

**GLENORCHY CITY COUNCIL**  
**ATTACHMENTS**  
**MONDAY, 25 AUGUST 2025**



**TABLE OF CONTENTS:**

**COMMUNITY**

- 9. Investigations into the Potential Disposal of 16a Camden Crescent, Moonah**
- 1: VeteranHub Tasmania - RSL Proposal ..... 2
  - 2: Land Disposal Flowchart - Authority to Investigate ..... 3

**ENVIRONMENT**

- 10. Climate Change Mitigation Action Plan - 2024/2025 Progress Update**
- 1: Mitigation Action Plan - Progress Table ..... 5

**GOVERNANCE**

- 11. Collaborative Network of Southern Tasmanian Councils**
- 1: Regional Development Australia Tasmania Proposed Model ..... 11
- 12. Financial Performance Report to 31 July 2025**
- 1: Attachment 1 - Financial Performance Report July 2025 . 15
- 13. Updated Council Policies**
- 1: Business Continuity Policy ..... 23
  - 2: Risk Management Policy ..... 26
- 14. Code of Conduct - Internal Dispute Resolution Policy**
- 1: Code of Conduct - Internal Dispute Resolution Policy ..... 29



**RSL**  
Tasmania



## Proposed Veteran Transition Housing – 16a Camden Crescent, Moonah

RSL Tasmania writes to request Glenorchy City Council's support for establishing veteran transition housing at 16a Camden Crescent, Moonah.

This proposal is part of a federally funded initiative under the Veteran and Family Hubs program. Through this funding, RSL Tasmania has secured capital to create purpose-built accommodation for veterans who are homeless or at risk of homelessness. A key requirement of this funding is that the premises must be used for this purpose for a minimum period of 15 years.

16a Camden Crescent is ideally situated for this purpose, offering good access to transport, services and support networks in the northern suburbs of Hobart. This site provides a valuable opportunity to deliver a well-located, fit-for-purpose housing solution for veterans in need.

To facilitate the development, we respectfully seek the Council's in-principle support through a memorandum of understanding to explore one of the following delivery options:

### Option 1: Lease (15-Year Minimum)

The Council retains ownership of the land and leases it to RSL Tasmania for a term of at least 15 years, with the option to extend the lease for a further 15 years to support the construction of permanent medium-density housing. Under this model, RSL Tasmania would:

- Construct between four and six two-bedroom terrace-style dwellings suitable for transitional accommodation and be structured as a peppercorn lease in line with community benefits.
- All site improvements will be completed by RSL Tasmania, ensuring full compliance with planning and building regulations, with transfer back to the council occurring after the conclusion of the 15+15-year lease period (a total of 30 years).

### Option 2: Land Transfer (RSL Tasmania Preferred)

The Council transfers ownership of the site to RSL Tasmania to support the construction of permanent medium-density housing. Under this model, RSL Tasmania would:

- Construct between four and six two-bedroom terrace-style dwellings suitable for transitional accommodation
- Undertake a complete Development Application in consultation with the Council, ensuring alignment with local planning objectives
- Assume all responsibilities related to rates, utilities and ongoing maintenance of the site and buildings
- Ensure the site remains dedicated to veteran housing for the 15-year designated use period, in line with funding obligations.

We are committed to working collaboratively with Council and the local community to ensure the development is appropriate, sustainable and respectful of the surrounding area. We welcome the opportunity to discuss the proposal further with Council officers and progress to the next steps, should Council be supportive.

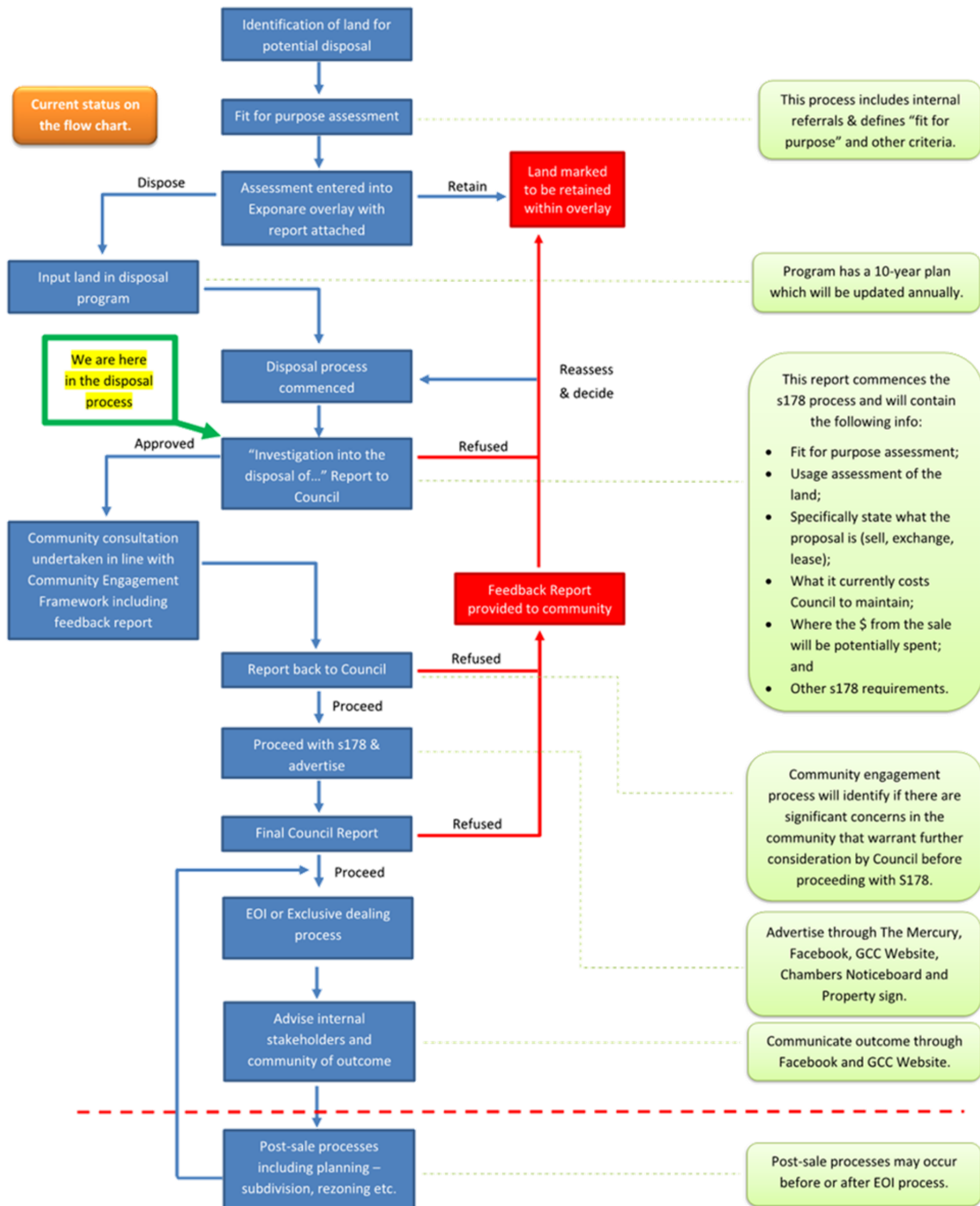
Regards,

John Hardy  
Chief Executive Officer  
RSL Tasmania

RSL Tasmania 206 New Town Road, New Town Tas 7008

[rsltas.org.au](http://rsltas.org.au)

# Disposal of Council Land Workflow







## Attachment 1: Climate Change Mitigation Action Plan Progress Report

1. Waste Management				
Action #	Action	Milestone	Timeframe	Responsibility
1.1	Maintain FOGO as a kerbside service, that is opt-out by exception only	<ul style="list-style-type: none"> <li>Percent of eligible properties on FOGO service.</li> <li>Tonnes of waste diverted from landfill from FOGO Service</li> </ul>	Ongoing	Waste Services
<p>Context: 89% of Council's GHG emissions are related to waste deposited in landfill, principally from the breakdown of organic material. Council's greenhouse gas emissions reduced by over 54% between the 2019/20 and 2021/22 years, with the reduction almost entirely attributable to Council's successful introduction of a Food Organics and Garden Organics (FOGO) kerbside collection service. Noting that composting of FOGO waste generates 90% lower emissions than landfilling even when the landfill has gas collection.</p> <p>Key to the high success of this service is that all eligible properties are placed on the service and can only be removed from the service by providing evidence of alternative composting arrangements or exceptional circumstances.</p>				
<p><b>2024/2025 Progress Update:</b> Council continued its successful Food Organics and Garden Organics (FOGO) kerbside collection service, diverting over 4,500 tonnes of organic material from landfill. This program is a key contributor to reducing emissions.</p>				
1.2	Support and promote education resources that assist the community in understanding what can be put in FOGO bins and the benefits	<ul style="list-style-type: none"> <li>Reports of contamination in FOGO from collection or processing contractors</li> </ul>	Ongoing	Waste Services
<p>Context: Contamination of FOGO bins can result in the FOGO needing to be deposited in landfill. Education efforts are planned to be driven by the Southern Tasmania Regional Waste Authority (STRWA) on a regional or statewide basis through Rethink Waste.</p>				
<p><b>2024/2025 Progress Update:</b> Targeted community education and contamination awareness campaigns were delivered in collaboration with the Rethink Waste network and TasWaste South (formerly known as STRWA) .</p>				
1.3	Maximise gas collection/extraction at the Jackson Street landfill and ensure flaring is an option for gas that cannot be collected	<ul style="list-style-type: none"> <li>Increased number of wells and flares installed</li> <li>Operator reports of gas extraction levels</li> </ul>	2025  Ongoing	Waste Services

Context: Extraction of gas from landfill provides a revenue stream, but also prevents methane from migrating into the atmosphere and contributing to climate change. Flares are important to manage excess gas extraction spikes and maintenance down periods.

**2024/2025 Progress Update:** Eight additional landfill gas extraction wells were installed at the Jackson Street Landfill, capturing methane equivalent to approximately 50,000 tonnes of CO<sub>2</sub>. The captured methane is converted to electricity and put back into the electrical grid.

2. Fuel				
Action #	Action	Milestone	Timeframe	Responsibility
2.1	<p><b>Transition the Council passenger fleet and plant/machinery away from combustion engine vehicles where practical/viable.</b></p> <p><b>Or where no viable alternatives, prioritise low emission/fuel use options.</b></p>	<ul style="list-style-type: none"> <li>• Increase percent of noncombustion engine vehicles.</li> <li>• Increase number of low emissions/fuel use vehicles.</li> </ul>	Ongoing	Fleet Management
<p>Context: Fuel use is a significant contributor to greenhouse gas emissions and accounts for approximately half of Councils annual energy usage. Whilst options for some fleet and plant vehicles are not yet viable, this situation is rapidly improving with lower servicing costs, power/fuel costs and changes to fringe benefits tax arrangements (for passenger vehicles) so that the overall life cycle costs of some electric vehicles may now be competitive with equivalent petrol or diesel vehicles.</p>				
<p><b>2024/2025 Progress Update:</b> Council's fleet transition continued in 2024–2025, with three electric vehicles and one hybrid vehicle now in operation, aligned with the Tasmanian Government's Common Use Contract for low-emission fleet procurement.</p>				
2.2	<p><b>Investigate potential incentives for staff to select electric vehicles when provided for in their employment contract</b></p>	Review undertaken of private use vehicle allocation guideline/policy.	2025	Fleet Management
<p>Context: Council has provisions for some staff (e.g. Directors and Managers) to include private use vehicles in their employment contracts. Currently the arrangement is based around a deduction from their salary over a number of years that scales with the purchase price, whilst the ongoing fuel, insurance and servicing costs are paid directly by Council. As such there is a financial disincentive for a staff member to choose a car that has lower servicing costs and lower fuel/power costs if the purchase price is higher. Council however can potentially save on the lower servicing costs, lower fuel/power costs, and the recently introduced fringe benefits exemptions for electric passenger vehicles. Increased costs related to depreciation for electric vehicles (due to the higher capital cost) also need consideration in a life cycle cost analysis.</p>				
<p><b>2024/2025 Progress Update:</b> A review of Council's private use vehicle policy is scheduled for 2025–2026 to explore opportunities for incentivising eligible staff to select electric vehicles. This review will consider lifecycle cost advantages, including lower servicing and fuel costs, and the availability of Fringe Benefits Tax exemptions for electric vehicles.</p>				

2.3	Support practices that minimise travel or fuel use, such as ride share, online meetings, WFH arrangements, bus/bicycle/scooter transport	Number of initiatives that minimise travel or fuel use	Ongoing	Corporate Services  Fleet Management
Context: Minimising travel and fuel use reduces GHG emissions.				
<b>2024/2025 Progress Update:</b> Council continues to support low emission and active transport options for staff. Ride share services, public transport access, and e-bikes are actively promoted, and a new enclosed bike storage shed has been constructed at the Council Chambers site to encourage staff to commute by bicycle.				
2.4	Support the installation of electric vehicle chargers in Glenorchy	Number of electric vehicle chargers that are available to staff and the public in Glenorchy	Ongoing	Assets Engineering and Design
Context: Electric vehicle charging infrastructure is needed to support the adoption of electric vehicles. Whilst chargers will likely need to be provided by the private sector moving forward due to Competitive Neutrality regulations, Council may still be able to encourage public charger stations through the provision of suitable sites, supporting grant applications, and other mechanisms.				
<b>2024/2025 Progress Update:</b> Two dedicated EV chargers were installed at Council Chambers for internal fleet use. Public EV infrastructure also remains available, with two chargers located at the Northgate Shopping Centre carpark (Council-owned and leased to Vicinity). Council is collaborating with TasNetworks and an external consultant to assess network capacity across Glenorchy and Moonah to identify suitable locations for additional public charging stations. An Expression of Interest process is underway to identify providers for future installation.				

2. Fuel cont..				
Action #	Action	Milestone	Timeframe	Responsibility
2.5	Support the provision of active transport infrastructure (e.g. walking and cycling paths).	<ul style="list-style-type: none"> <li>Kms of walking and cycling paths developed and maintained.</li> </ul>	Ongoing	Infrastructure and Development
Context: The provision of active transport infrastructure (walking and cycling paths) can help to reduce the use of passenger vehicles and the associated fuel and GHG emissions.				
<b>2024/2025 Progress Update:</b> Significant investment in sustainable transport infrastructure was delivered in 2024–2025 through a range of active travel projects designed to reduce reliance on private vehicles and promote healthier, low-emission alternatives. Council completed Stage 1A and				



1B of the Main Road Granton Shared Path, the Bowden Street to Terry Street Shared Path, and the Berriedale Foreshore Reserve Connection—delivering approximately 470 metres of new shared pathways.

In addition, a new 200 metre boardwalk and pedestrian bridge was constructed at Windermere Bay Foreshore, linking Curlew Parade to Windermere Bay Reserve across Faulkners Rivulet and the existing saltmarsh. This project has enhanced access to natural areas, supported recreational use, and contributed to low impact travel opportunities within the precinct.

The transformation of the former Tolosa Reservoir into an open parkland has also delivered a major active transport outcome, with the construction of a new 3.5 kilometre shared trail now providing a high quality, continuous route for walking and cycling through this rejuvenated public space.

2.6	<b>Advocate for improved public transport services including the northern suburbs transit corridor.</b>	<ul style="list-style-type: none"> <li>Advocacy undertaken</li> </ul>	Ongoing	Office of GM/Mayor
Context: Public transport (e.g. buses, trains and ferries) can transport people much more efficiently (fuel) than private vehicles. Improved public transport services can help to reduce the use of private vehicles and the associated fuel and GHG emissions.				
<p><b>2024/2025 Progress Update:</b> Council maintained strong advocacy for improved public transport. As a member of the Northern Suburbs Transit Corridor Working Group, the CEO continues to advocate for the project, with Glenorchy City Council proposed to lead a State Government funded land use change project along the corridor.</p> <p>In addition, through its membership in the Greater Hobart Strategic Partnership, Council is supporting the expansion of the Derwent Ferries Project, including the establishment of a ferry terminal at Wilkinsons Point in Glenorchy.</p>				

### 3. Electricity

Action #	Action	Milestone	Timeframe	Responsibility
3.1	<b>Install Solar Power systems on Council facilities that have high day time energy usage</b>	<ul style="list-style-type: none"> <li>Investigations on cost/benefits undertaken at keys sites</li> <li>Installation of solar power systems</li> </ul>	2025  Ongoing	Property  Property
Context: The viability of solar power systems is much greater where there is a high proportion of day time power usage. Key priority sites for Council to consider include the Council Chambers/Offices, the Council Depot, and childcare centres.				

**2024/2025 Progress Update:** Investments in rooftop solar were completed with the installation of 60kW at the Council Chambers main building (144 panels) and 33kW at the Council Works Centre (75 panels), with both systems forecast to have a five to six year payback period.

3.2	Implement energy efficient measures in all new Council buildings, as well as existing buildings as opportunities arise	Measures implemented	Ongoing	Property
Context: Examples include LED lighting, timers and motion sensors, heat pumps, insulation, skylights, solar passive design.				
2024/2025 Progress Update: LED upgrades were completed across seven Council buildings, further enhancing energy efficiency and reducing ongoing electricity costs.				

#### 4. Carbon Sinks

Action #	Action	Milestone	Timeframe	Responsibility
4.1	Preserve and rehabilitate our natural areas, and encourage greater tree and vegetation cover	<ul style="list-style-type: none"> <li>Number of care group (e.g. Landcare) supported activities</li> <li>Number of planting and rehabilitation projects</li> </ul>	Ongoing  Ongoing	Natural Areas  Natural Areas / Works

Context: Green cover such as nature reserves, remnant bushland, parks and gardens are important carbon sinks that absorb CO<sup>2</sup>. Managing these areas well to protect them from weeds and erosion and/or actively rehabilitating or extending them supports this goal.

**2024/2025 Progress Update:** Council continued to enhance local carbon sinks through natural area management, community planting events, and innovative approaches to organic waste. Across the 2024–25 period, 85 volunteer events were delivered, 16 of which were planting events, resulting in the establishment of 1,987 native plants, and a total of 1,914 hours of community contribution.

A carbon sequestration outcome was also achieved through the transformation of the former Tolosa Reservoir into open parkland. The reservoir had become redundant and was replaced by modern storage tanks. As part of its rehabilitation, 7,737 native plants were established, and a series of wetland ponds were constructed to support habitat creation for local birdlife and enhance long term ecological resilience.

As part of the operations and maintenance outputs, a further 500 native plants were planted throughout the municipality, as well as 45 advanced trees planted at Tolosa Park.

In addition to these revegetation efforts, Council purchased a 290-litre portable biochar kiln, now used at Natural Areas Volunteer Events. Over the reporting period, 4,430 litres of woody green waste (primarily invasive boxthorn) were converted into an estimated 2,215 kilograms of biochar.

Based on accepted carbon conversion factors (ranging from 2.5 to 3.2), this activity is estimated to have sequestered between 5.5 and 6.6 tonnes of CO<sub>2</sub>.

The biochar initiative also contributes to bushfire risk reduction, reduces reliance on open green waste burns, and improves soil health and water retention. These efforts represent scalable, low-cost additions to Council's broader climate mitigation approach, while also promoting hands-on community engagement in local sustainability initiatives.

5. Bushfire Management				
Action #	Action	Milestone	Timeframe	Responsibility
5.1	<b>Develop and maintain Bushfire Risk Management capacity, including programs to decrease risk to both the built environment and natural areas</b>	<ul style="list-style-type: none"> <li>Reporting on Bushfire Management Strategy</li> </ul>	Ongoing	Bushfire Management
Context: <i>Bushfire risk reduction encompasses a wide range of tools and activities geared towards minimising the impact of wildfires (including the significant emissions that result from high-intensity fire incidents/unplanned burns) and increasing the resilience of the community.</i>				
<b>2024/2025 Progress Update:</b> The first three year review of Council's Bushfire Management Strategy was completed and presented in January 2025. Recruitment of a new Bushfire Field Officer has occurred and will strengthen implementation capacity. Planning and coordination of prescribed burns have continued, with a focus on reducing long-term ecological and infrastructure risks associated with fire hazards.				





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13 December 2024

## **Proposal – RDA Tasmania Secretariat Function for Southern Tasmanian Councils Network**

### **Purpose**

This proposal outlines how RDA Tasmania could act as the Secretariat for a collaborative network of Southern Tasmanian Councils in lieu of the formal STCA model. The network aims to foster quarterly collaboration forums and joint policy setting focused on data and insights as well as managing shared service opportunities and regional project collaboration on an as needs basis.

### **Background**

Southern Tasmanian Councils share overlapping priorities and challenges, including economic development, infrastructure, community well-being, and sustainable growth. A coordinated approach is crucial to maximise resources, improve efficiencies, and address shared challenges effectively.

RDA Tasmania, with its expertise in regional collaboration, strategic planning, and data-driven decision-making, is well-positioned to support this initiative.

### **Objectives**

To deliver a network of Southern Councils to:

- **Facilitate Collaboration:** Provide a structured platform for councils to exchange knowledge, align priorities, and foster partnerships
- **Leverage Data and Insights:** Enable evidence-based decision-making by sharing regional data, analytics, and trends
- **Encourage Efficiency:** Identify shared service opportunities and streamline resource allocation
- **Drive Strategic Projects:** Support collaborative projects that address regional challenges and opportunities
- **Enhance Governance:** Provide administrative and logistical support to ensure forums are effective and outcomes focused
- **Regional Communication:** Provide a point of contact for stakeholders to engage at a southern scale.



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## Proposed Role of RDA Tasmania

### 1. Secretariat Services (*base function*)

- Meeting Coordination: Plan, organise, and facilitate quarterly CEO/GM collaboration forums
  - Arrange venues (or virtual platforms)
  - Prepare agendas in consultation with member councils
  - Distribute meeting materials in advance.
- Documentation: Record minutes, track actions, and circulate summaries post-forum
- Membership Liaison: Be the point of contact and maintain communication with nominated council representatives, ensuring consistent engagement and participation
- Centralised Communication: Support (media and social media) content and presence as required
- Financial Administration: Provide financial services and reporting.

### 2. Data and Insights (*base function*)

- Maintain a repository of regional data and analytics, including:
  - Economic trends, workforce statistics, and infrastructure needs
  - Social and environmental indicators.
- Distribute relevant contemporary information and data across the member councils.

### 3. Strategic Project Support (*as required and funded separately*)

Subject to the agreement of the southern Councils:

- Provide tailored data analysis to inform discussions and support evidence-based decisions
- Facilitate identification of shared priority projects
- Assist in grant applications and project governance (eligible NFP entity)
- Coordinate project development and monitoring across councils
- Project administration and support for whole of region or sub-regional projects.

### 4. Shared Service Opportunities (*as requested and funded separately*)

Subject to the agreement of the southern Councils:

- Identify services with potential for regional collaboration
- Develop business cases for shared services to improve efficiency and reduce costs
- Monitor and evaluate shared service implementations.



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#### 5. Advocacy and Reporting (base funding)

- Coordinate joint advocacy efforts to state and federal governments
- Prepare quarterly progress reports summarising outcomes and key insights from forums.

The proposed annual budget for this support role is \$75,500, with additional project funding and grants being pursued on an agreed and case-by-case basis.

This funding would support administrative tasks as well as resource dedicated to coordination (within the network and with external parties as required), communication and engagement and facilitating network gatherings and occasional activities arising.

#### Governance Structure

- Membership: CEO/GM or delegate from each Southern Tasmanian Council
- Chairperson: Rotational leadership among councils, supported by RDA Tasmania
- Secretariat: RDA Tasmania as the operational backbone of the network
- Working Groups: Ad-hoc groups formed for specific initiatives or projects
- Terms of Reference: To underpin functioning including annual report and financial statements.

#### Expected Benefits

- Stronger regional collaboration and shared vision
- Enhanced capacity for data-driven decision-making
- Cost savings through shared services and coordinated efforts
- Increased success in securing funding for joint projects
- A unified voice in advocating for regional priorities
- Efficiency of using existing NFP entity and regional capacity.

RDA Tasmania would welcome the opportunity to serve as the Secretariat for the Southern Tasmanian Councils Network in the short to medium term, fostering collaboration and driving positive outcomes for the region. We look forward to engaging with council representatives to refine this proposal and begin implementation.



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We propose this function could be a two-year commitment to begin with, with an annual review, then reconsideration after two years.

Yours faithfully

A handwritten signature in black ink, appearing to be "J. McKee".

James McKee  
CEO & Director of Regional Development  
Regional Development Australia – Tasmania Inc.



An Australian Government Initiative

Attachment 1



# Monthly Financial Performance Report

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For the year-to-date ending 31 July 2025

## Statement of Comprehensive Income

Glenorchy City Council Financial Report Statement of Comprehensive Income to 31 July 2025					
Year-to-Date (YTD)	Note	FY2026 Budget \$'000	FY2026 Actual \$'000	FY2025 Actual \$'000	FY2026 Variance Actual to Budget
<b>Operating Revenue</b>					
Rates	1	54,565	54,689	51,869	↑
User charges and licences	2	8,694	8,914	8,356	↑
Interest	3	(45)	(47)	(115)	↓
Grants	4	583	662	588	↑
Contributions - cash	5	4	1	41	↓
Investment income from Tas Water	6	-	-	-	↔
Other income	7	11	10	13	↓
<b>Total Operating Revenue</b>		<b>63,811</b>	<b>64,230</b>	<b>60,752</b>	<b>↑</b>
<b>Operating Expenditure</b>					
Employment costs	8	1,785	1,775	1,665	↓
Materials and services	9	2,284	1,896	2,270	↓
Depreciation and amortisation	10	1,414	1,389	1,463	↓
Finance costs	11	1	-	12	↓
Bad and doubtful debts	13	-	-	-	↔
Other expenses	14	95	83	(33)	↓
<b>Total Operating Expenditure</b>		<b>5,580</b>	<b>5,143</b>	<b>5,377</b>	<b>↓</b>
<b>Total Operating Surplus/(Deficit)</b>		<b>58,231</b>	<b>59,087</b>	<b>55,375</b>	<b>↑</b>
<b>Non-Operating Revenue</b>					
Contributions – non-monetary assets	15	-	-	-	↔
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	16	-	62	(2)	↑
Capital grants received specifically for new or upgraded assets	17	-	3,283	1,175	↑
Contributions –monetary	18	-	-	-	↑
<b>Total Non-Operating Revenue</b>		<b>-</b>	<b>3,344</b>	<b>1,173</b>	<b>↑</b>
<b>Non-Operating Expenses</b>					
Assets written off	12	-	-	-	↔
<b>Total Non-Operating Expense</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Surplus/(Deficit)</b>		<b>58,231</b>	<b>62,431</b>	<b>56,548</b>	<b>↑</b>



## Operating Revenue

Year-to-date operational revenue is \$64.230m compared to budgeted operational revenue of \$63.811m. This represents a favourable result of \$418k or 0.7% against budget.

*All noted amounts are reported as variance to budget.*

### **Note 1 – Rates Revenue**

Favourable against the year-to-date \$54.565m budget by \$124k, noting higher starting general rate revenue from supplementary valuations.

### **Note 2 – User Charges and Licences Revenue**

Favourable against the year-to-date \$8.694m budget by \$220k, noting improved kerbside waste management revenue above original forecasts.

### **Note 3 – Interest on Investments**

The annual budget for interest on investments is \$1.750m. No term deposits matured in July while \$29k interest was received on our at-call accounts. This was offset by the accrual of \$77k back to 2024/25 for term deposits maturing in 2025/26.

### **Note 4 – Operating Grants**

Favourable against the year-to-date \$583k budget by \$79k, noting grants for Jackson Street Landfill \$40k and Cricket Nets \$36k.

### **Note 5 – Contributions - Cash**

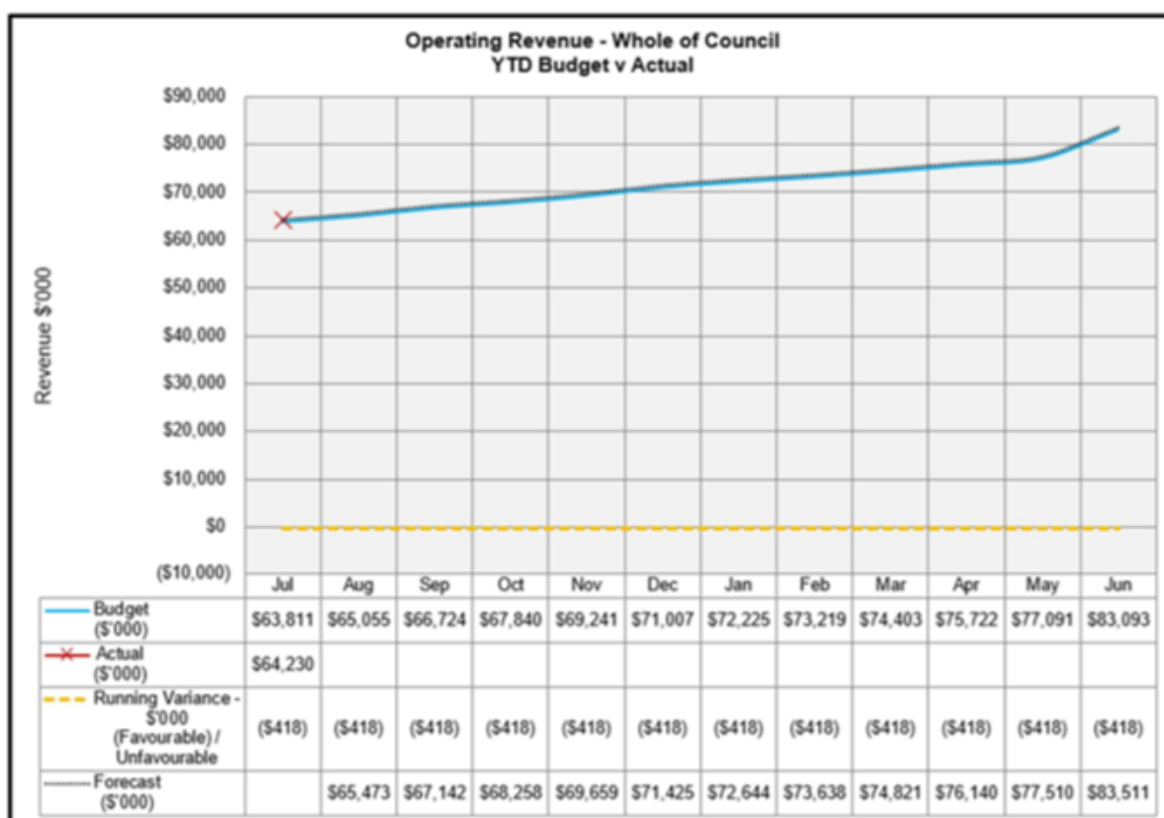
Unfavourable against the year-to-date \$4k budget by \$3k, noting this budget covers planning cash-in-lieu and private stormwater connection permits which are customer driven.

### **Note 6 – Tas Water Income**

No dividends are currently due against the \$2.172m annual budget.

### **Note 7 – Other Income**

Materially in line with budget.



## Operating Expenditure

Year-to-date operational expenditure is \$5.143m compared to budgeted expenditure of \$5.580m. This represents a favourable result of \$437k or 7.8% against budget.

*All noted amounts are reported as variance to budget.*

### Note 8 – Employment Costs

Materially in line with budget, noting the new Enterprise Agreement 2025-2029 was approved by the Fair Work Commission on 5 August with wage outcomes included in pays from 20 August 2025.

### Note 9 – Materials and Services Expenditure

Favourable against the year-to-date \$2.284m budget by \$388k, noting underspends in the information technology project \$199k and the State Landfill Levy for July yet to be paid \$157k.

### Note 10 – Depreciation and Amortisation

Materially in line with budget.

### Note 11 – Finance Costs

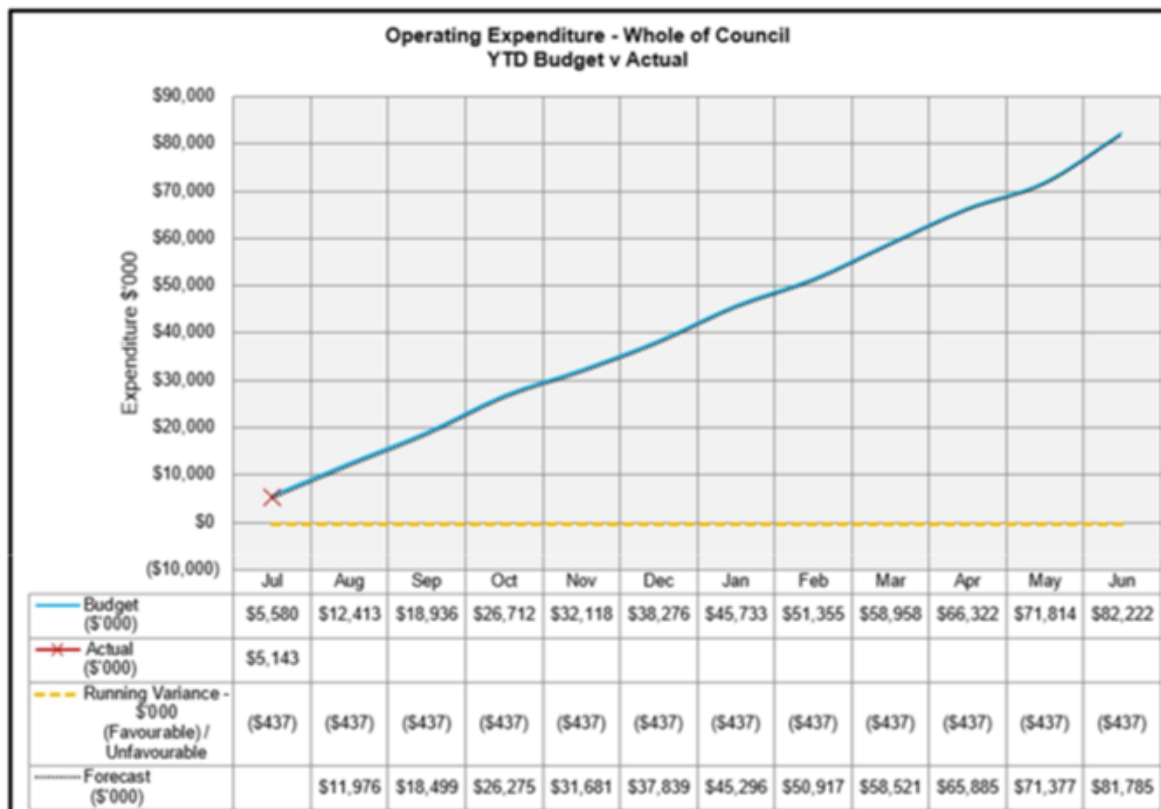
Materially in line with budget.

### Note 13 – Bad and Doubtful Debts

No bad or doubtful debts identified to date.

### Note 14 – Other Expenses

Favourable against the year-to-date \$95k budget by \$12k, noting a land tax refund has been received \$32k.



## Non-Operating Revenue

### Note 15 – Contributions – Non-Monetary Assets

No non-monetary assets have been received against an annual budget of \$3.675m.

### Note 16 – Gain or Loss on Disposal of Assets / Derecognition of Assets

Gain on disposal of assets is \$62k against the annual loss of \$1.375m budget, the gain representing the sale proceeds of two disposed vehicles.

### Note 17 – Capital Grants

Capital grant revenue is \$3.283m against the annual \$1.126m budget, noting the final instalment \$3.200m of the Northern Suburbs Football Redevelopment has been claimed following the successful audit of the Federal Government grant, and \$85k has been received from LGAT for the Claremont Skate Park. These are unbudgeted revenues so a budget variation request will be submitted to a future meeting.

### Note 18 – Contributions - Monetary

No contributions - monetary capital revenue has been received and no budget is provided.

## Non-Operating Expenditure

### Note 12 – Assets Written Off

No assets have been written off against an annual budget of \$700k.

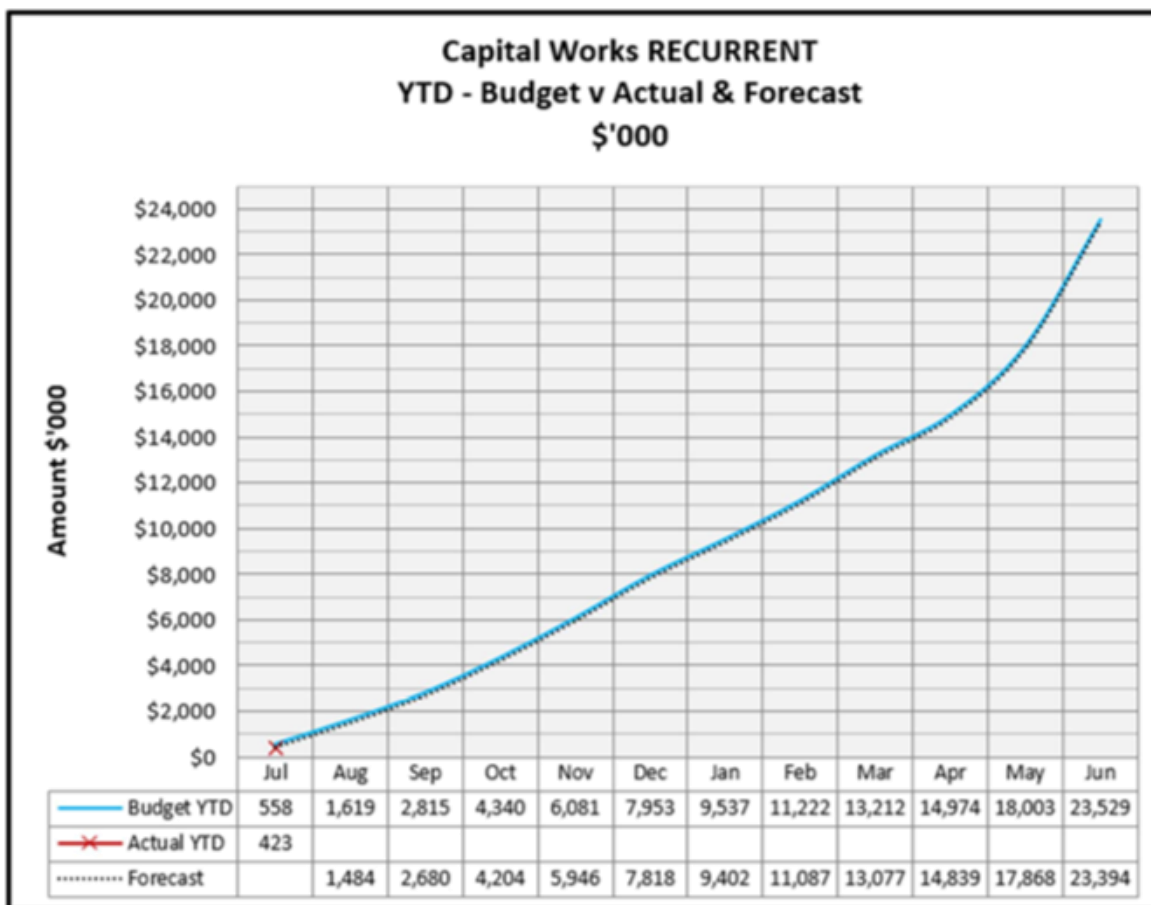
## Capital Works

Year-to-date Capital Works expenditure is \$460k against the July budget of \$756k. At the end of July, the expenditure split between Recurrent and Major projects is:

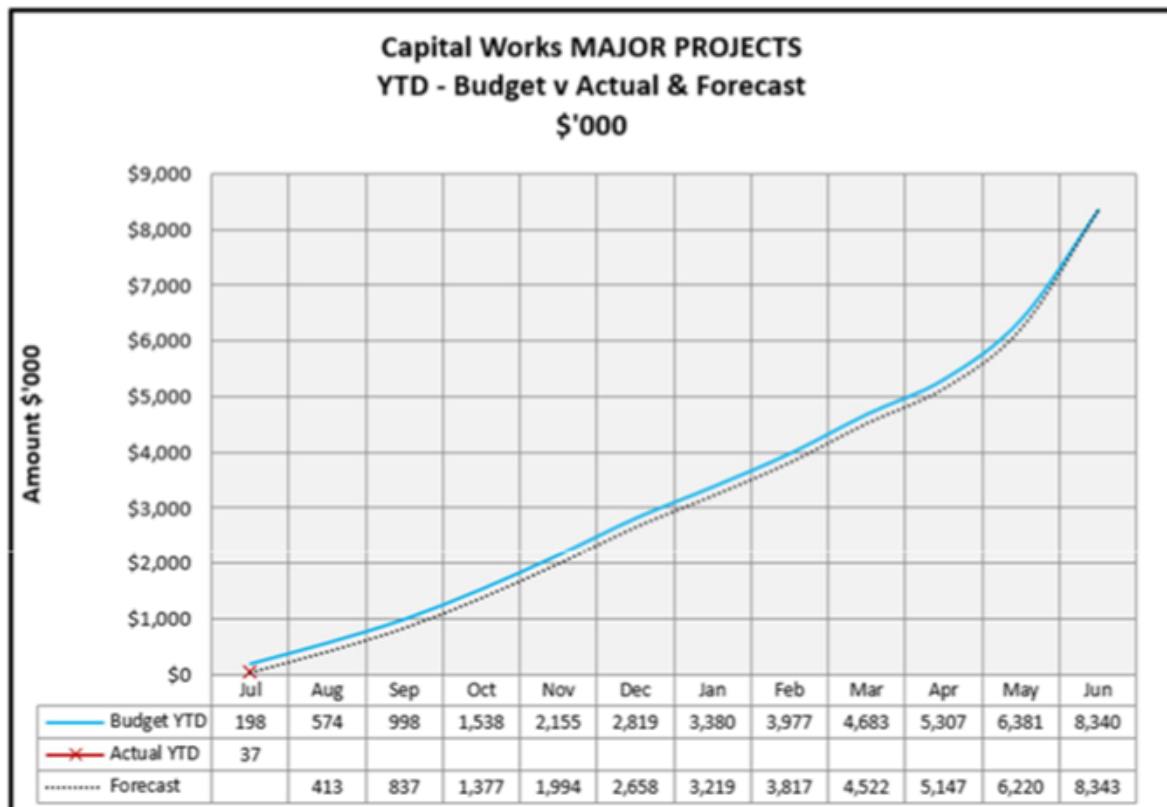
- RECURRENT: \$423k of the \$558k July budget has been expended
- MAJOR PROJECTS: \$37k of the \$198k July budget has been expended

At this early stage of the new financial year, there is no indication the full capital works program will not be completed despite the current underspend.

### Capital Program – Recurrent



### Capital Program – Major Projects\*

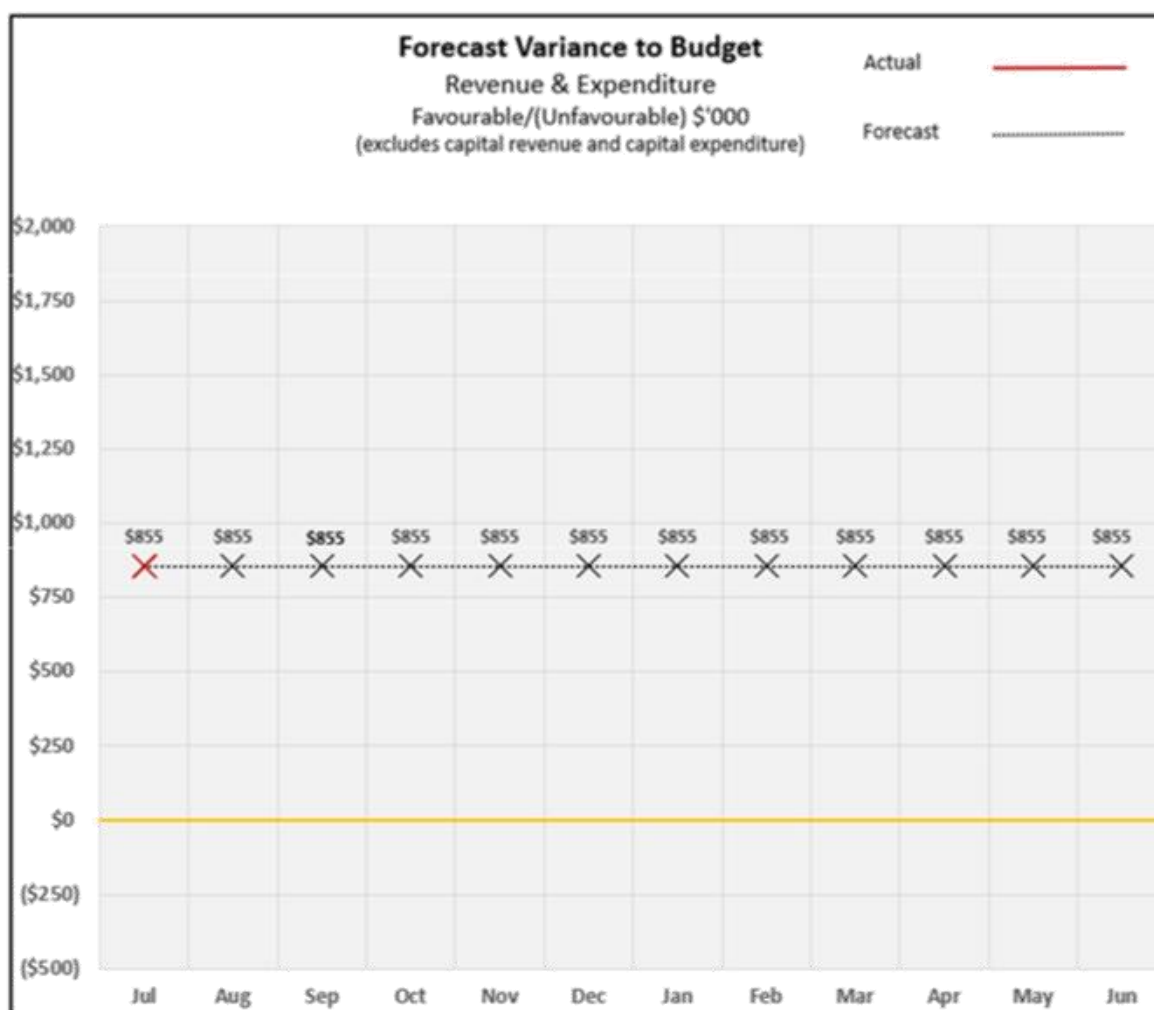


\*The following projects form the Major Projects capital works program:

Project	YTD Actual	ANNUAL Budget	ANNUAL Forecast
102231 - Glenorchy Pool Reopening Repairs	\$34,122	\$6,500,000	\$6,500,000
102489 - Humphreys Rivulet Rehabilitation	\$0	\$1,689,500	\$1,689,500
102490 - International Food Garden	\$0	\$150,000	\$150,000
Various Unbudgeted Expenditure on Carryover Projects	\$3,100	\$0	\$3,100
<b>TOTALS</b>	<b>\$37,222</b>	<b>\$8,339,500</b>	<b>\$8,342,600</b>

### Operating Forecast to 30 June 2026

The forecast through to 30 June 2026 is currently showing a straight-line \$855k based upon the actual variation reported for July and all remaining months achieving as-is budget. As future months are reported and budget owners vary their forecasts, the straight-line will vary accordingly.



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 Council's 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 Report.



## COUNCIL POLICY

**BUSINESS CONTINUITY****PURPOSE**

This policy sets out Council's intentions and directions with respect to ensuring on-going management and governance processes are in place to minimise service delivery outages in the case of a business disruption event.

Implementing an effective Business Continuity Framework ensures that Council can continue delivering critical services following a disruptive event. It aims to build high level resilience across all Directorates services and sites when facing major adverse events.

**SCOPE**

This policy applies to all Council operations and is underpinned by Council's Incident Management and Disaster Recovery Plans.

**STRATEGIC PLAN ALIGNMENT**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
Strategy 4.1.3	Maximise regulatory compliance in Council and the community through our systems and processes
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

**STATUTORY REQUIREMENTS**

<b>Acts</b>	<i>Local Government Act 1993</i>
<b>Regulations</b>	<i>N/A</i>
<b>Australian/International Standards</b>	AS ISO 22301:2017 - Societal security - Business continuity management systems - Requirements

**DEFINITIONS**

**Business Continuity** means the capability of the Council to continue the delivery of services at acceptable pre-defined levels after a business disruption.

**Business Continuity Management (BCM)** means a management process that identifies potential threats to Council and the impacts to Council's business operations those threats (if realised) might cause. It provides a framework for building organisational resilience with the capability for an effective response to ensure service delivery of Council's critical services.



**Disaster Recovery Plan (DRP)** means the documented procedures that guide Council to respond, recover, resume, and restore to pre-defined levels of operations following a disruptive event relating to Council's infrastructure and technology networks and systems.

**Incident Management Plan (IMP)** means the documented procedures that guide Council to respond, recover, resume, and restore to pre-defined levels of operations following a disruptive event. Earliest possible restoration of such functions after disruption is the main objective of business continuity management.

**Disruptive event** means any event which causes a significant disruption (no building/infrastructure, no ICT, significant staff unavailability or any combination of the above) in the delivery of Council's services.

## POLICY STATEMENT

Business Continuity Management (BCM) is essential in minimising organisational and reputational risk to Council after a business disruption.

Council recognises that sound BCM practices will assist the organisation's capability in preventing, preparing for, responding to, managing, and recovering from the impacts of a disruptive event.

Council also recognises that disruption-related risks may be infrequent, but they can have severe consequences for critical services that are not able to be resolved by routine management. Disruption-related risks include (but are not limited to) physical and non-physical events such as natural disasters, pandemics, significant loss of utilities, financial crises, accidents, and incidents that threaten Council's reputation.

Council has implemented Incident Management Plans (IMPs) at the corporate and departmental level to:

- Ensure services that are critical to Council's objectives continue despite the occurrence of a potentially disruptive event;
- Stabilise the effects of a disruptive event and return to normal Council operations and a full recovery as quickly as possible; and
- Capitalise on opportunities created by a disruptive event.

It is Council policy that:

- Council's priority in the case of a disruptive event is the immediate and ongoing safety of the public and staff. Council's emergency management arrangements and incident management / disaster recovery planning help us to be prepared for and respond to emergency situations.
- Following a disruptive event, Council will ensure that critical services are operating, and that normal business is resumed as quickly as possible.
- Council will learn from experiences of disruptive events to minimise (where possible) their likelihood and consequence in the future.

## DOCUMENT CONTROL

Version:	3.0	Adopted	25 August 2025	Commencement Date	26 August 2025
Minutes Reference	Item XX			Review Period	4 Years from adoption
Previous Versions:	V 2.0 adopted 27 September 2021 (Council meeting, Item 11) V 1.0 adopted 25 March 2019 (Council meeting, Item 21)				
Responsible Directorate	Corporate Services	Controller:	Manager Corporate Governance		
ECM Document No.:	Business Continuity				

## COUNCIL POLICY

# RISK MANAGEMENT



### PURPOSE

The purpose of this policy is to ensure that Council has appropriate risk management practices and procedures in place to minimise Council's exposure to risks which may adversely impact its ability to carry out its functions and achieve its objectives.

### SCOPE

This policy applies to all risk management activities undertaken by 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

Strategy 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes

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

### STATUTORY REQUIREMENTS

Acts	N/A
Regulations	N/A
Australian/International Standards	AS/NZS ISO 31000:2018 Risk management – Guidelines

### DEFINITIONS

**Consequence** means the outcome of an event that impacts Council's objectives.

**Controls** means any action which modifies a risk. It may include policies, procedures, directives, technology, devices, laws or techniques. Risk treatments become controls once implemented.



**Enterprise risk** means risks which are identified and assessed as having an impact at an organisational level.

**Executive Leadership Team (ELT)** means the Chief Executive Officer and Directors of Council.

**Level of risk** means the magnitude of the risk. It is estimated by assessing the likelihood and consequence(s) of the risk.

**Likelihood** means the chance that something might happen.

**Monitor** means to supervise, observe, scrutinise, and continually check.

**Current risk** means the risk assessed includes current controls and their effectiveness in mitigating the risk.

**Review** means this is a reconsideration of the risk given the context, controls and nature of the risk.

**Risk analysis** means an exploration of the risk to consider its: Source, Impact, Likelihood, Context, and Potential controls.

**Risk appetite** means the type and level of risk the Council is willing to accept or pursue.

**Risk evaluation** means the process of assessing the outcomes of the risk analysis with the approved risk appetite to determine if the level of risk is acceptable or requires further treatment.

**Risk identification** means the process of recognising and detecting risk, which can include assessing incident reports, audit findings, legislation/regulation updates and changes, regulator's feedback/reporting, and using the experience and knowledge of staff and contractors.

**Risk owner** means the person with the responsibility and delegated authority to manage that risk.

**Risk tolerance** means the council's willingness to accept a level of risk after controls and treatment have been applied.

**Risk treatment** means identifying and applying additional processes/controls which are intended to mitigate the risk.

## POLICY STATEMENT

1. Council recognises that risk management is essential for effective strategic and financial planning, and for the continuing operations of Council.
2. Council will ensure that the organisation, its employees, and the Glenorchy community are protected against loss through the application of sound risk management practices.
3. Council will establish and maintain a Risk Appetite Statement, approved by Council, which will be used by Council Officers and Contractors to define Council's risk tolerances in carrying out the work of Council.
4. Council will establish and maintain a Risk Management Framework which sets out Council's approach to identifying and managing risks that, if realised, may prevent Council from carrying out its functions and achieving its objectives.



5. Council's Risk Management Framework (which includes this policy) will:
  - a. Be based on the principles in the AS/NZS: 31000:2018 Risk Management – Guidelines and any supporting documents to that standard;
  - b. Include, at a minimum, a Risk Management Directive and a Risk Management Procedure which, collectively, will clearly articulate Council's risk management philosophy, the processes and procedures for identifying risks, analysing and assessing risks, treating and controlling risks, and monitoring, reporting and reviewing risks; and
  - c. Provide an appropriate administrative structure to meet the Council's agreed policy objectives and organisational responsibilities for the management of risk.
6. Council will review its risk management practices regularly, to ensure that:
  - a. Council is meeting its risk management obligations carrying out its risk management activities in line with best practice;
  - b. Council has a detailed and current understanding of the nature of risks facing the organisation and strategies in place to eliminate or mitigate them; and
  - c. Council's current risk management practices are meeting its objectives as articulated in the Risk Management Framework.
7. Council will use its best endeavors to develop and promote a culture of risk management awareness among its staff, in which an understanding of Council's risk management philosophy, processes and procedures forms part of Council's decision making at all levels.

## BACKGROUND

Due to the nature and multitude of services that Council provides to the community, Council faces a large and diverse number of risks. In order to protect the interests of the community it represents, it is necessary for Council to manage risk effectively through a robust risk management framework. Apart from minimising financial loss and adverse publicity, Council's risk management practices must balance legal requirements and public expectations, and provide for the safety and wellbeing of employees, contractors and the community in general.

## DOCUMENT CONTROL

Version:	3.0	Adopted	25 August 2025	Commencement Date	26 August 2025
Minutes Reference	Item XX			Review Period	4 Years from adoption
Previous Versions:	V 2.0 adopted 27 September 2021 (Council meeting, Item 11) V 1.0 adopted 2 October 2017 (Council meeting, Item 9)				
Responsible Directorate	Corporate Services	Controller:	Manager Corporate Governance		
ECM Document No.:	Policies by Directorate				



## COUNCIL POLICY

## CODE OF CONDUCT - INTERNAL DISPUTE RESOLUTION



## PURPOSE

To establish the principles and procedures for dispute resolution with, and between, elected members before a Code of Conduct complaint is lodged in accordance with section 28JA of the *Local Government Act 1993* and the *Local Government (General) Regulations 2025*.

## SCOPE

This policy applies to disputes with, and between, elected members. Matters of dispute include those under the Code of Conduct and behaviour of elected members towards each other, Council employees and community members more broadly.

## STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i> (Tas) <i>Local Government (Code of Conduct) Order 2024</i> (Tas)
Regulations	<i>Local Government (General) Regulations 2025</i> (Tas)
Australian/International Standards	N/A

## DEFINITIONS

**Chief Executive Officer** means the person appointed as General Manager of Glenorchy City Council pursuant to section 61 of the *Local Government Act 1993*.

**Code of Conduct** means the Code of Conduct made under section 28R of the *Local Government Act 1993*.

**Code of Conduct Complaint** means a complaint made under section 28V of the *Local Government Act 1993*.

**Complainant** means the person raising the dispute about a relevant matter.

**Elected Member(s)** includes the Mayor, Deputy Mayor, Alderman and Councillors that may be elected to Council from time to time.

**Respondent(s)** means the elected member(s) that are subject to a dispute.

## POLICY STATEMENT

## Application of Policy

1.1. Relationship to the Code of Conduct



This policy is to support the resolution of disputes with, and between, elected members before a Code of Conduct complaint is lodged.

Where a Code of Conduct complaint is lodged, section 28V(3)(fc) of the *Local Government Act 1993* requires that a complainant details why the outcome from the Council's dispute resolution process was not satisfactory, or if the process was not used, why the dispute resolution process was not appropriate for the circumstances. An exception is where the dispute resolution process is not appropriate to resolve the dispute.

#### 1.2. When this policy may not be appropriate

A Code of Conduct complaint may be required where either party is unable, or unwilling to participate in some, or all, of the dispute resolution process, such as mediated discussions. Participation in the dispute resolution process may also not be appropriate where it is likely to cause further trauma or victimisation to a party involved.

Other matters such as, but not limited to health and safety risks, criminal misconduct, discrimination, and breaches of the *Local Government Act 1993*, are to be addressed outside this policy.

### **Principles**

#### 2.1. Procedural fairness

The principles of procedural fairness, or natural justice apply when dealing with a dispute under this Policy.

In particular:

- the parties in the dispute will be afforded equitable opportunities to be heard.
- any recommendations, or dispute resolution plans will be based on genuine consideration of the circumstances and evidence.
- the roles in the process will support procedural fairness.

#### 2.2. Roles

##### **Mayor**

The Mayor, as Chairperson of the Council, may ask for parties to engage in the dispute resolution process.

##### **Chief Executive Officer**

The Chief Executive Officer is responsible for identifying a Council officer to act as the Dispute Resolution Officer. Where the Dispute Resolution Officer has an actual or perceived conflict of interest with the parties in dispute, the Chief Executive Officer may appoint an alternative officer. The Chief Executive Officer may appoint themselves where no other person is able to perform this role, and they can meet the requirements of this policy.

##### **Dispute Resolution Officer**



The Dispute Resolution Officer manages the process, is responsible for maintaining the records of the process and appoints the Dispute Resolution Advisor. The Dispute Resolution Officer does not have a role in assessing the dispute.

#### **Dispute Resolution Advisor (the Advisor)**

The Advisor is a person external to the Council who undertakes the dispute resolution process with the parties in dispute. Refer to section 3.5 for more detail on the Advisor.

#### **Support person**

The support person is a person who may support the complainant or respondent as part of the dispute resolution process. Refer to Section 4.5 for more detail.

#### 2.3. Personal and shared responsibility

Elected members represent the views of the community, so at times they may hold and express views that are different, and opposing, to their fellow elected members. The democratic process means that there may be active debate that should be considered and respectful.

However, this debate may become a conflict or dispute. Where this happens, the parties should use their best endeavours to resolve the issue or dispute in an informal and courteous manner.

Where the parties have been unable to resolve the issue or dispute themselves, or it is not appropriate, then the dispute resolution process can then be applied. The process is to be approached by the parties in good faith to find a resolution.

#### 2.4. Confidentiality

All parties will take all reasonable steps to maintain confidentiality when dealing with the dispute, to protect both the complainant and respondent.

With the mutual agreement of the complainant and respondent, a closed meeting of Council may be advised that the parties are participating in dispute resolution process.

#### 2.5. Accessibility

The Council will ensure that information on how to lodge a dispute, including this Policy, is available via its Customer Service Centre (located at 374 Main Road, Glenorchy) and on the Council's website. The Council will make information available in accessible formats if requested. Any person wishing to lodge a dispute may contact the Dispute Resolution Officer if they require assistance in completing the dispute resolution form or otherwise navigating the dispute resolution process.

#### 2.6. Equitable access

This Policy and process is designed to address the different needs and priorities of all persons, including of different genders. It provides measures that address different levels and types of experiences, power, information and influence. These measures include:



- Addressing power imbalances with an external neutral Dispute Resolution Advisor to support dispute resolution and providing for support person(s), detailing access to information, and maintaining accurate, clear records.
- Providing a safe environment through confidentiality and neutral party lodgement.
- Requiring Dispute Resolution Advisors with appropriate training for inclusiveness, gender responsiveness and trauma.

## Procedure

### 3.1. Lodging and withdrawing disputes

Any person may lodge a dispute regarding an elected member's behaviour.

The Dispute Resolution Form must be completed in full to lodge a dispute. Completed forms must include the name and contact details of the complainant. If applicable, a dispute must specify the part(s) of the Code of Conduct that the behaviour relates to.

Anonymous disputes cannot be accepted. Where an individual wishes to remain anonymous or does not want to put their complaint in writing, the Dispute Resolution Officer may direct them to alternative avenues outside this Policy.

Where required details are omitted from a Dispute Resolution Form, the Dispute Resolution Officer will invite the complainant to provide this information for the dispute to be progressed.

Disputes may be withdrawn by the complainant by writing to the Dispute Resolution Officer. The Dispute Resolution Officer will provide written notice of the withdrawal to the respondent. Notice will not be provided if the withdrawal is prior to the respondent being notified of a dispute being lodged (Refer Section 3.4).

### 3.2. Fees

There is no fee to lodge a dispute that will be handled through the Council's internal dispute resolution process.

However, under the *Local Government (General) Regulations 2025*, a prescribed fee of 50 fee units applies when lodging a Code of Conduct complaint.

### 3.3. Notice to complainant

Within 10 business days after receiving a dispute, the Dispute Resolution Officer will provide written notice to the complainant that:

- i) confirms receipt of the dispute;
- ii) outlines the process that will be followed;
- iii) notes the confidentiality requirements of section 2.4 of this Policy; and
- iv) includes a copy of this Policy.



### 3.4. Notice to respondent

Within 15 business days after receiving a dispute, the Dispute Resolution Officer will provide written notice to the respondent that:

- i) advises that a dispute has been made in accordance with this Policy;
- ii) includes a completed Dispute Resolution Form;
- iii) outlines the process that will be followed;
- iv) notes the confidentiality requirements of section 2.4 of this Policy; and
- v) includes a copy of this Policy.

### 3.5. Appointment of Dispute Resolution Advisor

The Dispute Resolution Officer is to appoint a Dispute Resolution Advisor (Advisor), who may be selected from the Local Government Association of Tasmania's (LGAT) Multi-Use Register of Advisors.

The Advisor must:

- not be an employee of Council.
- not have any direct relationship to the parties.
- must be objective and impartial, with no real or perceived bias.
- must be able to demonstrate that their practice is gender and trauma aware.
- be accredited under the National Mediator Accreditation System (NMAS), or its successor, the Australian Mediator and Dispute Resolution Accreditation Standards (AMDRAS); or have a minimum of a Diploma in Mediation or Dispute Resolution.

In selecting a person to act in the capacity of the Advisor, the Dispute Resolution Officer will consider the nature of the issue under discussion, knowledge/experience of local government and interpersonal skills that can most likely assist in resolving matters of conflict.

The Dispute Resolution Officer will provide written notice of the appointment of the Advisor to the complainant and the respondent.

The parties may object to the Dispute Resolution Officer if they believe that the Advisor does not meet the requirements detailed in this section and will provide evidence to substantiate their view. The Officer will consider an objection and determine whether an alternate Advisor is to be appointed.

It is expected that there be no conflicts of interest between the Advisor and the complainant or respondent. If during the review process a conflict of interest arises between any party, the party must notify the Dispute Resolution Officer promptly. Where the Dispute Resolution Officer determines there is an actual conflict of interest, an alternative Advisor is to be appointed.





## Dispute Resolution Process

### 4.1. Commencement

In commencing the dispute resolution process, the Advisor will bring together the parties to conduct an initial facilitated discussion or mediation. Where needed, they may also undertake initial individual interviews with the parties and others.

The initial discussion is to provide a general picture of the dispute and to allow the Advisor to provide an estimate of the timeframe for the process based on the parties' willingness and availability. This discussion will support the Advisor's consideration of the appropriateness of undertaking the process including:

- the parties' willingness to participate in the process.
- health and safety risks to the parties, or others.

The Advisor may determine that the process cannot continue due to:

- the risk that the process may cause harm to the health and safety of either of the parties.
- one of the parties is unwilling or unable to participate.
- initial engagement reveals circumstances that must be addressed through a different process, such as those outlined in Section 1.2.

Where the Advisor has determined the process cannot continue, they will provide a report to the Dispute Resolution Officer. The report will provide their reasons and state their determination that the dispute will need to be resolved through alternative avenues. The Advisor may make recommendations regarding these avenues.

### 4.2. Process

The Advisor will determine the appropriate resolution processes based on their expertise and experience. This may include, but not be limited to, approaches such as mediation and facilitated restorative processes.

Resolutions may include, but not be limited to:

- a commitment to changing behaviours.
- a commitment to cease the behaviour.
- a commitment to apologise.
- counselling.
- undertaking professional development.

The Advisor may also make a recommendation to the Council that it review a policy, procedure, or other document related to the dispute.



The parties must represent themselves.

The maximum timeframe for a dispute resolution process is three months. At this time, the Advisor is to provide a report to the Dispute Resolution Officer and close the dispute. This timeframe may be extended on the Advisor's recommendation and with the mutual agreement of the parties.

#### 4.3. Information requests

Elected members and Council staff are to respond to the Advisor's reasonable requests for information about the dispute. Information pertaining to a third party will require their consent for the information to be released.

The Advisor may request the Dispute Resolution Officer to search for any relevant records or information in the Council's Record Management System. The Advisor must provide the complainant and respondent with a copy of any records that are identified.

In addition, where a clarification or additional information has been sought from the complainant by either the Dispute Resolution Officer or the Advisor, copies must also be provided to the complainant and respondent.

#### 4.4. Order of disputes

Disputes will normally be dealt with in the order in which they are received. If more than one dispute is received that relates to the same alleged breach, the Dispute Resolution Officer may progress those disputes concurrently, provided confidentiality can be maintained.

#### 4.5. Support person

Complainants and respondents may include a support person as part of the dispute resolution process.

The role of the support person is to observe and provide emotional support. They are not to provide views on the process or on legal context. The support person must not be an Australian lawyer.

The parties are to provide written notice to the Dispute Resolution Officer of their intention to include a support person in the dispute resolution process. This notice is to include the person's name, occupation and relationship to the party.

The Advisor is to consider, before and during the process, the impact of the support person's participation on the principles in this Policy. The Advisor has absolute discretion to remove, or not to allow the person to participate in some, or all, of the process. The Advisor's determination will be provided in writing to the parties and to the Dispute Resolution Officer.

### **Reporting Obligations**

#### 5.1. Report from Dispute Resolution Advisor

The Advisor must include in the confidential report to the Dispute Resolution Officer and to the parties:

- i) the process and methods that were used;
- ii) outcomes of the process including commitments made by one or more of the parties; and



- iii) the views of the parties regarding the outcomes of the process.

### 5.2. Council

The Council is required to maintain a record of the number of disputes, including whether they were determined, withdrawn or underway, and their total costs. This information is to be reported in its Annual Report.

## Implementation and Communication

The Chief Executive Officer is responsible for the implementation of this Policy in accordance with responsibilities outlined.

### DOCUMENT CONTROL

Version:	Adopted	Commencement Date	
Minutes Reference		Review Period	4 Years from adoption
Previous Versions:			
Responsible Directorate		Controller:	
ECM Document No.:			



## Dispute Resolution Form

### Instructions for Use

This form is for lodging a dispute under Glenorchy City Council's *Code of Conduct – Internal Dispute Resolution* policy ("the Policy").

This form has been provided to ensure that you include all the information required under the Policy in your dispute. You will need to complete all sections in this form.

To make a valid dispute, you will need to:

- ☐ Complete this form.
- ☐ Lodge the dispute with the Chief Executive Officer of Council within two months of the alleged behaviour by the elected member/s

Contact Details (of person lodging the dispute – the complainant)	
Name:	Telephone (mobile):
Address (Residential):	Telephone (work):
Address (Postal):	Telephone (home):
Email address:	Preferred mode of contact:
Summary of dispute	
Name of the elected member who you are in dispute with (the respondent):	
Part(s) of the Code of Conduct that you believe	



have been infringed ( <i>if applicable</i> ):	
Date(s) of incident(s):	
Location(s) of incident(s):	
<b>Details of the dispute (further information may be attached)</b>	
<b>Witnesses (include anyone with knowledge of what happened)</b>	



### Have you previously made a dispute about this matter?

☐ Yes

☐ NO

If yes, when and to whom did you make the dispute?

### Have you made any efforts to resolve the dispute directly with the respondent?

(Note: this section is compulsory. Incomplete forms will be returned)

☐ Yes

Briefly describe the efforts that you have made **(Note: You must complete this section)**

☐ No

Include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent.

### Desired outcome of dispute

Please explain what you would like to happen by lodging this dispute.



<b>Please sign and date</b>
Signature:
Date:

**Privacy Statement**

Glenorchy City Council may collect, use and disclose personal information where necessary to undertake its functions and services. This information will not be used or disclosed for purposes other than those for which it was collected unless authorised by law or where you have provided consent. While you do not have to provide your personal information to us, this may limit the availability and delivery of our services to you.

The Council may, at times, need to share your personal information with third parties such as contractors. Third parties are prohibited from using or selling your information for their own purposes and must comply with all privacy laws.

Further information about how the Council manages personal information can be found in our Privacy Policy available at [www.gcc.tas.gov.au](http://www.gcc.tas.gov.au).