GLENORCHY CITY COUNCIL

ATTACHMENTS

MONDAY, 30 OCTOBER 2017

TABLE OF CONTENTS:

Community Engagement Plan Template

GLENORCHY CITY
Where ideas happen.

COMMUNITY ENGAGEMENT PLAN

1. ABOUT THE PROJECT	
Title of Project	Let's Play in the CBD. Glenorchy Playground Project

Brief description of Project: (What is the purpose and timeline?)

As part of greater CBD Revitalisation Project a playground for young children (age ~3-7 range) and kiosk are planned. The location is the grassed area in front of Council chambers adjacent to the Salvation Army building. The purpose of the project is to activate this space and encourage families with young children to spend additional time in the CBD.

Engagement with the broader community was included within the greater CBD revitalisation engagement process in October 2016. This engagement was to define location (space outside Council Chambers as per concept plan) and scope (playground for young children ~3-7 range and Kiosk with open seating area). Feedback was positive from this engagement, with more than 80% of those surveyed registering a response of 'like' or 'strongly like' in response to the proposed changes. This Community Engagement Plan is prepared on the basis that these details have already been presented to the community and endorsed as part of "Let's Activate Glenorchy's CBD" for greater CBD revitalisation.

Key Issues: (Identify any current and historical issues that may have an impact on this project, especially if there are contentious issues)

- Suitability of area to target age group
- User experience for children, parents and kiosk patrons
- Playground safety and security
- Avoidance of antisocial behaviour
- Support of local business community

Community Engagement Objective/s: (What information do you need? What will you do with it? What outcomes are you after by this engagement?)

The objective of community engagement is to give the community an opportunity to review proposed design for the area and provide feedback.

Community feedback will be considered where suggested changes:

- Are within the previously agreed project scope listed above in description of project
- Can feasibly be implemented within project budget and
- Fit with the design and function of the area as determined by Council and the designer

As part of the community engagement surrounding businesses will be notified of the proposed design concept and given the opportunity to participate in the same survey as the general community. Initial concept plans for the kiosk and playground were presented to the business community as part of Greater CBD revitalisation engagement. Separate to community engagement Glenorchy City Council is considering an Expression of Interest process to gauge potential tenant interest in the kiosk.

Refer to survey questions for details for community engagement.

Authorisation of Community Engagement:

❍ Council Resolution (Date of Council meeting) _30 October 2017_______________________________

❍ Annual Plan (Identify Reference) __ Annual Plan 2017/18-2020/20 s1.1.1.01 and s3.1.1.02________________

❍ Legislative Requirement (Identify Act/Regulation) __Project is not a result of legislative requirement____________

❍ Other (e.g. Project Management) ____

2. WHAT IS THE LEVEL OF IMPACT

❍ **Level 1 – High impact on Glenorchy LGA**

❍ Level 2 – High impact on local area/group

❍ Level 3 – Lower impact on Glenorchy LGA

❍ Level 4 – Lower impact on local area/group

3. WHAT IS THE LEVEL OF ENGAGEMENT

❍ Inform

❍ **Consult**

❍ Involve

❍ Collaborate

4. IDENTIFY STAKEHOLDERS TO BE ENGAGED

Council Stakeholders

*Please make aware of the scheduled community engagement activities at the earliest possible time, as a matter of courtesy.

✓ Office of General Manager*

✓ Mayor and Aldermen*

❍ **Special Committees (List, if applicable)**

CBD Steering Committee	Cultural Diversity Advisory Committee	
Safer Communities Committee	Sport & Recreation Advisory Committee	Glenorchy Youth Task Force
Glenorchy Arts & Culture Advisory Committee	Tracks, Trails & Cycleways Committee	Glenorchy Access Advisory Committee

❍ **Others (List, if applicable)**

Urban Services Team		

Community Stakeholders	❍ **<u>Glenorchy wide</u>** ❍ Local area/s (list) ❍ **<u>Business community</u>** ❍ Aboriginal and Torres Strait Islander (ATSI) community ❍ Culturally and linguistically diverse (CALD) community ❍ **<u>Families and children</u>** ❍ **<u>Service Networks</u>** ❍ **<u>Young people</u>**	❍ Persons living with disabilities and their carers ❍ Other government agencies ❍ Community associations/clubs/organisations ❍ Older people ❍ **<u>Other (List)</u>** Salvation Army Glenorchy Police Mission Australia Youthbeat Schools See separate list of all community stakeholders to engage

Notes: Email to be sent to community stakeholders with project details and link to online survey. Groups to be contacted will be selected by the Community Engagement Team from mail lists. Organisations with no listed email address to be sent information by post.

5. ENGAGEMENT METHOD AND COMMUNICATION PLAN

Phase	Stakeholder	Engagement Method	Timeframe	Responsible Officer/s
Pre Engagement Phase (What needs to occur prior to engaging with stakeholders?)	Council	Steering Committee Meeting Council Meeting		
	General community	Prepare public consultation material		James Baker
Phase	**Stakeholder**	**Engagement Method**	**Timeframe**	**Responsible Officer/s**
Engagement Phase (How are you going to engage stakeholders?)	General Community	Media release: Glenorchy Gazette advertisement	November Gazette	James Baker
		Website: GCC Website. List in "Latest News" with link to survey	4 weeks	James Baker
		Public display: Display in Council foyer and survey box	4 weeks	James Baker
		Online survey	4 weeks	James Baker
		Northgate: Tablet survey	4 hours at peak time	James Baker
	Community Groups (TBC)	Email: Email or letter to community groups to advise of online survey	Start of engagement period	James Baker
	Schools	1 school visit to be undertaken, class group to be surveyed	During engagement period	

Phase	Stakeholder	Engagement Method	Timeframe	Responsible Officer/s
Post Engagement Phase (How will you report back to stakeholders?)	General community	Media release: Notice in Glenorchy Gazette Website: Notice on GCC website	Submit to council within 3 weeks of end of consultation period	James Baker
	Business community	Letter drop: to surrounding businesses to communicate plans - Main Rd from Eady St to Barry St - Northgate - Glenorchy Plaza	Within 3 weeks of end of consultation period	James Baker

6. EVALUATION			
Identify measures to evaluate engagement (e.g. attendance number, number of response, diversity, etc.). Consider the tool for the evaluation	Responses received will be analysed and report prepared to present to Council. Considerations to include: - Number of responses - Any new information/ideas that had not been considered - General trends identified - Cost implications		
7. REVIEWED AND APPROVED BY MANAGER			
Details for staff responsible for project	Name: David Ronaldson	Section/Department: Community, Economic Development & Business	
	Position: Director	Email: drondaldson@gcc.tas.gov.au	Phone Ext:
Coordinator		Sign:	
Manager		Sign:	
Community Engagement Plan saved into ECM (under community engagement plans)		❍ YES ❍ <u>NO</u>	

TIMMINS RAY STRATEGIC COUNSEL

Glenorchy City Council

Communication Strategy for the CBD Revitalisation Project – Main Road Glenorchy

October 2017

Contents

Introduction

The purpose of this document is to provide a strategic platform for Glenorchy City Council to effectively communicate and engage with key stakeholders and the local community on Council's CBD Revitalisation Project, both prior to and throughout the life cycle of the project.

From this strategy will come the ability for Council to:

- Raise awareness of and positively promote the project and what it aims to achieve;
- Keep stakeholders and the local community informed on important updates and key project milestones; and
- Maintain the current level of community support for the project by identifying and managing any potential risks or issues that may arise.

The Planning Process

- The strategy will be developed using the Timmins Ray nine-stage planning model to ensure a disciplined and rigorous approach is applied in establishing a precise understanding of what is to be done by whom and when, as well as identifying all those to be targeted – with what objective and with what key messages.
- The strategy will also provide a definitive benchmark for evaluating program success.
- Like all strategic plans, the communication strategy needs regular review and refinement to match changing circumstances.

Situation Analysis

Glenorchy City Council is set to embark on a major revitalisation of its CBD, which will require ongoing strategic communication and engagement with key stakeholders and the broader Glenorchy community.

The CBD revitalisation is a $5.6 million project and forms a major part of Council's broader *Glenorchy CBD Framework*, which envisioned that:

> *The Glenorchy CBD will be a modern, vibrant and accessible city centre steeped in history but always looking to the future. It will be the place where people want to do business, shop, work, visit and engage in the life of the community.*

The overarching objectives of the Glenorchy CBD Revitalisation Project are identified as:

1. An economic catalyst: Glenorchy's civic heart contains high quality, welcoming and activated spaces where business thrives.
2. Inviting & activated: There is a network of accessible and safe public spaces, easy for people to explore and enjoy both day and night.
3. Our unique identity: An authentic and distinctive place; true to the Glenorchy community's culture and heritage; and connected to our unique landscape setting.
4. Well connected: A CBD that is easy to access by a range of transport modes – whether by walking, cycling, public transport or car.

Stage One of this major project is the *Concept Urban Design* for the CBD, which focuses on the area along Main Road between Terry and Barry Streets. This work has been unanimously endorsed by the Council and has overwhelming support from the local community, as evidenced in Council's own survey data.

This stage of the CBD renewal process takes into equal consideration both the hardware of the streetscape (i.e. its physical infrastructure and appearance) and the software of the area (i.e. things that bring the space to life, such as public art, interpretation and programming).

This preliminary stage of the project will be the most critical from a communication and engagement perspective. The overall aim should be to establish a strong foundation of community understanding and support of the project before construction commences in March 2018.

This will mean identifying potential vulnerabilities of the project, such as disruption to traffic flows and physical access to local businesses and essential service providers.

Program Outcome

The strategy aims to achieve the following outcome:

> *To gain overwhelming community support for Glenorchy City Council's CBD revitalisation program.*

Strategic Objectives

This outcome will be achieved through the following strategic objectives:

1. To identify, understand and respond to the expectations and concerns of key stakeholders and the community;
2. To establish ongoing, transparent communication and engagement with the community, including the provision of important updates and key project milestones;
3. To actively and positively promote the benefits of the project to the wider community; and

Communication Policy

The following protocols, practices and procedures will be applied to all communication and engagement activities:

Transparency

Every aspect of the CBD revitalisation project will be made clear and accessible to all. This relates to both the detail of the project and the language used to communicate that detail.

Accuracy

Those who manage the implementation of the revitalisation project will be precise in explaining the plan and reporting on outcomes, so the Commissioner in turn can provide accurate and credible comment as the project spokesperson.

Responsiveness

All communication will be timely and every endeavour will be made to ensure that those who are affected by any aspect of the project's implementation are kept informed.

Consistency

The information presented will be consistent, regardless of who is providing it and regardless of the audience being addressed.

Target Audiences

Glenorchy City Council

- Commissioner Sue Smith
- Staff at all levels – professional and outdoor workforce
- Relevant contractors
- Relevant Council committees

State Government

- Minister for State Growth Matthew Groom
- Minister for Local Government Peter Gutwein
- Department of State Growth
- Government Media Office
- Department of Health and Human Services

Key stakeholders

- Glenorchy business community, especially those located in the CBD
- Glenorchy residents
- Metro Tasmania
- Taxi Association
- Tasmania Police
- Ambulance Tasmania
- Tasmania Fire Service
- Aboriginal and Torres Strait Islander (Muwinina) community
- Local disability services
- Local aged care facilities
- Schools and childcare centres
- Local service providers
  - Service Tasmania
  - Centrelink/Medicare
  - Migrant Resource Centre
  - Family Planning
  - Salvation Army
- Other local community/ interest groups

Media

- Glenorchy Gazette
- The Mercury and Sunday Tasmanian
- Tasmanian Business Reporter
- ABC Radio Hobart (93.6)
- ABC TV
- Southern Cross TV
- Southern Cross Austereo
- WIN TV
- Tasmanian Broadcasters
- Ultra 106five

Secondary media outlets

- RACT Journeys
- LGAT News
- LG Focus

Key Messages

Messages will evolve as the project progresses. However, initial key messaging will be critical in setting a positive foundation for ongoing communication and engagement.

The following suggested messages should be consistently reinforced across all relevant communication.

Glenorchy City Council's Concept Urban Design is the first stage of a major project to revitalise the Glenorchy CBD.

Glenorchy's civic heart contains high quality, welcoming and activated spaces where business thrives.

There is a network of accessible and safe public spaces, easy for people to explore and enjoy both day and night.

There'll be inevitable disruption during the construction phase, but we'll keep the community updated on important information and key project milestones.

The CBD will be easy to access by a range of transport modes – whether by walking, cycling, public transport or car.

Communication Strategies

1. Concept launch (February/March 2018)

Media event with the Commissioner and relevant State Minister(s)

- Prepare draft media release
- Representative from Inspiring Place as additional spokesperson if appropriate
- Vision/photo opportunity of the Commissioner and Ministers walking around the CBD streets and looking at artists impressions/before and after images with IP rep
- Media alert issued to Tasmanian mainstream media
- Glenorchy Gazette photo story with images from the launch
- Editorial and images from the launch to other specialist media (Tasmanian Business Reporter, LG Focus).

2. Vulnerabilities Audit & Issues Management Plan

- Conduct a vulnerabilities audit to identify any potentially contentious elements of the project that might attract negative community response and/or media attention
- Prepare a comprehensive issues management plan outlining specific messages and strategies for identified issues.

3. Program schedule

- Prepare schedule of important dates and key project milestones
- Produce in both printed and electronic PDF format – needs to be easily updated
- Distribute to local services, businesses and community centres/groups
- Issue electronically to media outlets, including for Glenorchy Gazette website
- Post on GCC website
- Update and reissue as required.

4. Media plan

- Once program schedule completed, identify key story/photo opportunities around project milestones
  - Negotiate a regular time slot on ABC radio for the Commissioner to provide the community with project updates
- Coordinate the following potential media events:
  - Local business owners supporting the project/promoting Placemaking activities and events
  - Local aged care facility and residents highlighting the benefits of improved access
  - Local disability service supporting Council's dedication to best-practice disability access.

Communication Strategies (cont.)

5. Placemaking activities (January 2018 – June 2018)

- Promote events through advertisements and editorials in Glenorchy Gazette and the Mercury
- Issue invitations to local businesses and community groups
- Issue information for Glenorchy Gazette website
- Post information on GCC website.

6. Thought leadership

- Prepare a suite of Opinion Editorials for the Mercury from various advocates that highlight the project through topical issues that affect the broader community. Examples include:
  - The Commissioner talking about the value of developing vibrant regional CBDs for local communities;
  - Inspiring Place representative or a renowned town planner talking about what makes a liveable city;
  - A local disability advocate discussing the importance of creating accessible spaces for people living with a disability; and
  - A local aged care provider (such as Glenview's Lucy O'Flaherty) discussing the need to build inclusive cities for our elderly communities.
  - MCOT CEO Anna Reynolds highlighting the benefits of creating welcoming cities that encourage community inclusion and integration.

7. Construction Phase (March 2018 onwards)

- Notifications to be issued to local service providers and businesses well in advance of any disruptions (does GCC have email database for the business community?)
- Media advisories to be issued for all important project updates
- Important information and project updates to be posted on GCC website homepage
- Program schedule to be updated and reissued as required, as previously mentioned
- Regular face-to-face communication with stakeholders.

Implementation

Once the Communication Strategy has been adopted and the project schedule outlined, a detailed implementation plan with actions and timelines will be developed.

Management

Council employed a Communications and Marketing Advisor in October 2017. All media enquiries should be referred to the Communications and Marketing Advisor who will liaise with key spokespeople. This will ensure a consistency of approach and minimise the impact on executive time.

Evaluation

Monitoring and evaluation of communication and engagement activities will serve as an important tool for ensuring the success of the strategy.

The following provides suggested monitoring and evaluation measures, which should be reported on weekly throughout the duration of the project's development.

Quantitative measures

- Completion of action plan activities by specified timeframes
- Number of media outputs (articles, advertisements, community noticeboards)
- Attendance at Placemaking events
- Number of visits to the GCC project webpage

Qualitative measures

- Media monitoring – both traditional and digital and analysis of negative vs positive coverage of the project
- Review of comments and feedback on social media platforms
- Level of involvement and anecdotal feedback received from the local community.

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QUARTERLY ANNUAL PLAN PROGRESS REPORT

As at 30 September 2017

Introduction

This report provides information on Glenorchy City Council's Annual Plan performance for the quarter ending 30 September 2017, the first of the financial and planning year.

Annual Plan Performance

The Council's Annual Plan sets out the actions intended to be undertaken each financial year. All actions are aligned to the community outcomes from the Glenorchy Community Plan 2015-2040 and the objectives and strategies from the Council's Strategic Plan.

This report shows:

- Business rules applied when assessing each action measure and status
    - 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 Management Team; referencing Council's Risk Register and Community Plan Priorities)
    - Performance for all actions in the Annual Plan at the end of the quarter with action status
    - 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.

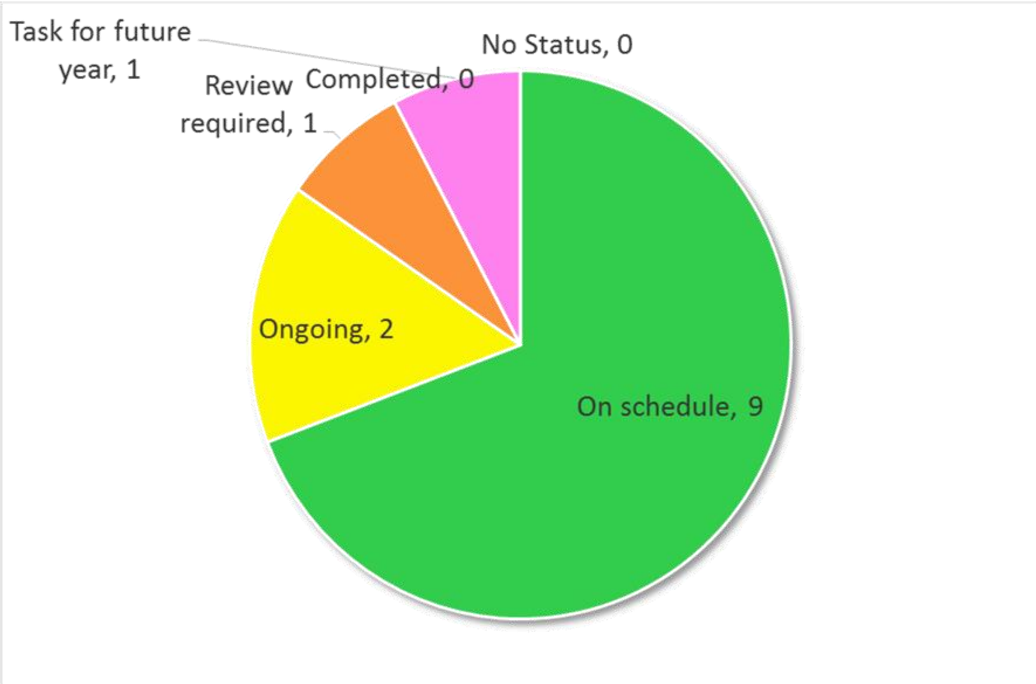
Business Rules - Action status

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".

Business Rules - Measure status

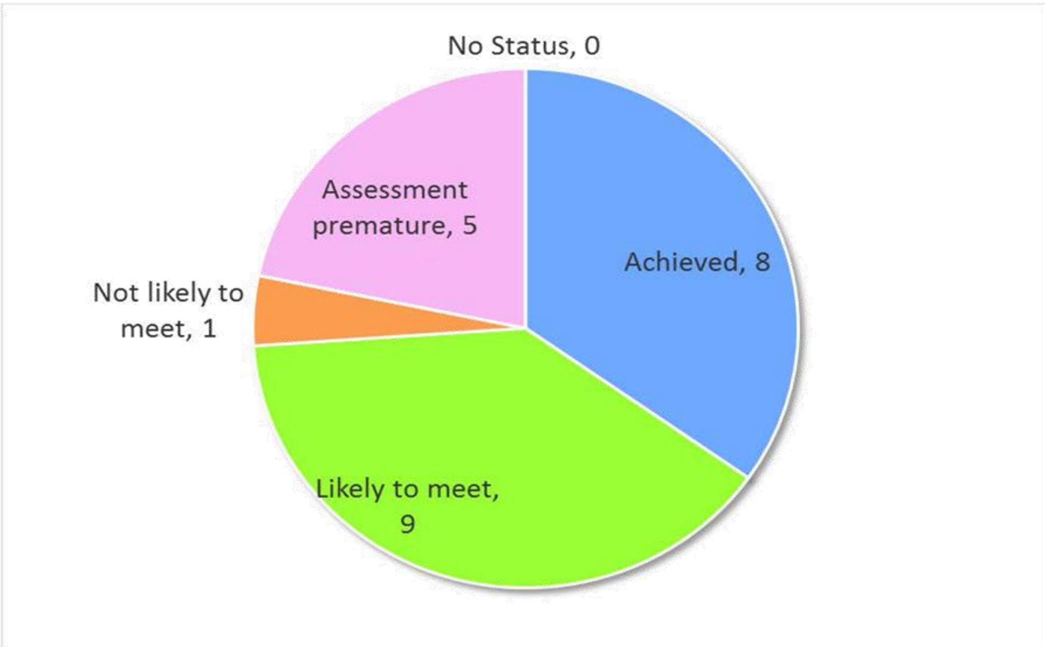
Measure Status	Business rule for application of descriptor
Achieved	The measure has been met.
Likely to meet	Task performance is on track to meet the measure and target in the Annual Plan.
Not likely to meet	Task performance is not likely to meet the measure and target in the Annual Plan due to internal 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.

HIGH PRIORITY ACTIONS - *Status Report*



Status Chart of High Priority Actions

Measure Chart of High Priority Actions



HIGH PRIORITY ACTIONS – Action Status and Comments

COMMUNITY GOAL: MAKING LIVES BETTER

OBJECTIVE: 1.1 Know our communities and what they value.

STRATEGY: 1.1.2 Encourage diversity in our community by facilitating opportunities and connections.

Code	Description	Lead	Target Date	Status	Comment
1.1.2.01	Deliver the annual Moonah Taste of the World Festival.	CEDB	31-Mar-2018		Quarter 1: Council received annual report on 2017 Festival at the August meeting. Date for 2018 Festival confirmed as 25th March. Preparation for the 2018 festival underway.
1.1.2.02	Foster and support community cultural events and projects that celebrate Glenorchy's cultural diversity and build identity, inclusion and City pride	CEDB	30-Jun-2018		Q1 Planning for annual Hear our Voices forum has commenced and liaison with key stakeholders on the development of a Glenorchy Muslims Women's Association underway. Final selection and agreements signed for manager of Glenorchy Multicultural Hub complete with MCOT (Multicultural Council of Tasmania) moving into venue in September. Announcements with State government complete. Planning for Community Open Day in Second quarter underway.

OBJECTIVE: 1.3 Facilitate and/or deliver services to our communities.

STRATEGY: 1.3.1 Directly deliver defined service levels to our communities.

Code	Description	Lead	Target Date	Status	Comment
1.3.1.01	Operate Council's Child Care Centres in accordance with the Education and Care Services National Law and Regulations.	CEDB	30-Jun-2018		Q1 Both centres continue to focus on providing high quality compliant care for children. . Over the past quarter Berriedale CCC has averaged 36 enrolled children per day of a possible 53 & Benjafield CCC has averaged 24.5 enrolled children per day of a possible 25 in the first quarter.

1.3.1.02	Maintain, renew and replace Council's infrastructure in accordance with Council's asset management framework.	CSI	30-Jun-2018		Q1. The 10 year Capital Plans for Transport and Drainage assets were reviewed in May 2017 and will be reviewed again in May 2018. A program for submission and evaluation of budget bids will be prepared and budget bids will be sought from Nov 2017 for forming the Draft 2018/19 Capital Budget by end Feb 2018.

COMMUNITY GOAL: VALUING OUR ENVIRONMENT

OBJECTIVE: 3.1 Create a liveable and desirable City.

STRATEGY: 3.1.2 Enhance our parks and public spaces with public art and contemporary design.

Code	Description	Lead	Target Date	Status	Comment
3.1.2.01	Develop a Master Plan for Tolosa Park.	CG	31-Dec-2017		Consultant has been engaged to assist with the development of a Master Plan for Tolosa Park. It is anticipated that public consultation will occur in early 2018.

Code	Description	Lead	Target Date	Status	Comment
3.1.2.02	Implement the Tolosa Park Master Plan.	CG	30-Jun-2019		Implementation contingent on endorsement of the Masterplan.

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.

Code	Description	Lead	Target Date	Status	Comment
3.1.3.01	Manage the City's transport network to promote sustainability, accessibility, choice, safety and amenity.	CSI	30-Jun-2018		Q1. Nominated Black Spot projects submitted to Dept State Growth 31 Aug 2017. Designs in progress for 2017/18 Transport Capital Works. Design issued for Creek Road Footpath - Aug 2017.

STRATEGY: 3.1.4 Deliver new and existing services to improve the City's liveability.

Code	Description	Lead	Target Date	Status	Comment
3.1.4.11	Promote, implement and monitor public health standards.	CSI	30-Jun-2018		Q1. Annual Environmental Health Report submitted to Director of Public Health in September 2017. Total number of Public Health Risk Activities - 7, total number of Public Health Risk Activity Operators - 20. Registered Water Carters - 2. Sites with Regulated Systems - 7. Places of Assembly Special Events - 1.

OBJECTIVE: 3.2 Manage our natural environments now and for the future.

STRATEGY: 3.2.1 Identify and protect areas of high natural values.

Code	Description	Lead	Target Date	Status	Comment
3.2.1.02	Manage the fire risk in the city's bushland reserves	CSI	30-Jun-2018		Q1. 3 Fuel reduction burns for Montrose, Goat Hills and Oak Hill planned for Spring 2017. 2 of 3 burn plans completed. 4km of fire trail re-establishment complete. Bushfire mitigation GIS context complete. Second FTE bushfire resource recruitment planning done and position set to be advertised beginning 7 Oct.

COMMUNITY GOAL: 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

Code	Description	Lead	Target Date	Status	Comment
4.1.1.02	Develop a communications strategy	GM	31-Mar-2018		An Interim Communications Strategy has been drafted by consultants for review by the new Communications and Marketing Advisor. This officer has been recruited and is scheduled to commence in early October 2017. This will necessitate a delay in finalising the communications strategy until Q3.
4.1.1.03	Implement the communications strategy	GM	30-Jun-2018		Implementation will commence upon adoption of the Strategy - scheduled for end of quarter 3.

STRATEGY: 4.1.2 Manage the City's assets soundly for the long term benefit of the Community.

Code	Description	Lead	Target Date	Status	Comment
4.1.2.06	Ensure preparedness for disaster by maintaining and continually reviewing the City's Emergency Management Strategies.	CSI	30-Jun-2018		Q1. Works Centre has continued involvement with the greater Hobart emergency management group. Preparations in place in place as per current recommendations.

OBJECTIVE: 4.3 Build strong relationships to deliver our communities' goals.

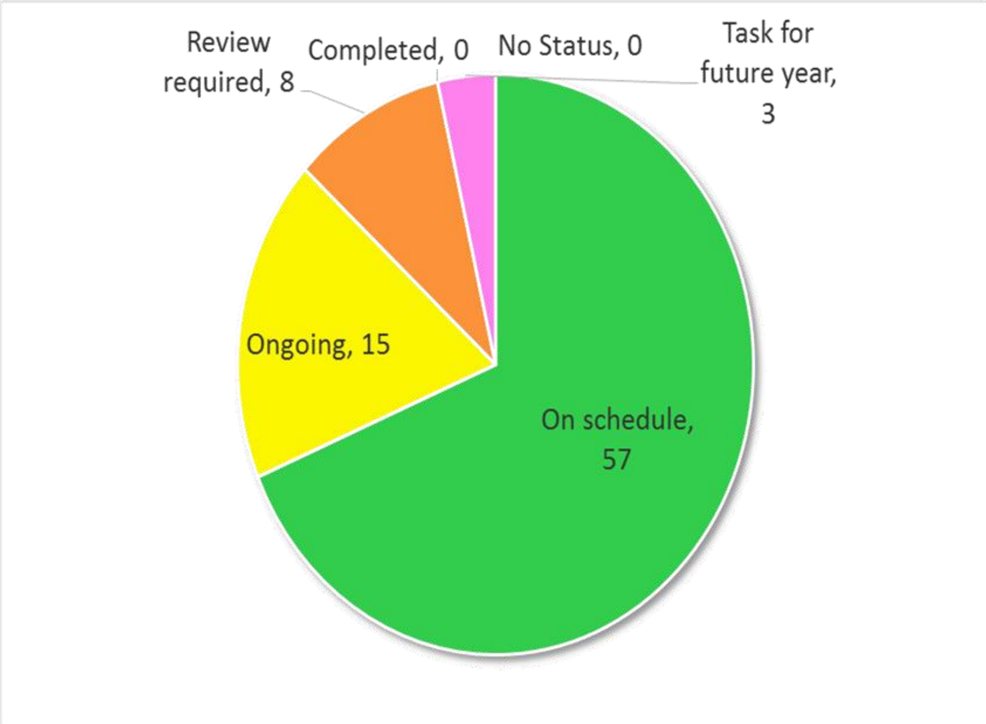
STRATEGY: 4.3.1 Foster productive relationships with other levels of government, other Councils and peak bodies to achieve community outcomes.

Code	Description	Lead	Target Date	Status	Comment
4.3.1.04	Actively participate in peak local government bodies (LGAT & the STCA) to advance community priorities.	ALL	30-Jun-2018		Council participated in the LGAT Conference and the LG General Manager's Workshop over the period. Council made submissions over the period to the planning reforms, TASWater, and cat management. Council also engaged with stakeholders with respect to

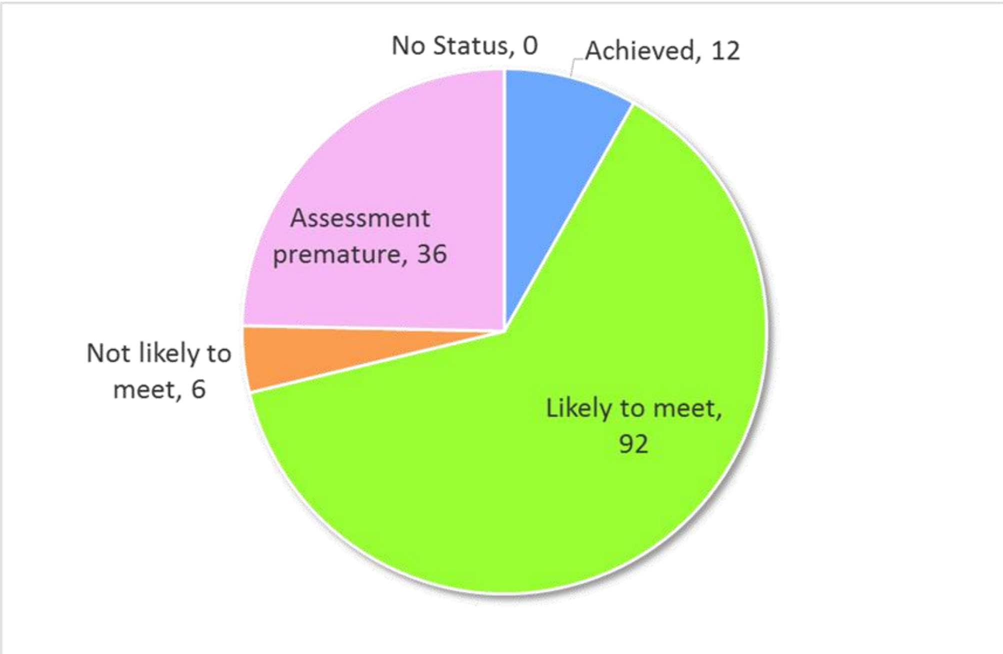
the Glenorchy to Hobart Public Transit Corridor, Derwent River Ferry Transportation, Wellington Park Management Trust and Greater Hobart Congestion.

ALL ANNUAL PLAN ACTIONS -*Status Report*

Status Chart of All Annual Plan Actions



Measure Chart of All Annual Plan Actions



ALL ANNUAL PLAN ACTIONS - *Dashboard*

COMMUNITY GOAL: MAKING LIVES BETTER

OBJECTIVE: 1.1 1.1 Know our communities and what they value.

STRATEGY: 1.1.1 Guide decision making through continued community engagement based on our Community Plan.

Code	Description	Lead	Priority	Target Date	Status
1.1.1.01	Engage with our communities to guide our decision-making, using the Community Engagement Strategy.	ALL	M	30-Jun-2018	
1.1.1.02	Analyse the 2016 ABS Census data and distribute this knowledge across Council to enable operational planning based on community need.	CEDB	L	30-Jun-2018	

STRATEGY: 1.1.2 Encourage diversity in our community by facilitating opportunities and connections.

Code	Description	Lead	Priority	Target Date	Status
1.1.2.01	Deliver the annual Moonah Taste of the World Festival.	CEDB	H	31-Mar-2018	
1.1.2.02	Foster and support community cultural events and projects that celebrate Glenorchy's cultural diversity and build identity, inclusion and City pride	CEDB	H	30-Jun-2018	

OBJECTIVE: 1.2 Support our communities to pursue and achieve their goals.

STRATEGY: 1.2.1 Encourage and support communities to express and achieve their aspirations.

Code	Description	Lead	Priority	Target Date	Status
1.2.1.01	Support the operation of Council's Special Committees.	CEDB	M	30-Jun-2018	
1.2.1.02	Review the Positive Ageing Strategy	CEDB	M	30-Jun-2018	

STRATEGY: 1.2.2 Build relationships and networks that create opportunities for our communities.

Code	Description	Lead	Priority	Target Date	Status
1.2.2.01	Implement the Children and Families Strategy.	CEDB	L	30-Jun-2018	
1.2.2.02	Promote volunteerism through the Glenorchy Volunteer Program and the Annual Volunteer Awards.	CEDB	L	30-Jun-2018	

1.2.2.03	Implement the Healthy Communities Plan.	CEDB	L	30-Jun-2018	
1.2.2.04	Implement Council's Youth Strategy.	CEDB	L	30-Jun-2018	
1.2.2.05	Review the Community Safety Framework.	CEDB	L	30-Jun-2018	
1.2.2.07	Deliver the externally funded KGV Sports and Community Precinct Project.	CG	M	31-Dec-2017	
1.2.2.08	Partner with other stakeholders to support priority initiatives which address social disadvantage.	CEDB	L	30-Jun-2018	
1.2.2.09	Convene inter-agency groups to address gaps in services for children under 12 (GAIN*), Youth 12 - 25 (YANG*) and older adults (Linkages).	CEDB	L	30-Jun-2018	

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

Code	Description	Lead	Priority	Target Date	Status
1.2.3.01	Plan, promote & deliver activities that address community learning opportunities, in conjunction with the LEARN network.	CEDB	L	30-Jun-2018	
1.2.3.03	Plan, promote and present an annual program of arts and cultural exhibitions, workshops, concerts and events	CEDB	M	30-Jun-2018	

OBJECTIVE: 1.3 Facilitate and/or deliver services to our communities.
STRATEGY: 1.3.1 Directly deliver defined service levels to our communities.

Code	Description	Lead	Priority	Target Date	Status
1.3.1.01	Operate Council's Child Care Centres in accordance with the Education and Care Services National Law and Regulations.	CEDB	H	30-Jun-2018	
1.3.1.02	Maintain, renew and replace Council's infrastructure in accordance with Council's asset management framework.	CSI	H	30-Jun-2018	
1.3.1.03	Implement the Customer Experience Strategy.	CEDB	L	30-Jun-2018	
1.3.1.04	Review current maintenance service levels.	CSI	L	30-Jun-2018	
1.3.1.05	Conduct waste education and promotion	CSI	L	30-Jun-2018	

1.3.1.06	Administer kerbside waste collection and landfill services.	CSI	L	30-Jun-2018	

STRATEGY: 1.3.2 Identify and engage in partnerships that can more effectively deliver defined service levels to our communities.

Code	Description	Lead	Priority	Target Date	Status
1.3.2.01	Undertake an Operational Service Level Review.	ALL	M	30-Jun-2018	
1.3.2.02	Undertake a strategic review of services to ensure services are value for money and meet the expectations of the community.	ALL	M	30-Jun-2018	

COMMUNITY GOAL: OPEN FOR BUSINESS

OBJECTIVE: 2.1 Stimulate a prosperous economy.
STRATEGY: 2.1.1 Foster an environment that encourages investment and jobs.

Code	Description	Lead	Priority	Target Date	Status
2.1.1.01	Progress the Interim Planning Scheme to a Single State-wide Planning Scheme.	CSI	L	28-Feb-2018	
2.1.1.02	Deliver a program of events at the Derwent Entertainment Centre.	CEDB	L	30-Jun-2018	
2.1.1.03	Review the business & marketing plan for the Derwent Entertainment Centre.	CEDB	M	31-Dec-2017	
2.1.1.04	Partner with the Glenorchy Arts and Sculpture Partnership.	CEDB	M	30-Jun-2018	

OBJECTIVE: 2.2 Identify and support priority growth sectors.
STRATEGY: 2.2.1 Target growth sectors based on our understanding of the City's competitive advantages

Code	Description	Lead	Priority	Target Date	Status
2.2.1.01	Partner with Destination Southern Tasmania.	CEDB	M	30-Jun-2018	
2.2.1.02	Develop a Property Strategy.	CG	M	30-Jun-2018	

COMMUNITY GOAL: VALUING OUR ENVIRONMENT

OBJECTIVE: 3.1 Create a liveable and desirable City.

STRATEGY: 3.1.1 Revitalise our CBD areas through infrastructure improvements.

Code	Description	Lead	Priority	Target Date	Status
3.1.1.01	Implement the Glenorchy CBD Strategic Framework.	CSI	M	30-Jun-2019	
3.1.1.02	Implement the Public Space Enhancement Grant Project for a Children's Playground in the Glenorchy CBD.	CEDB	L	30-Jun-2018	

STRATEGY: 3.1.2 Enhance our parks and public spaces with public art and contemporary design.

Code	Description	Lead	Priority	Target Date	Status
3.1.2.01	Develop a Master Plan for Tolosa Park.	CG	H	31-Dec-2017	
3.1.2.02	Implement the Tolosa Park Master Plan.	CG	H	30-Jun-2019	
3.1.2.04	Implement the Berriedale Peninsula Master Plan.	CG	M	30-Jun-2019	
3.1.2.05	Update the KGV Master Plan.	CG	M	31-Dec-2019	

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.

Code	Description	Lead	Priority	Target Date	Status
3.1.3.01	Manage the City's transport network to promote sustainability, accessibility, choice, safety and amenity.	CSI	H	30-Jun-2018	
3.1.3.02	Cooperatively pursue opportunities to progress the Hobart/Glenorchy public transit (former rail) corridor	CEDB	L	30-Jun-2018	

STRATEGY: 3.1.4 Deliver new and existing services to improve the City's liveability.

Code	Description	Lead	Priority	Target Date	Status
3.1.4.01	Develop a nature strip management policy and procedure.	CSI	L	30-Jun-2018	
3.1.4.03	Implement a tree management policy and guideline.	CSI	L	30-Jun-2018	
3.1.4.04	Implement the Access Action Plan 2016-2021.	CEDB	M	30-Jun-2018	
3.1.4.05	Ensure the construction and maintenance of safe and healthy buildings through compliance with building and plumbing codes.	CSI	M	30-Jun-2018	
3.1.4.06	Plan for the sustainable development of the City, ensuring compliance with the planning scheme and community involvement in the planning process.	CSI	M	30-Jun-2018	
3.1.4.07	Protect the City's heritage through planning scheme listing and assessment processes.	CSI	M	30-Jun-2018	
3.1.4.08	Implement the Council's Graffiti Action Plan.	CSI	L	30-Jun-2018	
3.1.4.09	Deliver the capital works program for roads and stormwater	CSI	L	30-Jun-2018	
3.1.4.10	Deliver 10 year capital program for Council owned property	CG	M	30-Jun-2018	
3.1.4.11	Promote, implement and monitor public health standards.	CSI	H	30-Jun-2018	
3.1.4.12	Implement the Waste Management Strategy	CSI	M	30-Jun-2018	

OBJECTIVE: 3.2 Manage our natural environments now and for the future.

STRATEGY: 3.2.1 Identify and protect areas of high natural values.

Code	Description	Lead	Priority	Target Date	Status
3.2.1.02	Manage the fire risk in the city's bushland reserves	CSI	H	30-Jun-2018	
3.2.1.03	Protect the City's natural values through planning processes, enforcement, on-ground activities and community NRM support.	CSI	L	30-Jun-2018	

STRATEGY: 3.2.2 Encourage access to and appreciation of natural areas through the development of trail networks and environmental education

Code	Description	Lead	Priority	Target Date	Status
3.2.2.01	Promote Council's natural areas through websites, media, interpretation and education programs and collaborations	CSI	L	30-Jun-2018	

STRATEGY: 3.2.3 Enhance, protect and celebrate the Derwent Foreshore.

Code	Description	Lead	Priority	Target Date	Status
3.2.3.01	Participate in the Derwent Estuary Program.	CSI	M	30-Jun-2018	
3.2.3.02	Monitor recreational water quality.	CSI	M	30-Sep-2018	

COMMUNITY GOAL: 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

Code	Description	Lead	Priority	Target Date	Status
4.1.1.01	Submit Council's operations to regular internal and external audit under the advisory supervision of the Audit Panel.	CG	M	30-Jun-2018	
4.1.1.02	Develop a communications strategy	GM	H	31-Mar-2018	
4.1.1.03	Implement the communications strategy	GM	H	30-Jun-2018	
4.1.1.04	Implement the performance reporting system for corporate strategic planning.	CEDB	M	30-Jun-2018	

STRATEGY: 4.1.2 Manage the City's assets soundly for the long term benefit of the Community.

Code	Description	Lead	Priority	Target Date	Status
4.1.2.01	Manage the operation and maintenance of the Derwent Park Stormwater Re-use scheme.	CSI	M	30-Jun-2018	
4.1.2.02	Develop an Accommodation Strategy.	CG	M	30-Jun-2018	
4.1.2.03	Deliver the maintenance program for Council in accordance with agreed service levels.	CSI	M	30-Jun-2018	
4.1.2.04	Undertake a Plant and Fleet Review.	CSI	L	31-Dec-2017	
4.1.2.05	Implement the Plant and Fleet Review recommendations.	CSI	L	30-Jun-2018	
4.1.2.06	Ensure preparedness for disaster by maintaining and continually reviewing the City's Emergency Management Strategies.	CSI	H	30-Jun-2018	

STRATEGY: 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes.

Code	Description	Lead	Priority	Target Date	Status
4.1.3.01	Ensure community compliance with legislative requirements on matters of material importance within Council's jurisdiction.	CSI	M	30-Jun-2018	

4.1.3.02	Ensure community compliance with legislative requirements on matters of material importance within Council's jurisdiction.	CG	M	30-Jun-2018	
4.1.3.03	Facilitate Council compliance with Commonwealth and State legislative requirements on matters of material importance.	CSI	M	31-May-2018	
4.1.3.04	Implement the Governance Framework compliance Action Plan.	CG	M	30-Jun-2018	

OBJECTIVE: 4.2 Prioritise resources to achieve our communities' goals.
STRATEGY: 4.2.1 Deploy the Council's resources effectively to deliver value.

Code	Description	Lead	Priority	Target Date	Status
4.2.1.01	Coordinate development and production of Council's 2018/19 - 2021/22 Annual Plan.	CEDB	L	30-Jun-2018	
4.2.1.02	Review the information and communications technology (ICT) Strategy.	CEDB	L	30-Jun-2018	
4.2.1.03	Implement the information and communications technology (ICT) strategy.	CEDB	M	31-Dec-2017	
4.2.1.04	Complete the Annual Financial Report compliant with Australian Accounting Standards	CEDB	M	30-Jun-2018	
4.2.1.05	Develop the Corporate Risk Management Action Plan	CG	M	30-Jun-2018	
4.2.1.06	Implement the Corporate Risk Management Action Plan	CG	M	30-Jun-2018	
4.2.1.07	Develop the annual budget estimates in line with the Financial Management Strategy and provide regular reporting of actuals to budget.	CEDB	M	30-Jun-2018	
4.2.1.08	Scope GCC Project Management coordination	CG	L	31-Dec-2017	
4.2.1.09	Develop the Procurement Strategy action plan.	CG	M	30-Jun-2018	

STRATEGY: 4.2.2 Ensure that we have a skilled, capable and safety-focused workforce.

Code	Description	Lead	Priority	Target Date	Status
4.2.2.01	Implement the People and Safety Strategy	CG	M	30-Jun-2018	
4.2.2.02	Implement the enterprise agreement	CG	M	30-Jun-2018	

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.

Code	Description	Lead	Priority	Target Date	Status
4.2.2.01	Implement the People and Safety Strategy	CG	M	30-Jun-2018	
4.2.2.02	Implement the enterprise agreement	CG	M	30-Jun-2018	

'REVIEW REQUIRED' ACTIONS – *Report detail*

(There are internal or external factors that present a foreseeable risk to project completion by the deadline set in the Annual Plan.)

Action: 3.1.2.01 **Develop a Master Plan for Tolosa Park.**

Lead: CG **Priority:** H **Target Date:** 31-Dec-2017

Consultant has been engaged to assist with the development of a Master Plan for Tolosa Park. It is anticipated that public consultation will occur in early 2018.

YEAR	2017/18	2018/19	2019/20	2020/21
	Y			

MEASURE		Status	Comments
	Council adoption of the Master Plan	Not likely to meet	Council has engaged a project manager to progress the Master Plan, pending the appointment of a new Manager Property Assets. It is expected that the Master Plan will be adopted prior to the end of the 2017/2018 financial year and not prior to 31 December 2017.

Action: 3.1.4.10 **Deliver 10 year capital program for Council owned property**

Lead: CG **Priority:** M **Target Date:** 30-Jun-2018

YEAR	2017/18	2018/19	2019/20	2020/21
	Y	Y	Y	Y

Council has commenced a number of capital projects including the lighting upgrade at the North Chigwell sports ground and upgrade of the CBD CCTV cameras which is nearing completion. Council has completed construction of the external storage facility at the Derwent Entertainment Centre, the new sports field drainage upgrade at the Eady Street sports ground and the new public toilet block at Benjafield Park. Council is also actively reviewing options for the Montrose Bay Pontoon. It is expected that once a new Manager Property Assets is appointed (anticipated before the end of the 2017 calendar year) appropriate actions and time frames will be considered and commenced for other capital projects.

MEASURE		Status	Comments
	Complete a review of the property 10 year capital plan	Not likely to meet	Council is in the process of appointing a new Manager Property Assets. This will be a key task for the new Manager to undertake.

Action:	4.1.1.04	Implement the performance reporting system for corporate strategic planning.

Lead: CEDB **Priority:** M **Target Date:** 30-Jun-2018

YEAR	2017/18	2018/19	2019/20	2020/21
	Y	Y	Y	Y

Q1. Quarterly reporting continues via Cambron and officers developed more robust measures/indicators for each Annual Plan action. Development of a corporate reporting calendar and framework is still underway by Council management to improve and clarify delivery and monitoring of corporate performance across the organisation; this was previously reported to be complete by Q1 but improvement of Cambron measures/indicators was identified as a requirement prior to progressing with Reporting Framework development.

MEASURE		Status	Comments
	Annual strategic environment report presented to Council	Likely to meet	Scheduled for December 2017
	Quarterly corporate reporting received by Council (acceptable range: within 6 weeks of Quarter end)	Not likely to meet	Improvements to measures/indicators have delayed implementation of Reporting Framework

Action:	4.1.2.01	Manage the operation and maintenance of the Derwent Park Stormwater Re-use scheme.

Lead: CSI **Priority:** M **Target Date:** 30-Jun-2018

YEAR	2017/18	2018/19	2019/20	2020/21
	Y	Y	Y	Y

Q1. Operational cost including depreciation is $4.71 per kilolitre. Income is $0.82 per kilolitre. Therefore operational cost (less income) is $3.89 per kilolitre.

The conversion rate is 630 litres treated water per 1,000 litres processed.

MEASURE		Status	Comments
	Operational Cost (less income) per kilolitre - Conversion rate: average kilolitres of water processed / kilolitre of water collected	Not likely to meet	Operational cost including depreciation is $4.71 per kilolitre. Income is $0.82 per kilolitre. Therefore operational cost (less income) is $3.89 per kilolitre. The conversion rate is 630 litres treated water per 1,000 litres processed.

Action:	4.1.2.04	Undertake a Plant and Fleet Review.

Lead: CSI **Priority:** L **Target Date:** 31-Dec-2017

Q1. Review has partially been completed, final review to occur once restructure of Works Centre is implemented.

YEAR	2017/18	2018/19	2019/20	2020/21
	Y			

MEASURE		Status	Comments
	Review completed	Likely to meet	Review to be finalised when restructure is implemented.

Action:	4.1.2.05	Implement the Plant and Fleet Review recommendations.

Lead: CSI **Priority:** L **Target Date:** 30-Jun-2018

Q1. Recommendations to be reviewed to suit final Works Centre structure. Organisational structure to be reviewed and in place prior to fleet review.

YEAR	2017/18	2018/19	2019/20	2020/21
	Y	Y		

MEASURE		Status	Comments
	Recommendations actioned	Likely to meet	Organisational structure to be reviewed and in place prior to fleet review.

Action: 4.2.1.03 Implement the information and communications technology (ICT) strategy.

Lead: CEDB **Priority:** M **Target Date:** 31-Dec-2017

YEAR	2017/18	2018/19	2019/20	2020/21
	Y	Y	Y	Y

Q1: The ICT team have continued to focus their efforts on delivery of a number of organisational significant projects over the past period, including ToM, Telephony and Councils new website.

We have had a successful 'go-live' with the Tech1 Finance module and phase 1 of the ToM project with Property & Rating, ECM (Records Management) and ECR (Cash Receipting) to follow as phase 2. We have reported to the project steering committee that we continue to be concerned with Tech1's ability to deliver are product on time and the delay in product delivery has created a backlog of testing and acceptance work on the P&R and ECM modules which also raises concerns about our ability to now complete the volume of work with limited resources in time for the proposed go-live date of Nov 17. The Acting General Manager has opened discussions with Tech1 about these specific concerns and a delayed go-live (at the least) is likely.

Also during the period we have confirmed cessation to of Cloud Desktop, Email and Mobile Device (DaaS, MDM) with Tasmanet via negotiation and agreed terms of release. The ICT team are now engaged to ensure transition to an alternative email service (via office 365) is established and to set-up VPN access to staff requiring remote access.

Telephone project is progressing on schedule with some challenges around getting service providers to the same table and to the same understanding. Go-live is planned for completion around Jan-Feb 2018.

Web-Site project, once final hosting contracts are executed, aims for a December Go-live.

MEASURE		Status	Comments
	Project TOM finalised and technology in use	Assessment premature	Phase one complete - Phase two in progress
	Telephony Project complete and technology in use	Likely to meet	Project well underway

Action: 4.2.1.08 Scope GCC Project Management coordination

Lead: CG **Priority:** L **Target Date:** 31-Dec-2017

YEAR	2017/18	2018/19	2019/20	2020/21
	Y			

Investigation and research for the development of a project management methodology for Council is underway. Examples of policies and frameworks from other Councils have been sought and a draft project plan is yet to be established to scope out the coordination of works required. As part of this review, revision of Council's approach holistically in relation to areas of Work Health and Safety, Insurance, Legal and Procurement and contractor and project management has commenced. It is expected that a presentation can be made to ELT by January/February 2018.

MEASURE		Status	Comments
	Scope complete and recommendation presented to ELT for consideration	Not likely to meet	The scope of the GCC Project Management coordination is not expected to be able to be completed prior to the end of December 2017. Work has commenced and it is expected that a recommendation will be presented to ELT by January/February 2018.

Annual Plan Progress Report – as at Q4 30 June 2017.

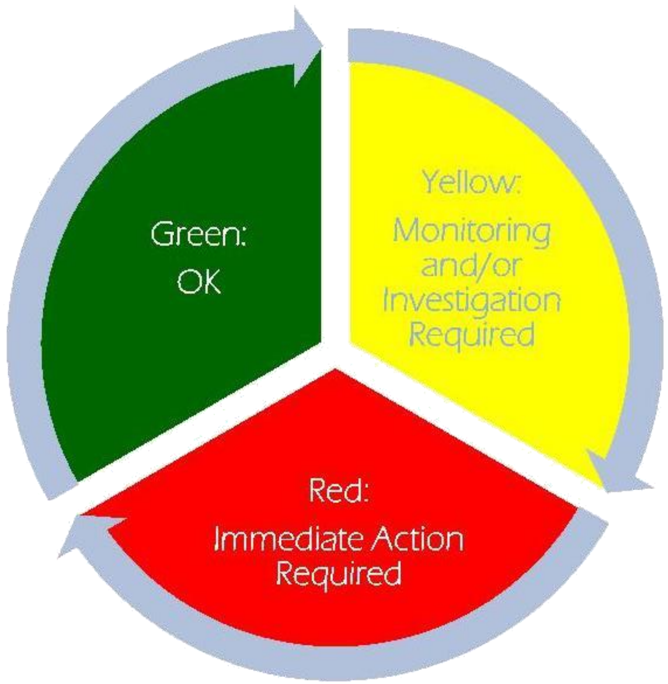
Compiled by Erin McGoldrick using Cambron corporate reporting software.

Glenorchy City Council
Corporate Performance Indicators

August 2017

Index

Corporate Performance Indicator Legend



Considerations when reviewing performance statistics:

- Indicators for previous months may change in the future as adjustments are made to the accounting system after that month's reporting period.
- Scales on the charts vary within indicator groups

Profit and Loss
Corporate Performance Indicators

August 2017

4

Monthly Profit and Loss Summary

Revenue $'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Rates Income (Includes SFL)	85	106	(21)	35,298	35,271	27	0%
Statutory Charges	218	194	23	816	765	51	7%
User Charges	439	354	86	4,539	4,600	(60)	-1%
Grants Subsidies	355	715	(360)	440	765	(325)	-42%
Investment Income	99	120	(21)	119	228	(109)	-48%
Water Wastewater Charges	18	24	(6)	25	48	(23)	-48%
Reimbursements	60	15	45	157	121	36	30%
Other Income	142	9	133	263	192	71	37%
Internal Income	204	173	31	2,260	2,241	19	1%
Total Revenue	**1,620**	**1,709**	**(90)**	**43,918**	**44,231**	**(313)**	**-1%**

REVENUE - COMMENTS FOR MONTHLY VARIANCE:
($'000)

Rates - $21 under budget
No valuations provided by the Valuer-General for August resulting in nil supplementary rate revenue ($18) plus a retrospective rate refund of ($18) offset by increased rates penalty ($17).

Statutory Charges - $23 over budget
Increased revenue from Building Governance ($22), Planning Services ($11) and Public Compliance ($1) offset by reduced Animal Registration ($13).

User Charges - $86 over budget
DEC event revenue yet to be acquitted ($101), Child Care Centre fees ($8) and MAC venue hire and functions ($4) offset by reduced Landfill revenue ($34).

Grants Subsidies - $360 under budget
Capital Grant funding not yet received ($380) offset by increased Child Care Centre grants ($20).

Investment Income - $21 under budget
Reduced return on monetary Investments ($17) and TasWater tax offset ($5).

Water Wastewater Charges – $6 under budget
Derwent Park Water Reuse revenue is down.

Reimbursements - $45 over budget
DEC event revenue yet to be acquitted ($40), Stormwater private works ($4) and Healthy Workplace sponsorship ($12) offset by unrecovered reimbursement on KGV commercial leases ($12).

Other Income - $133 over budget
July budgeted revenue received in August for Waste Management Education Officer ($72) and DEC Ticket Commission ($55).

Internal Income - $31 over budget
July budgeted revenue transferred in August for Fleet servicing the Landfill.

REVENUE - COMMENTS FOR YTD VARIANCE:
($'000)

Rates - $27 over budget
Residual increase in rate revenue from July ($12) plus increased rates penalty ($17) offset by a delay in charging rates interest ($2).

Statutory Charges - $51 over budget
Increased revenue from Building Governance ($50) and Planning Services ($21) offset by reduced Animal Registration ($24).

User Charges - $60 under budget
Reduced Landfill fees ($101), KGV commercial leases ($106) have not been billed, Child Care Centre fees down ($15) and Tolosa Park hire lower ($3) offset by DEC event revenue yet to be acquitted ($119), Property lease/licence/hire fees ($15), Kerbside waste collection ($11) and MAC event and functions ($6).

Grants Subsidies - $325 under budget
Capital Grant funding not yet received ($380), MAC Regional Arts funding not yet received ($9) offset by increased Child Care Centre grants ($20) and Blackspot funding ($39).

Investment Income - $109 under budget
TasWater tax dividend ($89) is yet to be received and reduced return on monetary Investments ($20).

Water Wastewater Charges – $23 under budget
Derwent Park Water Reuse revenue is down due to lower sales primarily related to reduced water supply during dry periods.

Reimbursements - $36 over budget
DEC event revenue yet to be acquitted ($43), Stormwater private works ($8) and Healthy Workplace sponsorship ($12) offset by unrecovered reimbursement on KGV commercial leases ($24).

Other Income - $71 over budget
Fleet and equipment sales ($61) and numerous sundry revenue items ($10).

Internal Income - $19 over budget
With less than 1% variance in budget versus actual, this cost centre is considered to be on target.

Monthly Profit and Loss Summary

Expenditure $'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Finance Charges	31	15	(16)	48	65	17	26%
Employee Costs	1,790	1,630	(160)	3,484	3,275	(209)	-6%
Admin Office Costs	671	511	(160)	1,673	1,562	(112)	-7%
Materials, Contractors & Other	752	730	(23)	1,199	1,580	381	24%
Depreciation	1,142	1,198	55	2,284	2,395	111	5%
Rates Expenses	-	-	-	-	-	-	0
Internal Expenses	184	147	(37)	2,177	2,187	9	0%
Total Expenditure	**4,570**	**4,230**	**(341)**	**10,866**	**11,062**	**196**	**2%**
Total Surplus (Deficit)	**(2,950)**	**(2,520)**	**(430)**	**33,052**	**33,168**	**(116)**	**0%**

**EXPENDITURE - COMMENTS FOR MONTHLY VARIANCE:
($'000)**

Finance Charges - $16 over budget
Correction to July accrual calculation ($30) offset by August accrual ($14).

Employee Costs - $160 over budget
On-cost calculation for July and August performed in August ($351) plus increased Casual & Relief ($33) offset by reduced Normal Time salaries ($145), Overtime ($26), After Hours ($7) and Allowances ($7).

Admin Office Costs - $160 over budget
Unforeseen increase in Insurance premiums ($134), Waste Management Education Officer budgeted in July ($72), Rates Accounts budgeted in July ($22) and DEC event expense yet to be acquitted ($16) offset by reduced Street Lighting ($44) and Aldermanic expense savings ($40).

Materials, Contractors & Other - $23 over budget
Mostly timing issues across multiple projects with alignment of Actual and Budget expectations to occur in coming months.

Depreciation and Asset Write-off - $55 under budget
Depreciation for Plant, Vehicles, Computer Systems and Furniture & Fittings has not been processed for August due to system issues. It is anticipated this will be rectified within the next months.

Rates Expenses - $0
On budget.

Internal Expenses - $37 over budget
July budgeted expense transferred in August for Fleet servicing the Landfill.

EXPENDITURE - COMMENTS FOR YTD VARIANCE:
($'000)

Finance Charges - $17 under budget
Loan interest Actual is for the month however the Budget is for the quarter. Budget and actual will synchronise in the September report.

Employee Costs - $209 over budget
Additional costs relating to staff filling positions on an acting basis and the subsequent need to backfill their position through either higher duties, casual placements or overtime

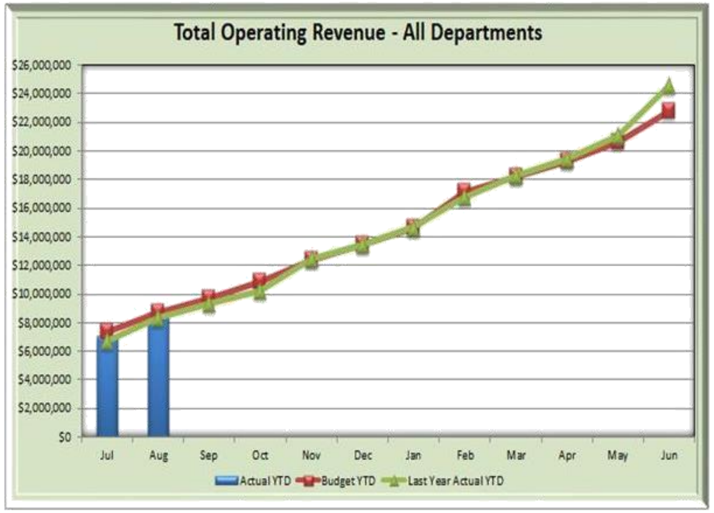
Admin Office Costs - $112 over budget
Unforeseen increase in Insurance premiums ($143), DEC event expense yet to be acquitted ($76), Prepayment of Software Licences ($82) offset by Aldermanic savings ($67), DPRS electricity accrual ($53) Prepaid GASP donation ($47) and Accrued EMPCA fees ($30).

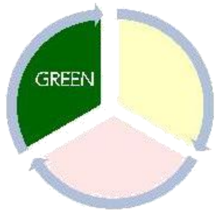
Materials, Contractors & Other - $381 under budget
Mostly timing issues with alignment of Actual and Budget expectations to occur in coming months. Several larger projects and many smaller projects contribute to the under budget result the larger contributors being Stormwater Long Term Modelling ($25), Multicultural Hub ($50), Street Lighting ($44), Public Kerbside Waste ($50), Derwent Park Reuse Scheme ($26) and Landfill Leachate Monitoring ($22).

Depreciation and Asset Write-off - $111 under budget
Depreciation for Plant, Vehicles, Computer Systems and Furniture & Fittings has not been processed for due to system issues. It is anticipated this will be rectified within the next several months.

Rates Expenses - $0
On budget.

Internal Expenses - $9 under budget
With less than1% variance in budget versus actual, this cost centre is considered to be on target.





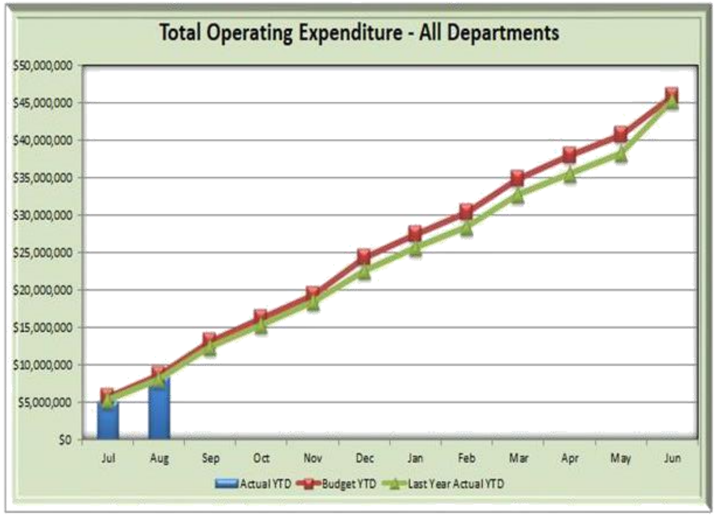
Total Operating Revenue - Graph 1

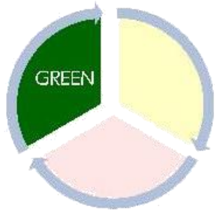
Total revenue earned by all areas of the council compared to budget – excluding Rates and Fire Levy.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$8,684
–	Budget YTD	$8,669
–	Over Budget	$15

Refer to comments on page 6-7.





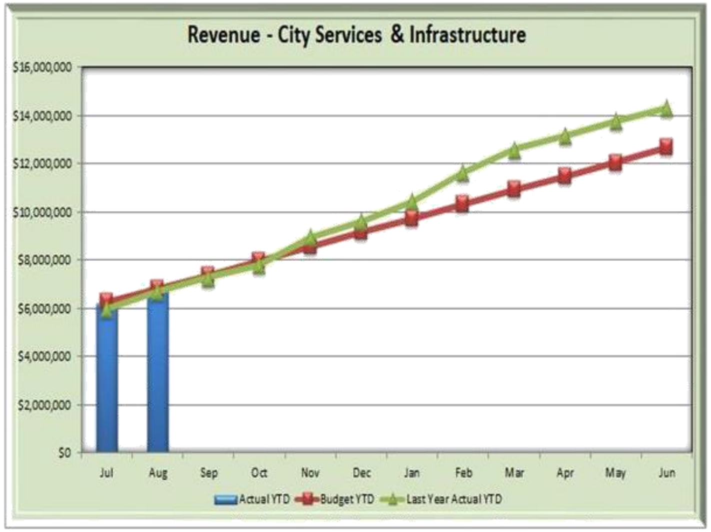
Total Operating Expenditure – Graph 2

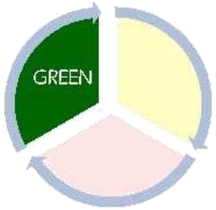
Total operating expenditure for all areas of the council compared to budget – excluding Depreciation.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$8,439
–	Budget YTD	$8,667
–	Under Budget	$228

Refer to comments on page 9-10.





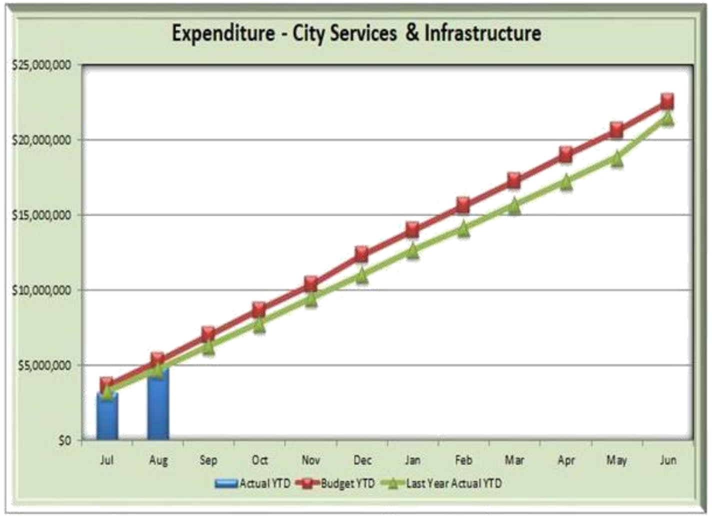
City Services and Infrastructure Revenue - Graph 3

Total revenue for City Services and Infrastructure compared to budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$6,867
–	Budget YTD	$6,821
–	Over Budget	$46

Refer to Comments on page 6-7.



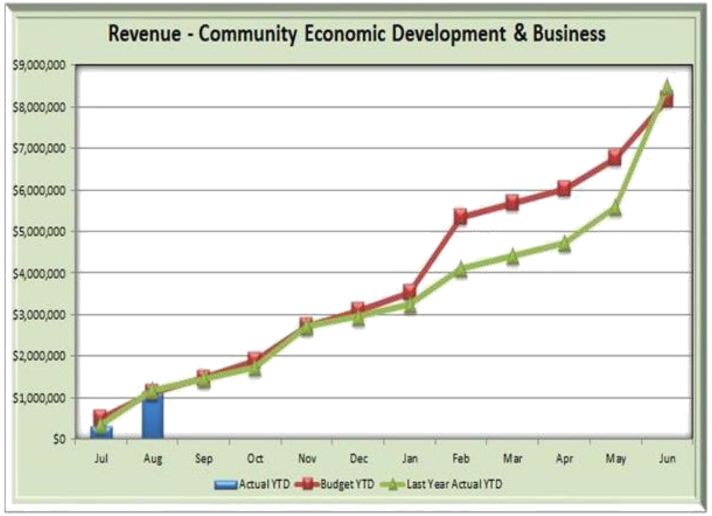
City Services and Infrastructure Expenditure – Graph 4

Total expense for City Services and Infrastructure compared to Budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$4,856
–	Budget YTD	$5,290
–	Under Budget	$434

Refer to comments on page 9-10.



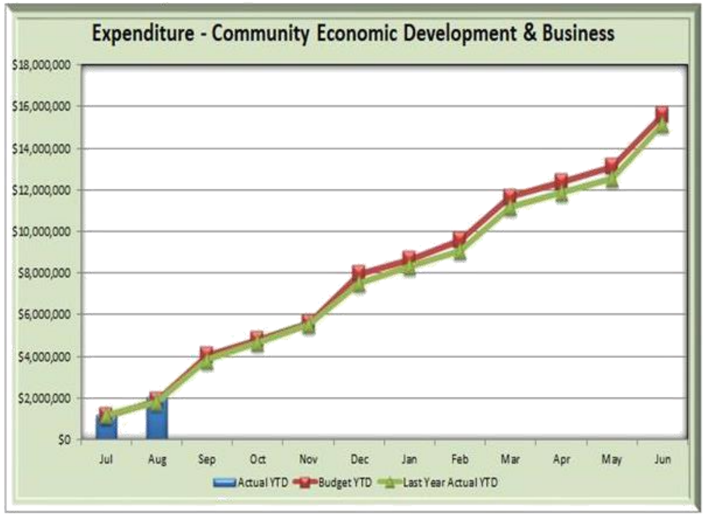
Community Economic Development and Business Revenue – Graph 5

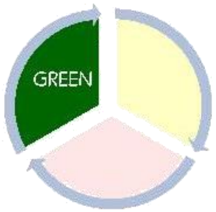
Total revenue of Community Economic Development and Business, compared to budget.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$1,167
–	Budget YTD	$1,118
–	Over Budget	$49

Refer to Comments on page 6-7.





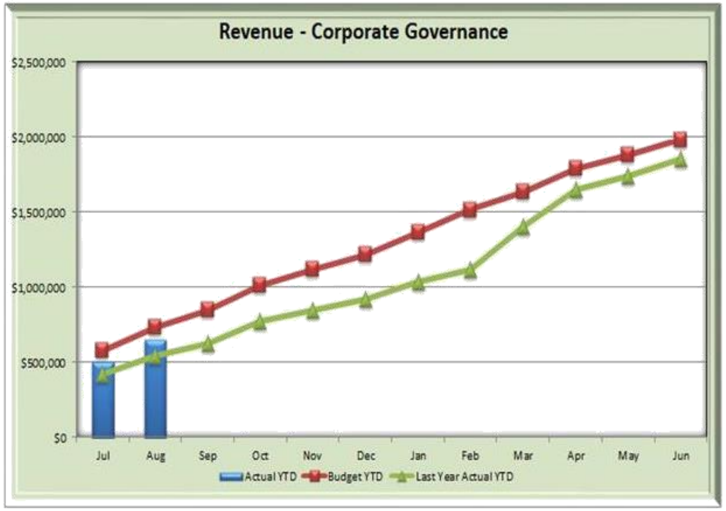
Community Economic Development and Business Expenditure – Graph 6

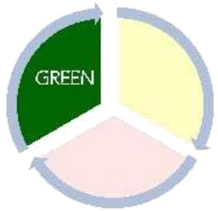
Total expense for Community Economic Development and Business compared to budget.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$2,042
–	Budget YTD	$1,871
–	Over Budget	$171

Refer to comments on page 9-10.





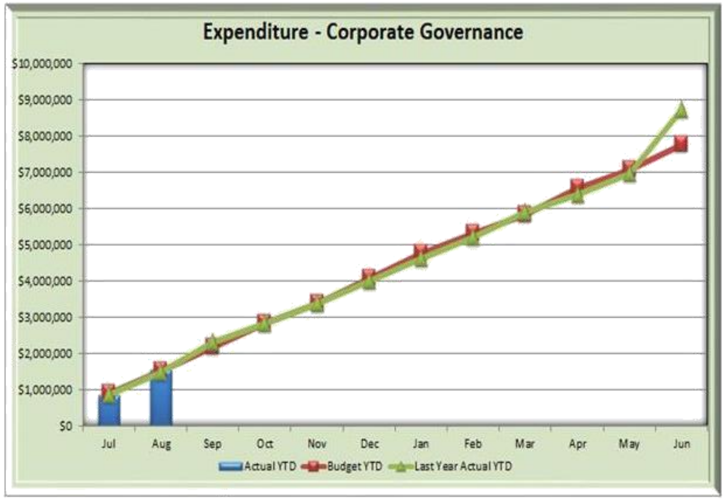
Corporate Governance Revenue - Graph 7

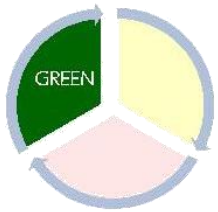
Total revenue for Corporate Governance compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$650
–	Budget YTD	$730
–	Under Budget	$80

Refer to Comments on page 6-7.





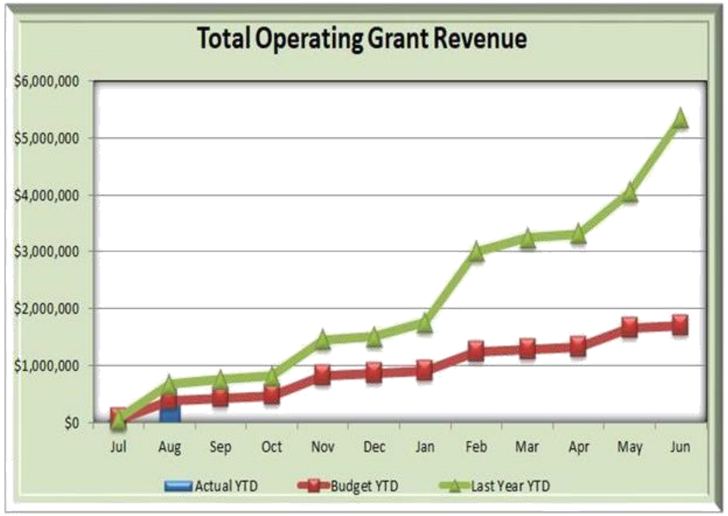
Corporate Governance Expenditure – Graph 8

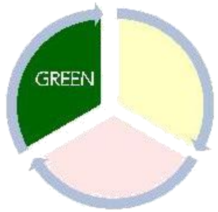
Total expense for Corporate Governance compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$1,542
–	Budget YTD	$1,506
–	Over Budget	$36

Refer to comments on page 9-10 .





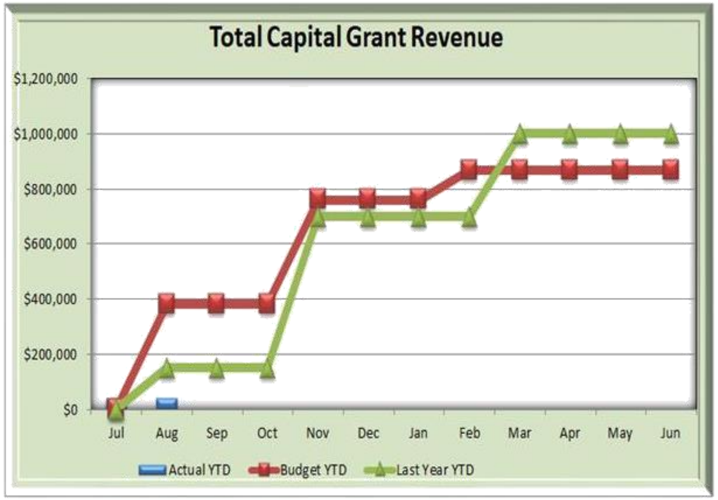
Operating Grants Revenue - All Departments – Graph 9

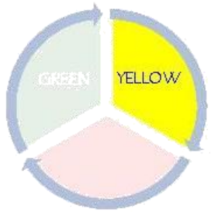
The total of operating grants revenue received from Government.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD:	$401
–	Budget YTD:	$385
–	Over Budget:	$16

Refer to comments on page 6-7.





Capital Grants Revenue - All Departments – Graph 10

The total of capital grants revenue received from Government.

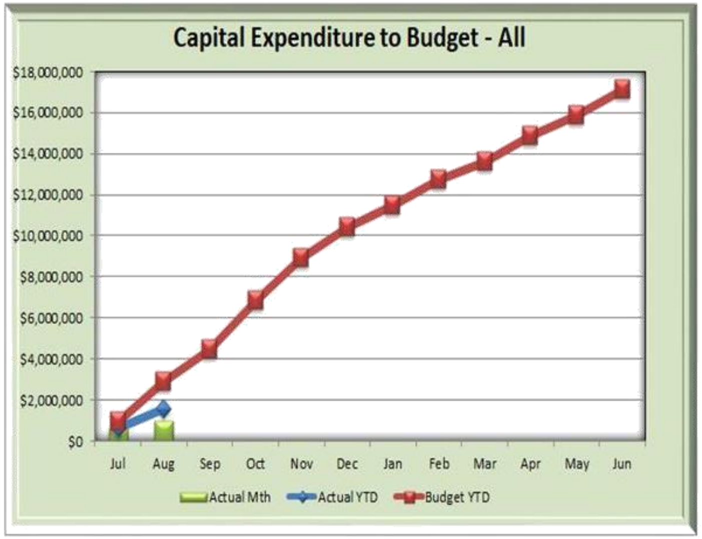
Responsible: Executive Leadership Team

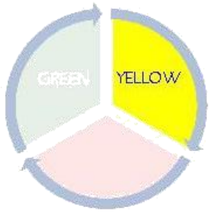
		$'000
–	Actual YTD:	$39
–	Budget YTD:	$380
–	Under Budget:	$341

Refer to comments on page 6-7.

Balance Sheet
Corporate Performance Indicators

August 2017





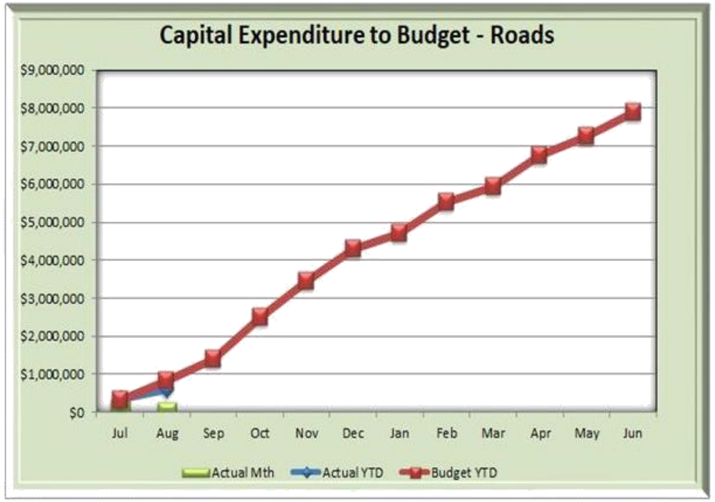
Total Capital Expenditure – Graph 11

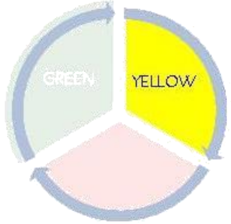
Total Capital expenditure compared to budget.

Responsible: Executive Leadership Team

	$'000
– Actual YTD	$1,597
– Budget YTD	$2,860
– Under Budget	$1,263

Refer pages 18-19. Additional information regarding capital variances is contained in Appendix B.





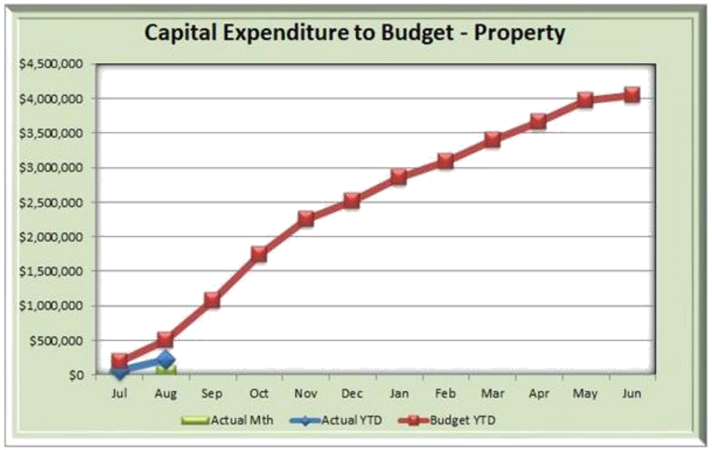
Capital Expenditure - Roads – Graph 12

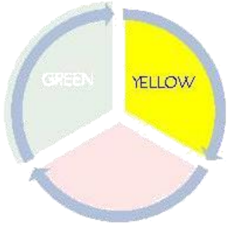
Total expenditure for roads compared to budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$605
–	Budget YTD	$821
–	Under Budget	$216

Additional information regarding capital variances is contained in Appendix B.





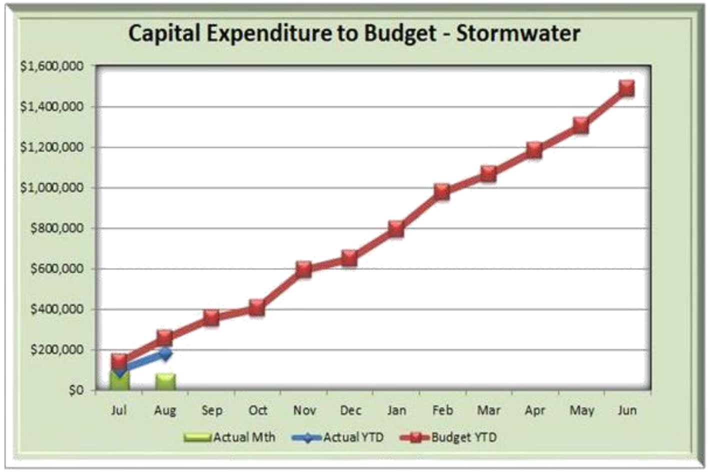
Capital Expenditure – Property – Graph 13

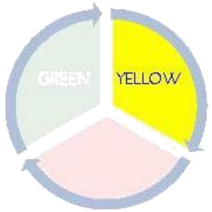
Total expenditure for property compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$219
–	Budget YTD	$508
–	Under Budget	$289

Additional information regarding capital variances is contained in Appendix B.





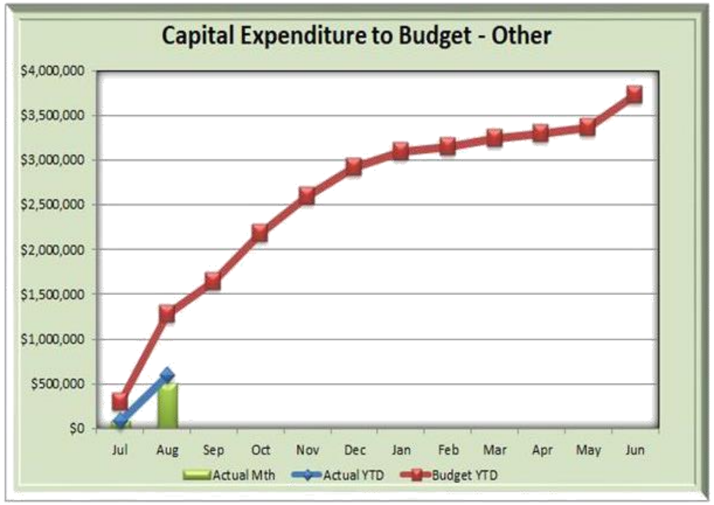
Capital Expenditure – Stormwater – Graph 14

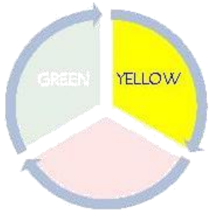
Total expenditure for storm water compared to budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$180
–	Budget YTD	$254
–	Under Budget	$74

Additional information regarding capital variances is contained in Appendix B.





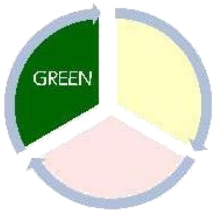
Capital Expenditure – Other (e.g. capital grants, technology, plant and equipment etc.) – Graph 15

Total expenditure for other capital compared to budget

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$592
–	Budget YTD	$1,277
–	Under Budget	$685

Additional information regarding capital variances is contained in Appendix B.



Cash Flow Movement - Graph 16

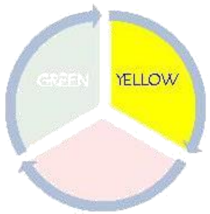
Total cash assets available (cheque account, cash floats and short term deposits), compared to budget and last year.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual Cash :	$24,397
–	Budget :	$23,645
–	Variance	$752

Investment Profile

Maturity	Total Amount		Average Rate
Cash on hand	$	69,016	0.00%
At call	$	8,283,432	1.45%
30 - 60 days	$	3,044,529	2.39%
61 - 90 days	$	6,000,000	2.43%
91 - 120 days	$	3,000,000	2.39%
120+ days	$	4,000,000	2.60%
Total	**$**	**24,396,976**	**2.36%**



Interest Earned – Graph 17

Total interest earned (accrued and received) compared to budget.

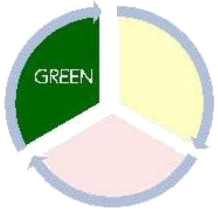
Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$39
–	Budget YTD	$60
–	Under Budget	$21

Effective Interest Rate: 2.36%

Benchmark:
RBA Cash Rate (currently 1.50%) + 0.50% = 2.00%

Loan Profile		
Maturity Date	Rate	Loan Balance YTD
15-Jun-21	4.84%	$ 700,985
15-Jun-22	6.76%	$ 672,177
15-Dec-17	2.67%	$ 253,195
15-Jun-18	4.78%	$ 426,099
15-Jun-27	4.75%	$ 252,001
30-Jun-22	5.01%	$ 2,863,853
Total		**$ 5,168,311**

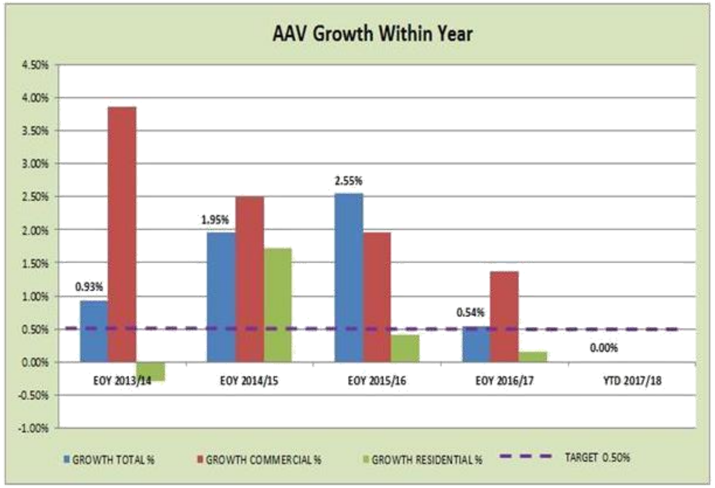


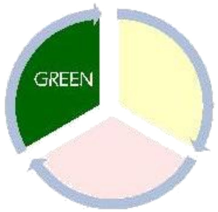
Interest Expense – Graph 18

Total interest expense (accrued and paid) compared to budget.

Responsible: Director Community Economic Development and Business

	$'000
– Actual YTD	$37
– Budget YTD	$53
– Variance	$16





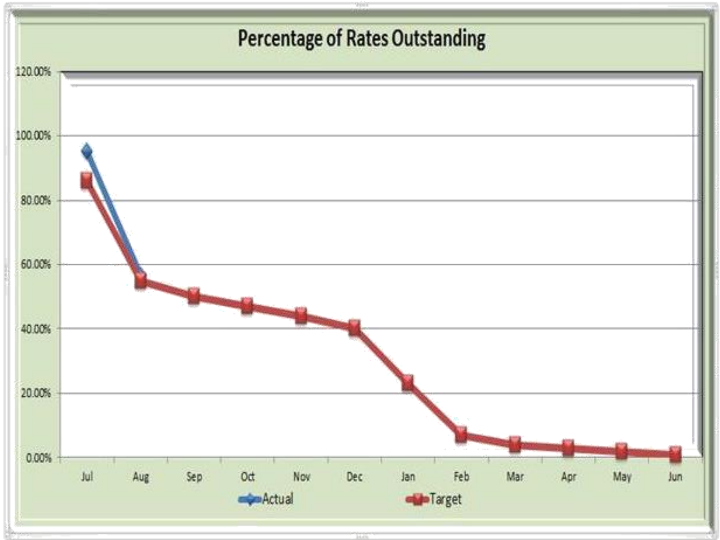
Annual Growth in AAV – Graph 19

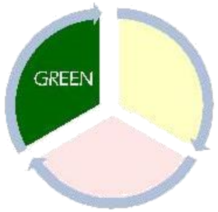
A comparison of the annual growth in the Assessed Annual Value (AAV) for Commercial, Residential and Overall Total for a five year period.

Responsible: Director Community Economic Development and Business

- Commercial Growth YTD 0.00%
- Residential Growth YTD 0.00%
- Overall Total Growth YTD 0.00%

Target: 0.50% AAV overall growth within the year
Source: Supplementary Valuations by the Valuer-General





Percentage of Invoiced Rates Outstanding – Graph 20

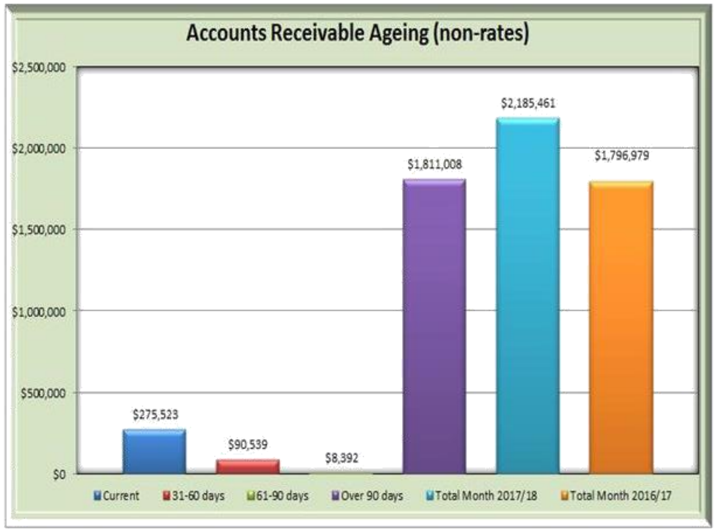
Shows the percentage amount of invoiced rates not paid.

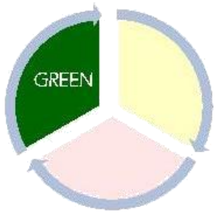
Responsible: Director Community Economic Development and Business

- Actual YTD: 56.4%
- Target YTD: 55.0%
- Variance: 1.4%

	$'000
Total outstanding at month end:	$19,920

Arrears as at:	This month:	Last month:	Movement:
2016/17	$200	$229	($29)
2015/16	$89	$93	($4)
2014/15	$29	$30	($1)
2013/14+	$3	$3	$0
TOTAL	$321	$355	($34)





Accounts Receivable (AR)– Graph 21

A monthly summary of the level of money owing to council for non rate income.

Responsible: Director Community Economic Development and Business

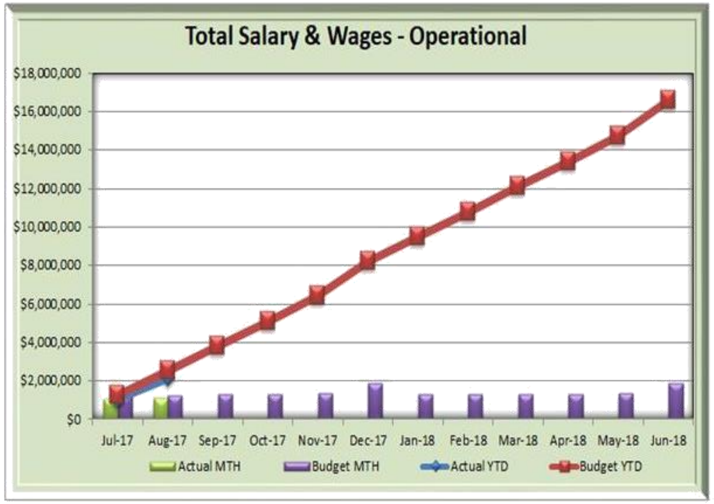
	$'000
– Total at month end:	$2,046
– % of AR 61 days & over:	83.1%

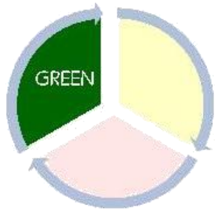
Target: <25% for 61 days and over (excluding property debts)

Comment: Major component is $1.6m contractor debt relating to Derwent Park Re-use scheme which has been allowed for as a doubtful debt in the annual accounts.

People & Safety
Corporate Performance Indicators

August 2017



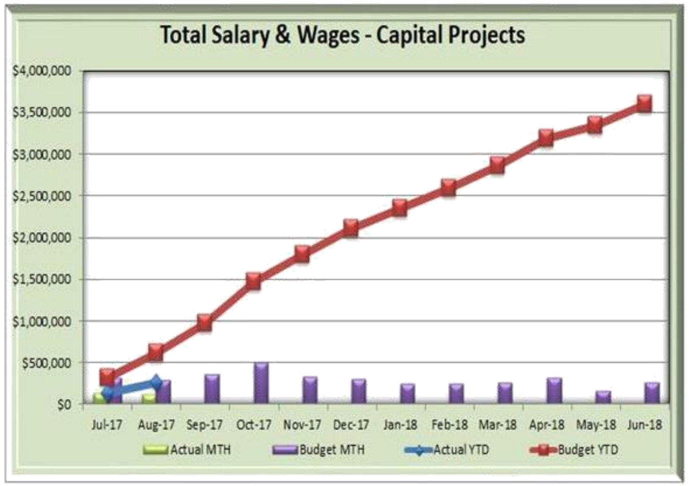


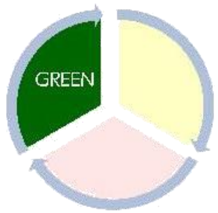
Total Salaries & Wages - Operational Projects (including on-costs) – Graph 22

Total operational salary costs compared to budget.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$2,119
–	Budget YTD	$2,495
–	Under Budget	$376





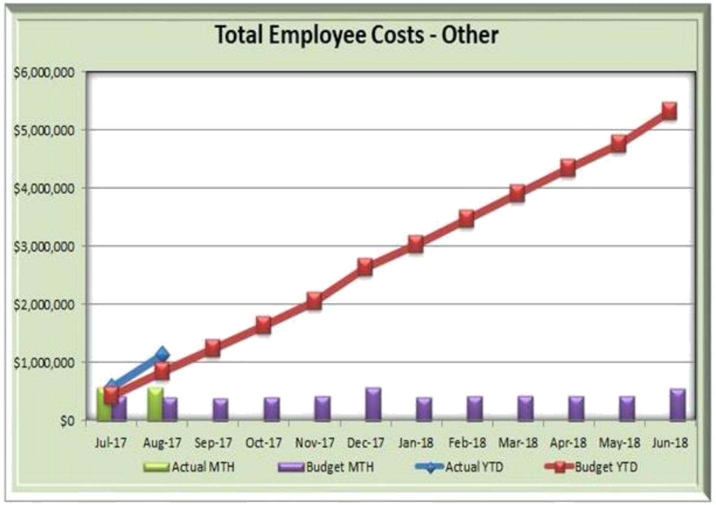
Salaries & Wages – Capital Projects (including on-costs) – Graph 23

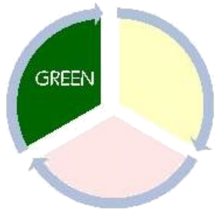
Total salary costs for capital projects compared to budget

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$259
–	Budget YTD	$611
–	Under Budget	$352

24



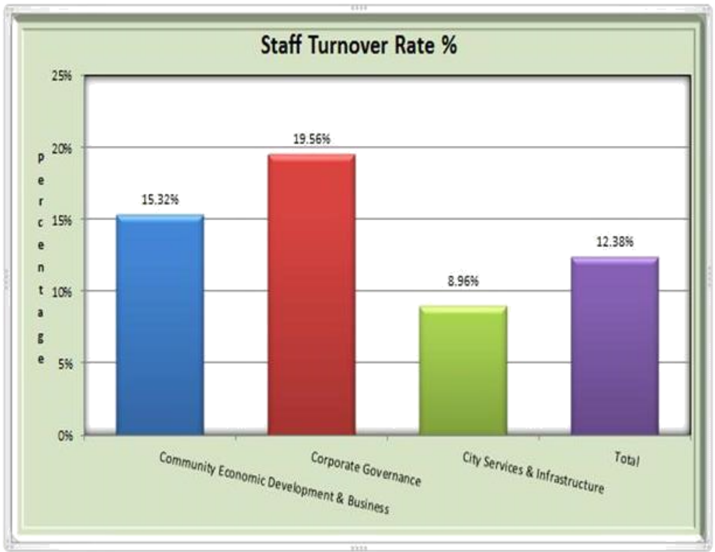


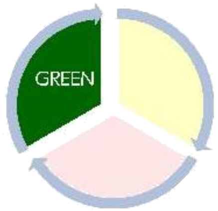
Other Employment Costs – Operational (excludes capital projects) – Graph 24

Total operational other employment costs compared to budget (i.e. relief/casuals, overtime, medical expenses, FBT etc).

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$1,136
–	Budget YTD	$832
–	Over Budget	$304





Permanent Staff Turnover Rate – Graph 25

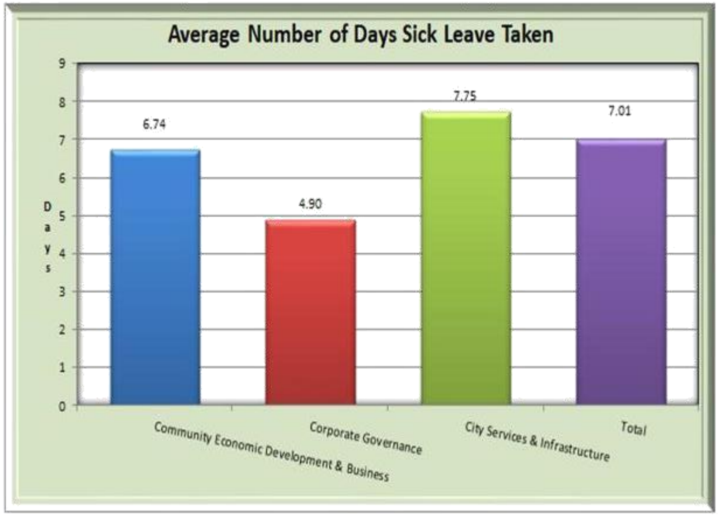
Total staff turnover is the total number of terminations over the last twelve months divided by the number of staff as at the last day of the month. This ratio represents the percentage of our total workforce who leave the council.

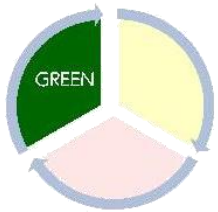
Responsible: Executive Leadership Team

Rolling 12 month av. turnover rate calculations used

	8/2017	8/2016
Rolling 12 month turnover rate	12.38%	11.40%

Benchmark: LGAT All Tasmanian Councils Group Average (2007/08) recorded: 15.20%





Average Number of Days Sick Leave Taken – Graph 26

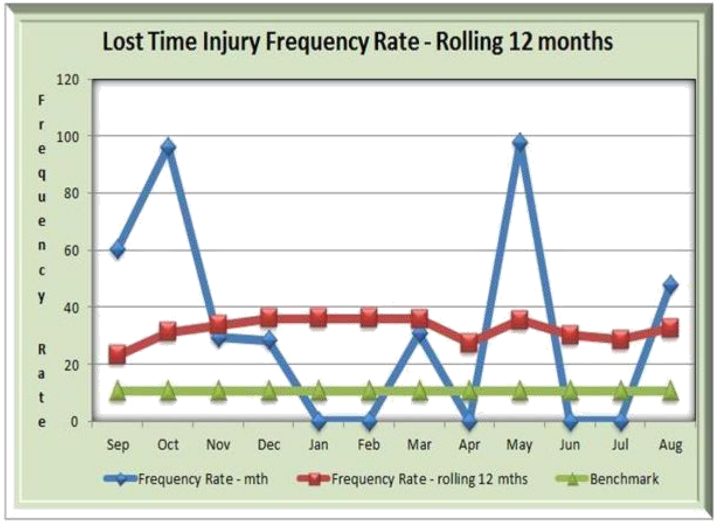
For each department: Total number of days sick taken divided by number of staff for previous 12 months. This ratio represents the number of sick days per year / per person on average.

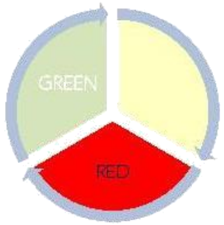
Responsible: Executive Leadership Team

– *Total average sick leave days taken last 12 months:*

- *12 month average at August 2017 - 6.59 days*
- *12 month average at August 2016 - 7.65 days*

Benchmark: LGAT All Tasmanian Councils Group Average (2007/08) recorded: 6.80 days





Lost Time Injury Frequency Rate - Graph 27

The Lost Time Injury Frequency Rate is the number of lost time claims per one million hours worked for permanent, casual and overtime staff.

Responsible: Executive Leadership Team

Claims per 1 million hours worked:

- Rolling 12 month average: 32.58
- Current month: 47.92

Benchmark: Work Cover Tasmania All Industries (2010/11) recorded: 10.80 claims.

Capital Expenditure Summary ($'000)	31/08/2017
2017/18 Capital Budget Year to Date	**2,860**
2017/18 Capital Year to Date Expenditure	**1,634**
Total Over/(Under) Spend	**(1,225)**

Total Over/(Under) Spend Comments			
Roads Capital - Under Budget $215			
Primary under/over project budgets:			
Terry St Carpark Extension	100073	Works brought forward - was budgeted for October 2017 completion	$51,948
Proactive Capital Works	100122	Timing difficult to predict for unplanned works	$50,970
Chicane gate changes for cycleway	100284	Awaiting invoices from supplier	-$24,492
Karwin Street (Allunga Road To Arunta Crescent)	100493	Works delayed - to commence September 2017	-$43,900
Mimosa Court (Marys Hope Road To End Of Road)	100494	Works rescheduled - to commence May 2018	-$40,000
Arunta Crescent (Bucaan Street To Biara Street)	100496	Works brought forward - was budgeted for October 2017 completion	$53,218
Paringa Road (Chapel Street To End Of Road)	100499	Works brought forward - was budgeted for October 2017 completion	$32,949
Bowen Road (Brooker Highway To Blair Street)	100503	Works rescheduled - to commence February 2018	-$110,000
Main Rd Claremont Access Parking - Claremont Hall	100514	Works delayed - to commence October 2017	-$38,250
Springfield/Charles Traffic Management	100519	Works rescheduled - to commence January 2018	-$40,000
Property Capital - Under Budget $288			
Primary under/over project budgets:			
Playground Equipment Upgrade	100252	Works delayed - re-prioritisation of capital works	-$35,599
Accessible WC Upgrade	100255	Works brought forward - was budgeted for May 2018 completion	$30,047
Montrose Bay WC Completion	100262	Works delayed - waiting for development permits	-$37,319
DEC External Storage	100267	Awaiting invoices from supplier	-$25,455
KGV Sports & Community Precinct Project - Community Hub	100352	Works delayed - revised completion date now October 2017	-$97,481
North Chigwell Sports Ground Lighting	100457	Tender let and works to commence October 2017	-$40,000
Shoobridge Park Turf Wicket	100530	Works brought forward - was budgeted for September 2017 completion	$40,179
Council Offices - Air Conditioning System	100612	Consultants report being considered prior to scoping required works	-$30,000
Eady Street Drainage	100632	Works delayed - revised completion date now October 2017	-$42,558
Stormwater Capital - Under Budget $73			
Primary under/over project budgets:			
Terry St Car Park Extension - S/W	100134	Works delayed due to relocation of TasNetworks infrastructure and completion of light pole foundations	-$51,000
Other Capital - Under Budget $647			
Primary under/over project budgets:			
External Web Site Redevelopment	100362	Revised implementation date now October 2017	-$54,833
Technology One - Re-Implementation	100363	Awaiting invoices from supplier	-$82,989
Replacement of PC Equipment	100423	PC replacement to commence September 2017	-$45,138
T1 Employee Development Module	100426	Project rescheduled to second half of 2017/18	-$23,726
Valuation Roll Revaluation	100636	To be funded from Reserve in September 2017	$37,000
Replacement and Upgrade Kerbside Recycling	100442	Bin rollout underway - revised completion date October 2017	-$423,981
F5307 - Cat 10 - Van	100448	Revised purchase date September 2017	-$44,892
PINFORCE Technology	100609	Awaiting contract finalisation	-$22,480
DEC Switch Replacement	100607	Works delayed - to commence October 2017	-$20,540
Cat 5 Vehicle F5091	100630	Employment contract entitlement	$35,771

Emergency/Unforeseen Projects Commenced (No budget allocated in 2017/18)
Funded from IMG Unallocated Capital a/c $400,000

Project Number	Description	Budget Approved	Comments
100629	Bushfire Management 4WD Vehicle	$43,002	GM Approved 27/6/2017
100457	North Chigwell Sports Ground Lighting	$60,000	IMG Approved 24/8/2017
100632	Eady Street Sports Ground Drainage	$15,000	IMG Approved 24/8/2017
	Total	**$118,002**	0

Emergency/Unforeseen Projects Commenced (No budget allocated in 2017/18)
Funded from Reserve funds

Project Number	Description	Estimated Full Cost of Project	Comments
	None		
	Total	**$0**	0

Budgeted 2017/18 projects that will not be undertaken this Financial Year

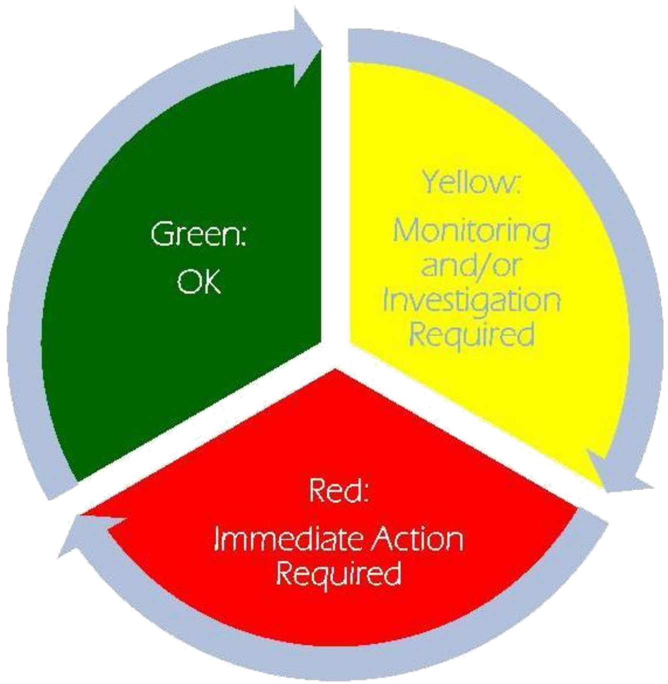
Project Number	Description	Annual Budget	Comments
	None		
	Total	**$0**	

Glenorchy City Council
Corporate Performance Indicators

September 2017

Index

Corporate Performance Indicator Legend



Considerations when reviewing performance statistics:

» Indicators for previous months may change in the future as adjustments are made to the accounting system after that month's reporting period.

» Scales on the charts vary within indicator groups

Profit and Loss
Corporate Performance Indicators

September 2017

4

Monthly Profit and Loss Summary

Revenue $'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Rates Income (Includes SFL)	(1)	27	(27)	35,298	35,298	0	0%
Statutory Charges	207	150	57	1,023	915	108	12%
User Charges	352	443	(91)	4,892	5,043	(152)	-3%
Grants Subsidies	74	41	33	515	806	(291)	-36%
Investment Income	137	126	11	256	354	(98)	-28%
Water Wastewater Charges	24	22	2	49	70	(21)	-30%
Reimbursements	15	41	(27)	172	163	10	6%
Other Income	114	9	105	377	201	176	88%
Internal Income	164	173	(9)	2,424	2,414	10	0%
Total Revenue	**1,087**	**1,032**	**55**	**45,005**	**45,263**	**(258)**	**-1%**

**REVENUE - COMMENTS FOR MONTHLY VARIANCE:
($'000)**

Rates - $27 under budget
No supplementary valuation revenue ($15) and waiver of penalty charges imposed in August ($13).

Statutory Charges - $57 over budget
Increased revenue from Building Governance & Permits ($65), Planning Services ($11) offset by reduced Animal Registration ($14), Certificates s132 ($3) and Public Compliance ($2).

User Charges - $91 under budget
DEC event revenue yet to be acquitted against budget ($105) and reduced Landfill fees ($6) offset by increased Child Care fees ($20).

Grants Subsidies - $33 over budget
Increased Child Care subsidies Berriedale ($18) and Benjafield ($16).

Investment Income - $11 over budget
Increased interest on term deposits ($11).

Water Wastewater Charges – $2 over budget
Increased sales from Derwent Park Water Reuse facility ($2).

Reimbursements - $27 under budget
DEC event revenue yet to be acquitted against budget ($16), reimbursement on KGV commercial leases not billed ($10) and Stormwater private works not undertaken ($1).

Other Income - $105 over budget
Fleet & Equipment sales ($13) plus Fire Services Levy commission ($53) and TasWater contribution to Tolosa Park ($40) received earlier than budgeted.

Internal Income - $9 under budget
Reduced internal plant hire utilisation.

REVENUE - COMMENTS FOR YTD VARIANCE:
($'000)

Rates - $0 on budget
The rates budget is on target.

Statutory Charges - $108 over budget
Increased revenue from Building Governance & Permits ($91), Planning Services ($32), Plumbing applications ($22) offset by reduced Dog Registrations ($37).

User Charges - $152 under budget
Reduced Landfill fees ($110) and KGV commercial leases have not been billed ($100) offset by additional Kerbside waste collection ($13) and net revenue from DEC events ($50).

Grants Subsidies - $291 under budget
Capital Grant funding not yet received ($380) offset by increased Child Care Centre subsidies ($43) and Blackspot funding ($39).

Investment Income - $98 under budget
TasWater tax dividend ($88) is yet to be received and reduced return on interest from term deposits ($11).

Water Wastewater Charges – $21 under budget
Derwent Park Water Reuse revenue is down due to lower sales primarily related to reduced water supply during earlier dry periods ($21).

Reimbursements - $10 over budget
DEC event revenue yet to be acquitted against budget ($35) and Stormwater private works ($7) offset by unbilled reimbursement on KGV commercial leases ($32).

Other Income - $176 over budget
Revenue from Fleet & Equipment sales ($75), increased Childcare fees ($14), Fire Services Levy commission ($53) and TasWater contribution to Tolosa Park ($40) received early offset by no rental from Elwick Road residence ($3).

Internal Income - $10 over budget
With less than 1% variance in budget versus actual, this cost centre is considered to be on target.

Monthly Profit and Loss Summary

Expenditure $'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Finance Charges	26	15	(11)	74	80	6	7%
Employee Costs	1,739	1,655	(84)	5,223	4,930	(293)	-6%
Admin Office Costs	417	502	86	2,090	2,064	(26)	-1%
Materials, Contractors & Other	884	826	(58)	2,083	2,405	323	13%
Depreciation	1,141	1,198	57	3,425	3,593	168	5%
Rates Expenses	1,333	1,333	0	1,333	1,333	0	0
Internal Expenses	143	149	5	2,321	2,335	15	1%
Total Expenditure	**5,683**	**5,678**	**(5)**	**16,549**	**16,740**	**192**	**1%**
Total Surplus (Deficit)	**(4,595)**	**(4,646)**	**51**	**28,457**	**28,523**	**(66)**	**0%**

EXPENDITURE - COMMENTS FOR MONTHLY VARIANCE:
($'000)

Finance Charges - $11 over budget
Accrual of Derwent Park Water Reuse loan interest for September.

Employee Costs - $84 over budget
Additional costs relating to staff filling positions on an acting basis and the subsequent need to backfill their position through either higher duties, casual placements or overtime.

Admin Office Costs - $86 under budget
Reduced Aldermanic expenses ($47), DEC event expenses to be acquitted against budget ($67), STC Secretariat fees yet to be paid ($38), Regional Waste membership yet to be paid ($28) and Software Support underspend ($12) offset by increased Insurance Portfolio premiums ($58), Legal expenses ($56) and Consultant costs ($12).

Materials, Contractors & Other - $58 over budget
Mostly timing issues with alignment of Actual and Budget expectations to occur in coming months. Several larger projects and many smaller projects contribute to the over budget result with the larger contributors being Public Lighting July-Sept accrual ($68), Multicultural Hub August budget ($50), Claremont Primary School unforeseen enforcement ($44), Service Level review ($36) Public Kerbside Waste ($35) offset by underspend on Waste Services ($37), Kerbside recycling ($35), Well Workforce Program ($21), yet to commence EBA process ($19) and reduced Derwent Park Water Reuse expense.

Depreciation and Asset Write-off - $57 under budget
Some projects for which depreciation has been budgeted are still on-going and have not yet been capitalised.

Rates Expenses - $0 on budget
The rates expense budget is on target.

Internal Expenses - $5 under budget
Reduced internal plant hire utilisation.

EXPENDITURE - COMMENTS FOR YTD VARIANCE:
($'000)

Finance Charges - $6 under budget
Lower than budgeted interest on General Loans ($8) and Derwent Park Water Reuse ($2).

Employee Costs - $293 over budget
Additional costs relating to staff filling positions on an acting basis and the subsequent need to backfill their position through either higher duties, casual placements or overtime.

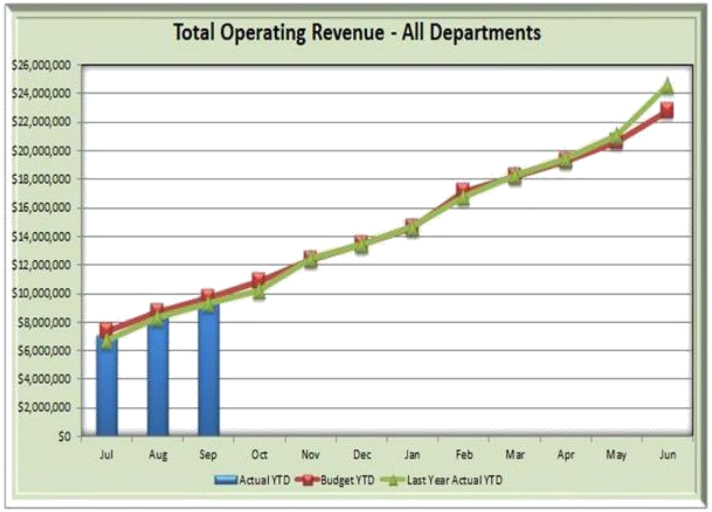
Admin Office Costs - $26 over budget
Higher than budgeted insurance premiums ($192), Legal expenses ($76), Technology One Upgrade paid early ($82) offset by Aldermanic savings ($114), GASP Contribution Jan-Jun yet to be paid ($47), reduced Derwent Park Water Reuse expenses ($65), EMPCA fee ($30), STC Secretariat fees yet to be paid ($24), Regional Waste membership yet to be paid ($28).

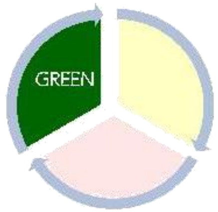
Materials, Contractors & Other - $323 under budget
Mostly timing issues across many projects with alignment of Actual and Budget expectations to occur in coming months. The larger contributors being Claremont Primary School unforeseen enforcement ($44), Service Level review ($36) Public Kerbside Waste ($35) offset by underspend on Waste Services ($49), Kerbside recycling ($46), Kerbside Waste ($53), Well Workforce Program ($10), yet to commence EBA process ($19), reduced Derwent Park Water Reuse expense ($40), Leachate Monitoring ($30) and Stormwater Long Term Plan ($25).

Depreciation and Asset Write-off - $168 under budget
Some projects for which depreciation has been budgeted are still on-going and have not yet been capitalised.

Rates Expenses - $0 on budget
The rates expense budget is on target.

Internal Expenses - $15 under budget
With less than 1% variance in budget versus actual, this cost centre is considered to be on target.





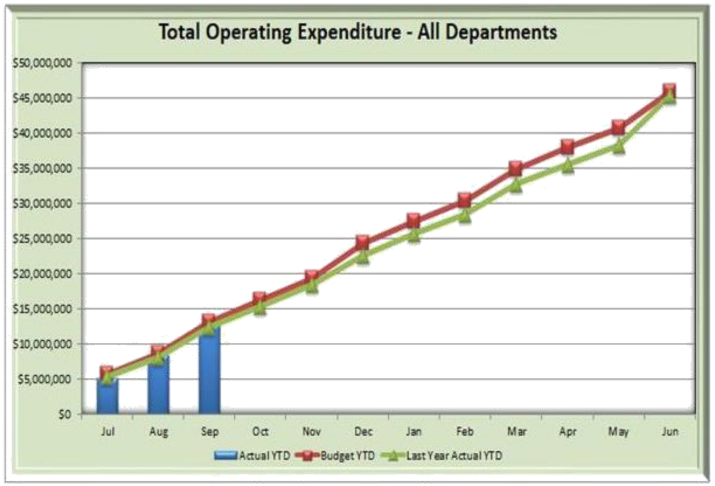
Total Operating Revenue - Graph 1

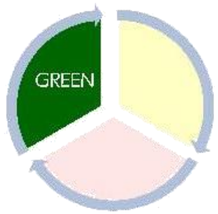
Total revenue earned by all areas of the council compared to budget – excluding Rates and Fire Levy.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$9,772
–	Budget YTD	$9,684
–	Over Budget	$88

Refer to comments on page 6-7.





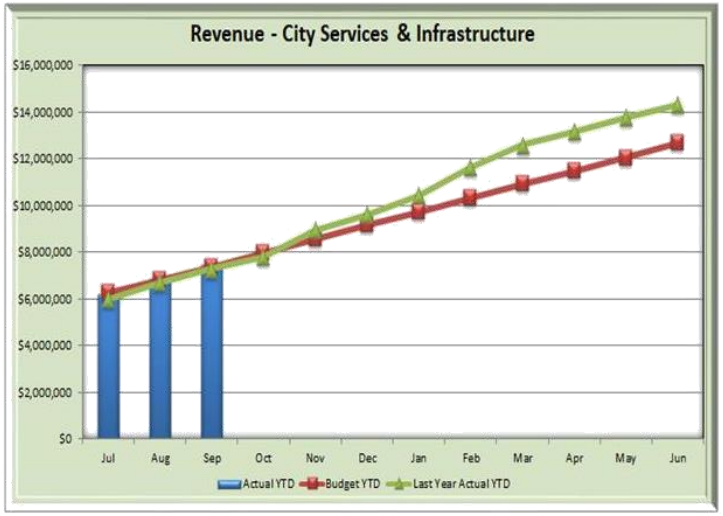
Total Operating Expenditure – Graph 2

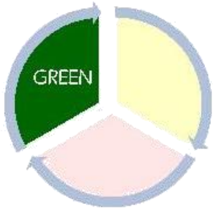
Total operating expenditure for all areas of the council compared to budget – excluding Depreciation.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$12,857
–	Budget YTD	$13,148
–	Under Budget	$291

Refer to comments on page 9-10.





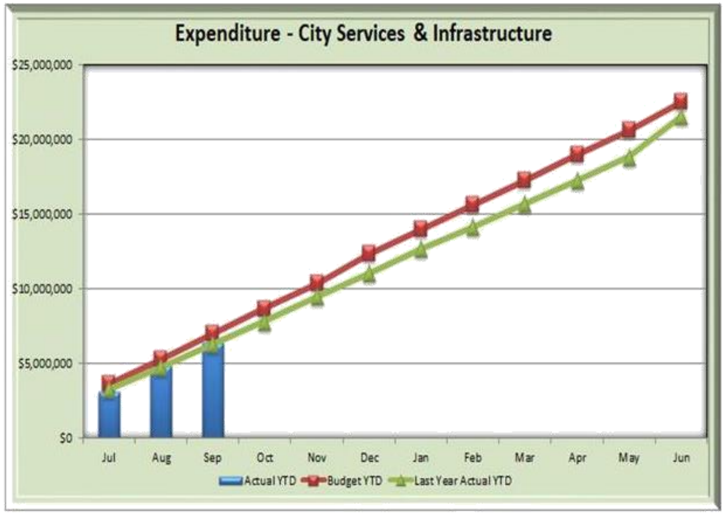
City Services and Infrastructure Revenue - Graph 3

Total revenue for City Services and Infrastructure compared to budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$7,480
–	Budget YTD	$7,364
–	Over Budget	$116

Refer to Comments on page 6-7.



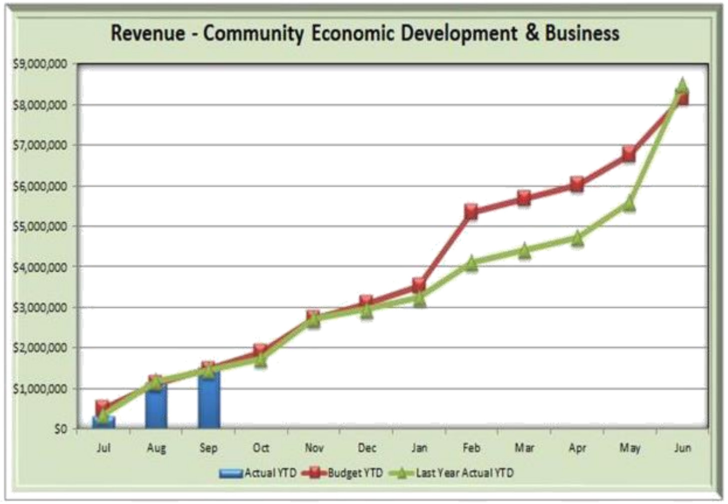
City Services and Infrastructure Expenditure – Graph 4

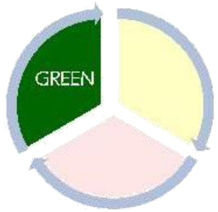
Total expense for City Services and Infrastructure compared to Budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$6,419
–	Budget YTD	$6,953
–	Under Budget	$534

Refer to comments on page 9-10.





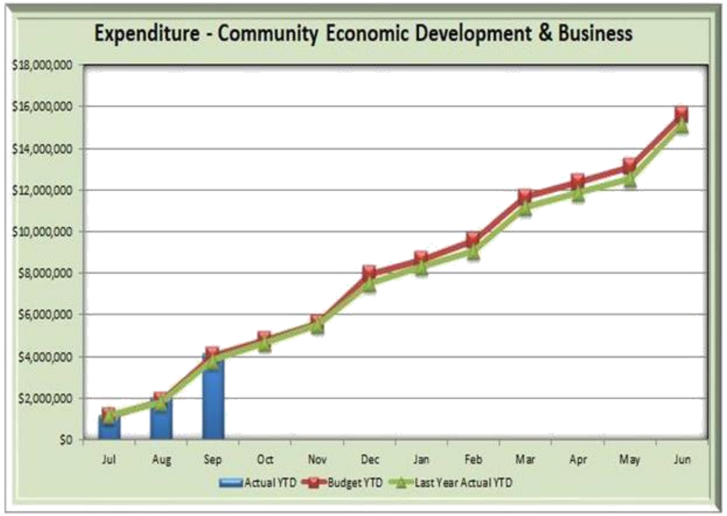
Community Economic Development and Business Revenue – Graph 5

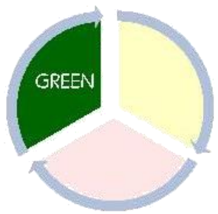
Total revenue of Community Economic Development and Business, compared to budget.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$1,528
–	Budget YTD	$1,475
–	Over Budget	$53

Refer to Comments on page 6-7.





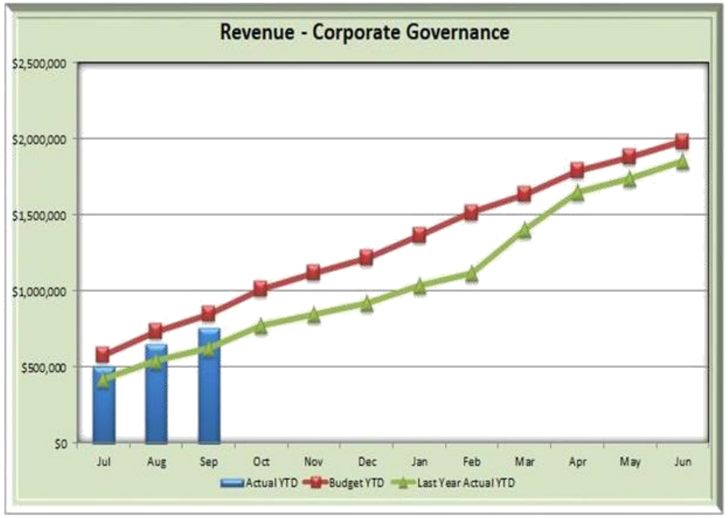
Community Economic Development and Business Expenditure – Graph 6

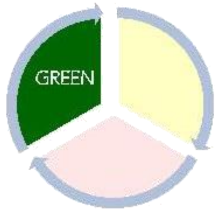
Total expense for Community Economic Development and Business compared to budget.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual YTD	$4,170
–	Budget YTD	$4,013
–	Over Budget	$157

Refer to comments on page 9-10.





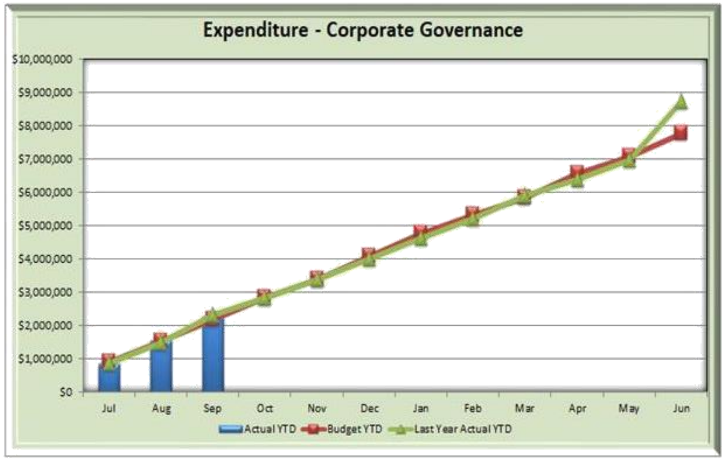
Corporate Governance Revenue - Graph 7

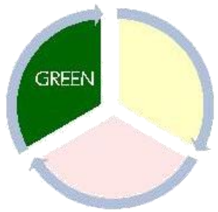
Total revenue for Corporate Governance compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$763
–	Budget YTD	$844
–	Under Budget	$81

Refer to Comments on page 6-7.





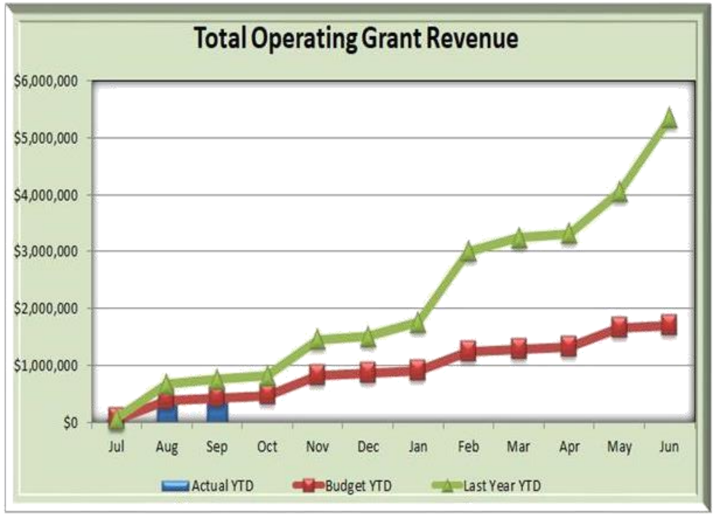
Corporate Governance Expenditure – Graph 8

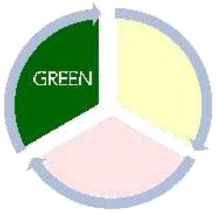
Total expense for Corporate Governance compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$2,268
–	Budget YTD	$2,182
–	Over Budget	$86

Refer to comments on page 9-10 .





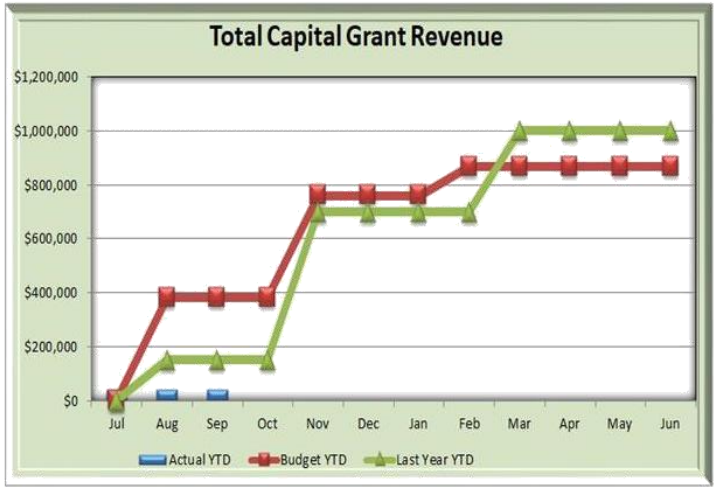
Operating Grants Revenue - All Departments – Graph 9

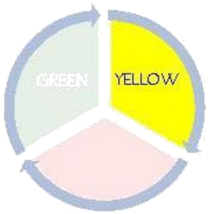
The total of operating grants revenue received from Government.

Responsible: Executive Leadership Team

		$'000
–	Actual YTD:	$475
–	Budget YTD:	$426
–	Over Budget:	$49

Refer to comments on page 6-7.





Capital Grants Revenue - All Departments – Graph 10

The total of capital grants revenue received from Government.

Responsible: Executive Leadership Team

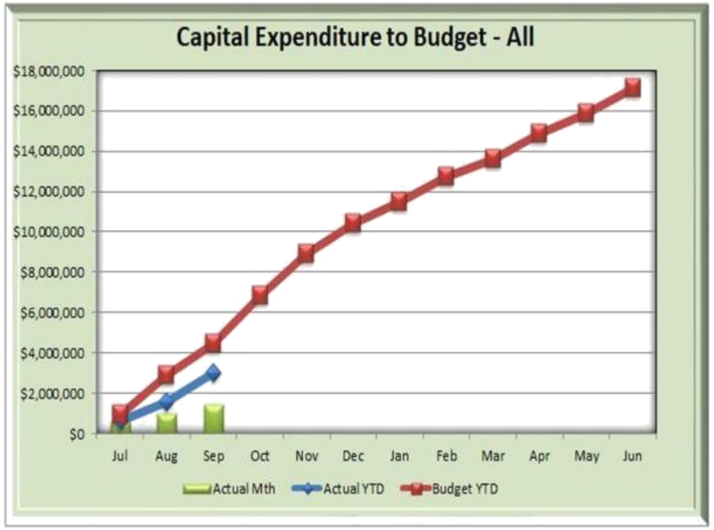
		$'000
–	Actual YTD:	$39
–	Budget YTD:	$380
–	Under Budget:	$341

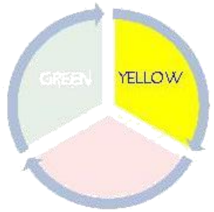
Refer to comments on page 6-7.

Balance Sheet
Corporate Performance Indicators

September 2017

16





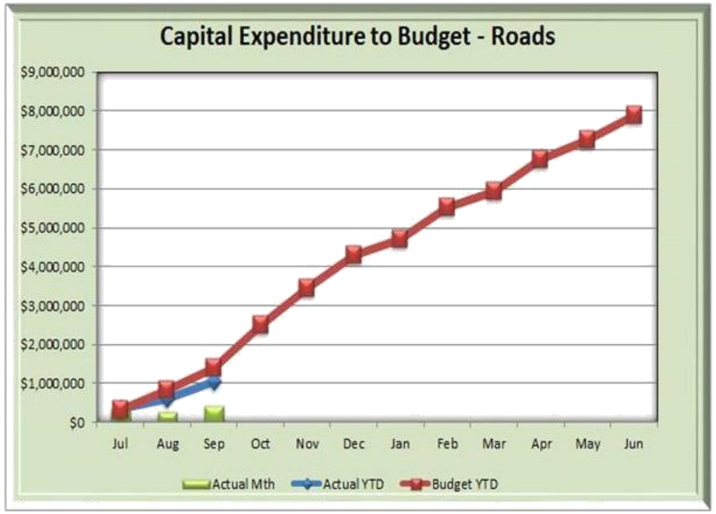
Total Capital Expenditure – Graph 11

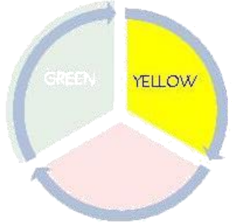
Total Capital expenditure compared to budget

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$3,008
–	Budget YTD	$4,460
–	Under Budget	$1,452

Refer pages 18-19. Additional information regarding capital variances is contained in Appendix B.





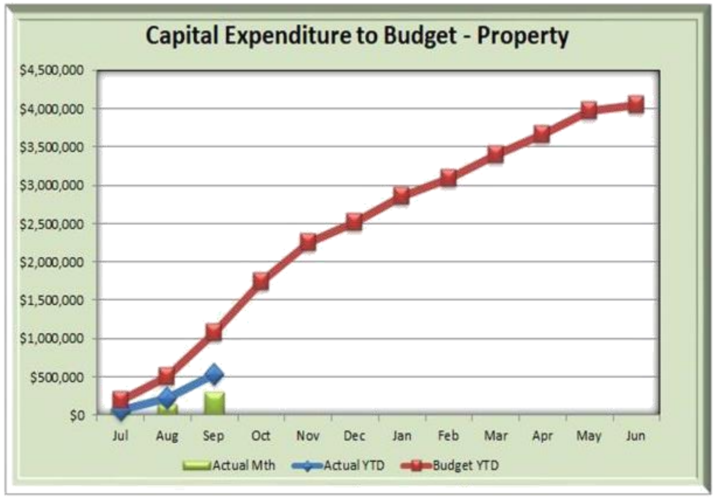
Capital Expenditure - Roads – Graph 12

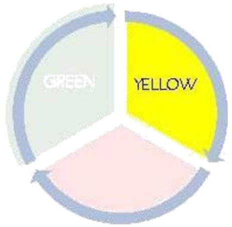
Total expenditure for roads compared to budget.

Responsible: Director City Services and Infrastructure

		$'000
–	Actual YTD	$1,034
–	Budget YTD	$1,392
–	Under Budget	$358

Additional information regarding capital variances is contained in Appendix B.





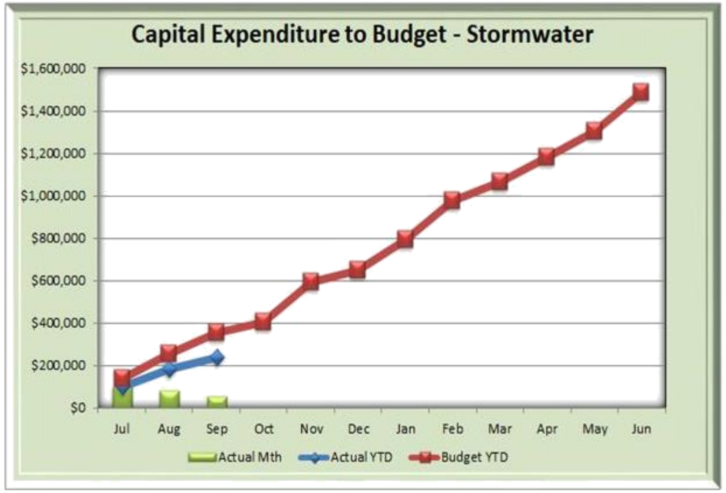
Capital Expenditure – Property – Graph 13

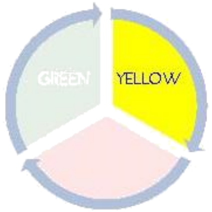
Total expenditure for property compared to budget.

Responsible: Director Corporate Governance

		$'000
–	Actual YTD	$526
–	Budget YTD	$1,076
–	Under Budget	$550

Additional information regarding capital variances is contained in Appendix B.





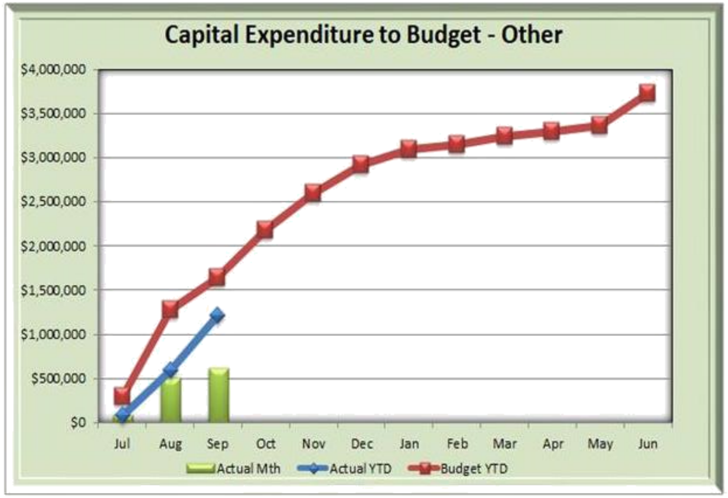
Capital Expenditure – Stormwater – Graph 14

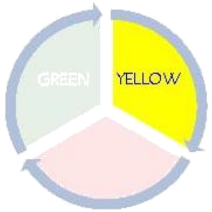
Total expenditure for storm water compared to budget.

Responsible: Director City Services and Infrastructure

	$'000
– Actual YTD	$235
– Budget YTD	$353
– Under Budget	$118

Additional information regarding capital variances is contained in Appendix B.





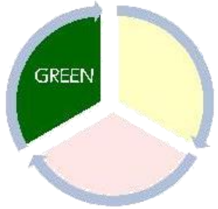
Capital Expenditure – Other (e.g. capital grants, technology, plant and equipment etc.) – Graph 15

Total expenditure for other capital compared to budget

Responsible: Director Community Economic Development and Business

	$'000
– Actual YTD	$1,213
– Budget YTD	$1,638
– Under Budget	$425

Additional information regarding capital variances is contained in Appendix B.



Cash Flow Movement - Graph 16

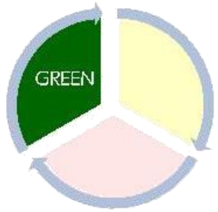
Total cash assets available (cheque account, cash floats and short term deposits), compared to budget and last year.

Responsible: Director Community Economic Development and Business

		$'000
–	Actual Cash	$23,025
–	Budget	$20,874
–	Variance	$2,151

Investment Profile

Maturity		Total Amount	Average Rate
Cash on hand	$	104,596	0.00%
At call	$	2,876,029	1.45%
30 - 60 days	$	6,044,529	2.29%
61 - 90 days	$	7,000,000	2.41%
91 - 120 days	$	3,000,000	2.39%
120+ days	$	4,000,000	2.60%
Total	**$**	**23,025,154**	**2.33%**



Interest Earned – Graph 17

Total interest earned (accrued and received) compared to budget.

Responsible: Director Community Economic Development and Business

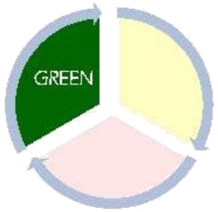
		$'000
–	Actual YTD	$92
–	Budget YTD	$102
–	Under Budget	$10

Effective Interest Rate: 2.33%

Benchmark:
RBA Cash Rate (currently 1.50%) + 0.50% = 2.00%

20

Loan Profile		
Maturity Date	Rate	Loan Balance YTD
15-Jun-21	4.84%	$ 700,985
15-Jun-22	6.76%	$ 672,177
15-Dec-17	2.67%	$ 253,195
15-Jun-18	4.78%	$ 426,099
15-Jun-27	4.75%	$ 252,001
30-Jun-22	5.01%	$ 2,863,853
Total		**$ 5,168,311**

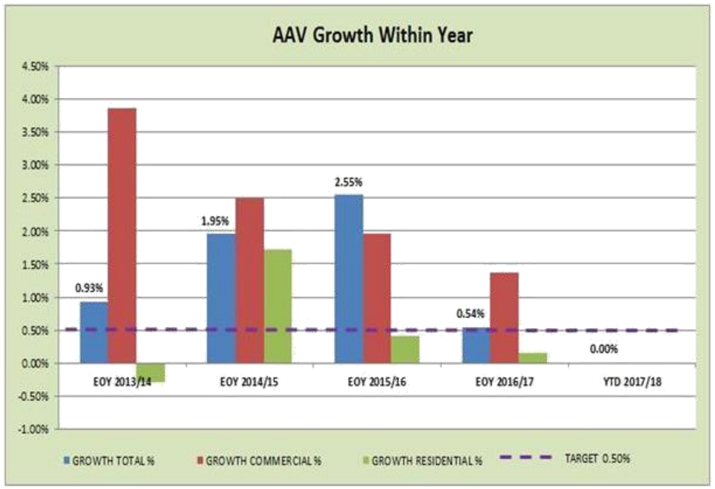


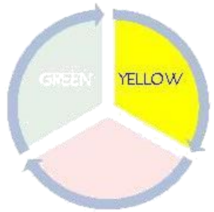
Interest Expense – Graph 18

Total interest expense (accrued and paid) compared to budget.

Responsible: Director Community Economic Development and Business

	$'000
– Actual YTD	$20
– Budget YTD	$28
– Variance	$8





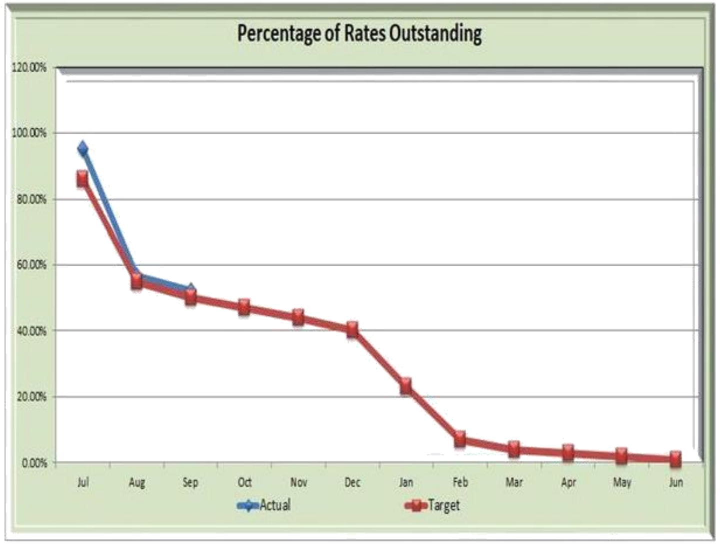
Annual Growth in AAV – Graph 19

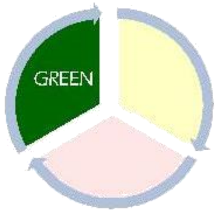
A comparison of the annual growth in the Assessed Annual Value (AAV) for Commercial, Residential and Overall Total for a five year period.

Responsible: Director Community Economic Development and Business

- Commercial Growth YTD 0.00%
- Residential Growth YTD 0.00%
- Overall Total Growth YTD 0.00%

Target: 0.50% AAV overall growth within the year
Source: Supplementary Valuations by the Valuer-General





Percentage of Invoiced Rates Outstanding – Graph 20

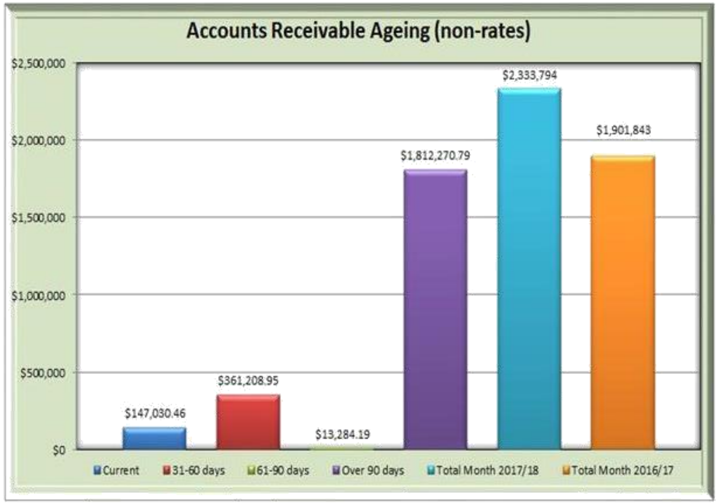
Shows the percentage amount of invoiced rates not paid.

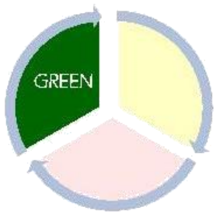
Responsible: Director Community Economic Development and Business

- Actual YTD: 52.1%
- Target YTD: 50.0%
- Variance: 2.1%

	$'000
Total outstanding at month end:	$19,920

Arrears as at:	This month:	Last month:	Movement:
2016/17	$172	$200	($28)
2015/16	$86	$89	($3)
2014/15	$27	$29	($2)
2013/14+	$3	$3	$0
TOTAL	$288	$321	($33)





Accounts Receivable (AR)– Graph 21

A monthly summary of the level of money owing to council for non rate income.

Responsible: Director Community Economic Development and Business

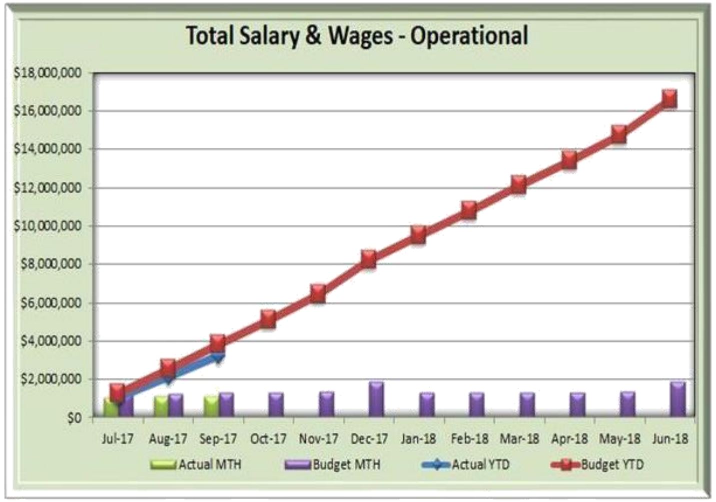
	$'000
– Total at month end:	$2,046
– % of AR 61 days & over:	78.1%

Target: <25% for 61 days and over (excluding property debts)

Comment: Major component is $1.6m contractor debt relating to Derwent Park Re-use scheme which has been allowed for as a doubtful debt in the annual accounts.

People & Safety
Corporate Performance Indicators

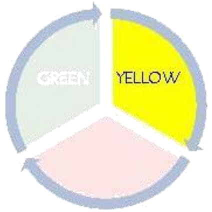
September 2017



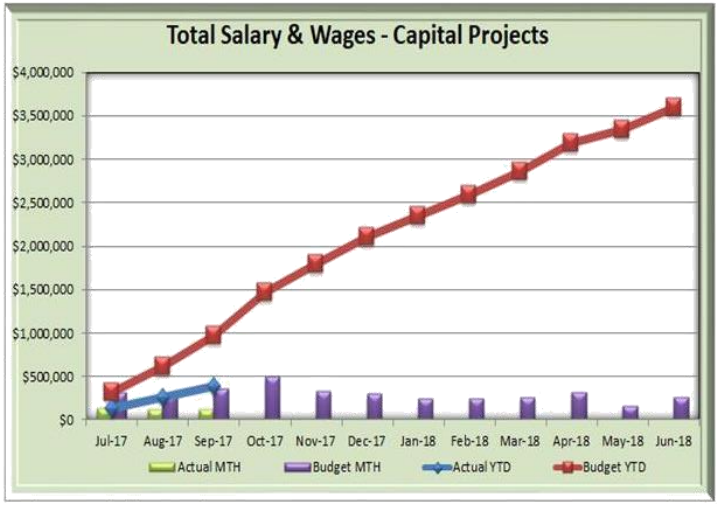
Total Salaries & Wages - Operational Projects (including on-costs) – Graph 22

Total operational salary costs compared to budget.

Responsible: Executive Leadership Team



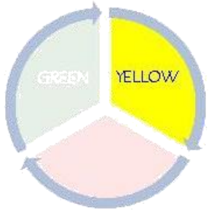
		$'000
–	Actual YTD	$3,201
–	Budget YTD	$3,784
–	Under Budget	$583



Salaries & Wages – Capital Projects (including on-costs) – Graph 23

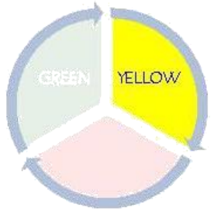
Total salary costs for capital projects compared to budget

Responsible: Executive Leadership Team



		$'000
–	Actual YTD	$385
–	Budget YTD	$975
–	Under Budget	$590

24

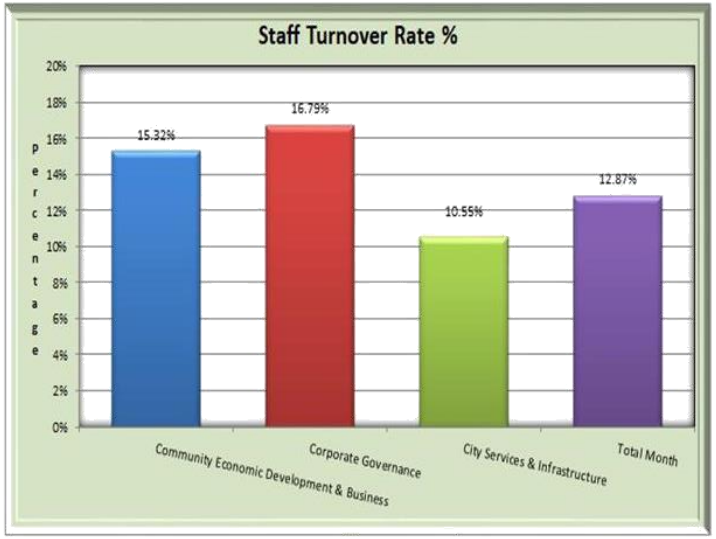


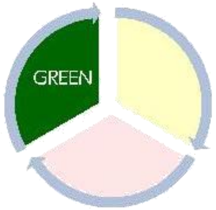
Other Employment Costs – Operational (excludes capital projects) – Graph 24

Total operational other employment costs compared to budget (i.e. relief/casuals, overtime, medical expenses, FBT etc).

Responsible: Executive Leadership Team

		$'000
–	Actual YTD	$1,646
–	Budget YTD	$1,227
–	Over Budget	$419





Permanent Staff Turnover Rate – Graph 25

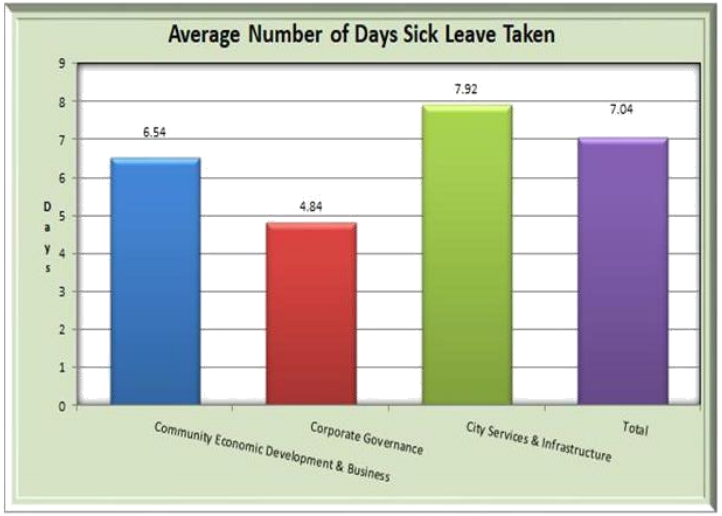
Total staff turnover is the total number of terminations over the last twelve months divided by the number of staff as at the last day of the month. This ratio represents the percentage of our total workforce who leave the council.

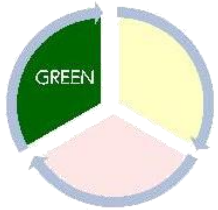
Responsible: Executive Leadership Team

Rolling 12 month av. turnover rate calculations used

	9/2017	9/2016
Rolling 12 month turnover rate	12.87%	11.82%

Benchmark: LGAT All Tasmanian Councils Group Average (2007/08) recorded: 15.20%





Average Number of Days Sick Leave Taken – Graph 26

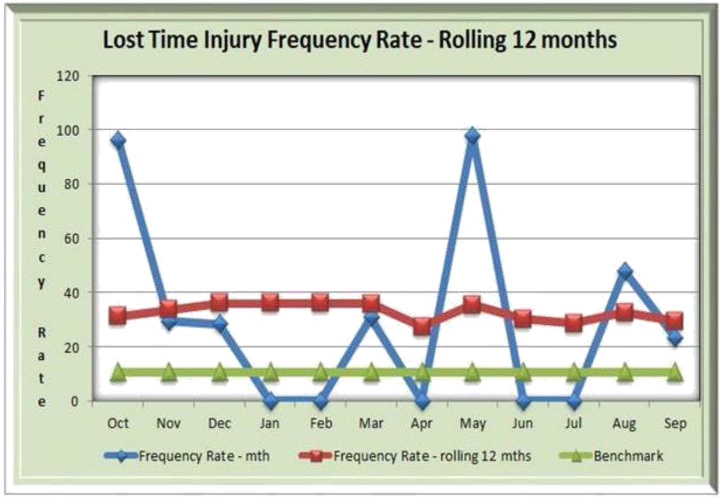
For each department: Total number of days sick taken divided by number of staff for previous 12 months. This ratio represents the number of sick days per year / per person on average.

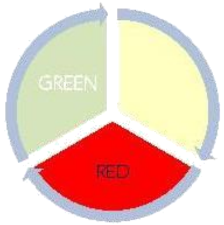
Responsible: Executive Leadership Team

– Total average sick leave days taken last 12 months:

- 12 month average at Sept 2017 - 6.61 days
- 12 month average at Sept 2016 - 7.61 days

Benchmark: LGAT All Tasmanian Councils Group Average (2007/08) recorded: 6.80 days





Lost Time Injury Frequency Rate - Graph 27

The Lost Time Injury Frequency Rate is the number of lost time claims per one million hours worked for permanent, casual and overtime staff.

Responsible: Executive Leadership Team

Claims per 1 million hours worked:

- Rolling 12 month average: 29.49
- Current month: 23.34

Benchmark: Work Cover Tasmania All Industries (2010/11) recorded: 10.80 claims.

Capital Expenditure Summary ($'000)	30/09/2017
2017/18 Capital Budget Year to Date	4,460
2017/18 Capital Year to Date Expenditure	3,008
Total Over/(Under) Spend	(1,452)

Total Over/(Under) Spend Comments			
Roads Capital - Under Budget $358			
Primary under/over project budgets:			
Proactive Capital Works	100122	Timing difficult to predict for unplanned works	$34,304
Cadbury Carpark (Tennis Courts)	100290	Works brought forward - was budgeted for October 2017	$38,880
Sinclair Ave - #22 to #46	100296	Works brought forward - was budgeted for March 2018	$56,282
Acton Crescent (Dodds Avenue To Gepp Parade)	100461	Works brought forward - was budgeted for October 2017	$39,311
Laguna Place (Gepp Parade To House Number 9)	100475	Works brought forward - was budgeted for November 2017	$40,493
Falcon Road (House Number 1 To Kestrel Street)	100500	Works brought forward - was budgeted for November 2017	$53,991
Urban Pavement Repairs - Major	100001	Timing difficult to predict for unplanned works	-$23,647
Chicane gate changes for cycleway	100284	Awaiting invoices from supplier	-$49,492
Creek Rd Footpath	100286	Works delayed - still in design stage	-$115,160
Karwin Street (Allunga Road To Arunta Crescent)	100493	Works delayed - revised completion date October 2017	-$20,485
Mimosa Court (Marys Hope Road To End Of Road)	100494	Works rescheduled - to commence May 2018	-$72,001
Bowen Road (Brooker Highway To Blair Street)	100503	Works rescheduled - to commence February 2018	-$158,400
Elmsleigh Road (Lampton Avenue To House Number 20)	100504	Works to be rescheduled	-$50,000
Main Rd Claremont Access Parking - Claremont Hall	100514	Works delayed - to commence October 2017	-$38,250
Somerdale Road Claremont Turning Facility	100515	Works delayed - design completed and awaiting works scheduling	-$32,375
Springfield/Charles Traffic Management	100519	Works rescheduled - to commence January 2018	-$63,720
Property Capital - Under Budget $550			
Primary under/over project budgets:			
Accessible WC Upgrade	100255	Works brought forward - was budgeted for May 2018 commencement	$34,661
Building Refurbishment	100256	Works brought forward - was budgeted for May 2018 commencement	$43,535
KGV Sports & Community Precinct - Advtg & Cons	100603	Unprogrammed works to be funded	$52,454
Eady Street Drainage	100632	Works ahead of budget timeframe - expected completion date October 2017	$33,994
State Government Grant - Public Space Revitalisation	100167	Project delayed indefinitely	-$41,353
Playground Equipment Upgrade	100252	Works delayed - re-prioritisation of capital works	-$58,177
Montrose Bay Jetty Pontoon	100260	Project scope to be reviewed - temporary structure under consideration	-$50,336
Wilkinson Point Lighting (Security)	100261	Works to be rescheduled	-$22,000
Montrose Bay WC Completion	100262	Works delayed - waiting for development permits	-$102,319
DEC Main Arena Chain Motors & Curtain Rigging	100266	Works to be rescheduled	-$25,236
DEC External Storage	100267	Works delayed - revised completion date October 2017	-$25,455
KGV Sports & Community Precinct Project - Community Hub	100352	Works delayed - revised completion date now October 2017	-$38,513
Glenorchy Skate Park Relocation - Grant	100455	Works to be rescheduled	-$88,000
North Chigwell Sports Ground Lighting	100457	Works delayed - revised commencement date October 2017	-$79,442
DEC Projects from Business Plan	100531	Project delayed - contributing projects yet to be scheduled	-$26,823
Council Offices - Air Conditioning System	100612	Consultants report being considered prior to scoping	-$30,000
Stormwater Capital - Under Budget $118			
Primary under/over project budgets:			
Weston PL SW Relining	100577	Works brought forward - was budgeted for May 2018 commencement	$21,758
Other Capital - Under Budget $425			
Primary under/over project budgets:			
External Web Site Redevelopment	100362	Revised implementation date November 2017	-$53,058
Technology One - Re-Implementation	100363	Awaiting invoices from supplier	-$127,597
Replacement of PC Equipment	100423	Project delayed - revised completion date November 2017	-$44,853
T1 Employee Development Module	100426	Project rescheduled to second half of 2017/18	-$23,726
DEC Switch Replacement	100607	Works delayed - revised completion date October 2017	-$20,540
PINFORCE Technology	100609	Awaiting contract finalisation	-$22,480

Emergency/Unforeseen Projects Commenced (No budget allocated in 2017/18)
Funded from IMG Unallocated Capital a/c $400,000

Project Number	Description	Budget Approved	Comments
100629	Bushfire Management 4WD Vehicle	$43,002	GM Approved 27/6/2017
100457	North Chigwell Sports Ground Lighting	$60,000	IMG Approved 24/8/2017
100632	Eady Street Sports Ground Drainage	$15,000	IMG Approved 24/8/2017
100638	Two-Way Radio Replacement	$7,117	IMG Approved 28/9/2017
	Total	**$125,119**	0

Emergency/Unforeseen Projects Commenced (No budget allocated in 2017/18)
Funded from Reserve funds

Project Number	Description	Estimated Full Cost of Project	Comments
	None		
	Total	**$0**	0

Budgeted 2017/18 projects that will not be undertaken this Financial Year

Project Number	Description	Annual Budget	Comments
	None		
	Total	**$0**	

Purchasing Exemption Register

28 September – 25 October 2017

Regulation 28(j) *Local Government (General) Regulations 2015*
(requirement to report to Council where goods or services purchased in circumstances where a public tender or quotation process is not used)

Date	Supplier	Amount (ex GST)	Exemption Clause	Reason	Requested by	Approved by	Title
27/09/2017	TasNetworks	$10,996.52	(a) (b)	Installation of street lights, 19 Sanders St	B. Chandler	P. Garnsey	A/DCSI
27/09/2017	TasNetworks	$8,938.36	(a) (b)	Installation of street lights, 25 Chippendale St	B. Chandler	P. Garnsey	A/DCSI
24/10/2017	Sugden & Gee	$21,600.00	(e), (f)	Supervision of King George V Project	C. Higgins	S. Scott	A/DCG

utstanding Actions List: Open Council Meeting

Council eeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
0/06/2014	22.3	Notice of Motion - Alderman C. Lucas - 2 - Car Parking Strategy	Council provide a report on current Car parking strategy in the City commercial precincts including: 1. The present parking strategy for the future of the city, and any proposed changes. 2. Details Cash-In-Lieu payments in Commercial areas, Glenorchy precinct, Moonah and Claremont – including total fees collected and numbers of spaces-in-lieu by year since the year 2000. 3. Any feedback received from developers. 4. How application of this policy and fee levels relate to the Regional Planning scheme. 5. A schedule of fee rates for all Southern councils.	CSI	The draft Parking Strategy was presented to Council at its meeting on 13 June 2017. Council approved the draft Strategy for public consultation. Public Consultation on the draft Strategy was completed on 28 July 2017. The final version of the strategy is expected to be presented to Council at the November Council meeting. Completion of the final version of the strategy has been delayed due to resource constraints and urgent Traffic related issues.	30-Nov-17
./09/2014	13.4	Question on Notice - Alderman K. Johnston (Relates to Notice of Motion - Alderman K. Johnston - CCTV Evaluation (12 February 2013))	That a report be prepared by the Director Community, Economic Development & Business following consultation with Tasmania Police with respect to the Closed Circuit TV system. That the CCTV system be evaluated every six months and a report produced with a range of identified KPIs. That Council as a priority develop and adopt CCTV system operating procedures and protocols. (refer to Question On Notice for specific details)	CSI / CEBD	As at Tuesday 24 October 2017, BSH Electrical have reported that all CCTV cameras will be fully operational by the end of October 2017. Some required data from the CCTV cameras has been able to be successfully recorded and accessed from Council's hard drive.	30-Oct-17
)/06/2015	13.3	Notice of Motion Alderman M. Stevenson	That a brief projects and major operational items summary be provided at each Council meeting.	General Manager	Blackadder Consultants provided a draft report to Council on 27 December 2016. The The draft report has been circulated to departmental managers who are currently formulating a structure for the reporting model. The reporting model and potential actions will be presented to Council at a future meeting.	To be advised
5/03/2016	9	Intercity Cycleway Proposed Chicane Gate Changes at Road Intersections	That Council remove one of the existing "paired" chicane gates, to replicate what the Hobart City Council has completed, at all road crossings along the intercity cycleway.	CSI	At the 24 October 2016 meeting, Council approved the release of $105,000 from the Strategic Asset Management Reserve to fund the project. The majority of the chicane gates have now been removed. Project planning has been completed for the remainder of the project and line marking and the first stage of signage installed. Cycling South is project managing the fabrication and installation of the new signs. This part of the project has been delayed and advice from Cycling South is that the project will be completed mid November 2017. Council's involvement with the project is now complete and it is recommend that this item be removed from the action list.	Complete
¦/07/2016	11	Acquisition and Disposal of Land - Bosco Drive AND Dalmacia Place	That Council: APPROVE Council Officers negotiations and settlement of the purchase of private land at 2/1 Dalmacia Place for the purpose of allowing Council to formalise and maintain a public walkway through Dalmacia Place to Bosco Drive APPROVE Council Officers to continue negotiations to dispose of part of the public land at 23 Bosco Drive for the purpose of extending the private rear yard of 19 Bosco Drive, subject to the compliance of the requirements of section 178 of the Local Government Act 1993 (noting the investigation of the possibility of a similar sale to the owners of 21 Bosco Drive, to establish a safe, easily maintained and monitored piece of land which will comprise part of the public walkway). APPROVES the advertising of Council's intention to dispose of any part of the public land at 23 Bosco Drive under section 178 of the *Local Government Act 1993* .	CG	Both contracts for the sales of portions of 23 Bosco Drive to the owners of 19 and 21 Bosco Drive are signed and under way. The contracts are conditional on Council submitting a development application for a subdivision/boundary adjustment. The contract with the owners of 19 Bosco Drive is also conditional upon Council arranging for the removal of three (3) tree stumps at a portion of land at 23 Bosco Drive, and this has been arranged to occur on Thursday, 26 October 2017. The contract for the purchase by Council of a portion of land at 2/1 Dalmacia Place is also signed and under way. That Contract is also subject to conditions, including that Council submits a development application for a subdivision/boundary adjustment. The satisfaction of the conditions and timing of settlement for these contracts will involve work by a surveyor to progress matters, and working with the solicitors for the relevant purchasers and vendors and their mortgagees as required.	To be advised

utstanding Actions List: Open Council Meeting

Council eeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
9/08/2016	17.1	Notice of Motion - Alderman J Branch-Allen	1. That Aldermen be on a rotating roster system at Council once a month to meet with the community. 2. Appointment could be pre arranged for members of the community who wanted to book or a drop-in system. 3. Advertising to be put in the Glenorchy Gazette each month of who is on duty and day and time they will be at Council. 4. That the office down stairs used by the JP on duty be used with similar signage outside the door, and 5. That this be conducted on a 3 month trial.	CEBD	Planning was underway to implement this process in the first quarter of 2017, with a a trial planned for Feb, Mar and April 2017. However, the process has been placed on hold due to the suspension of Aldermen. The matter will be placed on a future Council agenda following the election of new Aldermen (the date for which is not presently known). In the meantime, it is recommended that the item be removed from the action list.	To be advised
1/11/2016	19.4	Question on Notice - Alderman M. Stevenson	Alderman Stevenson noted that the Shared Services Agreement included a requirement that the committee receive an Annual Report on the group's activities. He requested that Council receive regular reports on the activities of the Shared Services Committee.	CG	Council received a final draft of the LGSS Agreement on 10 March 2017, which is currently being reviewed. A report presenting the draft agreement to Council and making recommendations will be presented to Council at a future meeting.	To be advised
3/01/2017	11	Question taken on notice - Alderman Stevenson	Management to provide a report to Council identifying the deficiencies in items that are include in the Good Governance Framework which was adopted by Council on 23 January 2017.	CG	A report was due to be presented to Council at the 30 October 2017 Council meeting, following review by Council's Audit Panel. However, due to recent events concerning the Tasmanian Audit Office's report into procurement, the item was bumped from the Audit Panel agenda. Given that the next Audit Panel meeting is not scheduled until 8 December, the matter will be brought back before Council at either the December or January Council meetings.	30-Oct-17