemption Register (**Exemption Report**), which is delivered to Council as required under clause 10.2 is Attachment 1 to this report.

The Exemption Report covers the period from 15 June to 19 July 2018.

Consultations:

Executive Leadership Team

Human Resource / Financial and Risk Management Implications:

There are no material financial, human resources or risk management implications, given that the report is for information only.

Community Consultation and Public Relations Implications:

Community consultation was not required or undertaken.

There is unlikely to be any material public relations impact.

Recommendation:

That Council:

RECEIVE and NOTE the monthly Procurement Exemptions Report for the period from 15 June to 19 July 2018.

Attachments/Annexures

- 1  Procurement Exemptions - 15 June - 19 July 2018

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

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

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

ECM File Reference: Actions List - Council Meetings

Community Plan Reference:

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

Strategic or Annual Plan Reference:

Leading our Community

Objective 4.1 Govern in the best interests of our community

Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency

Objective 4.2 Prioritise resources to achieve our communities’ goals

Strategy 4.2.1 Deploy Council’s resources effectively to deliver value

Reporting Brief:

To provide Council with the Actions List (Open Council Meeting), updated following the Council meeting on 25 June 2018.

Proposal in Detail:

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

The Actions List (Open Council Meeting) reports on the progress of the items on the list following the 25 June 2018 Council meeting.

The Actions List, updated following the Council meeting on 25 June 2018 is Attachment 1 to this report.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

Nil

Community Consultation and Public Relations Implications:

Nil

Recommendation:

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting) as updated, following the 25 June 2018 Council meeting.

Attachments/Annexures

- 1  Action List - Open

**22. NOTICES OF MOTIONS – QUESTIONS ON NOTICE / WITHOUT
NOTICE**

22.1 NOTICE OF MOTION - ALDERMAN M. STEVENSON

Author: General Manager (Tony McMullen)

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: Notice of Motion

Community Plan Reference:

Leading our Community

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

Strategic or Annual Plan Reference:

Leading our Community

4.1 Govern in the best interests of our community

4.1.1 Manage Council for maximum efficiency, accountability and transparency

Reporting Brief:

To consider a notice of motion by Alderman Stevenson submitted in accordance with the requirements of Regulation 16(5) of the *Local Government (Meeting Procedures) Regulations 2015*.

Motion:

That Council conduct a workshop to consider withdrawing its membership of the Southern Tasmanian Council Authority (STCA).

Points of discussion:

- Glenorchy Council appears to receive very little value from its investment within the SCTA body.
- The lack of traction that STCA has is highlighted in the recent name change to Think South, put through to gain media attention, only to again revert to STCA after that was ineffective.
- Council is already a member of the Local Government Association of Tasmania (LGAT) which provides sector representation.
- The specific needs of metropolitan councils are diluted by the diverse small council membership of STCA.
- Glenorchy may be better represented and serviced through the finalisation of the Greater Hobart Act, as part of the City Deal.

- STCA no longer has a CEO, therefore the costs associated with winding up the association, if that is an outcome to ours and other council's withdrawals, will be limited.

Recommendation:

That Council conduct a workshop to consider withdrawing its membership of the Southern Tasmanian Council Authority (STCA).

Attachments/Annexures

Nil.

CLOSED TO MEMBERS OF THE PUBLIC

23. CONFIRMATION OF MINUTES (CLOSED MEETING)

24. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

25. PROCESS FOR 6 MONTHLY AND ANNUAL REVIEW PROPOSAL

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 15(2)(a) (Personnel matters, including complaints against an employee of the Council and industrial relations matters).

26. GENERAL MANAGER'S KPI TARGETS

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 15(2)(a) (Personnel matters, including complaints against an employee of the Council and industrial relations matters).

27. GENERAL MANAGER'S PROFESSIONAL DEVELOPMENT

This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 15(2)(a) (Personnel matters, including complaints against an employee of the Council and industrial relations matters).

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

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

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