

**GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 29 JANUARY 2024**



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ACCESS AND INCLUSION SPECIAL COMMITTEE

Committee Terms of Reference

Name of Committee	Access and Inclusion Special Committee
Type of Committee	Special Committee
Date of Formation	TBC
Resolution Details	TBC
Strategic Reference	Community Plan: Making Lives Better Building image and pride. Strategic and Annual Plan as updated
Responsible Officer	Inclusive City Officer

1.0 Purpose of Committee

1.1 Purpose of Committee and Area of Focus

The Committee is formed to oversee Council's strategy to facilitate and advocate for a welcoming, inclusive community. To actively contribute to the development of a welcoming, respectful, accessible, and inclusive community, as described in the priority outcomes of the Community Development Action Plan.

This aligns to our community goal of Making Lives Better and Building Image and Pride.

1.2 Terms of Reference

To provide advice to Glenorchy City Council on matters relating to access and inclusion including:

- Public spaces, council owned assets such as roads, footpaths and buildings (physical and psychosocial)
- Council Action Plans (including implementation of the Reconciliation Action Plan)
- Statements of Commitment (including the LGBTQIA+ Statement of Commitment)
- Professional development of Elected Members and Council staff (including Disability Awareness training, LGBTQIA+ safety and Easy English)
- Professional Development of Elected Members, Council Staff, committee members of the Child and Youth Safe Framework within various Council / Community programs and partnerships
- Youth and Positive Aging Policy
- Advocacy

To support the ongoing development of the Multicultural Hub.

To support Council events and initiatives that contribute to making Glenorchy a welcoming city by serving on, or inviting others to serve on, Project Teams established for particular events (including events that recognise International Day of People with Disability and Reconciliation Week).

Promoting Project Team events and initiatives through their networks.



1.3 Extent of Delegated Authority

The group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities.

2.0 Membership

2.1 Composition

Membership is by invitation of Glenorchy City Council and expressions of interest are advertised via social media channels, Council website, print media and posters.

Staff (Committee's Officer and other relevant staff)

8-10 Core members (community, subject matter experts, representatives of key stakeholders, etc)

Two elected members (to enable Council to understand the views presented and provide insight into Council's strategic direction)

2.2 Current Members

New Special Committee

2.3 Term of Appointment

Appointment will be invited for the term of the Council.

2.4 Selection and Appointment of Non-Elected Members

The Committee Officer will be the Inclusive City Officer or proxy (Coordinator Community Development).

Following advertisement for nominations in the local newspaper, on Council's website and via relevant networks, nominations by community members are to be made in writing. Applicants will provide relevant details to support their application.

All applicants must have or be willing and able to obtain a working with vulnerable people card and maintain this for the duration of their appointment.

Community member applications will be reviewed and will be appointed by a selection committee made up of the Elected Member, Inclusive City Officer, and the Manager Community. Representatives from a wide range of community groups are encouraged to apply.

3.0 Meetings

3.1 Frequency

Meetings are to be held at a minimum of once every three months.

Additional meetings can be called as deemed necessary by committee consensus as required.

Members are required to attend a minimum of 50% of meetings with extended absences requiring a proxy or alternate nomination to maintain membership.

3.2 Quorum

A minimum number of 50% plus one of members are required for meetings to proceed.

3.3 Meeting Procedures

Meeting will comply with the Council's Meetings Policy. In addition:



- Agenda items should be in accordance with the Terms of Reference and called for at least 7 days prior to the next meeting.
- Meetings agendas and minutes must include apologies, confirm minutes of the previous meeting and deal with each item of business separately.
- Agendas to the meeting are to be circulated to all members at least 3 days prior to the meeting.
- Items not on the agenda may be brought up in general business.
- Access issues of an individual nature are to be identified and should be reported through Council's Customer Service and not through the Access and Inclusion Special Committee.

3.4 Minutes

- Minutes of the meeting will be recorded by the Committee's Officer or appropriate Glenorchy City Council staff member.
- Minutes are required to be recorded in Council's minute template however may be written in Easy English or plain text for accessible purposes where required.
- Draft minutes will be sent to all members within 10 working days of a meeting.

3.5 Action Items

- The group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities. Action Items identified from the meetings must align with the Strategic and Annual Plans, Terms of Reference, be within an existing allocated budget, or for consideration for future budget requests.
- Advocacy positions must be forwarded to Council Workshops for discussion and Council meetings for consideration.
- Any actions identified by the Committee, when required, will be brought to the next practicable meeting of Council for decision.

4.0 Reporting Requirements

4.1 Frequency of Reports

Reports are prepared by the Committee's Officer and are to be provided to Council after each meeting. In addition to the reporting requirements in Council's Committees Policy, any actions identified by the Committee, when required, will be brought to the next practicable meeting of Council for decision.

4.2 Content of Reports

The report provides Council with a summary of recent activity of the Committee and specific recommendations to Council.

An annual report will also be provided at the completion of the financial year. This report will be from the Inclusive City Officer summarising:

- Attendance of members
- Details of projects/initiatives completed within the financial year
- Key outcomes for the period
- Priorities for the following period
- Any financial consideration for future priorities
- Review of members and recommendations for makeup of the committee ongoing.



5.0 Other Information

N/A



Appendix 2: Internal Committee Terms of Reference

Appendix 2 TEMPLATE: Committee Minutes

(a) Name of Committee MINUTES OF MEETING (DD Month YYYY)	 GLENORCHY CITY COUNCIL
Venue:	Time:

In attendance:	Present	Apology	Absent
Chairperson	✓		
Members			
Officers			

Item	Action
1	Acknowledgement of Country
2	Minutes (approve / changes) and actions from previous meeting:
3	Correspondence: 3.1 3.2 etc
4	Business arising:
5	Update on projects:
6	Other Business:
7	Agenda items for next meeting:
Next Meeting:	

COUNCIL POLICY

COMMITTEE NOMINATIONS AND APPOINTMENTS



PURPOSE

This policy sets out the procedures which Council will follow when making nominations and appointments to Committees and External Bodies.

The policy aims to ensure that nominations and appointments are fair, democratic, and transparent.

SCOPE

This policy applies to all nominations and appointments to Committees and External Bodies, other than the appointment of independent persons to Council's Audit Panel (the procedure for which is as set out in the Audit Panel Charter).

RELATED DOCUMENTS

- Committees Policy
- Media & Communications Policy
- Social Media Policy

STATUTORY REQUIREMENTS

Section 20 of the *Local Government Act 1993* (the Act) provides that one of the functions of a Council is to represent and promote the interests of the community.

Section 23 of the Act provides that Council may establish council Committees to assist it in carrying out its functions under the Act or any other Act, and that a Committee consists of councillors appointed by the Council.

Section 24 of the Act provides that a council may establish special Committees, which consist of such persons appointed by the Council as the Council considers appropriate.

Acts	<i>Local Government Act 1993</i> (Tas)
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015</i>
Australian/International Standards	N/A

DEFINITIONS

Ballot means a ballot conducted in accordance with Part 3 of this Policy.

Chair means the person chairing a council meeting in accordance with the Regulations.

Committee means any Committee or other body established by Council over which Council has control, whether comprised of Elected Member, independent person, or both and includes, but not limited to:

- (a) A Council Committee
- (b) A Special Committee
- (c) An Internal Committee
- (d) An Audit Panel established under Section 85 of the Act.

Council Committee means Committees established by a Council resolution made under section 23 of the Act. Council Committees assist Council in carrying out its functions under the Act or any other Act. Council Committees are constituted by Elected Member only.

Council Election means an election held under Part 15 of the Act.

Council Meeting means an ordinary council meeting or special council meeting, unless expressly specified otherwise.

External Body means Committees or other bodies that are established and administered by an external organisation to which representatives of Council have been appointed and with which Council has a formal and ongoing relationship.

Internal Committee means Committees or other bodies established by Council over which Council has control. An Internal Committee is formed to oversee and implement a project, plan, strategy, or event. Internal Committees may be working groups, steering groups, organising Committees, taskforces, and other groups. Internal Committees can be constituted by Elected Members, Council staff and external representatives.

General Manager means the General Manager of Council, or delegate.

Regulations means the Local Government (Meeting Procedures) Regulations 2015.

Special Committee means Committees established by a Council resolution made under section 24 of the Act. A Special Committee is established to oversee or implement a project, plan, strategy, or event. Special Committees can be constituted by anyone, including Elected Members.



POLICY STATEMENT

From time to time, Council is required to appoint Elected Members and independent persons to Committees and External Bodies.

PART 1 – NOMINATIONS AND APPOINTMENTS OF ELECTED MEMBERS

Appointments Following Council Election

Council will appoint and re-appoint (and, where necessary, nominate or re-nominate) Elected Members to Committees and External Bodies at the first ordinary meeting of council following a council election (or at a special meeting of Council if a special meeting for that purpose is called).

Procedure

1. Where it is necessary to appoint Elected Members to Committees (including as a result of a casual vacancy), the General Manager will circulate a notice to Elected Members which—
 - (a) notifies Elected Members that appointments, re-appointments, and nominations for appointment to Committees and External Bodies are to be made at the relevant meeting, and
 - (b) lists the appointments and nominations to be made, and, for each, identifies—
 - i) the Committee or External Body
 - ii) the position available (including, for an External Body, whether Council will be making a nomination only)
 - iii) the nature of the duties to be undertaken
 - iv) the proposed term of the appointment
 - v) whether the position is to be held ex-officio by the Mayor or Deputy Mayor, and
 - vi) any other information the General Manager considers relevant.
 - (c) requests that Elected Members submit nominations for the available positions one (1) week before the next council meeting.
2. The notice is to be circulated to all Elected Members by email no later than five days before nominations close (or as soon as practicable if it is not possible to circulate the notice five days before nominations close), and
3. Nominations may contain a statement in support of the nomination, to a maximum of 150 words.
4. Nominations may be for a position or a proxy position.
5. The General Manager will present a report to Council for consideration at the relevant council meeting which will contain, for each available position—



- (a) the information specified in clause 2(1)(b), and
 - (b) a list of the nominations received, and the documentation provided in support of each.
6. Where the number of nominees for a position does not exceed the number of positions available, the Council will determine the appointment in accordance with its ordinary meeting procedures.
7. If the number of nominees for a position exceeds the number of positions available—
- (a) a ballot will be held to select the appointee or appointees (or nominees for a position on an External Body, if applicable), and
 - (b) once the result of the ballot is determined, the chair will call for the appointment to be confirmed in accordance with Council's ordinary meeting procedures.
8. Where Council's nominee for a position on an External Body is required to be confirmed by the External Body, the General Manager is to write to the External Body advising it of Council's decision.
9. For the avoidance of doubt, where a Committee detail sheet that has previously been adopted by Council provides for a position to be held ex officio by the Mayor or the Deputy Mayor, the appointment of the Mayor or Deputy Mayor to that position is automatic, and no other Elected Members are entitled to nominate for that position.

PART 2 – NOMINATIONS AND APPOINTMENTS OF INDEPENDENT PERSONS OR SUBJECT MATTER EXPERTS

Procedure

1. Where there is a vacancy for the position of an independent person or subject matter expert on a Committee or External Body, the General Manager is to circulate a notice calling for expressions of interest for appointment, containing the information specified in clause 2(1)(b)—
2. The notice is to be circulated by—
 - (a) publishing the notice on Council's website
 - (b) sending an email to all Council staff, and
 - (c) if the General Manager considers it necessary, publishing the notice in a local newspaper.
3. The General Manager must circulate the notice under 3(1) no later than five days before nominations close (or as soon as practicable if it is not possible to circulate the notice five days before nominations close).
4. Following the receipt of nominations, the appointment of the independent person is to be determined in accordance with the procedure set out in the Committee's Terms of Reference.
5. For nominations or appointments to External Bodies, or if no procedure is specified in the Committee detail sheet, the General Manager will assess each nomination on its merits and will make a recommendation to



Council seeking Council's endorsement and nomination or appointment (as applicable) of the preferred nominee.

PART 3 – BALLOTS

Application

Where the provisions of this policy require that a ballot is held, the ballot is to be conducted in accordance with this part.

Rules for Ballots

1. When a ballot is required under this policy, the chair of the council meeting will call a ballot.
2. Ballots are to be secret unless Council resolves otherwise.
3. Votes are to be cast on ballot papers distributed to Elected Members by the General Manager. Ballot papers may be distributed either prior to or at the relevant council meeting.
4. Elected Members are to place completed ballot papers in a ballot box which is to be visible to all attendees of the Council meeting during the process of casting the ballots.
5. The ballot box must not be opened until all Elected Members who intend to vote have cast their votes.
6. Votes will be counted by a Council officer nominated by the General Manager, with another Council officer acting as a scrutineer.
7. Where there are—
 - (a) two or more candidates for a single position, the candidate with the most votes will be the appointee, or
 - (b) more than two candidates for multiple positions (for example, two member spots on a council Committee), the successful candidates will be the candidates with the most votes, in descending order until the number of positions have been filled. For example, if there are 2 positions and 4 candidates, the successful candidates will be those with the highest and second highest number of votes.
8. The officer who counts the votes will advise the chair of the council meeting by writing the name of the successful candidate/s on a piece of paper and delivering it to the chair.
9. In the event of a tie, the chair (at their discretion) may determine the winner by:
 - (a) the toss of a coin (conducted by the chair), or
 - (b) a further ballot, in which the only candidates are those which were tied in the first ballot.
10. All ballot papers and other ballot material are to be destroyed as soon as practicable after the conclusion of the ballot.



Proxies

1. Where proxy positions for Committees or External Bodies are available, unsuccessful candidates will be offered the position of proxy in the order in which they placed in the ballot.
2. Where a proxy is required but there are not sufficient candidates for a proxy after positions have been filled, or if all unsuccessful candidates decline the proxy appointment, the chair may call for nominations for proxy positions.
3. Where the chair has called for nominations in accordance with subclause (2), the selection of the nominees is to be determined in accordance with Council's ordinary meeting procedures.

MISCELLANEOUS

Vacation of Positions on Leaving Office

An Elected Member's appointment to a Committee or External Body will cease immediately upon the person ceasing, for any reason, to be an Elected Member.

Nominations Need not be Personal

To avoid any doubt, a person may nominate another person for a position the subject of this policy, and the nomination need not be made by the person seeking nomination.

Refusal of Nominations or Appointments

1. An Elected Member or independent person may refuse any nomination or appointment made under this policy, including nomination or appointment as a proxy.
2. Council may refuse to appoint or nominate a person (including an Elected Member) to a position if it considers that the person is not suitably qualified for or is otherwise unable to provide satisfactory representation on the Committee or External Body.

Inconsistency with Meeting Procedures Regulations

If a provision of this policy is inconsistent with the Regulations, the Regulations will prevail to the extent of the inconsistency.

Attendance and Performance

If an Elected Member's attendance record at Committee or External Body meetings is unsatisfactory, or if Council receives notification from a Committee or External Body that the Elected Member is not properly discharging the duties required of the position, Council may resolve to withdraw the Elected Member's appointment and appoint another Elected Member as a replacement.

BACKGROUND

Council has established and maintains control over multiple Committees, special Committees, working groups, steering Committees, task forces and other bodies to assist in discharging its role and functions. Council is also, required to appoint (or nominate) representatives to External Bodies.



September 2023

In making any nomination or appointment, Council must ensure that the process for determining appointees and nominees is fair, democratic, and transparent.

DOCUMENT CONTROL

Version:	3.0	Adopted	25 September 2023	Commencement Date	26 September 2023
Minutes Reference	Council Meeting, 25 September 2023 (Item 9)			Review Period	4 Years from adoption
Previous Versions:	v 1.0 adopted 19 December 2016 (Council meeting, Item 17) 2.0 adopted 19 December 2022 (Council meeting, item 8)				
Responsible Directorate	General Manager	Controller:		Executive Manager Stakeholder Engagement	
ECM Document No.:	Policies by Directorate				

ELECTED MEMBER CODE OF CONDUCT



PURPOSE

This Code of Conduct provides direction and sets out the standards of behaviour expected of the Elected Members of the Glenorchy City Council (Council), with respect to all aspects of their role.

SCOPE

This Code of Conduct applies to an Elected Member whenever he or she:

- conducts Council business, whether at or outside a meeting
- conducts the business of his or her office (which may be that of Mayor, Deputy Mayor or Elected Member), or
- acts as a representative of the Council.

A complaint of failure to comply with the provisions of the Code of Conduct may be made where the Elected Member fails to meet the standard of conduct specified in the Model Code of Conduct (see Appendix 1).

It does not apply to any instances of suspected corrupt conduct, maladministration, serious and substantial waste of public resources, substantial risk to public health or safety or to the environment. Instances of this nature should be reported in accordance with the *Public Interest Disclosures Act 2002*. Disclosures may be made to the Tasmanian Ombudsman or the Tasmanian Integrity Commission.

It also does not apply to other complaints of alleged breaches under the *Local Government Act 1993* (the LG Act): any person can make a complaint to the Director of Local Government, via the Local Government Division, in accordance with section 339E of the LG Act, where it is genuinely believed that a Council, Elected Member or General Manager may have committed an offence under the LG Act or failed to comply with the requirements of the LG Act.

RELATED DOCUMENTS

- Good Governance Guide for Local Government in Tasmania (Department of Premier and Cabinet, June 2018)

STATUTORY REQUIREMENTS

Acts	<ul style="list-style-type: none"> • <i>Local Government Act 1993 – sections 28E, 28V</i>
Regulations	<ul style="list-style-type: none"> • <i>Local Government (General) Regulations 2015 – Schedule 3 (Fees)</i> • <i>Local Government (Model Code of Conduct) Order 2016</i>

POLICY STATEMENT

PURPOSE OF CODE OF CONDUCT

As leaders in the community, Elected Members acknowledge the importance of high standards of behaviour in maintaining good governance.

Good governance supports each Elected Members primary goal of acting in the best interests of the community.

Elected Members therefore agree to conduct themselves in accordance with the standards of behaviour set out in the Code of Conduct. This Code of Conduct incorporates the Model Code of Conduct (Appendix A) made by Order of the Minister responsible for Local Government.

STANDARDS OF CONDUCT PRESCRIBED UNDER THE MODEL CODE OF CONDUCT

The Model Code of Conduct provides for the following eight (8) standards of conduct (as accorded by the Good Governance Guide for Local Government in Tasmania): Decision Making

An Elected Member is to bring an open and unprejudiced mind to all matters being considered in the course of their duties, so that decisions are made in the best interests of the community

Conflict of Interest

An Elected Member effectively manages conflict of interest by ensuring that personal or private interests do not influence, and are not seen to influence, the performance of their role and acting in the public interest

Use of Office

An Elected Member uses their office solely to represent and serve the community, conducting themselves in a way that maintains the community's trust in the Elected Member and the Council as a whole

Use of Resources

An Elected Member uses Council resources and assets strictly for the purpose of performing his or her role

Use of Information

An Elected Member uses information appropriately to assist in performing his or her role in the best interests of the community

Gifts and Benefits

An Elected Member adheres to the highest standards of transparency and accountability in relation to the receiving of gifts or benefits, and carries out their duties



without being influenced by personal gifts or benefits

Relationships with Community, Elected Member and Council Employees

An Elected Member is to be respectful in their conduct, communication and relationships with members of the Community, fellow Elected Members and Council employees in a way that builds trust and confidence in the Council

Representation

An Elected Member is to represent themselves and the Council appropriately and within the ambit of their role, and clearly distinguish between their views as an individual and those of the Council

PRINCIPLES OF GOOD GOVERNANCE

By adopting this Code of Conduct, Elected Members commit to the overarching principles of good governance by being: Accountable

Explain, and be answerable for, the consequences of decisions made on behalf of the community

Transparent

Ensure decision making processes can be clearly followed and understood by the community

Law-Abiding

Ensure decisions are consistent with relevant legislation or common law, and within the powers of local government

Responsive

Represent and serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner

Equitable

Provide all groups with the opportunity to participate in the decision-making process and treat all groups equally

Participatory and Inclusive

Ensure that anyone affected by or interested in a decision has the opportunity to participate in the process for making that decision

Effective and Efficient

Implement decisions and follow processes that make the best use of the



available people, resources and time, to ensure the best possible results for the community

Consensus Oriented

Consider the different views and interests in the community, to reach a majority position on what is in the best interests of the whole community, and how it can be achieved

APPENDIX A – MODEL CODE OF CONDUCT

(As per Schedule 1 of the Local Government (Model Code of Conduct) Order 2016, as amended)

PART 1 - Decision making

1. An Elected Member must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
2. An Elected Member must make decisions free from personal bias or prejudice.
3. In making decisions, an Elected Member must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.
4. An Elected Member must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 - Conflict of interests that are not pecuniary

1. When carrying out his or her public duty, an Elected Member must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
2. An Elected Member must act openly and honestly in the public interest.
3. An Elected Member must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the Elected Member is appointed or nominated by the Council.
4. An Elected Member must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.
5. An Elected Member must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.
6. An Elected Member who has an actual, potential or perceived conflict of interest in a matter before the Council must:
 - (a) declare the conflict of interest and the nature of the interest before discussion of the matter begins; and



- (b) act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the Elected Member to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.

7. This Part does not apply in relation to a pecuniary interest.

PART 3 - Use of Office

1. The actions of an Elected Member must not bring the Council or the office of Elected Member into disrepute.
2. An Elected Member must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.
3. In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), an Elected Member must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

PART 4 - Use of resources

1. An Elected Member must use Council resources appropriately in the course of his or her public duties.
2. An Elected Member must not use Council resources for private purposes except as provided by Council policies and procedures.
3. An Elected Member must not allow the misuse of Council resources by any other person or body.
4.

PART 5 - Use of information

1.
2. An Elected Member must only access or use Council information needed to perform his or her role and not for personal reasons or non-official purposes.
3.
4. An Elected Member must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 - Gifts and benefits

1. An Elected Member may accept an offer of a gift or benefit if it directly relates to the carrying out of the Elected Members public duties and is appropriate in the circumstances and is not in contravention of any relevant legislation.
2. An Elected Member must avoid situations in which a reasonable person would consider that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the Elected Member or the Council.



May 2023

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PART 7 - Relationships with community, Elected Members and Council employees

1. An Elected Member –
 - (a) must treat all persons fairly; and
 - (b) must not cause any reasonable person offence or embarrassment; and
 - (c) must not bully or harass any person.
2. An Elected Member must listen to, and respect, the views of other Elected Members in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.
3.
4. An Elected Member must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.
5. An Elected Member must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

PART 8 - Representation

1. When giving information to the community, an Elected Member must accurately represent the policies and decisions of the Council.
2. An Elected Member must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.
3. An Elected Member must not speak on behalf of the Council unless specifically authorised or delegated by the Mayor or Lord Mayor.
4. An Elected Member must clearly indicate when he or she is putting forward his or her personal views.
5. A Elected Members personal views must not be expressed publicly in such a way as to undermine the decisions of the Council or bring the Council into disrepute.
6. An Elected Member must show respect when expressing personal views publicly.
7. The personal conduct of an Elected Member must not reflect, or have the potential to reflect, adversely on the reputation of the Council.



8. When representing the Council on external bodies, an Elected Member must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 - Variation of Code of Conduct

1. Any variation of this model code of conduct is to be in accordance with section 28T of the Act.

APPENDIX B – SUMMARY OF MAKING A CODE OF CONDUCT COMPLAINT PROCESS

A person may make a code of conduct complaint against an Elected Member in relation to the contravention by that Elected Member of the Council's Code of Conduct (section 28V(1)).

A person may make a complaint against more than one Elected Member if the complaint relates to the same behaviour and the same code of conduct contravention (section 28V(2)).

Code of Conduct complaints are lodged with the General Manager and must comply with legislative requirements, as summarised below:

- A complaint may not be made by more than two complainants jointly (section 28V(5)).
- Under section 28V(3), a Code of Conduct complaint is to:
 - be in writing
 - state the name and address of the complainant
 - state the name of each Elected Member against whom the complaint is made
 - state the provisions of the Code of Conduct that the Elected Member has allegedly contravened
 - contain details of the behaviour of each Elected Member that constitutes the alleged contravention
 - be lodged with the General Manager within six (6) months after the Elected Member or Elected Members against whom the complaint is made allegedly committed the contravention of the Code of Conduct (if the subject matter of a complaint by its nature consists of a series of separate incidents that, taken together, form the subject matter, the period runs from the most recent of the incidents mentioned in the complaint)(section 28V(4))
 - be accompanied by a statutory declaration, signed by the complainant or by each complainant, verifying the accuracy of the information contained in the complaint
 - contain details of all efforts made by the complainant to resolve the issue that is the subject of the complaint, and
 - be accompanied by the Code of Conduct complaint lodgment fee.



May 2023

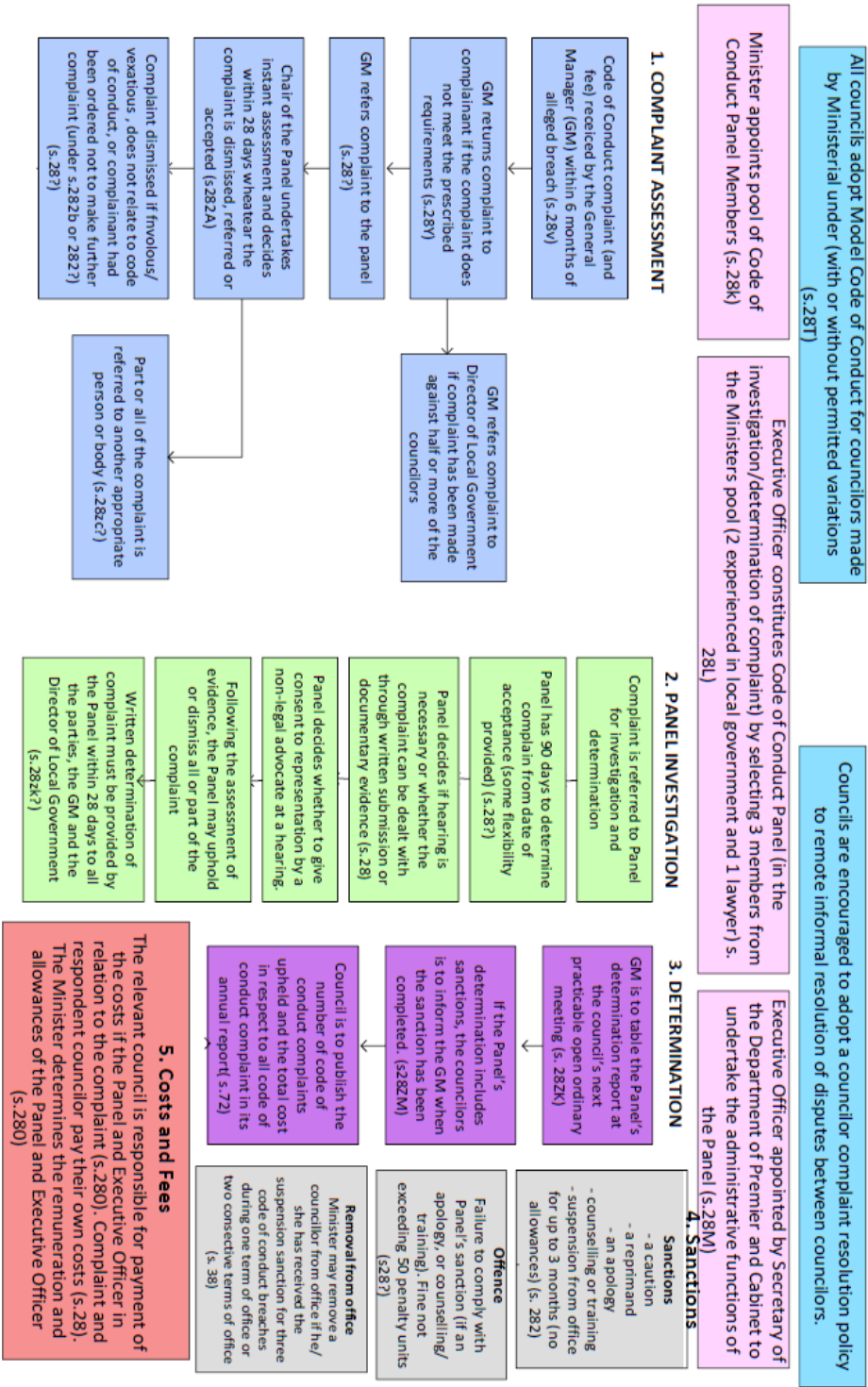
Once satisfied that the Code of Conduct complaint meets prescribed requirements, the General Manager will forward the complaint to the Code of Conduct Panel (if the complaint is less than half of all the Elected Members on Council) or to the Director of Local Government otherwise (section 28Z(1)).

The Code of Conduct complaint lodgement fee is prescribed under Schedule 3 [Fees] of the *Local Government (General) Regulations 2015*. The lodgement fee is 50 fee units (as amended from time to time through State Department of Treasury and Finance).

A flowchart summarising Code of Conduct complaint assessment, panel investigation, determination, sanctions and costs is attached (Appendix C).

APPENDIX C - LOCAL GOVERNMENT CODE OF CONDUCT FLOWCHART

Local Government Code of Conduct Framework under the Local Government Act 1993 - Flowchart



APPENDIX D – ELECTED MEMBER DISPUTE RESOLUTION PRIOR TO CODE OF CONDUCT COMPLAINT

Prior to commencing a formal Code of Conduct complaint, the Elected Members who are parties to any disagreement should endeavour to resolve their differences in a courteous and respectful manner, recognising that they have been elected to act in the best interests of the community.

In general, Council's internal dispute resolution process should be the first step that is taken when there is a dispute between Elected Members.

An Elected Member who is party to any disagreement should request the Mayor or the General Manager to assist that Elected Member in resolving the disagreement informally.

If the informal assistance does not resolve the disagreement, the General Manager may, with the consent of the parties involved, choose to appoint an external mediator to assist in the resolution of the disagreement. If an external mediator is appointed, Elected Members who are party to the disagreement must strive to cooperate with the mediator and use their best endeavours to assist the mediator and participate in the mediation arranged.

Where a matter cannot be resolved through internal processes, the next step may be to lodge a formal Code of Conduct complaint.

Elected Members should only invoke the provisions of the Code of Conduct in good faith, where it is perceived that another Elected Member has not complied with the provisions or intent of the Code of Conduct.

DOCUMENT CONTROL

Version:	2.0	Adopted	29 May 2023	Commencement Date	30 May 2023
Minutes Reference	Council Meeting, Item 12			Review Period	4 Years from adoption
Previous Versions:	v 1.0 adopted 29 January 2019 (Council meeting, Item 12)				
Responsible Directorate	Executive Support	Controller:	Executive Manager Stakeholder Engagement		
ECM Document No.:	Policies by Directorate				

INTERNAL DIRECTIVE

SOCIAL AND OTHER MEDIA



PURPOSE

This Directive sets out Council's position in respect to the rights and obligations of its employees, as private citizens, when engaging with the media, including social media.

SCOPE

This Directive applies to all Council employees. It covers all types of media like, including social media sites.

This Directive replaces the Social Media Directive.

RELATED DOCUMENTS

- Media and Communications Policy
- Employee Code of Conduct
- Workplace Bullying and Harassment Directive
- Anti-Discrimination Directive

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993 (Tas)</i>
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DEFINITIONS

Media includes TV, newspapers radio and Social Media.

Social Media means includes the various internet-based applications that allow the creation and exchange of user-generated content. Social media enables individuals to communicate via the Internet, sharing information and resources. It includes the use of services like Facebook, Instagram, YouTube, on-line forums and discussion boards, blogs and comments posted on other people's social media sites.

DIRECTIVE

In interactions with the Media, including Social Media, an employee must not:

- make comment as a representative of Council unless authorised to do so;
- identify as an employee of Council unless authorised to do so, or;
- otherwise through their actions or comments, appear to be other than impartial in debates about Council issues.

The Employee Code of Conduct further states:

- Protect the reputation of GCC;



- Do not comment on any Council related matters through the use of Social Media channels;
- Do not post personal opinions that could be interpreted as an official position of GCC on Social Media;
- Ensure that all private and confidential information is protected;
- Do not use information with the intention to cause harm.
- Treat others fairly, equitably and with respect;
- Not engage in bullying, intimidation or harassment

Speaking for the Council

By law, the Mayor is the only official spokesperson for the Council. The Mayor may authorise the General Manager, other Aldermen or Council officers to communicate on behalf of Council. Council employees cannot make official statements about the business of Council without the General Manager's approval.

Officers need to also avoid commentary in public (which includes on Social Media) where they might be perceived to be commenting on Council business when they can be identified as a Council employee. This applies even to comments made outside of working hours.

Officers must decline any request to be involved in talking to the Media, even if you feel you are the best placed or most knowledgeable person to speak on that subject, or have something important to add. Even if you are just trying to be helpful and correct some factual errors, you need to leave that to the Mayor.

Why is this important

This ensures that:

- Council delivers clear and consistent messages to the Media and the public;
- Public confidence in the professionalism and impartiality of Council officers is not eroded;
- It is made clear to the public that employees are prepared to do their duty and implement or administer the policies and procedures of Council.
- Council officers do not confuse their work role with the role of a democratically elected member of the Council.

Use of Council Resources or Networks

Under most circumstances employees are not to use Council email addresses, logos or other copyrighted material as part of their personal Social Media activities. Employees must not post images of themselves or any other employee in uniform, or doing Council work, without prior permission.

Without prior authorisation, employees are not to use contacts lists, on-line Council networks, or attendance at Council events and functions to promote a policy position or disseminate political, or policy information.



Confidential or Personal Information

Council employees are not to release to the Media any confidential or personal information obtained as an employee of Council.

Employees are not to identify any other employee in the Media, or publish personal details or images about another employee without his or her permission.

Your Rights

Council recognises that its employees, as private citizens, are entitled to engage in public debate on political and social issues, whether on the radio, the internet, in newspapers, on the television, or Social Media sites.

Officers are permitted to engage in robust but still respectful debate, including on Social Media platforms but only as a private citizen and in situations where it is not reasonably likely that their views will be seen to be the view of Council or Council officers more broadly.

The way you do it may be as important as the topic of discussion.

Special care

Employees need to be aware that content posted on Social Media sites is just as public as if it were published in a newspaper, or discussed at a public forum. Inappropriate use of Social Media, even when an employee is not on duty, will attract the same sanctions as other breaches of media policy.

Officers should be especially careful about their private commentary which is;

- made when you are tired, angry or frustrated with a work matter;
- around Council election times and suggests that you prefer a certain Council candidate or policy;
- about a topical decision, permit, or commercial proposal coming before Council.

Some examples of getting it wrong

- You can have your own general opinion about the taxes and services that affect you and others. The less specific the comment is to a person at Council, or a specific decision made by Council, the less likely it is to create issues.
- You can have views about religion and debate religious texts on-line. This is acceptable. However, Council is a non-discriminatory employer. If you were to complain about having to work with people with particular religious views, especially if you were provocative or offensive about it, addressed it to another affected Council employee, and/or claimed it was a widespread view at Council. This would not be acceptable.
- You undermine Council's role and function. E.g. you talk about the illegal building activity you are doing, or how to evade Council legislation.
- You know the Media will be at a Council event. You forget to make arrangements for an authorised media statement before the event, but make a statement, as it all seems like a good news story anyway.



- You give opinions as a voice of special knowledge or authority on local government matters. That will sound like the official view of Council, or of all Council officers. If its factually true it may also reveal confidential information.
- You are critical about a Council customer or stakeholder that you find obnoxious. This can cause embarrassment to Council even if it seems true.
- You are allowed to say you don't like your job, but you do not need to express this as an angry and offensive tirade against Council, or individuals at Council.
- You use media to make unsubstantiated claims. If you have a concern about maladministration or misconduct in Council, these concerns need to be raised through official channels like the General Manager, Integrity Commission or Ombudsman.
- You can also confuse people with your unspoken conduct, e.g. standing behind a political banner in work clothes in a manner that suggest you are endorsing the message. Adding links to candidates' pages or candidate election statements, in a way that might suggest Council workers endorse or oppose them.

Breaches

All employees are required to comply with this Directive. Employees who fail to comply with this Directive may be subject to counselling, directions to withdraw posted material, or other disciplinary action which may include dismissal.

Own your mistakes

If an employee believes that they might have unintentionally breached the Council's policies and Directives, they must immediately notify their Departmental Manager. Managers are to report any potential breach to their Director, or the General Manager. This will allow time for prompt corrective action to be taken.

Bullying and Harassment on Social Media

Bullying and harassment via social media will not be tolerated in the workplace, regardless of whether it occurs on duty, or outside of work hours.

Council employees are not to post any adverse or critical content about any other employee or individual on social media sites, including material which is offensive, obscene, bullying, discriminatory, hateful, racist, sexist, abusive, harassing, threatening or defamatory.

If a bullying or harassing post is made, Council may take disciplinary action against the perpetrator, which could include dismissal. Engaging in this behaviour may also lead to civil proceedings, cause the perpetrator to be sued for damages, or even charged with a criminal offence. Employees may be held personally liable in relation to any ensuing litigation arising from such content being posted.

Council reserves the right to request that certain posts and inappropriate comments be removed from an employee's social media site.



November 2023

Who to Ask?

If you are contacted by the media, ask the person what it is about, when they need a response and their contact information. Refer the request to a Council communications officer, or if they are not available your Director or Manager.

Signed:

A handwritten signature in black ink, appearing to read "Tony McMullen".

Tony McMullen
General Manager

DOCUMENT CONTROL

Version:	1.0	Approved	24/11/2023	Commencement Date	25/11/2023
Previous Versions:	Replaces the Social Media Directive			Review Period	4 Years from adoption
Responsible Directorate	General Manager		Controller:	Executive Manager Stakeholder Engagement	
ECM Document No.:	Directives by Directorate				

COUNCIL POLICY SOCIAL MEDIA



PURPOSE

This policy sets out the objectives and guidelines that govern Council's use of social media to communicate externally.

SCOPE

This policy applies to social media use by and on behalf of Glenorchy City Council. It applies to all Council staff, contractors, volunteers and other people communicating using social media for or on behalf of Council.

STRATEGIC PLAN ALIGNMENT

Making Lives Better

Objective 1.1 Know our communities and what they value

Strategy 1.1.1 Guide decision making through continued community engagement based on our community plan

Leading Our Community

Objective 4.1 Govern in the best interests of our community

Strategy 4.1.1 Manage Council for maximum efficiency, accountability and transparency

Objective 4.2 Prioritise our resources to achieve our community's goals

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

RELATED DOCUMENTS

- Media and Communications Policy (adopted 28 September 2020)

DEFINITIONS

Administrator means a person authorised under this policy to post, edit and remove content on Council's social media accounts.

Communications Team means the business unit within Council responsible for the management and coordination of external communications on behalf of Council.

social media includes any social media platform used by Council to communicate externally.



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POLICY STATEMENT

Objectives

Social media is an effective way for Council to engage with its community, deliver key messages, listen to the Community's concerns and deliver effective, real-time communication.

The objectives of this policy are to ensure that:

- social media engagement by Council protects, maintains and enhances Council's brand, reputation and values, and adheres to Council's corporate style
- Council's social media activities are truthful, based on factual information and educate, inform and communicate with Council's residents, ratepayers and the wider community
- communication on social media by Council employees is appropriately regulated
- social media communications are lawful and do not breach copyright, defamation or other laws
- all social media interactions by Council are respectful to other people's views, opinions, and privacy.

Relationship to other types of communication

Social media will be used as one of the Council's main communications channels. It will be used in conjunction with other communications methods, including traditional media, to deliver key messages and important information to our community and to protect and enhance Council's brand and reputation.

Roles and Responsibilities

The overall responsibility for determining Council's social media strategy and curating all social media content lies with Council's Communications Team.

Council's Communications team may authorise officers from other areas of Council to post or moderate social media content as Administrators.

Content posted on social media

The following apply to all content posted on social media by Council:

- information disseminated through social media channels will be accurate and professional
- Council platforms will not be used to discuss personal opinions or to conduct personal business
- in developing, posting and responding to content, Council employees and elected members will uphold the values of Glenorchy City Council by acting with honesty, integrity and professionalism and will not be discriminatory, defamatory, harassing or post anything that may result in a breach of the law



28 September 2020

- personal information will be protected and copyright, privacy and other applicable laws will be considered when interacting on social media.

Monitoring/moderating/responding

Council will generally only monitor social media and respond to posts during business hours.

However, staff may be directed to monitor or respond to social media posts outside of business hours in exceptional circumstances, such as during a natural disaster or other crisis or in response to a significant event or announcement.

As a minimum requirement, council employees permitted to use Glenorchy City Council social media channels will monitor content and exchanges at least once daily to establish whether:

- comments require replies or moderation
- current content is factual, accurate and up to date
- posts are relevant
- new information needs uploading.

Council will make use of digital monitoring tools whenever available as part of its evaluation of social media activities.

Content removal

Council reserves the right to remove content from its social media pages. Administrators have the discretion to remove or delete content in accordance with this policy.

Without limiting that discretion, Council reserves the right to delete any content which:

- is offensive or abusive (including containing offensive language)
- makes any kind of threat towards any Council staff or elected member
- breaches copyright or intellectual property laws
- incites or encourages an illegal act
- contains unreasonable criticism of Council or its staff
- does not relate to issues impacting on Council or the Glenorchy community.

Council encourages discussion and debate of issues impacting the community and will not remove content posted by community members that is reasonably critical of Council or its activities (although repeated and unjustified criticism of Council may be grounds for removal of content or restricting access to the pages). Administrators have the discretion to determine what constitutes reasonable and unreasonable criticism of Council.

Where possible, Council will clearly outline on each social media platform what constitutes unacceptable content and how it will be moderated.



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Copyright

Material which is copyrighted (applications, publications, audio, video, graphics, images, photographs of employees/elected members not owned by Glenorchy City Council) will not be used unless prior consent is obtained from the creator or copyright owner and the original author or source of the material is acknowledged.

Authorised officers will be diligent in their consideration of brand, copyright, fair use and trademarks.

Resourcing/training

Council will ensure all social media activities are adequately resourced to allow for content development, monitoring, interpreting the volume and content of messages and responding, as required.

Training will be provided to Administrators prior to the launch of any new social media page and on an ongoing basis (and on request). Where appropriate, Council may engage external providers to provide social media training.

Evaluation

Council's social media activity will be evaluated against the any strategic objectives set for each platform or any communications plans or strategies. This may include engagement, reputation, brand awareness and customer service outcomes.

Individual campaigns run using social media will also be individually evaluated by the Communications Team, with input from Administrators, and, where appropriate, external consultants.

DOCUMENT CONTROL

Version:	2.0	Adopted	28 Sept 2020	Commencement Date	29 Sept 2020	
Minutes Reference	Council Meeting, 28 September 2020, Item 12				Review Period	4 Years
Previous Versions:	v 1.0 adopted 25 March 2019 (Council meeting, Item 15)					
Responsible Directorate	Corporate Services	Controller:	Executive Officer			
ECM Document No.:	2690049					



Monthly Financial Performance Report

For the year-to-date ending 31 December 2023

Statement of Comprehensive Income

Glenorchy City Council Financial Report Statement of Comprehensive Income to 31 December 2023					
Year-to-Date (YTD)	Note	2024 Budget \$'000	2024 Actual \$'000	2023 Actual \$'000	2024 Variance Actual to Budget
Operating Revenue					
Rates	1	49,365	49,258	45,574	↓
User charges and licences	2	10,674	10,885	10,479	↑
Interest	3	599	659	276	↑
Grants	4	2,136	2,827	2,334	↑
Contributions - cash	5	21	160	28	↑
Investment income from TasWater	6	1,086	1,086	1,086	↔
Other income	7	133	278	147	↑
Total Operating Revenue		64,014	65,153	59,923	↑
Operating Expenditure					
Employment costs	8	13,744	13,103	12,442	↓
Materials and services	9	9,970	8,473	8,318	↓
Depreciation and amortisation	10	9,388	9,101	7,323	↓
Finance costs	11	78	77	14	↓
Bad and doubtful debts	13	-	-	-	↔
Other expenses	14	2,122	1,973	2,703	↓
Total Operating Expenditure		35,302	32,727	30,800	↓
Total Operating Surplus/(Deficit)		28,712	32,426	29,124	↑
Non-Operating Revenue					
Contributions – non-monetary assets	15	-	-	1,322	↔
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	16	(205)	4	528	↑
Capital grants received specifically for new or upgraded assets	17	5,540	6,056	3,111	↑
Total Non-Operating Revenue		5,335	6,060	4,961	↑
Non-Operating Expense					
Assets written off	12	-	-	338	↔
Total Non-Operating Expense				338	
Total Surplus/(Deficit)		34,047	38,487	34,084	↑

Operating Revenue

Year-to-date operational revenue is \$65.153m compared to budgeted operational revenue of \$64.014m. This represents a favourable result of \$1.139m or 1.8% against budget.

Note 1 – Rates Revenue

Unfavourable against the year-to-date \$49.365m budget by \$107k, noting supplementary valuation rate revenue is on target, however new charitable exemptions result in an extra \$66k expense and penalty on overdue instalments is \$44k less than budgeted due to a reduced rate.

Note 2 – User Charges and Licences Revenue

Favourable against the year-to-date \$10.674m budget by \$211k, noting a one-off workcover premium refund of \$142k has been received, additional property leases/licences of \$147k, landfill user fees of \$88k and planning fees of \$41k, however building fees are lower by \$164k as are animal registration fees \$57k.

Note 3 – Interest on Investments

Favourable against the year-to-date \$599k budget by \$60k, noting \$659k in interest has been received to date, less accruals back to last year of \$126k.

Note 4 – Operating Grants

Favourable against the year-to-date \$2.136m budget by \$691k, noting unspent grants from last year of \$396k have been carried forward, the Glenorchy Pool Feasibility Study of \$200k has been received as has 26TEN Community grant of \$145k, Digital Ready for Life of \$127k, but less Financial Assistance Grant prepaid in 2022/23 of \$392k will not be received in 2023/24.

Note 5 – Contributions

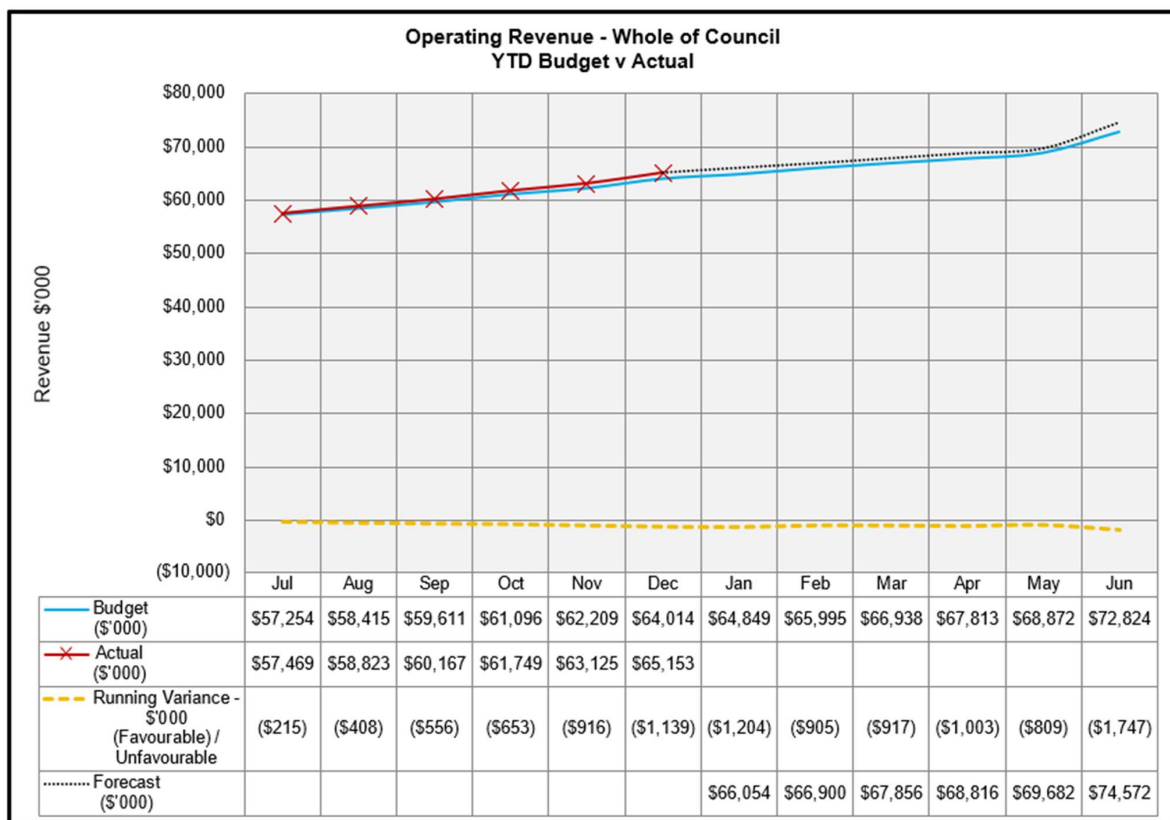
Favourable against the year-to-date \$20k budget by \$139k, noting a donation of \$127k for accessible playground equipment at Benjafield Park has been received.

Note 6 – TasWater Income

On track noting two dividend payments totalling \$1.086m have been received against an annual budget of \$2.172m.

Note 7 – Other Income

Favourable against the year-to-date \$132k budget by \$146k, noting insurance claim refunds of \$93k and Childcare Inclusion Support Subsidies (ISS) of \$39k have been received.



Operating Expenditure

Year-to-date operational expenditure is \$32.727m compared to budgeted expenditure of \$35.302m. This represents a favourable result of \$2.575m or 7.3% against budget.

Note 8 – Employment Costs

Favourable against the year-to-date \$13.744m budget by \$641k, representing positions remaining vacant for extended periods during the recruitment process.

Note 9 – Materials and Services Expenditure

Favourable against the year-to-date \$9.970m budget by \$1.497m, noting underspends in waste management \$242k, regional contributions awaiting invoices \$270k, public utility charges timing \$195k and internal cross-program cost recovery \$249k.

Note 10 – Depreciation and Amortisation

Favourable against the year-to-date \$9.388m budget by \$287k, noting these figures are on an accrual basis until asset reconciliations are undertaken in January 2024.

Note 11 – Finance Costs

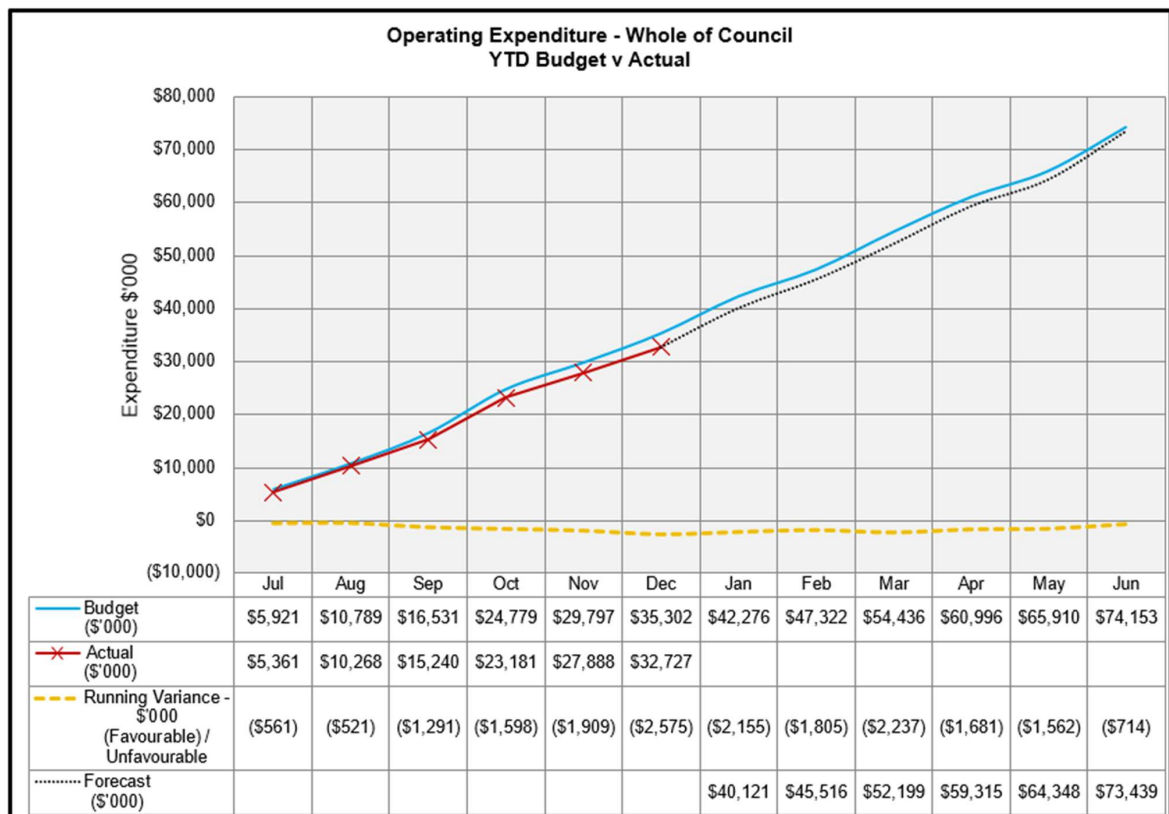
Favourable against the year-to-date \$78k budget by \$1k, with no notable variances to report.

Note 13 – Bad and Doubtful Debts

No bad or doubtful debts identified this year to date.

Note 14 – Other Expenses

Favourable against the year-to-date \$2.122m budget by \$150k, noting increased land tax of \$61k.



Non-Operating Revenue

Note 15 – Contributions – Non Monetary Assets

No non-monetary assets have been received to date against an annual budget of \$3.500m.

Note 16 – Gain or Loss on Disposal of Assets

Favourable against the year-to-date \$205k budget loss by a \$4k gain, noting upfront expenditure has been incurred on properties identified as being eligible for disposal \$61k, less minor assets sales of \$75k.

Note 17 – Capital Grants

Favourable against the year-to-date \$5.540m budget by \$516k, noting \$606k of unspent grants from the previous financial year were carried forward, federal government LRCI grants of \$679k and state government grants for various projects \$763k received, less federal major projects grants yet to receive \$1.232m.

Non-Operating Expenditure

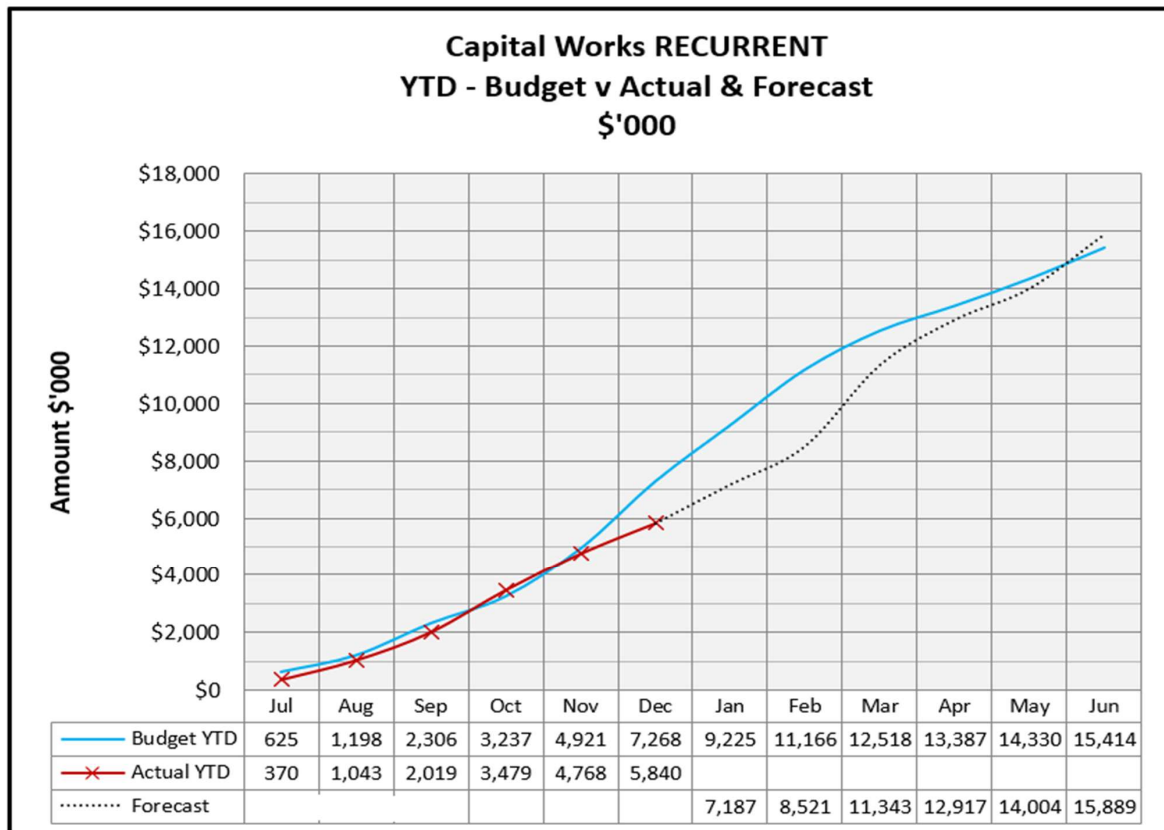
Note 12 – Assets Written Off

No assets have been written off to date against an annual budget of \$1.920m.

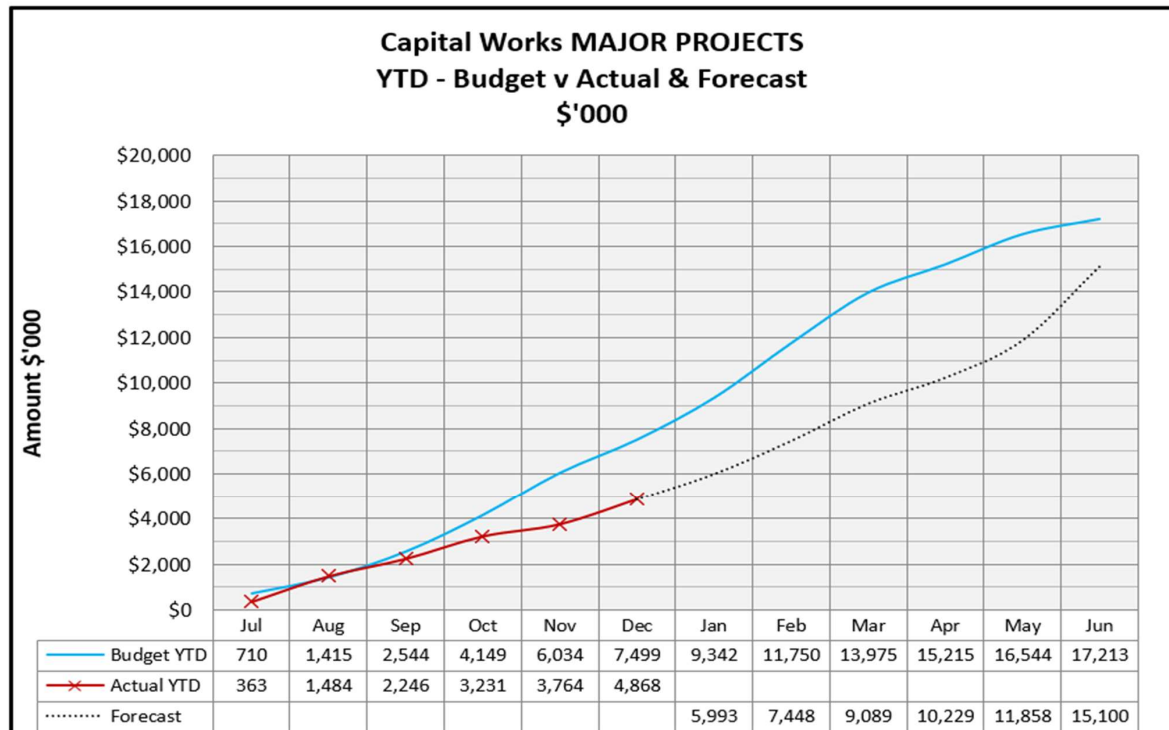
Capital Works

Year-to-date Capital Works expenditure is \$10.708m against a combined annual budget of \$32.686m and a combined annual forecast spend of \$30.989m. At the end of December, \$5.840m or 38% of the annual budget has been expended on Council funded Recurrent projects and \$4.868m or 28% for Major projects.

Capital Program – Recurrent



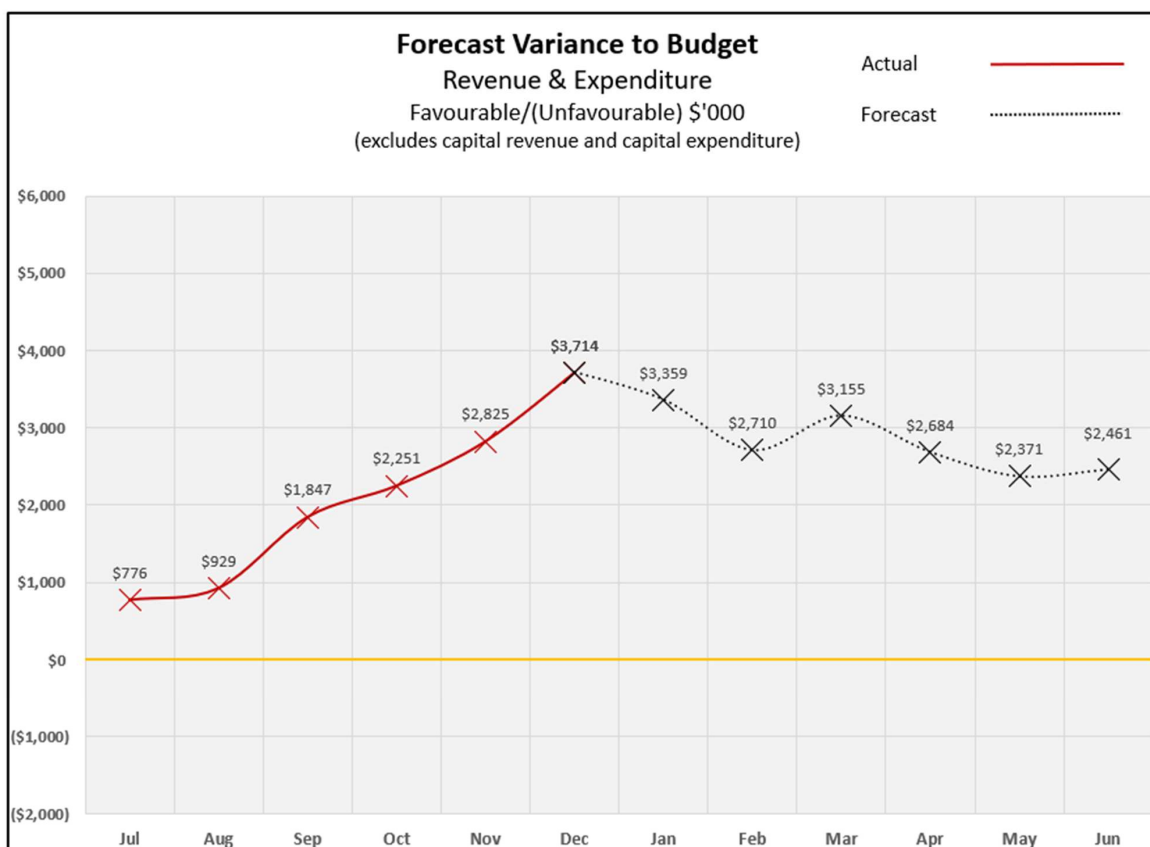
Capital Program – Major Projects*



*The following projects form the Major Projects capital works program:

Project	YTD Actual	ANNUAL Budget	ANNUAL Forecast
101059 - CSR - KGV Soccer - Design & Construction	\$778,769	\$2,500,000	\$2,678,769
101246 - Grant - Giblins Reserve Play Space	\$1,720,599	\$2,500,000	\$1,820,599
101250 - Grant - North Chigwell Football and Community Facility	\$117,447	\$4,000,000	\$2,542,447
101282 - Grant - Montrose Foreshore Park Skatepark	\$236,606	\$0	\$316,606
101517 - Upgrade Interchange Facilities at KGV Oval for GDFC	\$147,327	\$145,000	\$199,327
101518 - Upgrade to the Claremont Junior Football Clubrooms	\$0	\$0	\$0
101519 - New Lighting at Cadbury Oval	\$686	\$0	\$686
101536 - Tolosa Park Dam Rehabilitation	\$6,995	\$3,195,000	\$2,301,995
101767 - Relocation of Terry Street to Chambers	\$474,564	\$200,000	\$474,564
101914 - MP - Benjafield Playground Renewal	\$887,896	\$1,234,138	\$1,234,138
101915 - Grant - Playground Renewal - Federal	\$0	\$1,500,000	\$1,500,000
101916 - Benjafield Childcare Centre Stage 1 - Sleep Area	\$25,145	\$700,000	\$711,145
101917 - Benjafield Childcare Centre Stage 2 - Amenities		\$580,000	\$223,000
101930 - Eady St Sportsfield Lighting	\$127,020	\$0	\$127,020
101931 - Mountain Bike Renewal	\$225,139	\$0	\$265,139
101953 - Municipal Revaluation 2024	\$29,625	\$395,000	\$345,625
101954 - Multicultural Kitchen	\$22,277	\$164,000	\$166,277
101956 - Cadbury Changerooms	\$67,955	\$100,000	\$192,955
TOTALS	\$4,868,050	\$17,213,138	\$15,100,292

Operating Forecast to 30 June 2024



Note 1: The data in this chart is a compilation of actual, budget and forecast revenue / expenditure. It is recalculated each month to ensure it represents the most up-to-date analysis of Councils financial position which may result in differences to previously reported charts.

Adjustments to amounts previously reported

There are instances where ledger adjustments are required in respect of amounts reported in prior periods. These adjustments will be visible when comparing this report against previously presented Financial Performance Reports.