

George Town Council
COUNCIL MEETING – 18TH JANUARY 2017
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Meeting Commencing at 5.30 pm

AUDIO RECORDING OF COUNCIL MEETINGS

The public is advised that it is **Council Policy** to record the proceedings of meetings of Council on digital media to assist in the preparation of minutes, and to clarify any queries relating to the Minutes that is raised during a subsequent meeting under the section “Confirmation of Minutes”.

The recording does not replace the written minutes and a transcript of the recording will not be prepared.

All meetings of the Council shall be digitally recorded as provided for by Regulation 33 of the Local Government (Meeting Procedures) Regulations 2015 except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).

In accordance with the requirements of Council’s Audio Recording of Council Meetings Policy No. 40, members of the public are not permitted to make audio recordings of Council meetings.

1. PRESENT

1.1 APOLOGIES

Cr Doug Burt

1.2 IN ATTENDANCE

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2. CONFIRMATION OF MINUTES

2.1 ORDINARY COUNCIL MEETING HELD 21ST DECEMBER, 2016

Moved:

Seconded:

That the Minutes of Council's Ordinary meeting held on the 21st December 2016 numbered 305/16 to 334/16 and 337/16 be confirmed.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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3. PUBLIC QUESTION TIME

3.1 PUBLIC QUESTION TIME PROCEDURE

[Refer to Minute No. 243/16. The period set aside for public question time will be at least 15 minutes. Questions given on notice will be addressed first. Once questions on notice have been addressed, persons who have registered their interest to ask a question will be called to do so in the order in which they have registered. Persons attending Council meetings will have the opportunity to register their interest to ask a question without notice prior to the commencement of the meeting. Council staff will be on hand to assist with this process.]

Participants cannot ask more than 2 questions in a row with a maximum of 2 minutes per question. If a person has more than (2) questions, they will be placed at the 'end of the queue' and may, if time permits, ask their further questions once all other persons have had an opportunity to ask questions. Persons who have not registered their interest to ask a question will be given an opportunity to do so following all those who have registered. All questions must be directed to the Chairperson.

For further information on Council's Public Question Time Rules and Procedure, please refer to George Town Council Public Question Time Policy No. 18.]

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3.2 PUBLIC QUESTIONS ON NOTICE

3.3 PUBLIC QUESTION TIME

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3.4 QUESTIONS ON NOTICE FROM COUNCILLORS

Cr Barwick

- Q1. Can council please be updated as to where the agreement with the Crown and the Rate Payers of the Municipality of George Town are at with the Lease, or hand over under the Crown Land Assessment Criteria program, of Regent Square.

Reason

On the 7th September 2016 at a council workshop this was discussed and there was a verbal comment to suggest that the land title would be handed to the Municipality but not as a lease arrangement. As the LINK building has been surveyed off what is the delay?

- Q2. Can you please supply me with the complete costings for the project at Jetty Road Hillwood (outside of the Hillwood Store) for the upgrade of road, parking, and barrier works just completed.

Reason

The information that was supplied to me under the RIGHT TO INFORMATION re roads construction for this financial year is not what I have asked for and this item is not even mentioned.

The Work Order Numbers that have been given to me do not even exist as far back as 2014/2015.

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3.5 RESPONSE TO QUESTIONS FROM PREVIOUS PUBLIC QUESTION TIME

(Refer to Minute No. 425/00, which states in part, “that a copy of all written replies to questions from the Public Gallery be included in the following Council Agenda.”)

Nil.

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4. DECLARATIONS OF INTEREST

5. GENERAL MANAGER'S DECLARATION

I certify that with respect to all advice, information or recommendations provided to Council with this Agenda:

- the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- where any advice is given directly to Council by a person who does not have the required qualifications of experience, that person has obtained and taken into account in that person's general advice, the advice from an appropriately qualified or experienced person.



John Martin
GENERAL MANAGER

LOCAL GOVERNMENT ACT 1993 – SECTION 65

65. Qualified persons

- (1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.
- (2) A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council or council committee.
- (3) The Minister by order may determine the qualifications and experience required by a person to be a qualified person.
- (4) If the Minister does not make an order under subsection (3), the general manager may determine the qualifications and experience required by a person to be a qualified person.

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6. PLANNING AUTHORITY

The Council will act as a planning authority under the provisions of the *Land Use Planning and Approvals Act 1993* in respect of any items included in this section of the agenda.

Local Government (Meeting Procedures) Regulations 2015

25. Acting as a planning authority

- (1) If a council or council committee intends to act at a meeting as a planning authority under the Land Use Planning and Approvals Act 1993, the chairperson is to advise the meeting accordingly.*
- (2) The general manager is to ensure that the reasons for a decision by a council or council committee acting as a planning authority are recorded in the minutes of the meeting.*

Nil.

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7. PLANNING AND DEVELOPMENT

7.1 PERMIT AUTHORITY ROLE CHANGES UNDER BUILDING ACT 2016 AND OCCUPATIONAL LICENCING ACT 2005

REPORT AUTHOR: Ms Justine Brooks – Development Services Manager

REPORT DATE: 10th January 2017

FILE REF: 14.2

ATTACHMENTS: Nil

REPORT PURPOSE

This report serves to provide information to Council on changes to the *Occupational Licencing Act 2005* and the new *Building Act 2016* that effect Council's operation.

BACKGROUND

Amendments to the *Occupational Licencing Act 2005* (OLA) which have occurred in combination with the enactment of the *Building Act 2016* on the 1st of January 2017 have resulted in some significant changes in the way Council is to operate within the 'building' realm. The Occupational Licencing changes now require Council's Permit Authority (for building and plumbing work) to hold a licence in the same manner as other licenced building practitioners (Builders, Building Surveyors, Plumbers, Electricians etc).

STRATEGIC PLAN

Goal 3: *Conserve our natural environment and heritage and ensure it is enjoyed by our community, visitors and future generation.*

Key Priority 4: *Facilitate discussions with the community to assist in the protection of private properties from natural risks such as fire and flooding.*

Goal 4: *Strengthen the vibrancy of our towns and enhance the benefits of living in a rural setting and living close to the river and coast.*

Key Objective 3: *To advocate for a more streamlined planning system.*

LEGISLATIVE REQUIREMENTS

Legislation prior to 1/1/2017 required the role of the Permit Authority to be authorised by Council who delegated the responsibility to the General Manager. The General Manager could then sub-delegate the role to an appropriately trained / experienced officer within the building / plumbing department.

The new legislation removes the provision for the General Manager to be able to sub-delegate the role and requires that the licenced Permit Authority position be carried out by Council Officers who perform statutory roles under the *Building Act 2016* which includes assessing and issuing permits for development and demolition for related building and plumbing activities.

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7.1 PERMIT AUTHORITY ROLE CHANGES UNDER BUILDING ACT 2016 AND OCCUPATIONAL LICENCING ACT 2005 (CONT.)

The new legislation has transitional provisions which provides for officers who were authorised under the previous legislation to automatically be deemed to meet the licencing requirements of the new legislation for a grace period of no more than two years. After that time however the licenced officer must demonstrate that they hold the minimum educational qualification to be able to carry out the Permit Authority role.

From 2019 onwards, in order for a Council officer to obtain the Permit Authority Licence, they must have first have completed the minimum qualification of Certificate IV in Government (Statutory Compliance).

OFFICERS COMMENTS

Officers within the Development Service Department have been proactive in regards to the foreshadowed Legislative changes with Council's Permit Authority officer having already obtained the required qualification. With that officer currently being on extended leave, the General Manager sub-delegated the role of Permit Authority, prior to the change in Legislation, to a replacement incumbent for a period of 12 months. Given the transitional provisions provided within the Act, Council are currently in compliance with the legislation and do not need to take any further action at this time other than to update the delegations register to reflect these recent changes to legislation.

OFFICER RECOMMENDATION

That Council receives the report *Permit Authority Changes under the Building Act 2016 and Occupational Licencing Act 2005*

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES

REPORT AUTHOR: Ms Justine Brooks – Development Services Manager

REPORT DATE: 10th January 2017

FILE REF: 32.24

ATTACHMENTS: Nil

BACKGROUND

The Building Act 2000 was replaced by the Building Act 2016 (the Act) on the 1st January 2017. The Act provides the legislative framework for all building; plumbing and demolition work in Tasmania. The Building Regulations 2016 replace both the Building Regulations 2014 and the Plumbing Regulations 2014. A copy of the *Guide to the Building Act 2016* can be obtained by the following link:

http://www.justice.tas.gov.au/_data/assets/pdf_file/0006/364758/Guide_to_the_Building_Act_2016_v1.0_Nov_2016.pdf

Changes within the Act and associated regulations have altered the way the Development Services Department administers Council's Building Surveying, Plumbing, Environmental Health and Permit Authority services resulting in the requirement to amend Council's existing fee structure. Given the changes to the Act have occurred outside of Council's usual fee setting schedule which aligns more with the financial year, it has become necessary to seek an amendment to the fees in order to comply with the *Local Government Act 1993* which requires Councils to set a fee for service.

STRATEGIC PLAN

Goal 5: *Ensure Council listens to and understands Community needs and continues to make responsible decisions on behalf of the community.*

Key Objective 4: *Consistently achieve a high standard of internal financial and governance arrangements.*

CHANGES TO THE ACT

The main change to the Act and associated officer duties is the introduction of *Notifiable Works* associated with building and plumbing. Some works may no longer require permits if it is determined the work is *low risk* (as per the Director of Building Control's determination). Examples of low risk work include awnings, and shade structures (size and height limitations), some internal renovation work and some outbuildings (with limitations).

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

Medium risk work including Building Surveyors certification will require the developer, through their Building Surveyor, to 'notify' Council of the proposed development but they do not need to apply for a permit. Council officers will still be required to carry out work associated with the notification including the provision of plans and specifications where applicable to Council's Permit Authority. The notification fee (new fee) will apply to the receipt and administration tasks involved in processing, reviewing/compliance checks and storing the documents. This will also include referrals to other departments such as Planning, Engineering and Environmental Health.

High risk work, which will predominantly include commercial work, requires the receipt of Building Surveyor's certification and the issue of permits by the Permit Authority (current process).

CHANGES TO FEES

The following table has been prepared to highlight the proposed changes to the fee schedule and include commentary as to why the change is required. It should be noted that the principles of competitive neutrality have been taken into consideration when reviewing the fees. A greater reliance will be placed on cost recovery through the use of quotation of fees based on an hourly rate rather than the utilisation of set fees only. Fees proposed are also reflective of rates used by other Councils in the region (see comments where applicable).

Facility or Service	Fee Description	Current 2016/17	GST Inc.	Proposed 2017 (NEW ACT)	Comments
Permit Authority-Building					
LOW RISK BUILDING WORK (category 1 & 2)	Processing of BUILDING DETAILS (where these must be provided to Council)	---	GST exempt (div 81)	\$50	New fee
NOTIFIABLE BUILDING WORK (category 3)	Processing of NOTIFIABLE WORKS	---	GST exempt (div 81)	\$164	New fee
PERMIT BUILDING WORK (category 4)	Application processing for PERMIT WORKS	\$164	GST exempt (div 81)	\$300	Changed to reflect expected process
ILLEGAL BUILDING WORK (category 4)	Application processing for <u>ALL</u> ILLEGAL WORKS	Double normal fee	GST exempt (div 81)	\$600	Administrative change only
PERMIT EXTENTION OF TIME	Application for an extension of time for Permit Work and existing permits	\$164 (\$102 if paid by specified date)	GST exempt (div 81)	\$164 (1 year) \$102 (shorter periods)	No change/ clarification to reflect Act changes

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

Facility or Service	Fee Description	Current 2016/17	GST Inc.	Proposed 2017 (NEW ACT)	Comments
STAGED PERMITS (permit work)	Application for a staged permit	Original Fee + \$160/stage	GST exempt (div 81)	\$300 + \$164/stage	Administrative change only
AMENDED PERMITS (permit work)	Application for an amendment to existing permits	\$138	GST exempt (div 81)	\$164	Change to better reflect work involved
BUILDING CERTIFICATE	Application for a Building Certificate	\$138.00 + hourly rate	GST exempt (div 81)	\$164.00 + hourly rate	Change to better reflect work involved/uniformity
ADDITIONAL COMPLIANCE INSPECTIONS	Additional inspections on permit work/ existing permits – Permit Authority	\$138	GST exempt (div 81)	\$76	Reduced as hourly rate now separated from Building Surveyor hourly rate
NOTIFIABLE (if required) - TEMPORARY OCCUPANCY PERMIT	Processing of TOP from Building Surveyor	\$221	GST exempt (div 81)	\$50 (nil for NFP groups)	No longer a role of GM to issue actual TOP, now a role of Building Surveyor
Building Industry Levy	Works over \$12,000	0.1% of value of works		Set by State Gov	Removed by State Gov
TBCIT Training Levy	Works over \$12,000	0.2% of value of works		Set by State Gov	No change from State Gov
BUILDING ADMIN FEE	Works over \$20,000			Set by State Gov	
Permit Authority-Plumbing					
LOW RISK PLUMBING WORK (category 1 & 2)	Processing of PLUMBING DETAILS (where these must be provided to Council)	---	GST exempt (div 81)		New fee
NOTIFIABLE PLUMBING WORK (category 3)	Processing of NOTIFIABLE Plumbing works	---	GST exempt (div 81)		New fee
PERMIT PLUMBING WORK (category 4) additions	Assessment, inspections & completions for plumbing works for additions to existing installations	\$543	GST exempt (div 81)	\$543 (+ EHO assessment where applicable)	Changed to reflect New Act process

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

Facility or Service	Fee Description	Current 2016/17	GST Inc.	Proposed 2017 (NEW ACT)	Comments
PERMIT PLUMBING WORK (category 4) New building	Assessment, inspections and completions for plumbing works for new installations	\$391	GST exempt (div 81)		
INSPECTIONS	Normal inspection costing for quotes Additional inspections due to failure of booked inspection, resulting in the need for PLUMBING SURVEYOR to re-inspect a particular stage	\$158	GST exempt (div 81)	\$138	Minor alignment change
Permit Authority-Administrative					
FILE SEARCH	Fee for file search for building, Planning and plumbing	\$15 + any photocopying charges	GST exempt (div 81)	\$41 (+ copying as required)	Align with LCC and reflect the new Act requirements
PERMIT AUTHORITY HOURLY RATE	File searches, inspection, reports and travelling	---	GST exempt (div 81)	\$76	New fee – Permit authority
Environmental Health					
FOOD PREMISES REFERAL (FORM 42/49)	Fee for provision of form 49 as requested from a Building Surveyor	----	GST exempt (div 81)	\$138+ hourly rate for assessment	New line item not previously listed-clarified for new Act requirements
FOOD PREMISES OCCUPANCY INSPECTION/REPORT (FORM 50)	Fee for inspection and provision of form 50 as requested from a Building Surveyor	----	GST exempt (div 81)	\$138	New line item not previously listed-clarified for new Act requirements
WASTE WATER REFERAL	Referral from Plumbing surveyor to EHO for assessment of On Site Waste Water system	\$296	GST exempt (div 81)	\$296	No change- New line item for new Act requirements (previously part of Special Plumbing Process)

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

Facility or Service	Fee Description	Current 2016/17	GST Inc.	Proposed 2017 (NEW ACT)	Comments
INSPECTIONS	Normal inspection costing for quotes Additional inspections due to failure of booked inspection, resulting in the need for EHO to re-inspect a particular stage	\$158	GST exempt (div 81)	\$138	Minor alignment change
ENVIRONMENTAL HEALTH OFFICER HOURLY RATE	Hourly rate for all works that are not covered under specific fees	-----	GST exempt (div 81)	\$138	New line item not previously listed
PLACE OF ASSEMBLY LICENCE	Assessment of, and issue of POA licence	\$107	GST exempt (div 81)	\$138	Minor alignment change
Building Surveying					
NOTIFIABLE WORK (category 3)					
CLASS 10 & CLASS 7B (farm shed) BUILDING WORK	Assessment, inspections and completions for NOTIFIABLE building works on class 10 and class 7b farm sheds (includes 2 inspections)	---	yes	\$440	New category under new Building Act
CLASS 1-9 BUILDING WORK	Assessment, inspections, occupancy and completions for NOTIFIABLE building works on class 10 and class 7b farm sheds (includes 2 inspections)	---	yes	By quote ***	New category under new Building Act. All services for these classes of buildings quoted based upon best estimates
DEMOLITION WORK	Assessment, inspections and completions for NOTIFIABLE demolition works	numerous	yes	\$440	New fee due to new act –aligned with LCC
PERMIT WORK (category 4)					
CLASS 10 & CLASS 7B (farm shed) BUILDING WORK	Assessment, inspections and completions for PERMIT building works on class 10 and class 7b farm sheds (includes 2 inspections)	\$158 - \$437	yes	\$440	Old fees based on size where smaller buildings were cross subsidised. Many smaller buildings now Low Risk, so removed subsidising

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

Facility or Service	Fee Description	Current 2016/17	GST Inc.	Proposed 2017 (NEW ACT)	Comments
CLASS 1-9 BUILDING WORK	Assessment, inspections, occupancy and completions for PERMIT building works on class 10 and class 7b farm sheds (includes 2 inspections)	\$602-\$1064 or by quote	yes	By quote ***	As above, with all services for these classes of buildings quoted based upon best estimates
DEMOLITION WORK	Assessment, inspections and completions for PERMIT demolition works	\$437	yes	\$440	New fee due to new act
CERTIFICATE OF SUBSTANTIAL COMPLIANCE	Assessment, inspections and completions for ILLEGAL works –if accepted.	numerous	yes	By quote ***	The nature of illegal works requires each job to be considered separately
SPECIFIC CHARGES					
HOURLY RATE - BSL	Hourly rate for all Building Surveying	\$138	yes	\$138	No change
HOURLY RATE - ADMIN	Building surveying administration	---	yes	\$76	Required for quoting
INSPECTIONS	Normal inspection costing for quotes, or Additional inspections due to failure of booked inspection, resulting in the need for Building surveyor to re-inspect a particular stage	\$138	yes	\$138	No change
APPLICATION FOR OCCUPANCY PERMIT (where not part of above active CLC)	Receive application for occupancy permit, carry out inspections, referrals, etc and issue occupancy permit	\$221	yes	\$164 + hourly rate for inspection, with min 1 hour	Changed to better reflect true costs
APPLICATION FOR TEMPORARY OCCUPANCY PERMIT (FORM 5)	Receive application for Temporary Occupancy Permit, asses and issue TOP	\$221	yes	\$221 (waived for NFP groups as in kind support)	Now a role of a Building surveyor – not a GM As per previous Act
REFERAL & SEARCH FEES	Reimbursement of any council search fees and charges associated with referrals	---	GST exempt (div 81)	At cost	The Act requires certain searches and referrals. The cost of these to be passed on at cost only
AMENDED CERTIFICATES (where changes are made, requiring the issue of an amended CLC)	Receive request for amended plans and CLC to be issued on an active CLC	\$138	yes	\$164 + hourly rate for assessment, with min 1 hour	Changed to better reflect true costs

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

Facility or Service	Fee Description	Current 2016/17	GST Inc.	Proposed 2017 (NEW ACT)	Comments
<p>***FULLY COSTED QUOTES Building Surveyor will provide a fully costed quote for these works for both 'notifiable', and 'permit' works</p>	<p>Quotes will include: - Administration costs for whole process - Issuing CLC (including any referrals, further information requests, etc) - Normal inspections - Issuing Occupancy permit - Issuing completion - All notifications to Council Quotes will not include: - Amended CLC - Multiple requests for further information - Additional inspections - Extensions of time - Managing Notices and Orders</p>	<p>Hourly rate, disbursements and admin</p>	<p>Yes</p>	<p>Hourly rate, disbursements and admin</p>	<p>Rewording and detailing A standard quote/acceptance form will be developed to provide these quotes, as well as the fixed cost quotes.</p>

OFFICER'S RECOMMENDATION

- a) That Council receives and considers the report *Permit Authority and Building Surveying fees*, which recommends new regulatory fees in order to align with the *Building Act 2016* which was enacted on 1st January 2017; and
- b) That pursuant to section 205 of the Local Government Act 1993, Council adopts the following amended fee structure:

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

Facility or Service	Fee Description	Amended 2016/17	GST Inc.
Permit Authority-Building			
LOW RISK BUILDING WORK (category 1 & 2)	Processing of Building Details (where these must be provided to Council)	\$50	GST exempt (div81)
NOTIFIABLE BUILDING WORK (category 3)	Processing of NOTIFIABLE WORKS	\$164	GST exempt (div81)
PERMIT BUILDING WORK (category 4)	Application processing for PERMIT WORKS	\$300	GST exempt (div81)
ILLEGAL BUILDING WORK (category 4)	Application processing for <u>ALL</u> ILLEGAL WORKS	\$600	GST exempt (div81)
PERMIT EXTENTION OF TIME 6, 9 & 12 months	Application for an extension of time for Permit Work and existing permits	\$164 (1 year) \$102 (shorter periods)	GST exempt (div81)
STAGED PERMITS (permit work)	Application for a staged permit	\$300 + \$164 each stage	GST exempt (div81)
AMENDED PERMITS (permit work)	Application for an amendment to existing permits	\$164	GST exempt (div81)
BUILDING CERTIFICATE	Application for a Building Certificate	\$164.00 + hourly rate	GST exempt (div81)
ADDITIONAL COMPLIANCE INSPECTIONS	Additional inspections on permit work/ existing permits – Permit Authority	\$76	GST exempt (div81)
NOTIFIABLE (if required) - TEMPORARY OCCUPANCY PERMIT	Processing of TOP from Building Surveyor	\$50 (nil for NFP groups)	GST exempt (div81)
TBCIT Training Levy	Works over \$12,000	Set by State Gov	
BUILDING ADMINISTRATION FEE	Works over \$20,000	Set by State Gov	
Permit Authority-Plumbing			
LOW RISK PLUMBING WORK (cat1&2)	Processing of PLUMBING DETAILS (where these must be provided to Council)		GST exempt (div81)
NOTIFIABLE PLUMBING WORK (category 3)	Processing of NOTIFIABLE Plumbing works		GST exempt (div81)
PERMIT PLUMBING WORK (category 4) additions	Assessment, inspections and completions for plumbing works for additions to existing installations	\$543 (+ EHO assessment where applicable)	GST exempt (div81)
PERMIT PLUMBING WORK (category 4) New building	Assessment, inspections and completions for plumbing works for new installations		GST exempt (div81)
INSPECTIONS	Normal inspection costing for quotes Additional inspections due to failure of booked inspection, resulting in the need for PLUMBING SURVEYOR to re-inspect a particular stage	\$138	GST exempt (div81)

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

Permit Authority- Administration			
Facility or Service	Fee Description	Amended 2016/17	GST Inc.
FILE SEARCH	Fee for file search for building, Planning and plumbing	\$41 (+ copying as required)	GST exempt (div81)
PERMIT AUTHORITY HOURLY RATE	File searches, inspection, reports and travelling	\$76	GST exempt (div81)
Environmental Health			
FOOD PREMISES REFERAL (FORM 42/49)	Fee for provision of form 49 as requested from a Building Surveyor	\$138+ hourly rate for assessment	GST exempt (div81)
FOOD PREMISES OCCUPANCY INSPECTION/REPORT (FORM 50)	Fee for inspection and provision of form 50 as requested from a Building Surveyor	\$138	GST exempt (div81)
WASTE WATER REFERAL	Referral from Plumbing surveyor to EHO for assessment of On Site Waste Water system	\$296	GST exempt (div81)
INSPECTIONS	Normal inspection costing for quotes Additional inspections due to failure of booked inspection, resulting in the need for EHO to re-inspect a particular stage	\$138	GST exempt (div81)
ENVIRONMENTAL HEALTH OFFICER HOURLY RATE	Hourly rate for all works that are not covered under specific fees	\$138	GST exempt (div81)
PLACE OF ASSEMBLY LICENCE	Assessment of, and issue of POA license	\$138	GST exempt (div81)
NOTIFIABLE WORK (category 3)			
Building Surveying			
CLASS 10 & CLASS 7B (farm shed) BUILDING WORK	Assessment, inspections and completions for NOTIFIABLE building works on class 10 and class 7b farm sheds (includes 2 inspections)	\$440	yes
CLASS 1-9 BUILDING WORK	Assessment, inspections, occupancy and completions for NOTIFIABLE building works on class 10 and class 7b farm sheds (includes 2 inspections)	By quote ***	yes
DEMOLITION WORK	Assessment, inspections and completions for NOTIFIABLE demolition works	\$440	yes
PERMIT WORK (category 4)			
CLASS 10 & CLASS 7B (farm shed) BUILDING WORK	Assessment, inspections and completions for PERMIT building works on class 10 and class 7b farm sheds (includes 2 inspections)	\$440	yes
CLASS 1-9 BUILDING WORK	Assessment, inspections, occupancy and completions for PERMIT building works on class 10 and class 7b farm sheds (includes 2 inspections)	By quote ***	yes
DEMOLITION WORK	Assessment, inspections and completions for PERMIT demolition works	\$440	yes
CERTIFICATE OF SUBSTANTIAL COMPLIANCE	Assessment, inspections and completions for ILLEGAL works –if accepted.	By quote ***	yes

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

SPECIFIC CHARGES			
Facility or Service	Fee Description	Amended 2016/17	GST Inc.
HOURLY RATE – Building Surveyor	Hourly rate for all Building Surveying	\$138 ph	yes
HOURLY RATE – Building Surveyor admin	Building surveying administration	\$76	yes
INSPECTIONS	Normal inspection costing for quotes, or Additional inspections due to failure of booked inspection, resulting in the need for Building Surveyor to re-inspect a particular stage	\$138 ph	yes
APPLICATION FOR OCCUPANCY PERMIT (where not part of above active CLC)	Receive application for occupancy permit, carry out inspections, referrals, etc and issue occupancy permit	\$164 + hourly rate for inspection, with min 1 hour	yes
APPLICATION FOR TEMPORARY OCCUPANCY PERMIT (FORM 5)	Receive application for Temporary Occupancy Permit, asses and issue TOP	\$221 (waived for NFP groups as in kind support)	Yes
REFERAL & SEARCH FEES	Reimbursement of any council search fees and charges associated with referrals	At cost	GST exempt (div81)
AMENDED CERTIFICATES (where changes are made, requiring the issue of an amended CLC)	Receive request for amended plans and CLC to be issued on an active CLC	\$164 + hourly rate for assessment, with min 1 hour	yes
***FULLY COSTED QUOTES Building Surveyor will provide a fully costed quote for these works for both 'notifiable', and 'permit' works	Quotes will include: <ul style="list-style-type: none"> - Administration costs for whole process - Issuing CLC (including any referrals, further information requests, etc) - Normal inspections - Issuing Occupancy permit - Issuing completion - All notifications to Council Quotes will not include: <ul style="list-style-type: none"> - Amended CLC - Multiple requests for further information - Additional inspections - Extensions of time - Managing Notices and Orders 	Hourly rate, disbursements and admin	Yes

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7.2 PERMIT AUTHORITY, PLUMBING AND BUILDING SURVEYING FEES (CONT.)

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

George Town Council
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**7.3 ENDORSEMENT OF THE GEORGE TOWN COASTAL MANAGEMENT PLAN –
UPDATED ACTION PLAN FOR ALL AREAS**

REPORT AUTHOR: Development Services Manager - Ms Justine Brooks-Bedelph

REPORT DATE: 11th January 2017

FILE REF: 22.40, 42.2

ATTACHMENTS: *The George Town Coastal Management Plan – Action Plan All Areas*

REPORT PURPOSE

This report seeks endorsement by Council of the George Town Coastal Management Plan – Action Plan.

BACKGROUND

The George Town Coastal Management Plan (GTCMP) aims to preserve the natural values of the coastal region by managing issues in a coordinated manner. The plan covers Coastal and Recreation Reserves extending from East Beach to Little Pipers River including the riverine and coastal townships of Hillwood, Bell Buoy Beach, Beechford, Lulworth, Tam O'Shanter, Weymouth, Bellingham and Low Head.

The GTCMP was initially endorsed in 2005 and is believed to be the first community driven coastal management plan in Tasmania having been developed in collaboration with Parks, Community Groups (now more formally known as the George Town Coastal Management Group), Tamar NRM and Council.

Communities within the GTCMP area have been involved with a variety of on-ground activities including re-vegetation projects, weed removal and track maintenance. Building stronger relationships and networks between community groups and management authorities has been essential to the plan's success.

PROPOSED STATEMENT OF ENDORSEMENT

The following statement is proposed to be added to the updated document by way of acknowledging the documents endorsed status:

This action plan presents the latest reviewed on-ground works consistent with aims of the George Town Coastal Management Plan (2005), which was the first truly community driven coastal management plan in Tasmania. It is an important resource to guide future community action and assist government and local planning authorities in the ongoing management of coastal areas within the George Town municipality.

Through workshops and consultation, the coastal communities of Bellingham, Weymouth, Lulworth, Tam O'Shanter, Beechford, Bell Buoy Beach, Low Head and Hillwood have identified priority works for the protection and restoration of the places they live, work and recreate in.

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**7.3 ENDORSEMENT OF THE GEORGE TOWN COASTAL MANAGEMENT PLAN –
UPDATED ACTION PLAN FOR ALL AREAS (CONT.)**

The George Town Coastal Management Group, George Town Council, Tamar NRM and the Parks and Wildlife Service Tasmania have endorsed the actions for the management of the George Town Coastal area and are committed to the full implementation of this action plan.

ENDORSED BY:

The George Town Coastal Management Group, George Town Council, Tamar NRM and the Parks and Wildlife Service Tasmania.

STRATEGIC PLAN

- Goal 3:** *Conserve our natural environment and heritage and ensure it is enjoyed by our community, visitors and future generation.*
- Key Objectives 1:** *Commit to enhance the conservation and protection of our natural environment*
- Key Priority 4:** *Strengthen partnerships with natural resource organisations and leverage from their work.*

OFFICERS COMMENTS

To ensure the success of the Management Plan it is essential to review the document periodically in order to ensure the listed actions remain relevant and time specific, tasks and goals are clearly defined and agency responsibilities are achievable and remain current.

The process of updating the action plan for on-ground works commenced in October 2015, driven by the George Town Coastal Community Management Group with support from Tamar NRM.

In recognition of the importance of this work, Council committed a sum of \$2770 to assist with stakeholder consultation, holding capacity building events seeking to involve new volunteers, printing information material for dissemination throughout the region and for contribution toward the cost of the Action Plan launch.

LAUNCH INFORMATION

George Town Coastal Communities Action Plan Launch

Where: Tam O'Shanter Golf Club, Tam O'Shanter

When: Thursday 16 February 2017

Time: 11.00 am to 2.00 pm: Lunch from 12.30 with
Minister Groom's Launch of Action Plan at 12.00.

Who is involved: Progress Associations, Coastal community groups, individuals and groups contributing to coastal action, Tamar NRM, George Town Council (Mayor, Councillors and various staff), Parks and Wildlife, DPIPWE, Tasmanian Fire Service, DPIPWE, Crown Land Services, MAST and other relevant agencies.

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**7.3 ENDORSEMENT OF THE GEORGE TOWN COASTAL MANAGEMENT PLAN –
UPDATED ACTION PLAN FOR ALL AREAS (CONT.)**

OFFICER’S RECOMMENDATION

That Council receives and endorses the updated *George Town Coastal Action Plan* associated with the George Town Coastal Management Plan.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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8. INFRASTRUCTURE AND ENGINEERING SERVICES

Nil.

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9. CORPORATE SERVICES

9.1 CASH POSITION

REPORT AUTHOR: Director Corporate Services – Mr Kim Barker

REPORT DATE: 31 December 2016

FILE NO: 32.1

ATTACHMENT: Nil.

SUMMARY

Cash position of Council as at 30 November 2016.

BACKGROUND

Council at its meeting of 17 November 1998 resolved that the Cash Position form part of the Agenda.

STATUTORY REQUIREMENTS

Part 8 of the Local Government Act 1993 deals with the Financial Management of Councils. There are no specific provisions in relation to monthly cash transaction reporting.

STRATEGIC PLAN

Goal 5

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

OFFICER'S COMMENT

	<u>2015/2016</u>	<u>2016/2017</u>
<u>Cash</u>	\$	\$
Reconciled cash at bank	181,314	485,621
Cash investments	4,515,096	4,856,082
Cash available to meet reserves, provisions and council budget items	4,696,411	5,341,703

George Town Council
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9.1 CASH POSITION (CONT.)

	<u>2015/2016</u>	<u>2016/2017</u>
<u>Reserves and Provisions</u>		
Deposits and trust funds	362,936	352,027
Annual leave provision	370,877	440,133
Long service leave provision (current)	177,945	179,398
Personal leave provision (current)	65,020	97,525
Plant replacement reserve	108,713	89,797
Public open space reserve	19,287	21,753
Footpath reserve	-	909
Road development reserve	-	105,255
Airport maintenance reserve	113,253	4,253
Private works reserve	11,519	11,519
Loan reduction reserve	80,000	-
Waste site rehabilitation reserve	147,151	-
Financial assistance grants in advance reserve	-	-
Working capital/general reserve	<u>387,764</u>	<u>201,029</u>
Total	<u>1,844,465</u>	<u>1,503,598</u>
Surplus/(Deficit) after funding reserves and provisions above and available to meet Council budget items	<u>2,851,946</u>	<u>3,838,104</u>

Performance measures (adopted as part of Council's financial strategy)

Performance measure	Cash Balance
Performance calculation	Cash held excluding unspent specific purpose grant funds
Aim	Positive balance
Target	Cash balance > Current liabilities
Outcome	\$5,345,463 > \$1,245,265
Percentage %	429.26%

George Town Council
COUNCIL MEETING – 18TH JANUARY 2017
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9.1 CASH POSITION (CONT.)

Performance measure	Current ratio		
Performance calculation	Current assets/current liabilities		
Aim	100%		
Target	101%		
Outcome	\$8,157,114	/	\$1,245,265
Percentage %	655.05%		

Cash balance is higher than same time last year by \$645,292 than at the same time last year.

Major movement in Reserves for this month:

- Annual, Long Service and Personal Leave provisions are updated on a monthly basis to reflect movements in staff entitlements.
- Deposits and trust funds are updated on a monthly basis to reflect movements in balances held.
- Plant replacement reserve is increased monthly by plant and equipment depreciation and reduced when funds are expended on budgeted plant items.
- The road development reserve has been increased to reflect the value of development contributions received.
- Working capital/general reserves has been reduced in accordance with Council decisions to allocate project funding for storm water drainage \$20,000 and the CCTV project \$10,000.

RISK CONSIDERATIONS

No significant risk with this matter is identified.

CONCLUSION

The balance of cash after funding reserves and provisions is that balance of cash remaining to fund Councils operating and capital budgets. It is not to be interpreted as uncommitted cash as it is committed to the extent that it is needed to fund the remaining expenditure required to fund Council's approved budget.

Projects considered outside the approved budget will require additional external funding or reallocation of the existing budget commitments following due consideration by Council.

OFFICER'S RECOMMENDATION

That the report on Council's cash position from the Director Corporate Services is received and the information noted.

George Town Council
COUNCIL MEETING – 18TH JANUARY 2017
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9.1 CASH POSITION (CONT.)

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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9.2 OUTSTANDING RATES

REPORT AUTHOR: Director Corporate Services – Mr Kim Barker

REPORT DATE: 31 December 2016

FILE NO: 32.1

ATTACHMENTS: Nil.

SUMMARY

This report is provided to update the Council on the progress of rates recovery as at 31 December 2016.

BACKGROUND

The Council has been provided with regular reports on the progress of the recovery of rates arrears, since a request at its meeting of 16 October 1996.

STATUTORY REQUIREMENTS

Part 9 of the Local Government Act specifies the provisions in regard to rating.

STRATEGIC PLAN

Goal 5

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

FINANCES

Rates Analysis		
For the period ended 31 December 2016		
	<u>2015/2016</u>	<u>2016/2017</u>
Rates Arrears - 1 st July	72,490	13,015
Annual Rates Levy - CURRENT	7,456,092	7,758,083
Supplementaries ,Penalty & Interest	24,132	(25,955)
Total Rates Payable	7,552,714	7,745,143

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9.2 OUTSTANDING RATES (CONT.)

	<u>2015/2016</u>	<u>2016/2017</u>
Payments & Remissions	(4,752,895)	(5,006,644)
Total Rates Outstanding	2,799,819	2,738,499
Percentage Collected	62.9%	62.6%
<i>Ratepayers in Credit</i>	94,999	103,182
<i>Rates Overdue</i>	385,190	153,137

OFFICER'S COMMENT

Total rates overdue at \$153,137 is \$232,053 less than 2015/2016.

Officers are continuing to follow up outstanding rates, including taking collection action, as appropriate. It is not considered that there is any cause of concern regarding outstanding rates collections.

No change is expected to be made in current practices and processes used for rates collection.

Lefroy Properties

Following the sale of properties in Lefroy PID 6460331 and 6460358 under Section 137 (Rates in excess of 3 years) of the Local Government Act 1993 some amounts remaining outstanding after a partial recovery of the debt that exceeds the General Managers Delegation of \$5,000 under Section 76 of the Local Government Act 1993.

For PID 6460331 the amount to be written off as a bad debt is \$5,260.61 represented by:
Total amount owing \$8,760.61 – less recovered from sale \$3,500.00 – Balance owing \$5,260.61
and;

For PID 6460358 the amount to be written off as a bad debt is \$5,288.77 represented by:
Total amount owing \$8,788.77 – less recovered from sale \$3,500.00 – Balance owing \$5,288.77

RISK CONSIDERATIONS

No significant risk with this matter is identified.

**George Town Council
COUNCIL MEETING – 18TH JANUARY 2017
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9.2 OUTSTANDING RATES (CONT.)

OFFICER’S RECOMMENDATION

1. That the report of Council’s outstanding rates from the Director Corporate Services be received and the information noted; and
2. That Council approves the writing off of the Rate Bad Debt for PID 6460331 of \$5,260.61 and PID 6460358 of \$5,288.77.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

George Town Council
COUNCIL MEETING – 18TH JANUARY 2017
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9.3 FINANCIAL REPORT OPERATING BUDGET

REPORT AUTHOR: Director of Corporate Services – Mr Kim Barker

REPORT DATE: 31 December 2016

FILE NO: 32.1

ATTACHMENTS: Nil.

SUMMARY

This report is provided to update Council on the progress of actual income and expenditure against budget on a year to date basis. Comments are provided to explain the movements.

BACKGROUND

The Council has been provided with regular monthly financial reports in the previous format, since May 1999. The Local Government Review Board, suggested as part of its recommendations in the October 2005 review that Council consider changing its internal monthly management reporting to align more closely with the format of accounts as they are presented for audit and appear in the annual report. Council subsequently adopted the present format of reporting in November 2005. At the Council meeting held on the 18 December 2013 Council made a decision (minute 370/13) to further amend monthly financial reporting in order to reflect the underlying operating surplus/deficit to highlight Councils financial position in terms of long term financial sustainability.

STATUTORY REQUIREMENTS

There is no requirement under the Local Government Act that specifies monthly financial reporting format or content.

STRATEGIC PLAN

Goal 5

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

George Town Council
COUNCIL MEETING – 18TH JANUARY 2017
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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

INCOME STATEMENT as at 31 December 2016

	<u>Annual Budget</u> <u>2017</u> \$	<u>Actual YTD</u> <u>2016</u> \$	<u>Actual YTD</u> <u>2017</u> \$	<u>Var To</u> <u>Annual Budget</u> \$	<u>%</u> <u>Annual Budget</u> \$
<u>Operating Revenue</u>					
Contributions	-	-	1,000	1,000	100.00%
Grants operational	2,006,102	445,128	891,910	1,114,192	44.46%
Investment Income	429,000	113,890	104,043	324,957	24.25%
Other Revenues	87,506	29,551	141,586	54,080	161.80%
Rates	7,778,008	7,339,747	7,572,480	205,528	97.36%
Reimbursements	76,682	91,724	21,176	55,506	27.62%
Statutory Charges	255,826	120,386	104,160	151,666	40.72%
User Charges	178,976	76,926	90,936	88,040	50.81%
<u>Operating Revenue Total</u>	10,812,100	8,217,352	8,927,292	1,884,808	82.57%
<u>Operating Expenses</u>					
Contracts	2,075,242	824,127	1,036,127	1,039,115	49.93%
Depreciation Amortisation	2,969,280	1,570,096	1,478,279	1,491,001	49.79%
Employee Costs	3,869,404	1,909,394	1,919,027	1,950,377	49.59%
Finance Costs	139,232	58,288	54,246	84,986	38.96%
Impairment/bad debts	140,000	-	-	140,000	0.00%
Materials	672,061	376,044	348,805	323,256	51.90%
Other Expenses	1,578,947	847,773	831,569	747,378	52.67%
<u>Operating Expenses Total</u>	11,444,166	5,585,723	5,668,053	5,776,113	49.53%
<u>Operating Surplus / Deficit</u>	-632,066	2,631,629	3,259,239	-3,891,305	

George Town Council
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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

Operating Statement by Activity as at 31 December 2016

Notes	Operating Revenue	Annual Budget 2017 \$	Actual YTD 2016 \$	Actual YTD 2017 \$	Var Annual Budget To Actual YT \$	Annual Budget %		
	Admin/Customer Services	445	-	3	348	97	78.24%	
	Airport	10,949		5,315	5,315	5,634	48.54%	
	Animal Control	22,934		5,616	7,306	15,628	31.86%	
5	Bridges	66,564		17,491	35,996	30,569	54.08%	
	Building Control	86,536		70,698	42,247	44,290	48.82%	
	Cemetery	16,790		8,089	12,582	4,208	74.94%	
13	Community & Social Development	-		909	1,000	1,000	100.00%	
14	Council Administration Buildings	-		-	4,571	4,571	100.00%	
6	Domestic Refuse Collection	-	39	-	30	180	219	-461.54%
	Information Centre	35,350		12,072	20,196	15,154	57.13%	
	Environmental Protection	858		3,454	2	856	0.23%	
	Events Promotion	7,112		-	1,818	5,294	25.56%	
8	Financial Control	429,502		113,889	114,044	315,458	26.55%	
1	Fire Control	256,509		240,378	251,096	5,413	97.89%	
	Food Standards & Inspections	10,000		922	2,847	7,154	28.47%	
7	General Purpose Funding	1,042,720		251,983	489,772	552,948	46.97%	
9	Halls & Community Centres	16,331		9,077	9,348	6,983	57.24%	
	Human Resources	1,077		837	394	683	36.55%	
	Immunisation	1,170		-	-	1,170	0.00%	
	Parks & Reserves	16,485		19,370	3,000	13,485	18.20%	
12	Plant & Workshop Operating	12,000		14,739	11,829	171	98.57%	
	Private Works	-		1,091	-	-	0.00%	
	Public Amenities & Toilets	-		-	3,912	3,912	0.00%	
2	Rates Revenue	6,690,987		6,286,346	6,453,538	237,449	96.45%	
	Rental Properties	5,521		-	-	5,521	0.00%	
15	Roads	1,001,033		229,892	471,101	529,932	47.06%	
3	Sport Grounds & Recreation Facilities	10,000		-	8,621	1,379	86.21%	

George Town Council
COUNCIL MEETING – 18TH JANUARY 2017
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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

		Annual Budget 2017 \$	Actual YTD 2016 \$	Actual YTD 2017 \$	Var Annual Budget To Actual YT \$	Annual Budget %
10	Swimming Pool	5,659	3,273	7,842	13,501	-138.58%
	Watch House	5,411	2,237	2,665	2,746	49.25%
	Town Planning	94,246	35,932	29,375	64,871	31.17%
11	Waste Disposal Site	68,000	32,541	53,113	14,887	78.11%
	Works Depot Operations	-	-	490	490	0.00%
4	Waste Management	897,950	851,236	899,410	1,460	100.16%
	<u>Operating Revenue Total</u>	10,812,100	8,217,351	8,927,293	1,884,807	82.57%
	<u>Operating Expenses</u>					
	Admin/Customer Services Expenditure	300,201	124,728	146,407	153,794	48.77%
1	Airport Expenditure	4,573	6,365	4,377	196	95.72%
21	Animal Control Expenditure	85,827	44,684	47,729	38,098	55.61%
6	Area Promotion Expenditure	64,481	44,949	47,187	17,295	73.18%
	Bridges Maintenance Expenditure	216,545	133,623	100,455	116,090	46.39%
7	Building & Other Structure Expenditure	121,601	61,264	280,139	158,538	230.38%
	Building Control Expenditure	205,838	84,754	74,736	131,102	36.31%
13	Cemetery Operations Expenditure	73,305	28,579	38,342	34,963	52.30%
	Community & Social Development Expenditure	84,852	126,688	37,865	46,987	44.62%
14	Council Admin Buildings Expenditure	144,424	99,105	83,811	60,613	58.03%
	Domestic Refuse Collection Expenditure	547,186	209,419	237,644	309,542	43.43%
	Elected Members Expenditure	194,271	91,257	103,606	90,665	53.33%
22	Election Expenditure	4,000	2,839	2,903	1,097	72.57%
	Emergency Services Expenditure (Council)	33,118	4,425	7,676	25,442	23.18%
8	Employee oncosts	318,325	203,839	207,983	110,342	65.34%
15	Engineering Operations Expenditure	67,630	34,275	38,868	28,762	57.47%
	Environmental Protection Expenditure	53,588	24,565	24,596	28,992	45.90%
	Events Staging & Promotion Expenditure	159,249	22,337	36,231	123,018	22.75%
	Financial Control	425,184	91,901	132,356	292,828	31.13%
	Financial Planning Expenditure	195,483	64,509	89,782	105,701	45.93%
	Fire Control Expenditure	249,139	118,396	124,033	125,106	49.78%

George Town Council
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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

		Annual Budget 2017 \$	Actual YTD 2016 \$	Actual YTD 2017 \$	Var Annual Budget To Actual YT \$	Annual Budget %
	Footpaths & Bike Track Expenditure	189,418	97,728	69,961	119,457	36.93%
2	Foreshores & Beaches Maintenance Expenditure	3,823	2,843	5,836	2,013	152.67%
	Furniture & Fittings Expenditure	51,939	26,922	27,763	24,176	53.45%
	General Managers Office Expenditure	213,379	95,767	101,336	112,043	47.49%
	Halls & Community Centres Expenditure	398,207	142,635	155,873	242,334	39.14%
	Human Resources Expenditure	302,316	87,838	147,733	154,583	48.87%
16	Immunisation Expenditure	853	650	693	160	81.24%
	Information Centre Expenditure	118,362	40,793	53,070	65,292	44.84%
17	IT Services Expenditure	222,911	128,718	128,381	94,530	57.59%
18	Kerb & Gutter Expenditure	76,782	42,106	64,014	12,768	83.37%
	Land Transfer & Development Expenditure	-	3,606	-	-	0.00%
	Light Pole Expenditure	20,587	10,705	10,643	9,944	51.70%
	Loan Repayment Interest	139,232	58,288	54,246	84,986	38.96%
3	Noxious Weeds Expenditure	16,270	13,059	13,059	3,211	80.26%
4	Parking Facilities Expenditure	4,231	2,655	2,739	1,492	64.73%
	Parks & Reserves Expenditure	517,733	294,937	219,348	298,385	42.37%
	Plant Hire Cost Recovery	- 755,802	- 427,308	357,709	398,093	47.33%
19	Plant Operating Expenditure	719,933	398,405	448,632	271,301	62.32%
	Policy & Public Participation Expenditure	145,053	132,773	67,548	77,505	46.57%
	Private Works Expenditure	2,439	773	-	2,439	0.00%
	Public Amenities Expenditure	48,073	19,206	19,132	28,941	39.80%
9	Public Toilets Expenditure	88,418	30,643	44,581	43,837	50.42%
	Rates Section Operations Expenditure	48,154	62,726	23,351	24,804	48.49%
	Records Management Expenditure	54,252	13,868	23,072	31,180	42.53%
	Regional Development Expenditure	125,470	14,831	31,219	94,251	24.88%
5	Rental Properties Expenditure	2,848	1,583	3,258	410	114.39%
	Roads Maintenance Expenditure	2,901,363	1,557,431	1,273,573	1,627,790	43.90%
	Sport Grounds & Recreation Facilities Expenditure	208,715	90,594	101,670	107,045	48.71%
	State Emergency Service Expenditure (SES)	14,925	9,376	465	14,460	3.12%

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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

		Annual Budget 2017 \$	Actual YTD 2016 \$	Actual YTD 2017 \$	Var Annual Budget To Actual YT \$	Annual Budget %
23	Stormwater Drainage Maintenance Expenditure	246,351	140,652	129,845	116,506	52.71%
	Street Lighting Expenditure	165,000	68,997	83,515	81,485	50.62%
	Swimming Pool Expenditure	203,059	103,515	88,809	114,250	43.74%
	Tourism Operations Expenditure	107,983	29,601	46,789	61,194	43.33%
	Town Planning Expenditure	338,346	131,697	143,705	194,641	42.47%
24	Waste Disposal Site Expenditure	404,616	191,481	216,006	188,610	53.39%
20	Waste Management Expenditure	14,348	7,891	10,099	4,250	70.38%
10	Watch House Expenditure	29,167	15,230	20,880	8,287	71.59%
11	Water & Sewerage Expenditure	55,548	16,781	21,252	34,296	38.26%
	Water Sampling Expenditure	1,865	591	236	1,629	12.67%
12	Works Depot Operations Expenditure	449,179	302,639	306,707	142,472	68.28%
<u>Operating Expenses Total</u>		11,444,166	5,585,723	5,668,053	5,776,113	49.53%
<u>Operating Surplus (Deficit)</u>						
<u>Total</u>		-632,066	2,631,629	3,259,240	-3,891,306	

OFFICER'S COMMENT

Overall Comment

Operating income is \$8,927,293 or 82.57% of budget.

Operating expenditure overall is \$5,668,053 or 49.53% of budget almost on target (50%) for the 6 months to December 2016.

Explanations are provided below to assist with understanding of the results

Performance Measures (adopted as part of Council's financial strategy)

Performance measure	Underlying surplus ratio
Performance calculation	Underlying surplus or deficit/total operating revenue
Aim	>0%
Target	>0.5% per financial strategy
Outcome Year to Date this month	\$3,259,240/\$8,927,293 = 36.5%

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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

Note
Income

- R.1 Fire Control**
Fire levy raised for Tas Fire Services is recognised as income at the start of the financial year and paid to Tas Fire Services during the course of the financial year.
- R.2 Rates Revenue**
Rates revenue is recognised as income at the start of the year once raised.
- R.3 Sports Ground and Recreation Income**
NBN lease income received late in 2016 a portion of which is attributable to 2017.
- R.4 Waste Management**
Waste management charges are recognised as income at the start of the year once raised.
- R.5 Bridges**
2 instalments of the Federal Assistance Grant received.
- R.6 Domestic Refuse Collection**
Bin fees received in excess of budget estimates.
- R.7 General Purpose Funding**
2 instalments of the Federal Assistance Grant received.
- R.8 Financial Control**
TasWater dividends to be received during the financial year.
- R.9 Halls & Community Centres**
Related to the timing of usage.
- R.10 Swimming Pool**
Related to the reversal of a prior year entry.
- R.11 Waste Disposal Site**
Related to usage.
- R.12 Plant & Workshop Operating**
Diesel fuel rebate received.
- R.13 Community and Social Development**
Sponsorship received for Christmas Parade.
- R.14 Council Administration Buildings**
Insurance reimbursement received.

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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

R.15 Roads

2 Instalments of the Federal Assistance Grant received.

Expenses

E1 Airport Expenditure

Public liability insurance premium paid in July.

E2 Foreshores & Beaches Maintenance Expenditure

Public liability insurance premium paid in July and maintenance costs higher than anticipated year to date.

E3 Noxious Weeds Expenditure

Payment to Tamar NRM made at the start of the financial year.

E4 Parking Facilities Expenditure

Rates payable on property cnr Macquarie and Main Streets charged to parking per agreement.

E5 Rental Properties Expenditure (78 Anne Street)

Expenditure to date includes insurances paid at the beginning of the financial year and the hot water cylinder was replaced but not expected in the budget estimate.

E6 Area Promotion Expenditure

LGAT full year and NTD half year subscriptions paid.

E7 Building & Other Structures Expenditure

Building depreciation in excess of budget estimates due to buildings revaluation.

E8 Employee Oncosts

- Workers compensation insurance paid as a lump sum in July higher than budget expectations.
- Personal leave accruals are higher than anticipated for the year to date.
- Personal protective equipment and uniforms expenditure higher than anticipated for the year to date.

E9 Public Toilets Expenditure

Public liability insurance premium paid in July.

E10 Watch House Expenditure

Public liability insurance premium paid in July.

E11 Water & Sewerage Expenditure

First quarter invoices paid.

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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

E12 Works Depot Operations Expenditure

- Public liability insurance premium paid in July.
- Fire service control required maintenance higher than budget expectations.
- Electricity costs higher than budget expectations.
- Seasonal public holiday and sick leave costs expensed.

E13 Cemetery Operations Expenditure

Cost aligns with increased usage and revenue.

E14 Council Admin Buildings Expenditure

Insurance paid as a lump sum in July

E15 Engineering Operations Expenditure

- Agency employee running costs higher than budget expectations.
- Capitalised salaries running lower than budget expectations.

E16 Immunisation Expenditure

Software update required for immunisation software.

E17 IT Services Expenditure

Annual software licences paid.
Required hardware replacements.

E18 Kerb & Gutter Expenditure

Additional maintenance required.

E19 Plant Operating Expenditure

Insurance and registrations paid as a lump sum in July.
Maintenance costs running higher than budget expectations.

E20 Waste Management Expenditure

Depreciation expense in excess of budget estimates.

E.21 Animal Control

Employee costs for call outs and on call services running higher than budget expectations.

E.22 Election Expenditure

Roll maintenance costs running higher than budget expectations.

E.23 Stormwater Drainage Maintenance Expenditure

Maintenance required running in excess of budget expectations.

E.24 Waste Disposal Site Expenditure

Current operations may exceed budget estimates by year end mainly in relation to the provision of staff to cater for the opening hours and operations requirements.

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9.3 FINANCIAL REPORT OPERATING BUDGET (CONT.)

RISK CONSIDERATIONS

Underlying surplus is a key indicator of the risk associated with of long term financial sustainability. The budget estimates an underlying deficit of \$632,066 at 30 June 2017. This is impacted by increased depreciation charges based on a significant asset revaluation. Council will need to consider future expenditures and levels of service provided, especially in relation to its asset portfolio in order to determine a pathway towards the generation of an underlying surplus for the 2017/2018 financial year as continued underlying deficits cannot be financially sustained. An important part of this process is the consideration of Council's revised asset management plans.

CAPITAL TRANSFERS

Nil requested.

OFFICER'S RECOMMENDATION

- (a) The report Financial Report from the Director Corporate Services be received and the information noted; and
- (b) That no new initiatives or projects are authorised or undertaken without a review and report of available funding and the impact on the underlying surplus being presented to Council.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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9.4 SUNDRY DEBTORS

REPORT AUTHOR: Director of Corporate Services – Mr Kim Barker

REPORT DATE: 31 December 2016

FILE NO: 32.1

ATTACHMENT: Nil.

SUMMARY

This report is provided to update Council on the progress of sundry debtor collections on a year to date basis.

BACKGROUND

The Council has been provided with regular monthly financial reports, in this format since May 1999 and recently request further details of actions taken on debts in the over 90 days category should the balance of these debts be more than \$10 000.

STATUTORY REQUIREMENTS

There is no requirement under the Local Government Act that specifies monthly reporting format on sundry debtor balances.

STRATEGIC PLAN

Goal 5

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

SUNDRY DEBTOR AGED BALANCES AS AT 31 December 2016

Current	30 Days	60 Days	90+ Days	Total Due
\$6605	\$25829	\$869	-\$2446	\$30,857

The credit entry in the 90 plus days field represents a credit note issued to correct a previous charge.

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9.4 SUNDRY DEBTORS (CONT.)

RISK CONSIDERATIONS

Excessive levels of sundry debt will influence Council's long term financial sustainability however the low levels of aged debt and the careful management of the balances above indicate that there is no significant risk associated with this matter.

OFFICER'S COMMENT

90-day report – balances over \$10,000:

Nil

OFFICER'S RECOMMENDATION

The Sundry Debtors report from the Director Corporate Services be received and noted.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

George Town Council
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9.5 CAPITAL PROJECTS REPORT

REPORT AUTHOR: Director Corporate Services – Mr Kim Barker

REPORT DATE: 31 December 2016

FILE NO: 32.1

ATTACHMENT: Nil.

SUMMARY

This report is provided to update Council on the progress of actual expenditure against budget for the current financial year. Comments are also provided for the status of each project.

BACKGROUND

This report is provided to update Council on the progress of actual expenditure against budget allocations for the current financial year. Comments are also provided for the status of each project.

The Council has been provided with regular monthly project expenditure reports on capital items, in a similar format since May 1999, with improvements being made since that time in accordance with Council requirements.

Capital Projects Approval Process

Council's capital works budget is itemised and discussed by Council as part of Council workshops and approved as part of the Council resolution in setting the budget on an annual basis.

Policy Application

Council management undertake capital works projects in accordance with relevant council policies (e.g. Council's tendering and contracts policy), accounting requirements and any associated legislative and regulatory requirements.

Capital Project Scheduling

Council's Manager Infrastructure and Engineering undertakes extensive internal operational and managerial discussions and reviews as to the programming, scheduling, timing and arrangements as to the commencement and completion of capital works projects with consideration to the operational service requirements of Council. These arrangements are quite often subject to change for many reasons, e.g. availability of contractors and works personnel, weather, changing circumstances and priorities of Council works and services, unexpected events, unexpected works that arise from the Council/community, additional unexpected resources for certain projects, unexpected Council resolutions.

9.5 CAPITAL PROJECTS REPORT (CONT.)

Capital Project Funding Reallocations

Major changes to unexpended/reallocated amounts/changing priorities/ deferred/cancelled/new projects of Council capital works may be made by Council resolutions during the year. This includes a report to Council including the reasoning behind any such recommendations (refer to the Budget Reallocations heading of this report).

Capital Funding Carried Forward

Capital works projects unexpended during the year are carried forward to the next financial year and included in the capital works item that Council considers and resolves to approve as part of the budget approval process. Note: Carried Forward amounts are finalised following completion of Annual Financial Statements for the previous financial year.

Capital Project Selection Criteria

There are multi criteria for the selection of capital projects within the capital works program. Of significance are the following criteria:

Strategic, economic and social development

In developing the operating and capital budgets priority consideration has been given to projects and or initiatives that support and further enhance the strategic, economic and social development of the George Town Council local government area.

Community safety

In developing the operating and capital budgets priority consideration has also been given to those projects and or initiatives that support and further enhance community safety and the safety of those maintaining community facilities.

Capital Project Overheads

Capital projects generally consist of the following project phases, planning, build up, implementation (in progress) and close out/finalisation. The planning and build up phases occur prior to the actual implementation of the project. Any construction works of the project will be obvious during the implementation/in progress phase of the project. Project costs are incurred over the life of the project and are generally allocated as administrative/engineering overheads (including indirect labour), direct labour and direct costs (including contractor costs and direct expenses where applicable).

Indirect labour costs are allocated to projects as overheads so that the labour costs involved in the scoping of requirements, determination of relevant specifications, preparation of tender documents, review and selection of tenders (where relevant), budget determination and ongoing project supervision and administration are captured.

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9.5 CAPITAL PROJECTS REPORT (CONT.)

COMMUNITY CONSULTATION

Each year Council write to a number of community organisations in an attempt to determine community priorities especially in relation to the construction of the estimated capital works program and community facilities generally. In addition officers are in consultation with community groups and members on a number of matters and input from Councillors is received as part of the workshops held for budget deliberations.

STATUTORY REQUIREMENTS

There is no requirement under the Local Government Act that specifies monthly financial reporting format or content.

STRATEGIC PLAN

Goal 5: Ensure Council listens to and understand community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4: Consistently achieve a high standard of internal financial and governance arrangements.

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CAPITAL WORKS REPORT 01/07/2016-31/12/2016

Carried Forward 01/07/2016

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1081	Beechford Public BBQ Facility	10,000	0	10,000	0.00%	On hold/Insufficient information / project detail available; requires further consultation with Beechford community
1166	Mandurama Reserve (Swimming Pool)-New Stormwater Pipe	15,000	0	15,000	0.00%	Planning/design/scoping stage
1174	Lulworth-BBQ (50:50 contribution)	2,431	784	1,647	32.26%	Completed
1184	Infants Wading Pool Renewal	11,000	0	11,000	0.00%	In progress/Works being rescoped
1216	(48) Hillwood Pontoon - Renew Deck and Bearers, Blast, Repaint Ladder and Steel work	31,670	34,792	-3,122	109.86%	Completed
1217	(47) York Cove Pontoon - Renew Deck and bearers. Blast and repaint ladder and other Steel Work - Tas Span recommendation	30,900	20,114	10,786	65.09%	Completed – Awaiting finalisation of invoices
1218	(48) Hillwood Pontoon - Inspection and replacement Anchor Chains	46,376	15,124	31,252	32.61%	In progress
1224	(7) York Cove Centre - Fence line	3,300	0	3,300	0.00%	On hold
1225	(31) Bellingham Shelter Shed - Replace Roof and Water Tank	6,578	1,425	5,154	21.66%	Shelter shed works completed; water tank replacement in progress - Order placed for pump

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Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1226	(19) Hillwood Hall - Air Conditioner, Heat Pump, Bar Sink, Acoustic abatement (if funds are available)	3,190	0	3,190	0.00%	In progress-Part completed. Acoustic abatement being investigated
1227	Bellingham Hall - upgrade to provide for equitable access toilet and wheel chair access to Main Door	37,288	0	37,288	0.00%	In progress – see 1239
1231	Capital Costs - Land Transfers	3,927	0	3,927	0.00%	In progress - Allocated for legal fees on past subdivisions which have land that has not already been transferred to Council
1232	Improve Streetscape between Anne and Elizabeth Streets - Replant with more suitable species	14,662	12,673	1,990	86.43%	In progress
1233	Safety signage for Community working bees - Lulworth	2,200	140	2,060	6.35%	Completed
1234	Fire fitting for the water tank & fire extinguisher	5,000	0	5,000	0.00%	In progress - Permission required from CLS, linked to accessible toilet. Interim fire fighting provision on existing tank provided
1238	(49) Secure Exercise area for dogs at Pound	3,615	3,290	325	91.02%	
1239	(27) Upgrade Toilets to provide for equitable access - Weymouth	39,846	0	39,846	0.00%	In progress – design plans being costed for 1239, 1240 and 1227
1240	(26) Upgrade Toilets to provide for equitable access - Lulworth	40,588	0	40,588	0.00%	In progress; see 1239
1241	(22) Upgrade toilets to provide for equitable access - Hillwood	28,088	0	28,088	0.00%	In progress
1242	Advisory Signage, Installation of additional Speed Advisory Signage - The Glen Road	4,594	0	4,594	0.00%	Completed
1243	(53) Guard Rail Renewal - East Arm Road	32,452	32,997	-545	101.68%	Completed

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Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1244	(122) Traffic Calming and installation traffic Islands - Franklin and William Streets	14,137	13,984	152	98.92%	In progress
1246	(10) Football Club - repaint fascia boards, replace roof screws, colourbond gutter, new glazing all windows, clad interchange boxes with colourbond, treated pine seating, replace damaged floor, new locking mechanism, leveller to toilet floor	5,315	0	5,315	0.00%	In progress
1248	Top Dress and core Football/Cricket Ground to improve playing surface	4,142	4,427	-285	106.88%	Completed
1249	(52) Rebuild existing toilet block to include a unisex fully accessible toilet - George Town Sports Complex	37,998	0	37,998	0.00%	In progress - Linked to review of Sports Complex Development
1250	Replace and upgrade older playground equipment to meet Australian Standards. Includes remulching and re edging. Those impacted - Boongala, Parish Crescent, Regent Square	22,299	14,944	7,355	67.02%	In progress - Regent Square upgrade linked to other project WO1326; Parish Crescent works to start late January 2017
1252	Private Power Poles - Renewal	5,105	1,201	3,904	23.52%	In progress
1257	Waste Transfer Station update - Includes additional 2016-2017 Gatehouse and Security \$45,000 Additional allocations \$285,000, original budget 2015-2016 \$750,000	1,009,631	64,238	945,394	6.36%	In progress – fence and shed construction works underway

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Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1258	Depot - Upgrades following safety audit, roller blinds and window tinting, materials storage area upgrade, flammable liquids storage upgrade, chemicals storage area upgrade, plant storage area upgrade, identified floor areas upgrade, grinder ar	7,644	505	7,139	6.60%	In progress
1303	Directional Signage - Anne Street and Watch House	7,124	2,380	4,744	33.40%	In progress - Anne Street ordered, Watch house in progress - signs being constructed
1304	Gateway/Arterial Signage - Bridport Road, Batman Bridge, Mount Direction	5,858	4,621	1,237	78.89%	In progress - Signs being constructed
1307	Solar Lighting - Low Head Boat Ramp	219	0	219	0.00%	Complete- Carried forward budget not used
1320	Investigation scoping design and costing for future capital works projects	66,608	11,568	55,040	17.37%	In progress
1325	Street Light Replacement Programme - \$150,000 2016, \$150,000 - 2017	298,050	0	298,050	0.00%	In progress - Investigation underway as to type of lighting required. Expected to commence 2017
1326	Regent Square-Skate Park Precinct Initial Scoping /Concept design/Costing preliminary capital works	150,000	0	150,000	0.00%	Planning/design/scoping stage
1327	Lefroy Playground - New Equipment	13,750	13,070	680	95.05%	Completed
1330	George Town Aerodrome - Drainage Works	13,000	0	13,000	0.00%	Planning/design/scoping stage
1331	CCTV Cameras	20,400	400	20,000	1.96%	In progress – preliminary works to commence Jan 2017
<i>Programme</i>	Footpaths Renewal Programme	25,746	27,085	-1,339	105.20%	In Progress
<i>Programme</i>	Culverts Renewal Programme	2,742	0	2,742	0.00%	In Progress

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Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
<i>Programme</i>	Kerb Renewal Programme	9,676	14,890	-5,214	153.89%	Complete
<i>Programme</i>	Sealed Roads Programme	201,010	47,874	153,136	23.82%	In Progress
<i>Programme</i>	Stormwater Drainage Renewal Programme	39,109	14,469	24,640	37.00%	In Progress
<i>Programme</i>	Software Renewal Programme	42,875	9,675	33,200	22.57%	In Progress
<i>Programme</i>	Plant Renewal Programme	59,350	6,037	53,313	10.17%	In Progress
<i>Programme</i>	Update to Council Offices	126,628	7,075	119,553	5.59%	
Subtotal Carried Forward Projects						
		2,561,123	379,781	2,181,342	14.83%	

2017 Financial Year

Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
<i>Programme</i>	Footpaths Renewal Programme	120,000	14,858	105,142	12.38%	In Progress
<i>Programme</i>	Culverts Renewal Programme	25,000	1,440	23,560	5.76%	In Progress
<i>Programme</i>	Kerb Renewal Programme	20,000	22,895	-2,895	114.47%	Complete
<i>Programme</i>	Sealed Roads Programme	2,004,875	287,375	1,717,500	14.33%	In Progress
<i>Programme</i>	Stormwater Drainage Renewal Programme	85,000	2,499	82,501	2.94%	In Progress
<i>Programme</i>	Software Renewal Programme	10,000	384	9,616	3.84%	In Progress
<i>Programme</i>	Plant Renewal Programme	183,500	103,783	79,717	56.56%	In Progress

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Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
<i>Programme</i>	Roads Infrastructure Grants 2016	5,950,000	9,355	5,940,645	0.16%	Planning/design/scoping stage
1332	York Cove Pontoon Refurbishment	10,520	404	10,116	3.84%	Underway- purchase order issued to Hunters Marine and Civil for supply and installation of components for the refurbishment
1334	Hillwood Hall sub floor drainage, grey water and storm water plumbing	10,000	384	9,616	3.84%	Not commenced
1335	Cycling Club - demolition of condemned building including asbestos removal	30,000	24,560	5,440	81.87%	Completed
1336	Works Depot - Roof repairs	13,000	500	12,500	3.84%	In progress
1337	Memorial Hall - Floor Recoat	13,000	500	12,500	3.84%	Not commenced
1338	Community Development - Demountable Staging	9,818	10,073	-255	102.60%	Completed
1339	Weymouth Hall - Concrete Apron for disability access	26,000	1,000	25,000	3.84%	Not commenced - Linked to accessible toilet at Weymouth project
1340	Macquarie Room - Roof Replacement	10,700	411	10,289	3.84%	Planning/design/scoping stage
1341	Football Club Toilets (lack of fall)	5,000	192	4,808	3.84%	Not commenced
1342	Scouts - purchase and installation of storage container	4,700	4,570	130	97.22%	Completed
1343	Sports Complex - provision of a fully accessible toilet additional funding	80,000	3,185	76,815	3.98%	In Progress- Planning approved
1344	Solar panel installation - George Town Football Club	7,146	275	6,871	3.84%	Contractor engaged to commence works
1345	Additional funding for existing dog pound project (refer WO1238) to include an undercover section	6,000	231	5,769	3.84%	

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Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1346	Cemetery Rose Garden - irrigation scheme \$5,000, New Plants \$1,0000, refurbishment \$9,500	24,500	16,160	8,340	65.96%	In Progress - New roses planted , new kerbing in lawn cemetery
1347	Council Chambers - Additional to WO1172	50,000	24,641	25,359	49.28%	
1348	Switchboard and associated work George Town Football Club	6,554	252	6,302	3.84%	Contractor engaged to commence works
1349	Replacement Street Banners, design, production, installation	6,000	231	5,769	3.84%	Christmas decorations to be upgraded/replaced
1350	Windmill Point Recreation Area	150,000	7,395	142,605	4.93%	Planning/design/scoping stage
1351	Replacement of Playground Equipment to Australian Standards	60,000	2,307	57,693	3.84%	Works commenced; Gordon Square completed.
1352	York Cove Walkway - continuation of landscaping	30,000	1,332	28,668	4.44%	Planning/design/scoping stage
1353	Council Chambers Anne Street - improve back fence landscaping	7,000	269	6,731	3.84%	Planning/Scoping/Design Stage
1354	Off leash dog area - Fencing, Water Supply, water trough, bench seats, rubbish bin dispenser	25,000	18,290	6,710	73.16%	
1355	Ground irrigation Sports Complex Stage 1 following investigation	10,000	838	9,162	8.38%	Planning/design/scoping stage
1356	Seats for York Cove/Esplanade South	7,000	269	6,731	3.84%	Planning/design/scoping stage
1357	East Beach disability access	15,000	577	14,423	3.84%	Planning/design/scoping stage
1358	Placement of RSL guns	15,000	9,980	5,020	66.54%	Completed – Awaiting finalisation of invoices
1380	Solar Street Light - Hillwood Bus Stop 2016-2017	15,000	2,223	12,777	14.82%	In progress

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Work Order Number	Project Description	Estimate	Expenditure to date	Funds Available	% of budget spent	Project Status/Comments
1403	2016-2017 Scoping - Sports ground watersupply investigation, Other scoping and design works	65,000	8,567	56,433	13.18%	In Progress
1407	Beverage Container Recycling Bin Grant 2016	8,400	8,314	86	98.97%	Works commenced; three new dual recycling & waste bins installed in Macquarie St.
	Subtotal Current Year (2017) Projects	9,118,713	590,517	8,528,196	6.48%	
	Total All Projects	11,679,836	970,298	10,709,538	8.31%	

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9.5 CAPITAL PROJECTS REPORT (CONT.)

OFFICER’S COMMENTS

The current report has been reviewed and updated in accordance with recent comments received by Councillors as to some administrative errors and changes outlined to Councillors by the General Manager at a Council Workshop on 5th October, 2016.

Basically the report has been slightly reformatted to provide:

- An identifier number (Work Order No.);
- Project Description;
- Estimate;
- Expenditure to Date;
- Funds available;
- % of Budget Spent; and
- Project Status/Comments.

The report outlines actual expenditure incurred for the current financial year.

BUDGET REALLOCATION

None recommended this report.

OFFICER’S RECOMMENDATION

That the report on Council’s Capital Projects be received and the information noted.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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9.6 PRESENTATION OF REVISED LONG TERM FINANCIAL PLAN 2017/2026

REPORT AUTHOR: General Manager – Mr John Martin
Director Corporate Services – Mr Kim Barker

REPORT DATE: 9 January 2017

FILE NO: 32.1

ATTACHMENT: (A) Long Term Financial Plan 2017 to 2026
(B) Asset Management Plan Bridges
(C) Asset Management Plan Drainage
(D) Asset Management Plan Roads
(E) Asset Management Plan Footpaths, Kerbs and Gutters
(F) Financial Management Strategy
(G) George Town Council Strategic Plan
(H) IPWEA Practice Note 6 Long Term Financial Planning

SUMMARY

This report is to present the long term financial plan and supporting asset management plans for bridges, storm water drainage, roads, footpaths, kerbs and gutters. A financial management strategy was adopted by Council in December 2015 and also supports the plan.

STATUTORY REQUIREMENTS

Local Government Act 1993

70. Long-term financial management plans

- (1) A council is to prepare a long-term financial management plan for the municipal area.
- (2) A long-term financial management plan is to be in respect of at least a 10 year period.
- (3) A long-term financial management plan for a municipal area is to –
 - (a) be consistent with the strategic plan for the municipal area; and
 - (b) refer to the long-term strategic asset management plan for the municipal area; and
 - (c) contain at least the matters that are specified in an order made under section 70F as required to be included in a long-term financial management plan.

LOCAL GOVERNMENT (CONTENT OF PLANS AND STRATEGIES) ORDER 2014 (S.R. 2014, NO. 35) - REG 5

5. Long-term financial management plan

- (1) In this clause –

long-term financial management plan of a council , means a long-term financial management plan prepared by the council in accordance with section 70 of the Act.

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9.6 PRESENTATION OF REVISED LONG TERM FINANCIAL PLAN 2017/2026 (CONT.)

(2) A long-term financial management plan of a council is required to include the following matters:

(a) the estimated revenues and expenses for each financial year of the plan, including the revenues and expenses in relation to each of the following matters:

(i) all capital works;

(ii) all capital expenditure;

(iii) all asset management requirements identified, as required under clause 7(2)(b), in the long-term strategic asset management plan;

(b) for each financial year of the plan, a statement of comprehensive income, including estimates of –

(i) recurrent revenue; and

(ii) recurrent expenses; and

(iii) underlying surplus or deficit; and

(iv) net surplus or net deficit; and

(v) comprehensive result;

(c) for each financial year of the plan, a statement of financial position, including estimates of –

(i) current and non-current assets; and

(ii) current and non-current liabilities; and

(iii) net assets; and

(iv) equity, including reserves;

(d) for each financial year of the plan, a cash flow statement, including estimates of –

(i) receipts, payments, dividends and net cash from operational activities, financial activities including loan borrowings, and investment activities; and

(ii) net increases or net decreases in cash held; and

(iii) cash and cash equivalents held at the beginning of the period; and

(iv) cash and cash equivalents held at the end of the period;

(e) a description of the financial management strategies to be adopted by the council, including financial targets and their rationale;

(f) a comparison of projected financial performance against targets (determined by the council) for financial indicators, including those indicators specified in an order made under section 84(2A) of the Act, for each financial year included in the long-term financial plan;

(g) all assumptions used in the development of the estimates referred to in paragraphs (a), (b), (c) and (d).

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9.6 PRESENTATION OF REVISED LONG TERM FINANCIAL PLAN 2017/2026 (CONT.)

(3) For the purposes of subclause (2)(d)(i), the estimates are to include separate estimates in respect of renewal, upgrade and new capital expenditure in relation to the activities referred to in that clause.

STRATEGIC PLAN

Goal 05

Ensure Council listens to and understands community needs and continues to make responsible decisions on behalf of the community.

Key Objective 4

Consistently achieve a high standard of internal financial and governance arrangements.

OFFICER'S COMMENT

A draft long term financial plan was discussed and reviewed by elected members together with its supporting asset management plans at a council workshop on the 7th December 2016. At the workshop elected members were provided with extensive working papers and explanations regarding the development of the long term financial plan. In addition a presentation was conducted that explained to elected members, the key components required in a long term financial plan.

The draft long term financial plan was also presented to the Audit Panel, with the chairman making some recommendations as to aligning asset management plans with the long term financial plan document. The recommendations of the chairman have been implemented in the version of the plan presented with this report.

The long term financial plan has been developed in accordance with the Institute of Public Works and Engineering Australia (in conjunction with the Australian Centre of Excellence for Local Government), Long term Financial Plan, Practice Note 6, a copy of which is provided as an attachment.

The long term financial plan has also been developed to comply with the Local Government Act 1993 and the supporting local government orders 2014.

Executive Summary

A key strategy of effective financial management is the preparation and consideration of long term financial strategies, plans and documents.

The key reasons for the development and consideration of a long term financial framework are;

- To establish a prudent and sound financial framework over the next 10 years to ensure the Council's strategic goals are achieved;
- To provide an assessment of the financial resources required to accomplish the objectives and goals included in Council's strategic plan;

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9.6 PRESENTATION OF REVISED LONG TERM FINANCIAL PLAN 2017/2026 (CONT.)

- To establish a basis to measure the Council's adherence to its policies and strategies;
- To assist Council to comply with sound financial management principles, in accordance with the Local Government Act 1993 and to plan for the long term financial sustainability of the municipal area.

The long term financial plan is not intended to be static, but rather it is intended to be reviewed annually as part of the annual planning and budget process so as to incorporate any future changes in council policy, new initiatives or strategic direction.

FINANCIAL MANAGEMENT STRATEGY

Council adopted a financial strategy in December 2015, which should be read in conjunction with the Long Term Financial Plan. It has been reviewed by the Audit Panel since with recommendations made as to minor format changes however the content of the strategies remains unchanged.

LONG TERM FINANCIAL PLAN

The Long term Financial Plan has been developed to assist council in adopting annual budgets that are within a longer term prudent financial framework. The key objective of the council's financial plan is financial sustainability in the medium to long term while supporting council's goals and objectives as specified in its strategic plan. The Long Term Financial Plan is a guideline for future action and encourages council to take into consideration the future impact that decisions made today may have on council's long term sustainability.

There are a number of dynamic variables that may influence the outcomes expressed in the plan. These are noted under the key assumptions heading. Apart from the new or upgrade projects listed below the plan does not include any new initiatives, projects or expansion of services except for a very gradual expansion of the ratepayer valuation base. This is expressed as an increase in the general rate.

- Sealing of unsealed segments of Industry Road, Soldier Settlement Road and The Glen Road
- Upgrade and redevelopment of the Sports Complex
- Upgrade of the pool complex infrastructure

KEY OUTCOMES

- Operating deficits are generated until 2021, with a small operating surplus achieved in 2022, increasing in the following years to an operating surplus of \$416,041 in 2026 the final year of the plan.
- Although the plan indicates an operating deficit exists each year until 2021 with significant progress each year towards a reduction of the operating deficit, Council may resolve as part of the budget deliberation process to implement a decision that results in an operating surplus being achieved sooner than 2021.
- A negative operating surplus ratio until 2022 when a positive ratio is achieved.

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9.6 PRESENTATION OF REVISED LONG TERM FINANCIAL PLAN 2017/2026 (CONT.)

- As loan borrowings are paid off and cash balances increase the NFL liability starts to increase into the positive as no new loans are proposed within the life of this version of the plan.
- The NFL reaches a low of close to negative 20% in 2017/2018 as cash is reduced compared to loan borrowings but is positive from 2020.
- The asset sustainability ratio varies from 167.53% in 2017 to 59.22% in 2026 which is less than the target of 100%. The primary reason for this is that capital expenditure is not required to be at the 100% of depreciation level during the life of the plan in accordance with the capital modelling undertaken due to the long life of the assets concerned.
- Asset consumption ratio's reduce marginally (with the exception of storm water drainage) over the life of the plan as the average proportion of new value decreases. This is because although the assets continue to depreciate many of them, are not yet due for replacement during the life of the plan as they are longer life assets with replacement dates past 2026.
- Estimated rates per rateable property increase from \$1,710 in 2017 to \$1,987 in 2026 or 16.20% over the life of the plan, (assuming no increase in the number of rateable properties for comparison purposes). This ratio is affected by the presence of a number of large industrial ratepayers whom pay a significant amount of rates but only account for a small number of ratepayers.
- Average operating cost per rateable property increases from an average of \$2,599 in 2017 to \$2,632 in 2026 or 1.26% over the life of the plan (assuming no increase in the number of rateable properties for comparison).
- Asset renewal funding ratio remains above the target of 95% for the life of the plan.
- Estimated average employee cost increases to \$91,380 in 2026.

OFFICER'S RECOMMENDATION

That Council:

- (a) Receives and acknowledges the prepared long term financial plan and supporting asset management plans; and
- (b) Acknowledges that the long term financial plan will be revised, refreshed and extended on an annual basis; and
- (c) Acknowledges the prepared long term financial plan (and future revised versions) will act as a guiding document in the consideration of future annual budget deliberations.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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10. COMMUNITY SERVICES

10.1 COMMUNITY GRANTS/ASSISTANCE

REPORT AUTHOR: Rhonda O'Sign - Community Events Officer

REPORT DATE: 9th January 2017

FILE NO: 23.2

ATTACHMENT: Grant Application – George Town Community Bowls Club

SUMMARY

This report provides a summary and recommendations relating to requests for community grants or assistance.

STRATEGIC PLAN 2016 - 2026

Goal 02:

Support an active, vibrant and culturally diverse community life that enjoys liveable and amenity rich neighbourhoods.

Key Objective 1

Support and advocate for organisations and community groups to grow community capacity.

FINANCES

The 2016/2017 budget allocation for Community Grants is \$12,000

The following allocations for the financial year 2016/2017 have been made:

Organisation	Grant Category	Amount \$	Minute #
Myra Donnelly	Young Achiever	\$200	177/17
Getasew Ferguson	Young Achiever	\$200	178/16
Di.Cocco-Grant	Young Achiever	\$200	178/16
Lachlan Hicks	Young Achiever	\$200	209/16
Jack Harris	Young Achiever	\$200	209/16
Leah Renton	Young Achiever	\$200	209/16
Holli Geeves	Young Achiever	\$200	236/16

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10.1 COMMUNITY GRANTS/ASSISTANCE (CONT.)

Organisation	Grant Category	Amount \$	Minute #
Star of Sea College	Community Grant - Services	\$500	176/16
George Town Saints Netball Team	Community Grant – Services	\$300	181/16
George Town RSL Sub Branch	Community Grant – Services	\$300	180/16
Gordon Square Childhood Services	Community Grant – Services	\$500	182/16
Hillwood Area & Residents Association	Community Grant – Services	\$120	179/16
Wilted Quilters	Community Grant – Services	\$130	209/16
George Town Scout Group	Community Grant – Services	\$75	257/16
Doing Life Together Family Fun Day	Community Grant – Services	\$900	258/16
George Town RSL Sub Branch	Community Grant – Services	\$600	259/16
Lighthouse Regional Arts	Community Grant – Services	\$201.35	260/16
Rotary Club of George Town – Wings & Things	Community Grant – Services	\$400	289/16
Ladies Leisure Centre	Community Grant – Services	\$200	318/16
Launceston Triathlon	Community Grant -	\$950	235/16
Northern Tasmanian Game Fishing Club	Community Grant	\$1000	237/16
George Town Fire Brigade Social Club	Community Grant	\$300	289/16
Hillwood Fire Brigade	Community Grant	\$150	318/16
TOTAL		\$8,026.35	
GRANT FUNDING REMAINING		\$ 3,974.65	

George Town Bowls Club

Council has received a grant application from the George Town Bowls Club for assistance with the cost of running a Community Bowls Club event – “Municipal Melody of Matches”.

A completed community grants application form forms part of this agenda report.

OFFICER’S COMMENT

The request conforms to Council’s Community Grants / Assistance Policy eligibility criteria.

A grant of \$500 is sought to assist with the cost associated with advertising, administration and catering for the George Town Community Bowls Club’s annual bowls carnival – “Municipal Melody of Matches”. This event is held annually and is an open invitation to all members of the local Bowls Club and Bowling Clubs within the Northern Region.

This event is of both a competitive and social nature, and encourages members of the community to attend and enjoy the event.

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10.1 COMMUNITY GRANTS/ASSISTANCE (CONT.)

RISK ASSESSMENT

Risk in relation to this item is considered minimal.

OFFICER’S RECOMMENDATION

That the report of the Community Services Events officer be received and that Council provides a Community Grant of \$500 to the George Town Community Bowls Club to assist with the cost associated with the running of running the Club’s annual bowls carnival – “Municipal Melody of Matches”.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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11. MAYOR

11.1 MATTERS OF INVOLVEMENT – MAYOR

FILE NO.: 14.11

REPORT DATE: 10th January 2017

Mayor Bridget Archer		
<i>January</i>	16	Met with the Hon. Rene Hidding MP Re Project 2018 – Public Transport Bus Services with the General Manager and Manager Community Development
	16	Met with representatives from Meander Valley Berries with the General Manager

OFFICER’S RECOMMENDATION

That the information report from the Mayor on Matters of Involvement be received and the information noted.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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12. GENERAL MANAGER

12.1 COUNCILLOR MOTION UPDATE

REPORT AUTHOR: General Manager – Mr John Martin

REPORT DATE: 11th January 2017

FILE NO: 14.12

ATTACHMENT: Nil.

PLANNING AND DEVELOPMENT			
Min No.	Date	Motion	Action
228/16	21/09/16	<p>Section 33 & 43A Report – Combined Application for Amendment to a Local Provision of the George Town Interim Planning Scheme 2013, and a 2 lot Subdivision – Hillwood, 14 Brownrigg Street</p> <p>That the Planning Authority consider the merits of this report and resolve to support the combined amendment and subdivision application, thereby progressing the application through to exhibition with the knowledge that any representations received will be presented to the Planning Authority for further consideration.</p> <p>With the knowledge that any permit issued, associated with the proposed subdivision will be done so by the Tasmanian Planning Commission, the recommended conditions for the draft development permit are as follows:</p> <p>1. Endorsed Plans</p> <p>The use and/or development must be carried out as shown on the endorsed plans by Rebecca Green and Associates dated 22nd July 2016 and described in the endorsed documents to the satisfaction of the Council. Any other proposed development and/or use will require a separate application to and assessment by the Council.</p> <p>2. Part 5 (Section 71) Agreements</p> <p>Prior to this permit becoming effective, a Section 71 agreement must be executed, that provides for the following:</p> <p>a) Structures must be of a light weight design, articulated and flexible. Consideration must be given to founding the dwelling on a relatively stiff footing and light weight super structure.</p> <p>b) A new dwelling can only be constructed within the suitable building area identified in the report by Tasman Geotechnics, reference number TG16109/1.</p> <p>c) Default site classification (to AS2870) for the new lot is Class P, due to the site being mapped on a landslide. Notwithstanding, the footings may be designed for a natural soil profile, provided recommendations of the Tasman Geotechnics report (reference number TG16109/1) are adopted.</p>	Completed.

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		<p>d) Permanent excavation anywhere on the site shall be no deeper than 0.5m (vertical) unless approved by a Geotechnical Engineer. Permanent excavations for the house must be no deeper than 1.5m depth and retained by an engineered designed retaining system.</p> <p>e) The final surface or fill for excavations shall be shaped such that surface runoff does not collect in low-lying points but is allowed to flow down slope.</p> <p>f) Where possible, vegetation or mulch shall be maintained on the cut or fill slopes to prevent erosion of surface soils. Vegetation should be established on the site, preferably with relatively deep rooted shrubs or trees.</p> <p>g) Wastewater must be disposed downhill of the dwelling and preferably in the flatter areas in the middle of the site. Shallow trenches (such as AES or Transpiration beds) or surface application of waste water are recommended rather than typical trenches (0.6 deep with trench arches).</p> <p>h) Construction of dams for holding water is not permitted.</p> <p>i) Good hillside construction practices must be followed.</p> <p>Once executed, the agreement must be lodged and registered in accordance with Section 78 of the <i>Land Use Planning and Approvals Act 1993</i>.</p> <p>All cost associated with preparing and registering the Agreement must be borne by the applicant.</p> <p>3. Subdivision works required Prior to the final plans and associated title documentation being lodged with Council for sealing, the following works must be completed:</p> <p>a) Before the commencement of the use, a new vehicular crossover must be provided and all unused crossovers and driveways removed. All these works must be at expense of the person responsible.</p> <p>b) The development must be provided with an adequate all weather access from the edge of the road pavement to the property boundary in accordance with Council's standard drawing.</p> <p>All minor works in the road reserve must be undertaken by, or under the supervision of a tradesman/contractor who is registered with Council as a "Registered Contractor". Prior to the commencement of any works Council's Manager of Infrastructure and Engineering must be notified of the contractors name and registration number. Council's Manager of Infrastructure and Engineering must also be informed of the commencement date, duration and nature of the works.</p> <p>4. Bushfire Safety The development must be in accordance with the recommendations of the Bushfire Hazard Management Report submitted with the application, prepared by Rebecca Green and Associates on 22nd July 2016, Job number RGA-B421.</p> <p>5. No Vegetation Removal</p>	
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		<p>Due to the land being mapped as potentially prone to landslip, no tree or vegetation is to be felled, lopped, topped, ring-barked, uprooted or otherwise wilfully destroyed or removed without the further written consent of Council.</p> <p>6. Reticulated Services</p> <p>a) Underground power mains and electrical services must be provided to each lot in accordance with a design approved by TasNetworks. A copy of the approved design must be submitted to Council upon approval by TasNetworks.</p> <p>b) Telecommunications services must be provided to the development in accordance with requirements of the relevant service authority.</p> <p>7. Payment of Public Open Space</p> <p>Prior to the sealing of the Final Plan, the developer must pay to the Council a sum equivalent to 5% of the unimproved value of the approved lots as determined by a registered land valuer procured at the subdivider's expense.</p> <p>8. Covenants on Subdivisions</p> <p>Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision permitted by this permit unless:</p> <p>a) Such covenants or controls are expressly authorised by the terms of this permit; or</p> <p>b) Such covenants or similar controls are expressly authorised by the consent in writing of the Council.</p> <p>c) Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.</p> <p>9. TasWater</p> <p>The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2016/01147-GTC). A copy of this notice is attached to the permit.</p> <p>10. Sealing of Final Plan</p> <p>All conditions of this permit must be completed to the satisfaction of Council, prior to signing and sealing of the Final Plan of Survey by Council for the subdivision on the subject site.</p> <p>Permit Notes</p> <p>Advisory Notes:</p> <p>1. This permit is granted pursuant to the <i>Land Use Planning and Approvals Act 1993</i> and does not imply that any other approval required under any other by-law or legislation has been granted.</p> <p>2. This permit is valid for two (2) years only from the date of approval by the Tasmanian Planning Commission and will thereafter lapse if the development is not substantially commenced. A once only extension may be granted if a request is received at least 6 weeks prior to the expiration date.</p>	
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		<p>3. If any Aboriginal relics are uncovered during works;</p> <p>a. All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,</p> <p>b. The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au; and</p> <p>c. The relevant approval processes will apply with state and federal government agencies.</p>	
280/16	16/11/16	<p>Section 33 – Planning Scheme Amendment to Allow for Future Wind Farm Development at Low Head</p> <p>That in accordance with Section 35 of the <i>Land Use Planning and Approvals Act 1993</i>, the Planning Authority consider the merits of this report and resolve to certify the draft amendment, thereby progressing the application through to exhibition with the knowledge that any representations received will be presented to the Planning Authority for further consideration at the next possible Council meeting.</p>	In progress. Section 39 report to go to February meeting.
282/16	16/11/16	<p>Hillwood Structure Plan</p> <p>That Council resolve to:</p> <ol style="list-style-type: none"> 1. Endorse the draft Hillwood Structure Plan 2016; and 2. Notify the Tasmanian Planning Commission that Council has adopted the Hillwood Structure Plan 2016 as a strategic document. 	Endorsed. Development Services Manager to write to Planning Minister and Tas Planning Commission to have RLUS changed to reflect strategic work at Hillwood.
307/16	21/12/16	<p>Section 39 Report on Representations – DA 2016/42 & A 2/2016 Combined Application for Amendment to a Local Provision of the George Town Interim Planning Scheme 2013 and a 2 Lot Subdivision – Hillwood, 14 Brownrigg Street</p> <p>That the Planning Authority resolves that this report be received and that:</p> <ol style="list-style-type: none"> 1. The Council advise the Tasmanian Planning Commission that one (1) representation was received in accordance with section 39(2) of the <i>Land Use Planning and Approvals Act 1993</i>; and 2. A copy of this report, being the Council's assessment of the merit of the representation, is forwarded to the Tasmanian Planning Commission, in order to satisfy Section 39(2)(b); and 3. The Tasmanian Planning Commission be advised that Council recommends that no modification to draft amendment A 2/2016 is required; and 4. The Tasmanian Planning Commission be advised that Council recommends that no modification to draft permit DA 2016/42 is required. 	Council initiated at December meeting. Awaiting Tas Planning Commission decision.

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INFRASTRUCTURE AND ENGINEERING			
308/16	21/12/16	<p>Capital Works Projects – Drainage Remediation Works, Smith Street, Bellingham and Hurst Street, Lulworth That Council approve the funding of \$20,000 from unallocated reserves to fund Stage One of the Smith Street, Bellingham drainage works.</p>	Completed.
CORPORATE			
019/15	21/01/15	<p>Council Facilities Future Use and Development – Strategic Development That</p> <p>a) Council approves an extension to the final facilities report completion date sought in minuted resolution 336/14 to reflect Council's intention to review the Strategic Plan 2012-17, and adopt the revised Plan, and</p> <p>b) Council is presented with updated report progress at workshops, with a view to further consideration of timelines at future Council meetings.</p>	<p>Completed.</p> <p>In progress.</p>
249/15	15/07/15	<p>Internal Audit Function That Council receives and endorses the Audit Panel Committee's Recommendation; and</p> <p>(a) Authorises the General Manager to make arrangements with other Council's participating in the Internal Audit Project for the exchange of trained internal audit officers to undertake an internal audit program; and</p> <p>(b) That progress reports regarding internal audit, findings and any recommendations are reported to the Audit Panel for consideration at each meeting of the Audit Panel.</p>	Internal audit programs are being developed to audit the delegation and procurement functions of Council. The areas for initial audit will be reviewed based on comments provided by the Auditor General.
250/15	15/07/15	<p>Risk Management That Council receives and endorses the Audit Panel Committee's Recommendation that:</p> <p>(a) Risk management progress reports are submitted to Council on a 6 monthly basis.</p> <p>(b) Council's internal working group continue to update the risk register and risk treatment processes on a regular basis.</p> <p>(c) That an audit of risk management skills and knowledge is conducted initially involving all managers and supervisors.</p> <p>(d) Should any gaps be determined in risk management skills and training from the audit in (c) that training be sourced and provided to the relevant individuals.</p> <p>(e) That a risk analysis is performed and documented prior to any project being undertaken by Council.</p>	Risk updates provided to the Audit Panel each meeting.
311/16	21/12/16	<p>Financial Report</p> <p>(a) The report Financial Report from the Director Corporate Services be received and the information noted.</p> <p>(b) That no new initiatives or projects are authorised or undertaken without a review and report of available funding and the impact on the underlying surplus being presented to Council.</p>	Completed.

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		(c) That \$10,000 be transferred from the Unallocated Reserves rather than Investigations, scoping and Design project being WO1320 to the CCTV Project WO1331 to enable the works as described above to proceed.	
316/16	21/12/16	<p>Audit Panel – Appointment of Members</p> <p>a) That the Audit Panel membership remain at 3 members including 2 elected members, until October 2018.</p> <p>b) That Council seeks nominations for 2 elected members to serve on the panel for a term of two years expiring October 2018.</p> <p>c) That Council confirms the appointment of Mr Stephen Herynk, as the serving Chairperson of the Audit Panel for a term of 2 years expiring October 2018.</p> <p><i>Cr Glisson and Cr Parkes were elected to serve on the Audit Panel until October 2018.</i></p>	Completed.
317/16	21/12/16	<p>Proposed Grant Applications/Building Better Regions Fund and Community Infrastructure Fund</p> <p>That Council commits the following funding to be incorporated into the 2017/2018 budget for the following projects, subject to successful grant applications that provide for 50% co-funding of the project total estimated costs.</p> <ul style="list-style-type: none"> • George Town Football Club Building accessibility upgrades \$25,000 • George Town Cricket Club building, accessibility upgrades \$25,000 • York Cove Beautification and Upgrade Works \$125,000 	In progress.
COMMUNITY			
262/16	19/10/16	<p>George Town Community Safety Committee – Pedestrian Crossing at the Eastern End of Macquarie Street</p> <p>That Council requests an investigation be undertaken into the provision of a pedestrian crossing at the eastern end of Macquarie Street in preparation for capital works proposals for the next financial year.</p>	In progress.
263/16	19/10/16	<p>Lease from Crown Land Services – Land at Hillwood</p> <p>That Council resolves to apply to Crown Land Services for a lease over the land bounded by Craighburn Rd, Hillwood Jetty Rd and Egg Island Creek.</p>	In progress.
318/16	21/12/16	<p>Community Grants/Assistance</p> <p>That the report of the Community Services Events Officer be received and that Council:</p> <ol style="list-style-type: none"> 1. Provides a Community Grant of \$150 to the Hillwood Fire Brigade Social Club to assist with the cost of lollies purchased for the annual “Christmas Day Lolly Run”; and 2. Provides a community grant (Services) of \$200 to the Ladies Leisure Centre to cover the hall hire fees for the Graham Fairless Centre and Kitchen, associated with holding the 2017 Cancer Council Biggest Morning Tea. 	Completed.

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319/16	21/12/16	<p>Request from CMCA for Agreement to Lease Land Subject to a Successful Development Application</p> <p>It is recommended that Council agree to lease 1 hectare of land, specified in the attached site plan, at 92-96 Main Rd George Town, to the CMCA, subject to a development application from the CMCA being successful.</p>	Completed.
GENERAL MANAGER			
350/12	19/12/12	<p>Landscape Management Plan Regent Square</p> <p>That Council recognises the sentiment of the motion and resolves to consult with the whole community in developing and adopting a landscape management plan for Regent Square that promotes the heritage values in harmony with the visual and environmental values and the cultural public use aspects of the Square.</p>	In progress. Initial meeting held with consultants and community reference group.
395/13	18/12/13	<p>Rates Recovery – Outstandings over 3 years – Lefroy Unknown Owner Address</p>	Properties have been listed with a local Real Estate Agent. (14 sold, 2 pending finalisation, 2 under contract, 1 unsold).
339/14	15/10/14	<p>Notice of Motion – Council Layout</p> <p>Any changes to the operation and or layout of the Council Offices and Council Chambers be submitted to and approved by Council prior to implementation.</p>	Report to Council when plans are designed. Proposed plans presented at 6 th July 2016 workshop.
071/15	18/02/15	<p>Light Industrial Subdivision</p> <p>That the facilitation of an extended Light Industrial Subdivision be investigated by Council Officers and a brief presented to an elected members workshop.</p>	In Progress. Included in the Bell Bay Structure Plan.
072/15	18/02/15	<p>Extension of South Street</p> <p>That a report on the extension of South Street eastward to Old Bell Bay Road adjacent to the Council Depot and Thompson Avenue precinct be investigated and a brief presented to an elected members workshop.</p>	In Progress. Included in the Bell Bay Structure Plan.
110/15	18/03/15	<p>Economic Development</p> <ol style="list-style-type: none"> 1. That Council receive and acknowledge the information contained in this report. 2. That Council continue their efforts to facilitate and participate with key stakeholders towards furthering an economic prospectus initiative to outline the opportunities for economic, social and liveability development investment in this scenic and beautiful area of Tasmania. 3. That Council progress these discussions with our political representatives and their agencies, private enterprises and our local community organisations. 	Completed. Ongoing. Ongoing.
319/15	19/08/15	<p>Local Government Reform</p> <p>That Council:</p> <ol style="list-style-type: none"> 1) Receive and note the information presented in this report; and 	Completed.

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		<p>2) Agree to collaborate with participating Northern Councils to undertake a benchmarking process involving Councils in northern Tasmania which establishes a standardised evidence base providing data on both quantitative and qualitative aspects of operations and which additionally identifies from the data areas of potential for resource sharing and other collaboration between the Councils; and</p> <p>3) Authorise the Mayor and General Manager to participate in these investigations and projects as outlined and in accordance with Council's resolutions; and</p> <p>4) That George Town Council will continue to participate in the benchmarking/shared services investigation project with the four panel members as outlined or an expanded panel as agreed with the State Government and participating Councils.</p>	<p>In progress.</p> <p>In progress.</p> <p>Completed.</p>																											
157/16	15/06/16	<p>Notice of Motion – Policy No. 17 Disability Access Policy That General Manager bring to the next workshop of Council, Council Policy No. 17 disability access policy, and that this policy be workshopped with the staff on a whiteboard before going to the Council table for adoption by council.</p>	<p>In progress. Presented to July workshop.</p>																											
243/16	21/09/16	<p>Northern Tasmania Development – New Governance Model That Council:</p> <ol style="list-style-type: none"> 1. Supports the winding up of Northern Tasmania Development Inc. and the transfer of assets and liabilities to a successor organisation. 2. The successor organisation shall be titled the Northern Tasmania Development Corporation Limited (NTDC) a company limited by guarantee. 3. That Council become a member of NTDC on and from 1st January 2017. 4. The Constitution of NTDC shall be as attached as an annexure (Attachment (C)). 5. The Shareholder Agreement shall be as attached as an annexure (Attachment (D)). 6. Funding commitments shall be for the contribution amount over a period of three (3) consecutive years from the date that the membership commences. At the end of each three (3) year cycle a review will be undertaken. 	<p>In progress.</p>																											
296/16	16/11/16	<p>Proposed Council Meeting/Workshop Meeting Schedule – 2017 That this item be referred to the December workshop.</p>	<p>Completed.</p>																											
323/16	21/12/16	<p>Proposed Council Meeting/Workshop Meeting Schedule – 2017 That Council</p> <p>a) adopts the following 2017 ordinary Council meeting schedule; and</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Meeting</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Ordinary Council Meeting</td> <td>Wednesday 18th January</td> <td>5.30pm</td> </tr> <tr> <td>Ordinary Council Meeting</td> <td>Wednesday 15th February</td> <td>1.00pm</td> </tr> <tr> <td>Ordinary Council Meeting</td> <td>Wednesday 15th March</td> <td>5.30pm</td> </tr> <tr> <td>Ordinary Council Meeting</td> <td>Wednesday 19th April</td> <td>1.00pm</td> </tr> <tr> <td>Ordinary Council Meeting</td> <td>Wednesday 17th May</td> <td>5.30pm</td> </tr> <tr> <td>Ordinary Council Meeting</td> <td>Wednesday 21st June</td> <td>1.00pm</td> </tr> <tr> <td>Ordinary Council Meeting</td> <td>Wednesday 19th July</td> <td>5.30pm</td> </tr> <tr> <td>Ordinary Council Meeting</td> <td>Wednesday 16th August</td> <td>1.00pm</td> </tr> </tbody> </table>	Meeting	Date	Time	Ordinary Council Meeting	Wednesday 18 th January	5.30pm	Ordinary Council Meeting	Wednesday 15 th February	1.00pm	Ordinary Council Meeting	Wednesday 15 th March	5.30pm	Ordinary Council Meeting	Wednesday 19 th April	1.00pm	Ordinary Council Meeting	Wednesday 17 th May	5.30pm	Ordinary Council Meeting	Wednesday 21 st June	1.00pm	Ordinary Council Meeting	Wednesday 19 th July	5.30pm	Ordinary Council Meeting	Wednesday 16 th August	1.00pm	<p>Completed.</p>
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George Town Council
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324/16	21/12/16	<p>2015/2016 Annual Report & Unconfirmed Minutes of the 2016 Annual General Meeting</p> <p>That Council:</p> <p>a) formally adopts the 2015/2016 Annual Report as presented at the 2016 Annual General Meeting held on the 8th December 2016; and</p> <p>b) confirms the Minutes of the 2016 Annual General Meeting.</p>	Completed.																																															
325/16	21/12/16	<p>Draft York Cove Concept Development Plan</p> <p>That Council:</p> <p>a) Receives the Draft York Cove Concept Development Plan (the Plan); and</p> <p>b) The Plan be advertised for public comment over the January/February 2017 period with any comments received to be submitted to the March 2017 Council workshop for discussion.</p>	Advertised 24.12.2016. In progress.																																															
326/16	21/12/16	<p>Motions from the Annual General Meeting 8th December 2016</p> <p>1) That the report be received and noted; and</p> <p>2) That Councillors fully support the good work being undertaken by all employees of the George Town Council for their community, as evidenced by the information contained in the Annual Report for 2015/16.</p>	Completed.																																															

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329/16	21/12/16	<p>Motions from the Annual General Meeting 8th December 2016 – Motion 4 That Council:</p> <p>a) Receives and notes the information; and b) Continues to report on resource sharing initiatives in the Annual Report.</p>	Completed.
331/16	21/12/16	<p>Rate Modelling That council requests the General Manager to make arrangements for rate modelling to be conducted, to review possible alternatives (as allowed for under the Local Government Act 1993), in rating methodology, for council consideration and to report the findings at the next available workshop.</p>	Planned for February workshop.

OFFICER’S RECOMMENDATION

That Council receives the report from the General Manager and notes the information provided.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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12.2 LOCAL GOVERNMENT CODE OF CONDUCT PANEL - DETERMINATION REPORT

REPORT AUTHOR: General Manager, Mr John Martin

REPORT DATE: 13th January 2017

FILE NO: 14.25

ATTACHMENT/S: Local Government Code of Conduct Panel Determination Report

SUMMARY

The purpose of this report is to table the Local Government Code of Conduct Panel's Determination Report relating to a Code of Conduct complaint lodged by Mayor Bridget Archer against Cr Heather Barwick.

BACKGROUND

A Code of Conduct complaint dated 22nd August 2016 was lodged by Mayor Bridget Archer against Cr Heather Barwick and provided to the General Manager of the George Town Council on 22nd August 2016.

On the 24th August 2016 and in accordance with s.28Z(1)(a) of the Local Government Act 1993 (the Act), the General Manager referred the complaint to the Code of Conduct Panel (the Panel) by providing it to the Executive Officer of the Panel.

The Chairperson of the Panel conducted an initial assessment of the complaint and determined on 1st September 2016 that it was to be investigated by the Panel in accordance with s.28ZA(1)(e) of the Act.

On the 21st December 2016, Council received advice from the Panel that in accordance with s.28ZK of the Act the Panel had made its determination in relation to the complaint lodged by Mayor Bridget Archer against Councillor Heather Barwick, enclosing a copy of the Determination Report.

The Determination Report outlined:

1. Summary of the Complaint;
2. Investigation;
3. Summary of Hearing;
4. Determination (complaint upheld);
5. Reasons for Determination;
6. Sanctions; and
7. Right to Review.

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**12.2 LOCAL GOVERNMENT CODE OF CONDUCT PANEL - DETERMINATION REPORT
(CONT.)**

LEGISLATION & POLICY

- Section 28 Local Government Act 1993
- George Town Council Code of Conduct (adopted May 2016)

RISK CONSIDERATIONS

There are no risks recognised in Council receiving and noting the report.

FINANCIAL IMPLICATIONS

In accordance with s.28O of the Act, any remuneration and allowances payable to members of the Code of Conduct Panel in relation to a code of conduct complaint and its investigation and determination are payable by the relevant council.

Accordingly, George Town Council has been invoiced \$4,840.12 (inc. GST).

OFFICER'S COMMENT

Under s.28ZK of the Act, if the General Manager receives a Determination Report but no addendum, the General Manager is to ensure that a copy of the Determination Report is tabled at the first meeting of the relevant Council at which it is practicable to do so and which is open to the public. No addendum was attached to the Determination Report.

OFFICER'S RECOMMENDATION

That Council:

- a) Receives and notes the Local Government Code of Conduct Panel's Determination Report attached to this report and relating to the Code of Conduct complaint against Councillor Barwick; and
- b) Notes the tabling of the Determination Report in accordance with s.28ZK(4) of the Local Government Act 1993.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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13. PETITIONS

Nil.

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14. NOTICES OF MOTIONS

Nil.

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15. COUNCILLORS QUESTIONS WITHOUT NOTICE TAKEN ON NOTICE FROM PREVIOUS ORDINARY COUNCIL MEETING

[Refer to Minute No. 362/15 which states "At any Ordinary Meeting of Council when a 'without notice' question from a councillor is accepted, and when this question is taken on notice',

- a) The General Manager is to record in the minutes of that meeting the 'question', and that the question was 'taken on notice'.*
- b) Provide the answer to the question 'taken on notice, at the next Ordinary Meeting of Council, in writing.']*

Nil.

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16. COUNCIL COMMITTEE REPORTS

16.1 GEORGE TOWN SPORTS COMPLEX ADVISORY COMMITTEE MEETING HELD 5TH DECEMBER 2016

REPORT AUTHOR: Executive Assistant – Infrastructure (Projects) – Trischelle Lowry

REPORT DATE: 6th January 2017

FILE NO: 29.7

ATTACHMENT/S: (A) George Town Sports Complex Advisory Committee Confirmed Minutes – 14th November, 2016
(B) George Town Sports Complex Advisory Committee Agenda – 5th December, 2016
(C) George Town Sports Complex Advisory Committee Unconfirmed Minutes – 5th December, 2016

Moved:

Seconded:

That the confirmed minutes of the George Town Sports Complex Advisory Committee meeting held 14th November, 2016; and agenda and unconfirmed minutes of the George Town Sports Complex Advisory Committee meeting held on 5th December, 2016 as attached to this report be received.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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17. CLOSED MEETING

17.1 INTO CLOSED MEETING

Moved: Cr
Seconded: Cr

That Council move into closed meeting at to discuss the following items:

- Item No. 1 Confirmation of Confidential Minutes of Council’s Ordinary meeting held on the 21st December, 2016 LG(MP)R 15(2)(g)and LG(MP)R 34(6)
- Item No. 2 Legal Expenditure LG(MP)R 15(2) (a); (b); (d); (e)(i)(ii); (f); (g); (i); and (j)
- Item No. 3 Application for Remission of Rates LG(MP)R 15(2) (g)
- Item No. 4 Local Government Code of Conduct Panel – Determination Report LG(MP)R 15(2) (g)

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

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17.6 OUT OF CLOSED MEETING

Moved:

Seconded:

That Council moves out of the Closed Meeting and endorse those decisions taken while in Closed Meeting and the information remains Confidential.

DECISION

VOTING

	For	Against		For	Against
Cr Archer			Cr Dawson		
Cr Harris			Cr Glisson		
Cr Ashley			Cr Parish		
Cr Barwick			Cr Parkes		
Cr Burt					

There being no further business, the meeting closed at

**Cr Bridget Archer
MAYOR**