

COUNCIL AGENDA

MONDAY, 30 OCTOBER 2017



GLENORCHY CITY COUNCIL

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

Hour: 3.00 p.m.

Present:

In attendance:

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1. APOLOGIES

2. CONFIRMATION OF MINUTES

That the minutes of the Council Meeting held on 2 October 2017 be confirmed.

3. ANNOUNCEMENTS BY THE CHAIR

4. PECUNIARY INTEREST NOTIFICATION

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME (15 MINUTES)

7. PETITIONS/DEPUTATIONS

ENVIRONMENT

8. GLENORCHY CBD REVITALISATION PROJECT PROGRESS UPDATE (4 SEPTEMBER TO 30 OCTOBER 2017)

Author: Engineering Projects Officer (Greg Blackwell)
Acting Manager, City Strategy and Economic Development
(Erin McGoldrick)

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: CBD Steering Committee

Community Plan Reference:

Valuing Our Environment

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

Open for Business

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

Strategic or Annual Plan Reference:

Objective: 3.1 Create a liveable and desirable City.

Strategy: 3.1.1 Revitalise our CBD areas through infrastructure improvements.

Action: 3.1.1.01 Implement the Glenorchy CBD Strategic Framework.

Reporting Brief:

This report provides the bi-monthly update to Council on the progress of the Glenorchy CBD Revitalisation Project, including two key documents for endorsement by Council.

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 fourth of the bi-monthly reports given pursuant to that resolution.

This report covers the period from 4 September to 30 October 2017.

Project Status:**1. Project Budget and Delivery Schedule**

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

It is currently planned that the first stage of the works will commence in March 2018. It had been planned that some footpath works would be undertaken around the Glenorchy Integrated Care Centre to coincide with the completion of that project. Unfortunately an agreed price could not be reached with the contractor who is constructing this project and therefore this component of the works will now be undertaken in conjunction with the main project.

2. Funding Opportunities

As mentioned in the last progress report, Council has been notified that its application to the Federal Government's Building Better Regions Fund (**BBRF**) was not successful. Council has participated in a feedback interview with the fund managers. The information obtained from that meeting and lessons learned will assist the CBD Revitalisation Committee in determining whether there is merit in submitting a new application in a future round of the grant applications.

Council has submitted an application under a State Government's vulnerable road users program for funding assistance with the Peltro Street bike lane, which is proposed to link the cycleway with the CBD. The outcome of the application is likely to be announced late in late 2017 or early 2018.

3. Public Space Enhancement Grant*Background*

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. This funding has remained unspent because the outcomes of other Council projects and analysis of potential impacts was required in order to ensure any commitment to expending the grant funds was strategically prudent.

A further delay occurred during 2016 whilst Council awaited the outcome of its application for funding through the BBRF. Now the outcome of the BBRF is known, Council is able to progress the project and take it to the community for further refinement, to enable implementation within the 2017/18 financial year.

Engagement Plan

The Community Engagement Plan for the project (Attachment 1) is building on previous engagement findings of the Glenorchy CBD Revitalisation community engagement process conducted from August to October 2016, including playground and kiosk in front of Council chambers.

Previous engagement included:

- traders' workshop
- workshop with Council's committees
- meetings with Council's professional staff and outdoor workforce
- meetings with Northgate, Metro Tasmania, the Taxi Association and Emergency Services
- public display in the foyer of Council offices
- 3-day pop-up exhibition, and
- questionnaire distributed to the Glenorchy Matters Community Panel and the community at large.

Responses to questionnaire were received from the general community (145 responses) and the Glenorchy Matters Panel (160 responses), as follows:

	General Community	Glenorchy Matters Panel
Like	84.3%	81.3%
Unsure	10.4%	10.8%
Dislike	5.3%	7.9%

The engagement findings report notes that there were a limited number of attendees at the traders' workshop, however valuable feedback was gained. Overall, the feedback from traders was positive, with uplift to the look and feel of the CBD area and improvements in behaviour as a result of increased activity and accompanying passive surveillance noted as positive benefits. The Community Engagement Plan intends to build on the work already completed and to focus specifically on the Playground and Kiosk area.

The Engagement Impact Level under the Glenorchy City Council Community Engagement Framework (Appendix 1, p.35) is 'Level 1 High Impact LGA wide'. Given the previous engagement with the business community a 'Consult' strategy is appropriate under the framework

The Engagement Plan suggests the following methods for communicating plans to the community and seeking feedback:

- article in the November 2017 Glenorchy Gazette
- notice on Council's website and a link to an online format for participants to record comments

- communication to community groups advising projects plan with link to online survey
- communication with school groups advising projects plan with link to online survey, and
- display in council foyer and outreach to the CBD area with concept designs and an online survey.

The outcomes of the Engagement Plan will be reported back to the CBD Steering Committee for consideration and a findings report will be forwarded to Council as part of the CBD Revitalisation Update Report at the January 2018 Council meeting.

4. CBD Project Steering Committee

The CBD Project Steering Committee has met twice during the reporting period. Key topics discussed or tasks progressed were as follows:

- communications strategy
- status of discussions with the Department of State Growth
- the BBRF Grant
- the Public Space Enhancement Grant
- Glenorchy Integrated Care Centre footpath works
- traffic modelling of proposed signal upgrades, and
- miscellaneous design issues

The next steering committee meeting is scheduled for 21 November 2017.

5. CBD Revitalisation Communications Plan

It has been the Steering Committee's intention to develop a Communications Plan for the design and construction phase of the project so that the community and local businesses are kept informed of project developments and issues. The strategy has now been finalised and is attached to this report for Council's endorsement (Attachment 2).

Project updates to the community will continue to be published in the Glenorchy Gazette and on Council's website.

Council will review the need for bi-monthly CBD Revitalisation Updates at the February 2018 Council meeting.

6. Public Art

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

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

2017-18: Develop a brief, EOI process, invite tenders, selection

2018-19: Work with community to identify needs and opportunities, and

2019-20: Installation

7. Current Key Project Activities

- urban design consultants are continuing to refine the concept urban design plans based on the learnings from our combined investigations
- the updated urban design plans along with a letter have been circulated to businesses and property owners in the CBD area to inform traders about project developments
- a planning permit application has been lodged for the project and the planning consultation period is currently open for submissions
- investigation continuing into property boundaries in the project area that may impact on design outcomes
- traffic modelling of a proposed upgrade to traffic signals (scramble crossing) at the intersection of Main Road and Tolosa Street is complete. Staff have considered the report and decided that the scramble crossing proposal will not be pursued any further at this stage.
- a quote has been received from contractors building the Glenorchy Integrated Care Centre for them to undertake footpath improvements around this development in conjunction with the internal works. As mentioned above, an agreed price couldn't be reached with the contractor so these works will now be undertaken in conjunction with the main project
- Council is liaising with the Department of State Growth regarding obtaining approval for the proposed raised table pedestrian crossing points (speed humps), and
- test pits have been excavated in the roadway to check existing pavement depths, soil conditions etc.

8. Next Steps and Future Tasks

- consultants to be engaged to undertake a review of existing and new street lighting and other electrical infrastructure
- CBD heritage sites within the project area to be reviewed to see whether there will be any potential impact from the proposed works
- specialist arborist advice to be sought for existing and new street trees, 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 Steering Committee
Key Council Staff
Department of State Growth
Urban Design consultants
Traffic Engineering Consultants

Human Resource / Financial and Risk Management Implications:

Design and project management resources are assigned to progress the project and civil construction. Resources will be allocated as required to supervise procurement processes and undertake the construction of the works.

It was previously recognised that the success or otherwise of Council's application for co-funding of the project via the Building Better Regions fund would be significant in terms of financial impact. Although our grant application was unsuccessful, the project will still proceed as Council has funds in place for the project in its long term asset management plans. Other funding opportunities will be investigated as they arise.

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 is attached to this report for Council's endorsement.

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 which 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.

The Community Engagement Plan for the project is attached to this report for Council's endorsement.

Recommendation:

That Council:

1. RECEIVE and NOTE the CBD Revitalisation Project bi-monthly progress report for the period from 4 September to 30 October 2017
2. ENDORSE the CBD Revitalisation Communications Plan, and
3. ENDORSE the Public Space Enhancement Grant Community Engagement Plan.

Attachments/Annexures

- 1  Community Engagement Plan
- 2  Communications Plan

GOVERNANCE

9. ANNUAL PLAN PROGRESS REPORT AS AT 30 SEPTEMBER 2017

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

Qualified Person: Acting Director, Community, Economic Development and
Business (David Ronaldson)
Acting General Manager (Tony McMullen)

ECM File Reference: Quarterly Report - Annual Plan Progress

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-2025

Making Lives Better

4.1 Govern in the best interests of our community

4.1.1 Manage Council for maximum efficiency, accountability and transparency.

Glenorchy City Council Annual Plan 2017/18 – 2020/21

4.1.1.04 Implement the performance reporting system for corporate strategic planning.

Reporting Brief:

To provide Council with the Quarterly Annual Plan Progress Report for the quarter ending 30 September 2017.

Proposal in Detail:

The Quarterly Annual Plan Progress Report for Council for the quarter ending 30 September 2017 (**Report**) is Attachment 1.

Report Purpose

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

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

Report Improvements

Improvements have been undertaken in preparation for the 2017/18 year's reporting via Cambron to improve timeliness of information delivery and quality and consistency of reporting. Recognising the importance of robust performance information for Council and the community, officers have carefully considered Annual Plan 'measures' to build a balanced picture of performance. The improvements see:

- multiple measures used for some actions to cover different aspects of performance
- measure language now clearer and understandable to a broader audience
- measures that align with other reporting requirements, such as existing State Government or Federal Government reporting commitments
- measures that are efficient for Council officers to collect, and
- measures that will allow for consistent comparisons of performance over time and across each financial year.

Across the Annual Plan, actions are now identified as falling into one of the following categories:

1. **Services** – these are Council's 'business as usual' tasks, such as customer service, regulatory matters, planning etc.
2. **Governance and management** – looks at and ensures that strong governance and management frameworks are in place for engagement, corporate planning, monitoring, reporting and decision making, and
3. **Strategies and masterplans** – development, implementation and review of strategies and masterplans endorsed by Council.

For actions identified as services, the measures aim to provide performance information capturing outcomes, and, if that cannot be measured efficiently, outputs (including appropriateness, quality and/or cost).

For actions identified as governance and management, measures aim to ensure that strong governance and management frameworks are in place for engagement, corporate planning, monitoring, reporting and decision making, policy in place and updated, planning undertaken and endorsed, or plans prepared and maintained.

For actions identified as strategies and masterplans, measures should be drawn directly from a masterplan's implementation plan or a strategy's action plan and if appropriate the full documents are made available on the Council website.

Report Format

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

- the rules for giving different status descriptions to different actions are shown (see 'Status of Actions', below)

- the status, description and comments on 'high priority' actions are given. High, medium and low priority allocations are determined for each action by the Executive Leadership Team, referencing Council's Risk Register and Community Plan Priorities.
- an overview of all Annual Plan actions follows, and
- for all actions marked 'review required', the status chart, description and comments are provided. It should be noted that a 'review required' status is assigned to those actions for which there are internal or external factors that present a foreseeable risk to project completion by the deadline set in the annual plan.

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

Status of Actions

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

Action status

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

Measure status

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

Reporting Process

The quarterly annual plan progress reporting process involves the following:

- coordinators and managers provide comment on the status of each of the Annual Plan line items that they are responsible for in the 'Cambron' reporting management system
- data is checked for completeness
- any outstanding input is followed up
- a draft report is generated from Cambron software by City Strategy officers
- the draft report is reviewed by the Acting General Manager and the Executive Leadership Team

- conversion of Cambron template to MS Word format, and
- there is a ten (10) day lead time for placement of a report on the Council agenda.

This process takes approximately 5 - 12 weeks and may take up to a month longer if the report is available at a point in time that is out of synchronisation with the Council meeting cycle.

Consultations:

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

Human Resource / Financial and Risk Management Implications:

The Quarterly Annual Plan Progress Report shows the progress of implementation of the Glenorchy City Council Annual Plan 2017-18 to 2020-21. The Annual Plan is resourced as part of the annual budget process.

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

Community Consultation and Public Relations Implications:

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

Recommendation:

That Council:

RECEIVE and NOTE the Quarterly Annual Plan Progress Report for the quarter ending 30 September 2017.

Attachments/Annexures

- 1  Quarterly Annual Plan Progress Report

10. CORPORATE PERFORMANCE INDICATORS - AUGUST 2017

Author: Systems Management Accountant (Mark Patmore)
Finance Reporting Officer (Allan Wise)

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: Traffic Lights

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-25

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 the Council's resources effectively to deliver value

Reporting Brief:

The purpose of this report is to present Council's Corporate Performance Indicators as at the end of August 2017.

Proposal in Detail:

The Corporate Performance Indicators (CPIs) for August 2017 are Attachment 1 to this report. Appendix B to the CPIs is Attachment 2.

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

The August CPIs are presented one meeting later than scheduled to allow staff additional time to verify the figures following the finance system upgrade on 1 July 2017.

Monthly Results

For August 2017 the CPIs recorded:

- 1 red light
- 7 yellow lights, and
- 19 green lights.

Details of the red and yellow lights are recorded in the following table.

Light Colour	Item	Graph	Comments
	Lost Time Injury Frequency Rate (LTIFR)	27	There were two LTIs for August following two consecutive months of zero LTIs. The rolling 12 month LTIFR is 32.58, which is higher than the benchmark of 10.80. Safety remains a priority for the organisation and this indicator will be reported as red while the rolling 12 month LTIFR remains above the benchmark.
	Total Capital Expenditure	11	A yellow light has been assigned to the Total Capital Works program as an indicator the collective program is recording an underspend in the first two months of the financial year.
	Capital Expenditure – Property	13	The Property capital works program will be monitored to identify variances attributable to timing as well as works overspend and underspend.
	Capital Expenditure – Stormwater	14	The Stormwater capital works program will be monitored to identify variances attributable to timing as well as works overspend and underspend.
	Capital Expenditure – Other	15	The ICT, Fleet and Plant capital works program will be monitored to identify variances attributable to timing as well as works overspend and underspend.
	Capital Expenditure – Roads	13	The Roads capital works program will be monitored to identify variances attributable to timing as well as works overspend and underspend.
	Capital Grants Revenue	10	While the grant revenue is assured, there are cash flow implications if the funds are not received. The yellow light has been applied as an indicator of delayed payment.
	Interest Revenue Earned	17	Interest earned is dependent on the amount of cash invested and the interest rates on offer. The yellow light has been applied while interest revenue remains largely below budget.

 = Red Light: Immediate action required

 = Yellow Light: Monitoring and/or investigation required

Consultations:

Capital and Operational Expenditure Program Leaders

Human Resource / Financial and Risk Management Implications:

As outlined in the Corporate Performance Indicators reports.

Community Consultation and Public Relations Implications:

No public relations implications are known at this point, and no community consultation has been undertaken.

Recommendation:

That Council:

NOTE the information provided by the Corporate Performance Indicators for August 2017.

Attachments/Annexures

- 1 [Corporate Indicators - August 2017](#)
- 2 [Appendix B - Capital Report - August 2017](#)

11. CORPORATE PERFORMANCE INDICATORS - SEPTEMBER 2017

Author: Systems Management Accountant (Mark Patmore)
Finance Reporting Officer (Allan Wise)

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: Traffic Lights

Community Plan Reference:

City of Glenorchy Community Plan 2015-2040

Leading Our Community

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

Strategic or Annual Plan Reference:

Glenorchy City Council Strategic Plan 2016-25

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 the Council's resources effectively to deliver value

Reporting Brief:

The purpose of this report is to present Council's Corporate Performance Indicators as at the end of September 2017.

Proposal in Detail:

The Corporate Performance Indicators (**CPIs**) for September 2017 are Attachment 1 to this report. Appendix B to the CPIs is Attachment 2.

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

Monthly Results

For September 2017 the CPIs recorded:

- 1 red light
- 10 yellow lights, and
- 16 green lights.

Details of the red and yellow lights are recorded in the following table.

Light Colour	Item	Graph	Comments
	Lost Time Injury Frequency Rate (LTIFR)	27	There was one LTI in September. The rolling 12 month LTIFR is 29.49, which is higher than the benchmark of 10.80. Safety remains a priority for the organisation and this indicator will be reported as red while the rolling 12 month LTIFR remains above the benchmark.
	Total Capital Expenditure	11	A yellow light has been assigned to the Total Capital Works program as an indicator the collective program is recording an underspend year to date.
	Capital Expenditure – Property	13	The Property capital works program will be monitored to identify variances attributable to timing as well as works overspend and underspend.
	Capital Expenditure – Stormwater	14	The Stormwater capital works program will be monitored to identify variances attributable to timing as well as works overspend and underspend.
	Capital Expenditure – Other	15	The ICT, Fleet and Plant capital works program will be monitored to identify variances attributable to timing as well as works overspend and underspend.
	Capital Expenditure – Roads	13	The Roads capital works program will be monitored to identify variances attributable to timing as well as works overspend and underspend.
	Capital Grants Revenue	10	While the grant revenue is assured, there are cash flow implications if the funds are not received. The yellow light has been applied as an indicator of delayed payment.
	Annual Growth in AAV	19	No supplementary valuations have been processed as at the end of September. It is expected that these will commence in October however a yellow light is appropriate for this reporting period.
	Total Salaries & Wages – Operational Projects	22	The yellow light reflects the under spend is material even though the budget for this item is quite substantial. This will be monitored in coming months to ensure the variance returns closer to budget.
	Total Salaries & Wages – Capital Projects	23	The yellow light reflects the under spend in the Capital Works program.
	Other Employment Costs – Operational Projects	24	This item is overspent and may contain some costs that belong in underspent “Total Salaries & Wages – Operational Projects”. This will be further investigated during October however the yellow light is appropriate for this reporting period.

 = Red Light: Immediate action required

 = Yellow Light: Monitoring and/or investigation required

Consultations:

Capital and Operational Expenditure Program Leaders

Human Resource / Financial and Risk Management Implications:

As outlined in the Corporate Performance Indicators reports.

Community Consultation and Public Relations Implications:

No public relations implications are known at this point, and no community consultation has been undertaken.

Recommendation:

That Council:

NOTE the information provided by the Corporate Performance Indicators for September 2017.

Attachments/Annexures

- 1  Corporate Indicators - September 2017
- 2  Appendix B - Capital Report - September 2017

12. 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

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

Reporting Brief:

This report provides a monthly update to Council on exemptions that have been applied to the procurement requirements under Council's Code for Tenders and Contracts.

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 **28 September 2017** to **25 October 2017**.

The Exemption Report also includes two exemptions that were approved on **27 September 2017** that were not included on the report for the 2 October 2017 Council meeting because they were submitted after the agenda for that meeting had been finalised (although they were brought to Council's attention at that meeting).

Council should note that management is still in the process of updating its systems and processes to ensure that all information relating to procurement exemptions is accurately captured. If further exemptions for the period of the attached report are subsequently identified that have not been captured in the report, these will be reported to Council at the earliest available opportunity.

Consultations:

Executive Leadership Team
 Manager, Business and Finance
 Strategic Procurement Coordinator

Human Resource / Financial and Risk Management Implications:

Nil.

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

RECEIVE and NOTE the monthly Procurement Exemptions Report for the period 28 September to 25 October 2017.

Attachments/Annexures

- 1  Purchasing Exemption Register - 28 Sep to 25 Oct 2017

13. 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

- 4.1 Govern in the best interests of our community
 - 4.1.1 Manage Council for maximum efficiency, accountability and transparency
- 4.2 Prioritise resources to achieve our communities' goals
 - 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 2 October 2017.

Proposal in Detail:

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

The Actions List (Open Council Meeting), which is Attachment 1 to this report, highlights the progress of the items on the list following the 2 October 2017 Council meeting.

Consultations:

Relevant Council officers

Human Resource / Financial and Risk Management Implications:

None.

Community Consultation and Public Relations Implications:

None.

Recommendation:

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 2 October 2017 Council meeting.

Attachments/Annexures

- 1  Action List (Open) - 30 Oct 2017

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

CLOSED TO MEMBERS OF THE PUBLIC

15. APPLICATIONS FOR LEAVE OF ABSENCE

GOVERNANCE

16. RATES REMISSION REQUEST

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).

17. DISPOSAL OF A PORTION OF COUNCIL LAND AT VICTOR PLACE RESERVE, GLENORCHY

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)(f) (Proposals for the Council to acquire land or an interest in land or for the disposal of land).

18. 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).

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