

FINANCE AND GOVERNANCE RECURRING REPORTS – REPORTING PROPOSAL

Report Title	Frequency	Purpose	Delegation / Legal	Reporting Proposal
Financial Report	Quarterly	To provide year to date financial results and seek Council approval for changes to the budget.	Section 82 of the LG Act – Council by absolute majority.	Council
Annual Review of Loan and Investment Portfolios	Annually	To provide a report reviewing the Council’s current loan and investment portfolios, noting the interest rate differential between the two portfolios.	This was a prior Committee decision to receive this information annually.	To be provided as an attachment to the quarterly Financial Report as at 30 June on an annual basis
Outstanding Sundry Debts	Quarterly	To present details of outstanding sundry debts for information / noting.	As required under Council Policy – Collection and Reporting of Outstanding Sundry Debts.	To be provided as an attachment to the quarterly Financial Report (the attachment will be on closed agenda)
Write-off of Debts	As required	To present details of debts written off by the CEO under delegation pursuant to s76(2) of the LG Act for information / noting.	As required under Council Policy – Collection and Reporting of Outstanding Sundry Debts.	To be provided as an attachment to the quarterly Financial Report if any debts are written off in the prior qtr. (the attachment will be on closed agenda)
Grants and Benefits Listing	Quarterly	To provide a listing of the grants and benefits provided by the Council for the period year to date pursuant to s77 of the LG Act for information / noting.	This was a prior Committee decision to receive this information quarterly.	To be provided as an attachment to the quarterly Financial Report

Sale of land for unpaid rates (if applicable)	Annually	To seek Council approval to commence proceedings to sell land or part of land where rates have been outstanding for 3 years or more.	Section 137 of the LG Act – sale of land for unpaid rates. and As required under Council Policy – Collection of Rates Arrears.	Council
Outstanding Rates as at 30 June	Annually	To present details of outstanding rates as at financial year end.	As required under Council Policy – Collection of Rates Arrears.	Council
Remissions of Rates and Charges Granted	Six-monthly	To provide a listing of rates remissions granted under the CEO's delegation, being to approve remissions of rates paid or payable up to \$2000 per instance.	This was a prior Committee decision to receive this information quarterly.	To be provided as an attachment to the annual 'Outstanding Rates as at 30 June' report.
Rates Remissions Requests (over the CEO's \$2000 delegation)	As required	To seek Council approval to approve a request for a remission of rates paid or payable.	Section 129 of the LG Act – remission of rates - Council by absolute majority.	Council
Annual Plan Progress report	Quarterly	To present a progress report of the major actions and initiatives for the financial year set out in the Annual Plan.	Council for endorsement.	Council
Procurement – Quotation Exemption Report	Quarterly	To provide a listing of exemptions from the requirement to seek three written quotations granted for	Regulation 28 of the <i>Local Government (General) Regulations 2015</i> states that the Council's Code for Tenders and	Council

		the period year to date for information / noting,	Contracts must (j) establish and maintain procedures for reporting by the general manager to the council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used.	
Requests to Waive Requirement to Tender	As required	To seek Council approval to waive the requirement to undertake a public Tender.	Regulation 27(i) of the Local Government (General) Regulations 2015 – non-application of public tender process. Council by absolute majority.	Council
Contract Extensions	As required	To seek Council approval to extend a Contract.	Pursuant to s.23(5)(b) of the <i>Local Government (General) Regulations 2015</i> , a council may extend a contract entered into by tender if the contract does not specify extensions, by an absolute majority.	Council
Contract Variations	As required	To seek Council approval to vary a Contract.	Pursuant to the City of Hobart Code for Tenders and Contracts, adopted by Council under section 333B of the LG Act, Council approval will be sought where a Contract Variation is more than \$250,000 (ex GST) in value.	Council