

# **COUNCIL AGENDA**

## **MONDAY, 27 NOVEMBER 2017**



### **GLENORCHY CITY COUNCIL**

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

**Hour:** 3.00 p.m.

**Present:**

**In attendance:**

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**1. APOLOGIES**

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**2. CONFIRMATION OF MINUTES**

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That the minutes of the Council Meeting held on 30 October 2017 be confirmed.

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**3. ANNOUNCEMENTS BY THE CHAIR**

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**4. PECUNIARY INTEREST NOTIFICATION**

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**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

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**6. PUBLIC QUESTION TIME (15 MINUTES)**

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**7. PETITIONS/DEPUTATIONS**

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# COMMUNITY

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## 8. GLENORCHY PARKING STRATEGY 2017-2027

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Author: Transport Engineer (Amir Mousavi)  
Qualified Person: Acting Director, City Services and Infrastructure (Paul Garnsey)  
ECM File Reference: Parking Working Group

### Community Plan Reference:

#### Making lives better

The city is well-connected by extensive and well-maintained walking and bike paths, public transport and road networks.

### Strategic or Annual Plan Reference:

#### Valuing Our Environment

3.1.3 Manage the City's transport network to promote sustainability, accessibility, choice, safety and amenity.

### Reporting Brief:

The purpose of this report is to inform Council of the results of community consultation on the draft *Glenorchy Parking Strategy 2017-2027* and to seek Council's endorsement of the final version of the *Glenorchy Parking Strategy 2017-2027*, revised based on the comments and feedback from community consultation.

### Proposal in Detail:

At the Council meeting of 13 June 2017 Council made the following resolution in respect of the draft *Glenorchy Parking Strategy 2017-2027* (**the Draft Strategy**):

*"That Council...AUTHORISE Council officers to progress the public consultation for the Draft Glenorchy Parking Strategy 2017-2027, in accordance with the specific Community Engagement Plan."*

### Community Consultation

Community consultation was conducted between 3 and 28 July 2017 in accordance with the approved community engagement plan. The following community engagement activities were undertaken:

- a survey (both an electronic version a hard copy) and an FAQ sheet were developed
- the Draft Strategy, the FAQ sheet and a link to the online survey were available on Council's website

- an information package, including an invitation letter explaining how to comment on the Draft Strategy, together with a copy of the FAQ sheet was distributed to Council committees
- an article was published in the July edition of the Glenorchy Gazette to announce the survey
- a public notice was published in The Mercury.
- a display was held in Council's foyer from 3 July to 28 July 2017.
- an invitation letter including information on how to comment on the Draft Strategy and a copy of the FAQ sheet were circulated to Council's Community Panel as well as approximately 110 community groups and organisations, including:
  - Department of State Growth
  - Emergency services
  - Metro Tasmania
  - Cycling South
  - RACT
  - Neighbouring Councils
  - Tasmania Police (Glenorchy station)
  - Moonah Business Community Inc.
  - Moonah and Glenorchy Business Association
  - Northgate Shopping Centre
  - Glenorchy Centro Shopping Centre
  - Claremont Village Shopping Centre
  - Citizen's for Glenorchy Inc.
  - Schools and their Parents & Friends Associations
  - Churches
  - Child Care Centres
  - Aged Care Centres
  - Clubs and Community Groups
- six (6) information sessions to present the Draft Strategy and to answer questions were held with the interested groups, including one session with the Moonah Business Community Inc., one session with the Moonah and Glenorchy Business Association, one session with the Access Committee and three sessions for Council staff.

## Community Feedback

### **Public Responses**

Overall, 23 participants (including Community Panel members) responded to the survey during the consultation period. A summary of the responses received is Attachment 1 to this report.

17.39% of the respondents (equal to 4 respondents) reside outside the Glenorchy municipality. 60.87% and 39.13% of the total respondents were male and female respectively while approximately half of the respondents (52.17%) were in the age bracket of 50 to 59 years old.

The responses show that the potential introduction of paid parking is contentious, whereas the concept of 'Park-and-Ride' facilities was supported by a high number of respondents. Several respondents provided comments on specific issues, including:

- lack of motorcycle parking
- the need for more parking spaces for bikes;
- the need to increase the number of accessible parking areas;
- potential integration of park and ride facilities with a future northern suburbs light rail link
- the need for a mixture of short-term and all-day parking
- the need for more Park-and-Ride facilities in Glenorchy and Claremont
- the continuation of agreements with private car park owners and ensuring that signage is maintained
- the importance adequate signage advising of parking restrictions
- the provision of better electronic surveillance, and
- the creation of a residential parking permit system.

Some of the comments received included the following:

- *"If metered parking is to be considered, this should include a 3 hour free policy/practice to minimise impact on local business, encourage appropriate use of parking to access business and services, deter all day parking and to allow for effective and cost efficient staffing and enforcement processes"*
- *"Paying for parking will not work. This will drive people out of the area and they will shop elsewhere"*
- *"Placing a cost on the user will only push cars further back in to residential areas for parking"*
- *"It would be a good idea to provide education on use of parking facilities. Rules and parking areas are not clear enough"*
- *"The action plan is dependent on Council decisions about the future of parking as free/ part paid or fully paid service"*

***Submissions Received***

A total of five submissions were received from the public. The submitters were: Metro Tasmania; the Department of State Growth (**DSG**); Moonah Business Community Inc.; the Para Quad Association of Tasmania Inc.; and a private resident.

**Metro Tasmania**

Metro commented on the Draft Strategy in three main areas, highlighting the importance of Main Road as a transit corridor, issues around Park-and-Ride and Suburban and Residential Parking.

Metro has a keen interest in any measures associated with the Main Road Transit Corridor between the Glenorchy Interchange and the City's southern boundary at the junction with Creek Road.

Metro suggests that Council should take the opportunity presented by the development of the Parking Strategy to reconsider the Transit Corridor Plan, particularly as it applies in Moonah, noting that Council has previously been reluctant to remove on street parking on Main Road, near Hopkins Street and Albert Road, as has been proposed in the past by Metro.

Metro also notes that Park-and-Ride is already occurring on an informal basis, near some suburban bus stops (such as at the Allunga Road/Berriedale Road junction) and this may warrant consideration under the Draft Strategy. Finally, Metro requests that Council considers recognising key streets that form part of the public transport network, and restrict on-street parking in these areas to protect access to public transport services.

**Department of State Growth**

DSG supports Action 1.4 to investigate Park-and-Ride facilities as a means of encouraging increased use of public transport. DSG also supports Action 1.3 to identify appropriate locations for the provision of additional bicycle and motorcycle parking, as well as the use of signage to provide clear information to patrons regarding parking availability.

DSG noted that it would be helpful if the Draft Strategy included actions to strategically optimise the location of parking for purposes, such as supporting public transport.

DSG's submission stresses that by reducing the number of on-street parking spaces along the Main Road Transit Corridor and implementing bus priority measures, public transport services to and from Glenorchy would be enhanced. Similarly, promoting the use of on-road parking spaces (away from transit corridor) as 'parklets' for outdoor dining outside cafes and restaurants may help activate streetscapes and provide passive surveillance benefits in non-peak periods.



Moonah Business Community Inc.

The Moonah Business Community Inc.'s submissions states that management agreements between private car park owners and Council with options of short-term, longer term and all day parking spaces would help businesses manage their car parking issues.

The submission also indicates that the most equitable and convenient way to institute a paid parking structure would be to offer a business parking permit system (e.g. one permit per business, usable for any car of that business, to enable business staff to park in any Council-controlled parking space).

Overall, the Moonah Business Community Inc. agrees that a review of the existing *Commercial Precincts Car Parking Plan* is appropriate and that in particular, the Moonah car park lay-out should be reviewed, with reference to traffic flow, ease of car movement, height of kerbs relative to vehicle ground clearances and pedestrian accessibility.

The Moonah Business Community Inc. also agrees that development of Park-and-Ride facilities is appropriate for Moonah and noted that a potential Northern Suburbs Railway would generate significant demand for such infrastructure development.

Para Quad Association of Tasmania

Para Quad Association of Tasmania (**the Association**) stated that there is a need to increase the number of accessible parking spaces throughout the whole municipality and that private car park owners should be encouraged to provide more accessible spaces.

The Association supports Action (3.2) to review the current enforcement regime as, in the Association's view, the current penalties for non-permitted drivers parking in designated accessible parking spaces is not a sufficient deterrent.

The Association believes that an increase in the number of parking officers and infringement notices would assist in ensuring the availability of spaces for those entitled users. Moreover, the Association supports Action 2.7 to prepare information on different types of parking available in the municipality, with emphasis on accessible parking spaces. The Association also recommends the allocation of more dedicated parking spaces at special events and around venues would be helpful.

Private Resident Submission

The private resident's submission states that the strategy appears to have two goals:

1. Administrative improvements related to infrastructure and asset management, including human resources and asset mapping procedures, and
2. Maximising revenue and minimising cost inputs by greater efficiency and utilisation of the Council's asset and enforcement monitoring of its asset base.

The private resident states that approximately 50% of the actions in the Draft Strategy are from Council's existing *Commercial Precincts Car Parking Plan*. While the resident supports the review of the Strategy after five (5) years, he indicates that the Draft Strategy needs to be reworked and the principal authors held to account to explain:

- why and how over 50% of the actions abandoned by previous parking plans will now suddenly be effective and implementable, and
- what the indicative financial costs will be to ratepayers to implement the actions plans as proposed in the 2017-2027 plan.

In conclusion, the private resident requested that the document be withdrawn and a rework of the document actions be undertaken in order to provide more logical and reasoned argument as to why the collective actions will assist in meeting future demands on ratepayer's assets, namely Council Parking precincts.

#### **Parking Strategy Working Group Comments on Community Feedback**

Council's current *Commercial Precincts Car Parking Plan (the 2010 Plan)*, was adopted by Council at the meeting of 8 November 2010. It is not in dispute that many of the actions set out in the 2010 Plan have not been undertaken, due to lack of human and financial resources.

The 2010 Plan appears to rely on revenue from cash-in-lieu requirements in planning permits for car parking (currently \$16,151 per space, excluding GST) to generate the required funding for undertaking the actions. However, the expected revenue from cash-in-lieu for car parking was not received, as the 2010 Plan greatly over-estimated the income from cash-in-lieu. This is partially because increasing the rate for cash-in-lieu in some cases leads to the withdrawal of a development application due to the cost implications. Alternatively, it becomes more economical for developers to redesign the development to provide sufficient parking, instead of taking the cash-in-lieu option.

A review of cash-in-lieu payments, from the 2005-6 financial year to date shows that \$123,200 revenue was received with, an average of approximately \$10,000 per year (in total).

The conclusion that can be drawn from the above is that the requirement for the provision of cash-in-lieu of providing parking spaces is not a reliable funding base, and the very fact that Council receives cash from a development in lieu of parking likely places a need or obligation on Council to fund alternative parking in the associated area.

In reviewing the 2010 Plan, a Parking Strategy Working Group, led by Council's Traffic Engineer, was established.

The initial intention of the Working Group was to amend the 2010 Plan to minimise the cost and the time of the review. However, a careful consideration of the existing 2010 Plan showed that:

- the 2010 Plan mainly focused on car parking in Glenorchy and Moonah commercial precincts, and not the balance of the Glenorchy municipality
- although the 2010 Plan sets out some strategies (described in bullet points), there is no clear connection between the strategies and the actions, and it is not clear how the actions will address the issues
- there are some conflicts between the strategies and the actions within the document, (e.g. Strategy (i) and section 5.2 Increase Parking Supply - page 40 and 42 vs. section 5.5.6 Reduce Parking Supply - page 58)
- the 2010 Plan is too long to serve as a strategy and includes elements of topics which do not apply in the Glenorchy area (e.g. section 5.2.4 Remote Parking – page 44, section 5.4.1 Parking Brokerage Service – page 54, section 5.4.3 Variable Pricing – page 55, etc.), and
- the 2010 Plan does not take into account the funding requirements for the implementation of the actions.

In the Working Group's view, the 2010 Plan is more akin to a series of background papers (or an academic literature review) with an action plan, rather than a strategy.

Based on the above points, the Working Group considered that rather than attempt to review the 2010 Plan it was more practical and efficient to develop a new parking strategy. It was also considered that the new parking strategy should be a high level strategic document, which can be applied to the whole Glenorchy municipality.

It is not expected that the Parking Strategy will answer all questions. Instead, it will provide directions to Council on how the parking related issues will be addressed.

During the development of the Parking Strategy, it was noted that some of the parking related issues, within the Glenorchy area, can be addressed by a number of actions which exist in the 2010 Plan. As a result, it was considered appropriate to re-use those actions which remain practical and achievable within the Glenorchy area.

Although, the Parking Strategy attempts to provide sustainable financial resources for parking related initiatives and make parking related activities and initiatives financially self-reliant, the successful implementation of the action plan is very dependent on allocating adequate funding and human resources to the identified actions. It was evident from the survey responses received that respondents recognised this issue.

In the absence of adequate funding and human resources regarding the selected actions each financial year, a delay may occur in the implementation of the action plan and Parking Strategy's 10 year life span.

Feedback from Community Consultation pointed out that parking is not seen as a problem within the general municipality of Glenorchy. The participants indicate that they are happy with how parking is managed in Glenorchy at present and request that it be left as is.

It is understood that the general public and businesses appreciate free parking in Glenorchy, and adequate short-term parking is generally available within commercial precincts for use by customers. There are, however, still some parking related deficiencies which need to be addressed, such as parking issues around educational institutes (e.g. schools and colleges), lack of adequate parking facilities for bicycles and motorcycles, inadequacy of all day parking and Park-and-Ride facilities for commuters and the people who work in Glenorchy area.

Other issues such as the impact of parking in residential areas, on road safety and on residents' amenity, and the time it can take for Council to respond to parking related complaints were also raised in the community feedback.

There were concerns raised around the potential of introducing paid parking in Glenorchy. The main concerns in regard to this may be summarised as follows:

- introduction of paid parking will drive people out of the Glenorchy and Moonah CBD areas and they will shop elsewhere
- placing a cost on the user will only push cars parked further back in to residential areas for parking, and
- paid parking will only be seen as a money making enterprise for the Council (revenue raising).

Paid parking, as a concept, is a challenging strategy to address (as picked up by a respondent to the public consultation survey). It will not necessarily be implemented as a result of this Parking Strategy. Prior to the introduction of paid parking, the concept should be investigated through an Economic Impact Assessment which conducts a detailed analysis of the impacts (positive and negative) of its introduction. This would include a full investigation of the consequences of implementing different approaches to paid parking (e.g. the impact of the proposal on the number of shoppers and businesses in the Glenorchy area). Any future intention of introducing paid parking in Glenorchy would require a stand-alone public consultation and further consideration by Council.

It is acknowledged that the maintenance of Council's parking related infrastructure (e.g. roads, signs, line markings etc.) has been funded via general rates in the past. The introduction of paid parking could generate revenue for Council via the user-pays concept, which would in turn be spent on renewing and upgrading these parking related infrastructures to allay rate increases.

It is expected that paid parking would lead to pressure on the on-street parking supply within residential areas near commercial centres. There are ways to manage this impact, such as, restricting on-street parking within the nearby affected residential areas (e.g. 1 or 2 hours parking restriction) in conjunction with the implementation of residential parking permit schemes. It is worth noting that these management measures would require both planning and ongoing resourcing.

### **Amendments to Draft Strategy**

In response to the feedback received during community consultation on the Draft Strategy, the following amendments have been made to address community's concerns:

- providing additional explanations in relation to the development of car parking plans (Action 1.1), accessible parking and motorcycle/bicycle parking (Actions 1.2 and 1.3), Park-and-Ride facilities (Action 1.4), parking directional signs (Action 1.6), the review of car parking layouts (Action 1.7), management agreement for private car parks (Action 2.2), special events parking plan (Action 2.5), parking restrictions and infrastructure database (Action 2.8), required human resources and the future of parking section (Actions 3.3 and 3.4), paid parking (Action 4.2) and parking charges and fees (Action 4.4)
- the addition of a further action, namely the development of a procedure for issuing parking permits and leasing car parking spaces owned by Council
- providing additional comments on Section 6 - Implementation
- updating the Action Plan table (where required)
- updating socioeconomic and demographic information, based on 2016 Census data, and
- the correction of minor typographical errors.

Attachment 2 is the final version of the *Glenorchy Parking Strategy 2017-2027*. It is recommended that Council adopts the Parking Strategy in the attached form. It should be noted that the Parking Strategy and the associated actions work as a package. Changes to one action may influence other actions and consequently affect the outcomes of the Parking Strategy.

### **Consultations:**

Commissioner

ELT

Parking Strategy Working Group

### **Human Resource / Financial and Risk Management Implications:**

The 29 actions identified throughout the draft strategy document require human resources and financial resources to varying degrees and these are described more fully within the document.

Subject to final endorsement of the completed strategy by Council, progress of the actions will be contingent on future budgetary commitments and will be implemented in order of priority and subject to staffing and funding availability.

The actions will need to be funded through the normal budgetary process, with budget bids being prepared, based on the actions and priorities as set out in the plan.

Following the adoption of the Strategy it is estimated that approximately \$450,000 will be required to implement the action plan in the first three (3) years (refer to Attachment 3 – subject to budget availability). It is expected that one (1) full time employee will also be required for the implementation of the Strategy at the cost of approximately \$80,000 per year.

#### **Community Consultation and Public Relations Implications:**




A specific Community Engagement Plan was developed and implemented for this project. Community Consultation was conducted from 3 and 28 July 2017. The extent outcomes of the community consultation are outlined in the body of this report under the 'Community Consultation' heading.

#### **Recommendation:**

That Council:

1. ENDORSE the *Glenorchy Parking Strategy 2017-2027* in the form of Attachment 2
2. RESCIND the existing '*Commercial Precincts Car Parking Plan*', and
3. CONSIDER the provision of adequate funding and human resources to implement the Parking Strategy's Action Plan as part of the 2018-19 budget process.

#### **Attachments/Annexures**

- 1  Attachment 1 - Parking Strategy Consultation Report
- 2  Attachment 2 - Glenorchy Parking Strategy 2017 - 2027
- 3  Attachment 3 - Budget Estimation

# GOVERNANCE

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## 9. GLENORCHY AND MOONAH CCTV RECTIFICATION

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Author: Acting Director, Corporate Governance (Simon Scott)  
Manager, Legal and Property (Carey Higgins)

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

ECM File Reference: Glenorchy and Moonah CCTV Rectification

### **Community Plan Reference:**

Under the City of Glenorchy Community Plan 2015 – 2040, the Community has prioritised 'Making Lives Better'. **Strategic or Annual Plan Reference:**

Annual Plan Reference *1.2.2.06 Implement the Community Safety framework and Action Plan.*

### **Reporting Brief:**

The purpose of this report is to provide Council with an update on the status of the Glenorchy and Moonah Closed Circuit Television (CCTV) rectification project.

### **Proposal in Detail:**

At the Council Meeting held on 1 September 2014, Council made the following resolution:

1. *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.*
2. *That the CCTV system be evaluated every six months and a report produced with a range of identified KPIs.*
3. *That Council as a priority develop and adopt CCTV system operating procedures and protocols.*

Subsequently, in general terms, Council was informed of some sensitive issues associated with the CCTV system and further remediation was required over a period to bring the system back to an acceptable operating standard and to resolve safety and compliance issues. BSH Electrical undertook the work on the project.

The issues identified with the CCTV System involved extra work and required additional unbudgeted funds to be drawn from the Strategic Asset Management Reserve. The total overspend was identified as being \$39,120.



The following table is the project budget breakdown, undertaken over the 2016/17 and 2017/18 financial years:

<b>2016/17 CBD CCTV budget</b> BSH quoted price \$35,420	\$36,500
<b>Plus Cost of Extra Work</b>	
Variation 1 – Pole segregation	\$11,385
Variation 2 – Replacement Wireless Access Points	\$17,577
Variation 3 – Labour and Boom Lift Hire to investigate faults	\$4,100
Variation 4 – Install 2 new cameras to cover Council Chambers carparks	\$7,138
	\$40,200
<b>Less Budget Underspend</b>	(\$1,080)
<b>Outcome Overspend</b>	\$39,120

The request for additional funding has been submitted to Council's Infrastructure Management Group for approval.

As at the end of October 2017, the CCTV system is operational and Tasmania Police have been able to successfully request access to captured footage for law enforcement purposes.

Council is in the process of finalising a memorandum of understanding with Tasmanian Police. In essence, whilst Council owns and maintains the asset, the footage collected will be primarily accessed and utilised by Tasmania Police for law enforcement purposes.

It is emphasised that Council will not be allowing the public to access the footage under any circumstances at this stage. There are complexities with releasing data under the *Personal Information Protection Act 2004 (the Act)*. With respect to alleged criminal activity, the public will be encouraged to lodge a query with Tasmania Police, who in turn may use captured footage as appropriate for evidence gathering for law enforcement purposes.

The CCTV recording system operates on a 30 day rolling cycle. Only the previous 30 days of footage will be available: e.g., on day 31, it will record over day 1 of the 30 day cycle.

It is noted that unlike the controversial system installed by Moreton City Council earlier this year that is under question by the Queensland Privacy Commission, Council's CCTV system does not record audio.

The September 2014 Council resolution also asked for periodic reporting of CCTV system KPI's. Subsequent formal correspondence with Tasmanian Police indicated that Police would be unwilling for operational reasons to release any data.

Nevertheless, Council officers understand that importance of ensuring that it complies with the principles set out under Schedule 1 of the Act, including:

*A personal information custodian must not collect sensitive information about an individual unless the individual has consented, or the collection is required or permitted by law; or the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual.*

A permitted exemption under the Act includes 'law enforcement information where non-compliance is reasonably necessary for **law enforcement functions and activities**' (emphasis added).

Council will continue to assist Tasmania Police to access its CCTV footage for their law enforcement functions and activities.

**Consultations:**

Acting Director, Corporate Governance  
Manager, Legal and Property

**Human Resource / Financial and Risk Management Implications:**

There will be ongoing depreciation and maintenance expenses to ensure that the CCTV system remains operable in the future.

**Community Consultation and Public Relations Implications:**

Nil.

**Recommendation:**

That Council:

1. NOTE that the Glenorchy and Moonah Closed Circuit Television system is now remediated and operational, and
2. NOTE that Council will continue to assist Tasmania Police to access its CCTV footage for their law enforcement functions and activities.

**Attachments/Annexures**

Nil.

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## 10. CORPORATE PERFORMANCE INDICATORS - OCTOBER 2017

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

Qualified Person: Acting General Manager (Tony McMullen)

ECM File Reference: Traffic Lights

### **Community Plan Reference:**

*City of Glenorchy Community Plan 2015-2040*

#### Leading Our Community

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

### **Strategic or Annual Plan Reference:**

*Glenorchy City Council Strategic Plan 2016-25*

Objective 4.1 Govern in the best interests of our community

Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency

Objective 4.2 Prioritise resources to achieve our communities' goals

Strategy 4.2.1 Deploy the Council's resources effectively to deliver value

### **Reporting Brief:**

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

### **Proposal in Detail:**

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













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

### **Monthly Results**


For October 2017 the CPIs recorded:

- 6 red lights
- 6 yellow lights, and
- 15 green lights.

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

Light Colour	Item	Graph	Comments
	Lost Time Injury Frequency Rate (LTIFR)	27	There were two LTIs in October. The rolling 12 month LTIFR is 46.37, which is higher than the benchmark of 10.80. Safety remains a priority for the organisation and this indicator will be reported as red while the rolling 12 month LTIFR remains above the benchmark.
	Total Capital Expenditure	11	A red light has been assigned to the Total Capital Works program as an indicator the collective program is recording a substantial under-spend year to date.
	Capital Expenditure – Property	13	The new Manager Property Assets has commenced employment and additional external resources have been engaged to manage the Property capital works program.
	Capital Expenditure – Roads	13	Some large budget roads projects have been rescheduled to start at a later date and smaller budget projects brought forward. However, a red light is appropriate until an improvement in the variance is evident.
	Capital Expenditure – Other	15	Vehicle replacements will occur several months later than proposed contributing substantially to the under-spend.
	Capital Expenditure – Stormwater	14	The stormwater capital works program will be monitored to identify variances attributable to timing as well as works overspend and under-spend.
	Total Salaries & Wages – Capital Projects	23	The variance is directly attributable to the under-spend in the Capital Works program. A yellow light has been assigned as it is the red light capital works programs that will resolve this variance.
	Other Employment Costs – Operational Projects	24	It is believed on-costs are being over-recovered from the various cost centres that results in an over-budget situation. Finance is undertaking a review of the on-cost calculations which may lead to adjustments being reflected in future reporting periods.
	Corporate Governance - Revenue	7	The revenue streams currently under budget are primarily KGV commercial leases and reimbursements and dog registrations.
	Capital Grants Revenue	10	While the grant revenue is assured, there are cash flow implications if the funds are not received. The yellow light has been applied as an indicator of delayed payment.
	Annual Growth in AAV	19	No supplementary valuations have been processed as at the end of October. Processing has commenced in November, however a yellow light is appropriate for the October reporting period.
	Accounts Receivable (non-rates)	21	Aged debt 61 days and over is above the benchmark even after allowing for the substantial doubtful debt. The recovery of several large accounts will return the indicator to green instantaneously.

 = Red Light: Immediate action required

 = Yellow Light: Monitoring and/or investigation required

**Consultations:**

Capital and Operational Expenditure Program Leaders

**Human Resource / Financial and Risk Management Implications:**

As outlined in the Corporate Performance Indicators reports.

**Community Consultation and Public Relations Implications:**



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

**Recommendation:**

That Council:

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

**Attachments/Annexures**

- 1  Corporate Performance Indicators - October 2017
- 2  Appendix B - Capital Works - October 2017

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## 11. PROCUREMENT EXEMPTIONS - MONTHLY REPORT

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

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

ECM File Reference: Procurement

### Community Plan Reference:

#### Leading our Community

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

### Strategic or Annual Plan Reference:

#### Leading our Community

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

### Reporting Brief:

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

### Proposal in Detail:

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

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

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

- a) a brief description of the reason for not inviting public tenders or quotations (as applicable);*
- b) a brief description of the goods or services acquired;*

- c) *the approximate value of the goods or services acquired; and*
- d) *the name of the supplier."*

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

The Exemption Report covers the period from **26 October 2017** to **22 November 2017**.

**Consultations:**

Executive Leadership Team  
Manager, Business and Finance  
Strategic Procurement Coordinator

**Human Resource / Financial and Risk Management Implications:**

Nil.

**Community Consultation and Public Relations Implications:**

Nil.

**Recommendation:**

That Council:

RECEIVE and NOTE the monthly Procurement Exemptions Report for the period 26 October 2017 to 22 November 2017.

**Attachments/Annexures**

- 1  Procurement Exemption Register

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## 12. ADOPTION OF COUNCIL AND GLENORCHY PLANNING AUTHORITY MEETING DATES FOR 2018

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Author: Acting Director, Corporate Governance (Simon Scott)

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

ECM File Reference: Council and Committee Meeting Dates and Times

### Community Plan Reference:

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

### Strategic or Annual Plan Reference:

Annual Plan Reference *4.2.4.03 Implement the Governance Strategy*.

### Reporting Brief:

The purpose of this report is to recommend that Council adopts Council and Glenorchy Planning Authority meeting dates and times for 2018.

### Proposal in Detail:

A list of the proposed dates for Council Meetings during the 2018 calendar year is Attachment 1 to this report, for consideration by Council.

Council meeting times have been scheduled for the last Monday of each month, to facilitate timely quarterly reporting.

Under section (4)(4) of the *Local Government (Meeting Procedures) Regulations 2015 (LG Regulations)*, an ordinary meeting of a council is to be held at least once in each month.

Similarly, regulation 5(2)(a) of the LG Regulations provides that the chairperson of a council committee must convene a meeting of that committee if the council committee or the Council so determines.

With respect to times of meetings, Council needs to resolve, by absolute majority, the proposed meeting times as per Attachment 1, otherwise a Council is **not** to start before 5.00 p.m. (regulation 6(1)). It is noted that Council and a Council Committee are required to review the times of commencement of their meetings after each ordinary election (regulation 6(2)).

Once resolved by Council, the Acting General Manager will ensure that a public notice containing the times and places of the ordinary Council meetings and Glenorchy Planning Authority (GPA) meetings is published in accordance with regulation 7(2).



It is envisaged that if the proposed Glenorchy City Council Local Government Elections occur in January 2018, a special Council meeting will need to be called before the 13 February 2018 GPA meeting to elect Aldermen to sit on the Glenorchy Planning Authority.

**Consultations:**

Commissioner  
ELT

**Human Resource / Financial and Risk Management Implications:**

There are no Human Resource implications.

The risk management implications from the adoption of the Policy are as follows:

Risk Identification	Consequence	Probability	Rating	Risk Mitigation Treatment
If Council does <b>not</b> adopt Council and Glenorchy Planning Authority meeting dates and times for 2018, Council will be in breach of the relevant regulations.	Minor (C2)	Almost Certain (L5)	Notable (10)	Council adopts the Council and Glenorchy Planning Authority meeting dates and times for 2018, as recommended.

**Community Consultation and Public Relations Implications:**

Nil.

**Recommendation:**

That Council:

1. ADOPT the Council and Glenorchy Planning Authority Meeting Dates and Times Schedule for 2018 in the form of Attachment 1, and
2. NOTE that the Acting General Manager will ensure that a public notice containing the times and places of the ordinary Council meetings and Glenorchy Planning Authority meetings is published in accordance with regulation 7(2) of the *Local Government (Meeting Procedures) Regulations 2015*.

**Attachments/Annexures**

- 1  2018 Council and Glenorchy Planning Authority Meeting Dates

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### **13. ACTIONS LIST (OPEN COUNCIL MEETING): UPDATE REPORT**

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

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

ECM File Reference: Actions List - Council Meetings

#### **Community Plan Reference:**

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

#### **Strategic or Annual Plan Reference:**

##### Leading our Community

- 4.1 Govern in the best interests of our community
  - 4.1.1 Manage Council for maximum efficiency, accountability and transparency
- 4.2 Prioritise resources to achieve our communities' goals
  - 4.2.1 Deploy Council's resources effectively to deliver value

#### **Reporting Brief:**

To provide Council with the Actions List (Open Council Meeting), updated following the Council meeting on 30 October 2017.

#### **Proposal in Detail:**

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

The Actions List (Open Council Meeting), which is Attachment 1, reports on the progress of the items on the list following the 30 October 2017 Council meeting.

#### **Consultations:**

Relevant Council officers

#### **Human Resource / Financial and Risk Management Implications:**

None.

#### **Community Consultation and Public Relations Implications:**

None.

**Recommendation:**

That Council:

NOTE the progress of the items on the Actions List (Open Council Meeting), as updated following the 30 October 2017 Council meeting.

**Attachments/Annexures**

- 1  Outstanding Action List - Open Council Meeting

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

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# CLOSED TO MEMBERS OF THE PUBLIC

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## 15. APPLICATIONS FOR LEAVE OF ABSENCE

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# GOVERNANCE

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## 16. KGV PROJECT UPDATE

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*This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 15(2)(b) (Information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the Council is conducting, or proposes to conduct, business.), 15(2)(c) (Commercial information of a confidential nature that, if disclosed, is likely to: prejudice the commercial position of the person who supplied it; confer a commercial advantage on a competitor of the Council; or reveal a trade secret), 15(2)(g) (Information of a personal and confidential nature or information provided to the Council on the condition it is kept confidential) and 15(2)(i) (Matters relating to actual or possible litigation taken, or to be taken, by or involving the Council or an employee of the Council.)*

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## 17. DERWENT PARK STORMWATER HARVESTING AND INDUSTRIAL REUSE SCHEME - STATUS UPDATE AND INDEPENDENT REVIEW RESULTS

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*This item is to be considered at a closed meeting of the Council by authority of the Local Government (Meeting Procedures) Regulations 2015 Regulation 15(2)(c) (Commercial information of a confidential nature that, if disclosed, is likely to: prejudice the commercial position of the person who supplied it; confer a commercial advantage on a competitor of the Council; or reveal a trade secret).*

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## **18. ACTIONS LIST (CLOSED COUNCIL MEETING): UPDATE REPORT**

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

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

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