

GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 10 JULY 2017



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GCC Multicultural Framework Report



29 June 2017

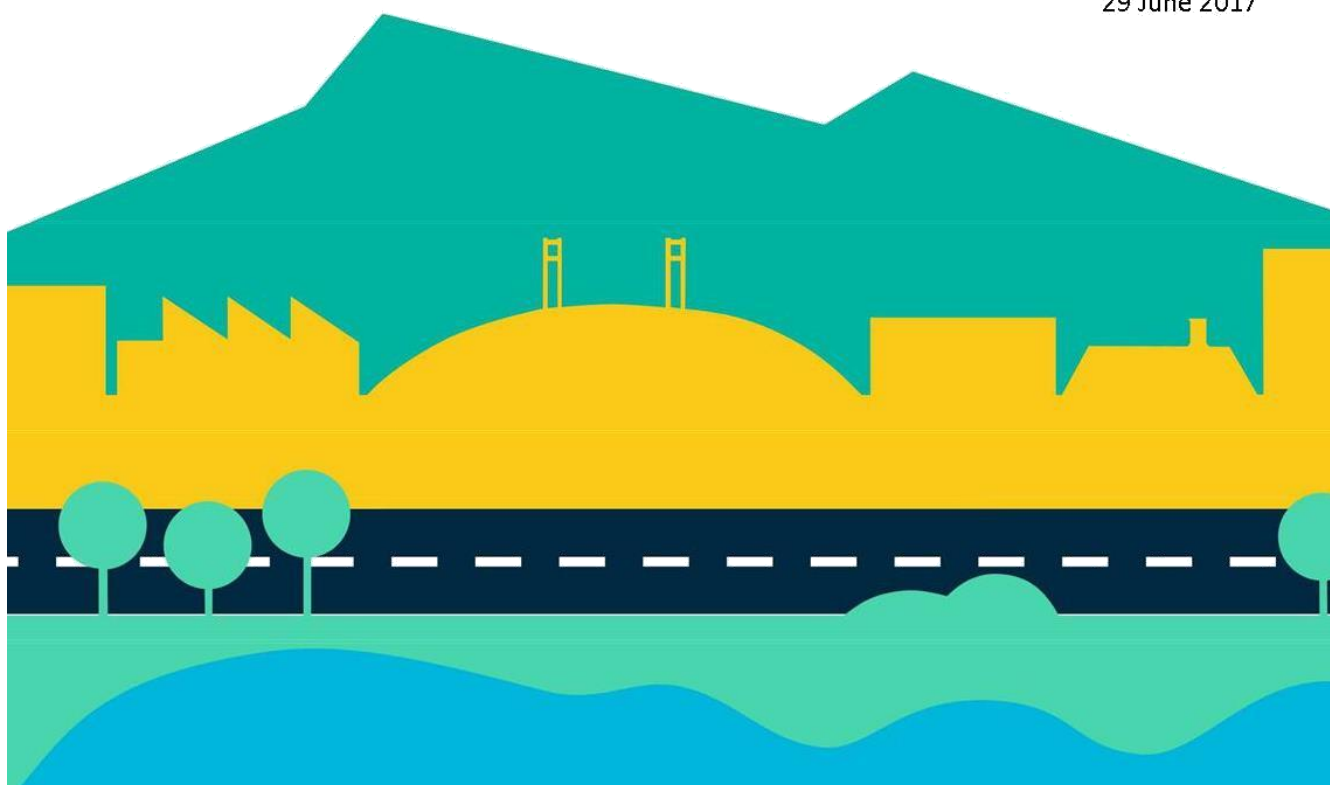


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Executive Summary

Glenorchy City Council (GCC) as a municipality has experienced a significant and consistent increase in new migrants (particularly humanitarian entrants with complex needs) settling in the local government area, complementing already established multicultural groups.

Welcoming and engaging with these communities is a key responsibility for the Council. While GCC would like to address the increasing number of requests for support from these communities, adequate resourcing (financial and human) in this area is not available at this time. In reality, without a focused resource for the multicultural community to connect with, Council is missing the opportunity to build a trusting relationship with these groups. Subsequently, Council needs to put in place a structure that provides transparency of decision-making and enhance the support it can provide while enabling community members to become more involved.

Within Council's current resources, there are still opportunities where GCC can demonstrate its commitment to embracing cultural diversity in the community and the positive value it brings, as well as improving current engagement practices. These include:

1. Formally commit to become a member of the global Welcoming Cities (<https://welcomingcities.org.au>) network;
2. Building on best practice by implementing a Multicultural Ambassadors program. This allows the multicultural community to identify, plan and implement key initiatives that are meaningful to them and to the Glenorchy community as a whole, while also developing key workforce skills and networking opportunities; and
3. Addressing resourcing issues within the Community Development team in order to overcome the barriers caused by an over-stretched workforce. This will enable Council to better meet the requirements of the multicultural community in their stated request to have greater access to Council staff and to see improved engagement practices from Council.

By establishing a multicultural framework, Council can assess all requests for assistance in a transparent manner, ensuring that support is linked to GCC organisational and community goals.

Background

GCC recognised that more structure was required if it was to adequately address the needs of the multicultural community within the constraints of its current funding and resourcing model. Highlighting the need for a Multicultural Framework, GCC was able to access a small grant from the Department of Premier and Cabinet to facilitate the development of a multicultural framework, inclusive of widespread consultation with the community.

A Multicultural Framework Working Group was established to provide direction and oversight to this work. Membership of this group included:

- Manager, Community and Customer Service, GCC;
- Co-ordinator, Community Development, GCC;
- Co-ordinator, City Strategy and Economic Development, GCC; and
- Three representatives from the Glenorchy Cultural Diversity Advisory Committee.

The guiding principles of this Working Group were to:

- Create a clear statement of the benefit of multiculturalism to our community and the reason Council invests resources in this area;
- Ensure that a regular mechanism allows multicultural community members to be better connected and integrated into the Glenorchy community;
- Develop a process that involves all migrants (newly arrived through to established) to find solutions and better community connections;
- Ensure Council and staff are informed of the progress of the Working Group; and
- Maintain the confidentiality of all the information provided to the Working Group.

The objectives of the Multicultural Framework were to review GCC's existing structures and internal committees that work with multicultural groups and subsequently develop a framework to guide GCC in relation to priorities and actions for supporting multicultural activities in line with best practice.

Snapshot of Glenorchy

The most recent census in 2016 identified that Glenorchy was a city rich in cultural diversity. With a population of over 46,000 people:

- 21.1% were born overseas (up from 15.9% in 2011);
- 9.7% speak a language other than English (up from 7.4% in 2011); and
- 4.9% identify as Aboriginal or Torres Strait Islander, (up from 4.2% in 2011).

This is timely data that demonstrates increased cultural diversity in the Glenorchy community has continued its projected growth, and future council planning needs to take into account the unique needs of the multicultural communities that call Glenorchy home.

Similarly, research conducted by Deloitte on behalf of the Scanlon Foundation (Welcoming Cities) indicates that in the next 35 years, migration to Australia will:

- Drive employment growth, potentially up to 15.7%;
- Contribute up to \$1.6 trillion to the Australian GDP; and
- Lead to an increase of up to 60.4% of the population with a university education.

It has also been speculated that by 2050, each migrant will on average deliver 10% more value to the Australian economy than existing residents¹. Welcoming more migrants to the Glenorchy community makes sense economically, culturally and socially.

“Local councils in partnership with local community agencies and businesses are best placed to understand the complexity and nuances within their communities. They are also best placed to leverage the social and economic ideas and innovation that comes from being welcoming and inclusive.”

Source: <https://www2.deloitte.com/au/en/pages/public-sector/articles/welcoming-cities.html>

¹ <https://welcomingcities.org.au/the-economic-impact-of-migration/>

GCC recognises the economic and cultural value that the multicultural community brings to the area. Local councils, local business and civic organisations are the vital links to ensuring that whole communities feel connected and prosper.

Glenorchy celebrates and acknowledges its cultural diversity via a range of programs and activities, including the very popular Moonah Taste of the World Festival, and its evident support of national programs such as 'Racism: it stops with me', Harmony Day, Refugee Week, exhibitions at the Moonah Arts Centre, cultural awareness training for all staff, promotion of multicultural events to the community and its Cultural Diversity Advisory Committee.

Other programs delivered by Council include, leadership of the 'Hear Our Voices' Multicultural Women's Gathering capacity building project, and a youth leadership program for multicultural students delivered at local high schools. Where possible, Council also endeavours to work in partnership with other service providers such as the Migrant Resource Centre (which has recently relocated from Hobart to Glenorchy), Catholic Care Migrant Support Program, Red Cross, Save the Children, and the Multicultural Council of Tasmania. Council is also a member of the Networking for Harmony group facilitated by the Hobart City Council.

A key achievement for Council last year was the adoption of the Multicultural Community Spaces Plan, offering solutions spaces required by local multicultural groups for community, cultural and religious activities. Established with a grant from the Tasmanian State Government, a new Multicultural Hub established in Moonah is a key deliverable of this Plan. The Multicultural Community Spaces Plan also identified the need for a Multicultural Framework.

Why support multiculturalism?

Multiculturalism is defined by the Australian Department of Social Services (DSS) as the cultural and ethnic diversity of contemporary Australia. Multiculturalism has defined Australia since European settlement.

Encouraging and supporting the settlement of many cultures to a community brings an array of opportunities. From economic development through the creation of new businesses and subsequent employment through to social and cultural benefits, multiculturalism adds immeasurable value to a community, particularly one that makes migrants feel safe and welcome.

“The Tasmanian Government recognises that the knowledge, skills and contacts of migrant and multicultural communities are a key asset for Tasmania’s social and economic development. People bring strong work ethics, skills and experience to the workplace, and make a major contribution to life in the arts, sport, science, research, business and the community. Moreover, global cultural and commercial connections can enhance trade and investment opportunities for all Tasmanians.”

Source: (DPAC Multicultural Policy 2014)

The State Government also has a Population Growth Strategy with a target of 650,000 people living in Tasmania by 2050. It has identified 50 actions to deliver sustained, balanced population growth based on three areas:

- Job creation and workforce development: we will facilitate job creation and identify current and future employment opportunities to inform investment in education and training, and migration attraction strategies.
- Migration: we will actively pursue and facilitate overseas and interstate migration to Tasmania and encourage Tasmanians living elsewhere to come home.
- Liveability: we will build and promote Tasmania's liveability and foster a culture which is vibrant, inclusive, respectful and supportive.²

² <http://www.stategrowth.tas.gov.au/populationstrategy>

The key theme that flows through this strategy is that migration becomes a key tenet to reducing the impact of an ageing population. Government requires a balance of working and non-working age population so as to provide services to Tasmanians at the expected levels. To achieve this requires a coordinated approach from state and local governments, settlement services, education providers and local business. The potential for GCC to work with the State Government to promote settlement in the Glenorchy area aligns closely with the local community's ideas that were documented in the City of Glenorchy Community Plan 2015-2040.

This major consultation process articulated the vision and goals for a multicultural policy for Glenorchy, which included:

- To continue to welcome new arrivals from all countries;
- To work with new arrivals to build on the multicultural traditions in the GCC community through arts, food, music and shared experiences;
- To raise awareness of cultural diversity; and
- To show pride in the multicultural community by celebrating cultural diversity.³

With this mandate from the community, GCC needed to define how it will support these goals, within the constraints of current funding and resources.

³ City of Glenorchy Community Plan 2015-2040



Multiculturalism in Glenorchy

To gain a better understanding of the needs of the multicultural community in Glenorchy, and to confirm existing data collected from previous consultation processes, a multi-faceted approach to consultation was undertaken. This combined face-to-face meetings with individuals and groups, communities and service organisations, as well as anonymous online surveying.

Where does GCC shine?

There was great acknowledgement of the current efforts Glenorchy makes in highlighting and supporting the multicultural communities.

- The annual Moonah Taste of the World festival is seen as a key tenet to creating an appreciation for the value diverse cultures bring to the municipality, attracting in excess of 14,000 people each year;
- Citizenship ceremonies are conducted with a warm, authentic consideration of multicultural needs which engages both the current community and new arrivals with over 250 people receiving their citizenship each year in Glenorchy;
- The 'Hear our Voices' program provides a valuable outlet for the often unheard female voices in the community to express their fears, concerns and hopes for the future with around 100 women attending each annual gathering held since 2014;
- Since 2003 the Cultural Diversity Advisory Committee has been an opportunity for Council to consult with the multicultural community; and
- The Multicultural Hub, soon to be established in the old Moonah Arts Centre in Hopkins Street, has been acknowledged by the community as a very positive sign of Council support for the multicultural community.

But what else does the multicultural community need?

As part of the Interim Report for the Multicultural Framework, it identified that for the framework to be consistent with the needs of the community, certain tasks were required. This included:

- To confirm the priority of issues that have already been collated with the multicultural community;

- To develop an assessment tool to prioritise community requests and allow Council to clearly articulate what it is able to provide in regards to financial and other resource assistance;
- To document reference points to other service provision partners or stand-alone organisations who have the capacity to assist new and permanent migrants to the greater Hobart region; and
- To identify and prioritise other activities Council could be involved in and improve its engagement practices if further resources (both financial and people) were made available.

The survey results confirmed information gathered in face-to-face meetings. The priorities for the multicultural communities in Glenorchy were education, housing and employment.

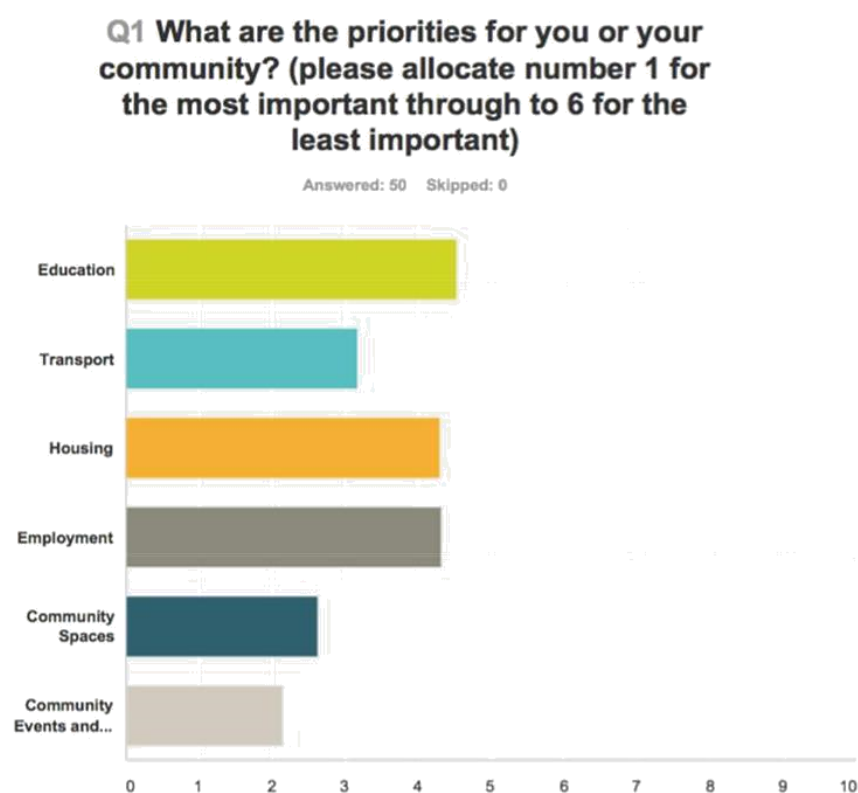


Figure 1: Summary of multicultural community priorities in Glenorchy

This aligns with what we understand about the challenges new arrivals face. A lack of recognised education or qualification often results a low socio-economic status for multicultural families. Without the essential knowledge for daily living in Australia, but also the capacity (via education and employment) to improve their housing situation, it is challenging for multicultural members of the community to effectively improve their current situation. The full survey results, including this list of priorities, could be the themes that the Multicultural Ambassadors may choose as a focus for one of their projects. The availability of this data will provide recent research to help grow their understanding of the issues that face new arrivals in the Glenorchy area.

At first glance, these elements may be considered outside of local government's power to influence. There were, however, many opportunities listed in the survey responses identified how Council could be more active and involved, and ultimately contribute to the identified high level needs of the multicultural community. These included:

- More engagement from Council and more active resourcing, such as a dedicated cultural diversity officer and resourcing specific to multicultural needs;
- A diversity statement from Council, linked to more visible displays of acceptance such as multi-lingual signage;
- More public statements from Glenorchy, describing how it is a welcoming city for all cultures, celebrates diversity and values the contribution that many cultures make to the community;
- A greater variety of communication activities, such as:
 - Council open days;
 - Forums;
 - Engagement with multicultural leaders in their "space", not Council's;
 - More visible displays of acceptance, such as multilingual signage, public art programs and more social spaces for multicultural communities to engage with the city;
 - Spending more time with schools to create awareness about inclusion and diversity;
 - Using the Council website and other forms of social media to engage with communities;
 - Offering of a greater range of free activities, such as preventative health opportunities; and
 - Promotion of the benefits of multiculturalism with business.

There were many ideas proposed through the consultation process. However, Council's capacity to deliver any change within the constraints of current resourcing, (estimated to be less than one day per week) is impossible. It therefore requires a more structured approach to identifying how it will deliver services to meet the needs of the community through a multi-faceted approach of internal resourcing, partnering and empowering the multicultural community to take a leadership role in creating the change they want to see in Glenorchy.

Glenorchy would be a more welcoming city if it led other employers to employ people from other cultures

Source: Feedback from Multicultural Framework survey May 2017 – anonymous

Best practice for multiculturalism in local government

The Multicultural Council of Tasmania (MCOT) released “Local Government and best practice in multicultural policy and programs” in September 2015. It identified key activities that promote a sense of inclusion. While GCC delivers many key initiatives (such as those listed on page 8 of this document), there is still more that is required to support the multicultural community in the area.

As Glenorchy continues to experience an increase in both the population and the diversity of multicultural communities⁴ it needs to identify how it can allocate its limited staffing, financial and infrastructure resources most effectively. While the Cultural Diversity Advisory Committee has provided a long and respected representation of the multicultural communities to Council, best practice in local government suggests that this needs to evolve, so as to create new structures that are designed to create enduring change and respond appropriately to identified needs.

Similarly, without a clear statement of acceptance of multiculturalism, and key actions to back up these statements, Glenorchy is at risk of not meeting the needs of its community. In order to deliver to best practice, Glenorchy needs to put in place three initiatives:

1. a dedicated response to becoming a Welcoming City;
2. a Multicultural Ambassador's program to provide the multicultural community with more input into the key initiatives they see for the Glenorchy Community; and
3. Increased resourcing aligned with meeting holistic multicultural inclusion needs.

A multicultural framework will guide how these initiatives will operate.

“Share examples from other communities that have embraced multiculturalism and showcase the community and economic benefits that can be gained through diverse community engagement. Events/activities that allow for the sharing of knowledge and skills and the exchange of ideas to establish understanding regarding the assess and potential of multiculturalism”

Source: Feedback from Multicultural Framework survey May 2017 - anonymous

http://gcc.tas.gov.au/content/City_of_Glenorchy_welcomes_34_new_citizens.GCC

Multicultural Framework for Glenorchy City Council | 1

Principles of Glenorchy City Council's Multicultural Framework

In developing its Multicultural Framework, GCC had the four guiding principles from its Community Plan 2015-2040:

1. To be a leader in welcoming migrants to the community and respecting that the local Aboriginal people are central in this process;
2. To commit to supporting migrants in the municipality for the long term;
3. To work collaboratively with other service providers, acknowledging that a collective approach will assist a greater number of people with diverse needs; and
4. That openness and transparency of decision-making creates trust in Council.⁵

Glenorchy would be a more welcoming city by having a regular council open day every few months for people to come in and learn more about what the council does and how it supports its residents

Source: Feedback from Multicultural Framework survey May 2017 - anonymous

There is a role for GCC to educate the community as a means of reducing non-acceptance, anti-social and discriminatory behaviour. Council must demonstrate support for the multicultural community, but within the constraints of its objectives (which is to serve the whole of the Glenorchy community) and resourcing. However, it can be proactive in offering alternatives.

By putting a multicultural framework in place, GCC will have a clear sense of direction for guiding policy and service delivery and be clearer that current resources – both financial and staffing – are being used as efficiently and effectively as possible. It must allow for transparency of decision-making but should also be flexible enough to meet changing and emerging needs from the multicultural community. The diversity of these groups – from the long-established to new arrivalsof many cultures, age groups, varying settlement needs and experiences – creates a challenge for Council to meet the needs of all.

⁵ City of Glenorchy Community Plan 2015-2040

Deliverable 1 – Membership of the Welcoming Cities Network

The Welcoming Cities network, a key initiative of the Scanlon Foundation, would provide Glenorchy with a sound foundation for supporting its approach to multiculturalism, while working towards the National Standards for Welcoming Cities in Australia. The program provides opportunity for knowledge sharing, partnership development, local government standards and accreditation and a national award program to celebrate success. This is also a platform to encourage local businesses in the city to become partners as well.

Importantly, becoming a Welcoming City formally acknowledges the Traditional Owners and Indigenous elders as the original custodians of the land and respect local Aboriginal and Torres Strait Islander people as leaders in welcoming activities.

Becoming a Welcoming Cities member would demonstrate that Glenorchy City Council is committed to improving the service it provides to the multicultural community.

The efforts towards membership are not onerous, however it does require a dedicated resource to ensure the appropriate mechanisms are in place to achieve membership. It is considered that membership can be achieved within the existing resources, however maximising the opportunities of being part of this program would be a greater challenge without an increase in dedicated multicultural resourcing.

Deliverable 2 – Multicultural Ambassadors program

A key opportunity, and a program recognised nationally as best practice, would be to introduce a Multicultural Ambassador program at GCC. This would allow members of many cultural communities to nominate representatives to focus on key initiatives they believe bring value to the whole Glenorchy community. The process of being an ambassador would also provide opportunity for participants to plan for their initiative, learn the process of putting together a budget bid, and then delivering a planned program of work with a focus on outcomes dedicated to making a difference for the multicultural groups as well as the whole Glenorchy community.

The ambassador program meets many of the community's requirements: a focus on issues that are relevant to them, a "work experience" program to develop skills and networking opportunities, and demonstrates Council's commitment in a very public way to working collaboratively with the multicultural community.

The Ambassador program could operate in the following manner:



Action	Timeframe
Nominations for Multicultural Ambassadors	August
Cultural Diversity Advisory Committee to act as selection panel for the first Multicultural Ambassadors	Selection panel appointed August
Multicultural Ambassadors to be nominated from their communities with six chosen based on a presentation they make to the panel about an initiative they would like to lead in Glenorchy	Ambassadors selected September
Selected ambassadors to research their initiative and prepare a budget bid for Council, if required	September - December
Budget bid assessed/approved	December - May
Projects commence	July
Projects delivered during the following financial year	July – June
Nominations for new Multicultural Ambassadors	August
Former Ambassadors to act as selection panel for new ambassadors	Selection panel appointed August
New ambassadors selected	September

Multicultural Ambassadors should also play a key role in the Glenorchy community. The work they will be performing should entitle them to be recognised at formal ceremonies, such as Australia Day and citizenship ceremonies.

Their work, since it will be planned and budgeted for as part of the annual Council budget cycle, can also be reported to the Council. These roles are not funded; rather it is an opportunity to committed members of multicultural groups to receive coaching and mentoring from Council staff in planning and delivering a project, an opportunity to develop key employment skills and a greater understanding of the workings of local government.

“Share examples from other communities that have embraced multiculturalism and showcase the community and economic benefits that can be gained through diverse community engagement”

Source: Feedback from Multicultural Framework survey May 2017 – anonymous

This approach would, over a period of 12 months, transition the Cultural Diversity Advisory Committee away from its current structure, which is not necessarily the best method of including newly arrived communities, to provide a more direct capacity for all cultures to be more involved in directing multicultural activities in Glenorchy. However, the members of this Committee deserve to be recognised publicly for the service they have given the community, and similarly invited to formal ceremonies for acknowledgement of their service to their communities and to Glenorchy.

Deliverable 3 – Increase resourcing dedicated to multicultural community support

GCC's current resourcing dedicated to multiculturalism is insufficient given the burgeoning need for greater work in this area, as identified by feedback received via a survey conducted in May 2017 and in conversations with community groups and service providers. This is also supported by statements in the Community and Strategic Plans. It is expected that the soon-to-be-released 2016 Census data will also evidence the continued growth of multicultural communities in Glenorchy. Currently, there is no dedicated cultural diversity officer position in Council, and the Community Development Coordinator performs some tasks with a multicultural focus, but only within the confines of their broader role.

There is currently a role within the Community Development team which is funded 0.6FTE (with a focus on access and ageing support). To increase this role to 1.0FTE would provide an extra two days per week whereby multicultural issues can be given more attention. This would include greater engagement with the community – being able to attend outside of normal working hours meetings, holding forums, and supporting specific multicultural programs in the community. Council will also need to consider factoring in to budget considerations additional funding to cover the costs of specialist bi-cultural workers and interpreters who are more increasingly needed to assist Council officers engage with all communities in the city.

"The best way to reach communities is to employ bi-cultural workers who can go out and connect"

Source: Feedback from Multicultural Framework survey May 2017 - anonymous

The Framework

Figure 2 that follows identifies the framework in action. As a service provider to the entire Glenorchy Community, Council must operate under the agreed goals, policies and programs it has committed to deliver.

Through consultation, the needs of the multicultural community have been identified, but these must be assessed in regards to staffing implications. Council must measure how it is progressing in meeting these needs and set itself a timeframe for review, to ensure it is meeting community requirements in the timeframe expected.

Through increased resourcing, both in staffing levels and financial contributions, GCC can more accurately plan, deliver and communicate with the multicultural community.

Through membership of the Welcoming Cities program, GCC will be able to benchmark it's progress towards supporting multicultural communities, in alignment with it's Multicultural Framework.

The multicultural ambassadors program builds on the good work provided by the Cultural Diversity Advisory Committee and delivers tangible direction for making great ideas a reality in the Glenorchy Community.

In addition, an assessment tool has been developed to enable Council to be transparent in the way that it selects chosen programs to support, advocate, lead, or not. This tool will also be a key aspect of assisting the multicultural ambassadors determine whether their ideas for projects will receive Council endorsement and support.

GCC Supporting Structures	What	When	Impact	Result
Community Plan	Join Welcoming Cities Program	December 2017	Can be delivered within existing resources	- Increase in number of migrants choosing to settle in Glenorchy - Capacity to benchmark GCC cultural diversity and inclusion policies and practices - Clarity of vision for next steps for being a welcoming, multicultural community
GCC Strategic Goals				
GCC Annual Plan	Multicultural Ambassadors Program	Ambassadors selected: September 2017	0.2 FTE or 1 day per week ongoing	- Improved focus on projects of multicultural significance to the community - Increased perceived value for the multicultural community from the projects delivered
Council Policies and Programs		Projects Commence: July 2018		Improved future planning (both financial and resource) for GCC to respond to requests for assistance
Multicultural Framework				
	Increased GCC resourcing for multicultural activities	2018-19 budget onwards	0.2 FTE or 1 day per week ongoing	- Increased capacity for GCC to support multicultural community needs - Increase in staff involved in multicultural activities - Increase in diversity of work for community development staff

Figure 2 – Framework in Action

Recommendations

The Multicultural Framework is an opportunity for GCC to acknowledge that it has heard what the local community requires and subsequently can demonstrate with integrity the actions it will put in place to support these requirements. It is recommended that GCC:

1. Formally commit to become a member of the global “Welcoming Cities” network;
2. Implement best practice in providing a key support to multicultural community initiatives by transforming the Cultural Advisory Committee to be the first selection panel for the proposed Glenorchy Multicultural Ambassadors program;
3. Instigate a Multicultural Ambassadors program at Glenorchy, developed by the current Cultural Diversity Advisory Committee members and other representatives of different multicultural communities:
 - a. Ambassadors to be appointed for a 2 year period;
 - b. Ambassadors to prepare a plan, inclusive of budget (if required) for a key initiative with assistance from Glenorchy Council Officers;
 - c. Use the Multicultural Framework Assessment tool to select projects that can be supported by Council; and
 - d. Successfully supported or funded projects to be delivered by the Multicultural Ambassadors, with the support of Council and other ambassadors; and
4. Increase community development staffing by the appointment of a dedicated cultural diversity officer at 0.4FTE or 2 days per week to ensure a wider focus on multicultural community support in Glenorchy.

Appendix 1 – Multicultural Framework Assessment tool

Received request	Rating	Is this a request for financial funding?	Rating	Type of request	Rating	Impact of request	Rating	Value of request	Rating	Does the request require further consultation?	Rating	Does the request align with GCC's strategic plan?	Rating	Does the request align with the community plan priorities?	Rating	Does the request align with other council policies or programs?	Rating	Is there a partnership opportunity?	Rating	Can GCC partner with other agencies to support the request?	Rating	What is the community impact of the request?	Rating
Unplanned loss from individual/group	1	yes	1	Lead responsibility	1	Direct financial contribution	1	Difficult to quantify	1	yes	1	No alignment	0	No alignment	0	No alignment	0	No partnership opportunity	1	No	3	Doesn't impact community	0
Request received from architect/service provider	3	no	5	Coaching	3	Promotion	3	Greater than \$10,000	1	no	5	Align with a strategic community goal	1	Align with some community plan goals	3	Align with 1 policy/program	1	Collaboration opportunity	3	yes	5	Affects one multicultural community	3
Planned/identified by Council initiative of budget	5			Advocating	5	Access to staff time	3	Greater than \$5,000, less than \$10,000	1			Align with some strategic community goal	3	Align with some community plan goals	3	Align with some policies/programs	3	Collaboration and financial partnership	5			Affects multiple multicultural communities	4
						Production of materials - printing	4	Greater than \$1,000, less than \$5,000	2			Align with all strategic community goals	5	Align with all community plan goals	5	Align with all policies/programs	5					Affects the whole GCC community	5
						Access to facilities	4	Greater than \$500, less than \$1,000	3														
								Less than \$500	5														
Result		Decision		Type of support						References:		Strategic Goals		Community Plan Goals		Council Policies and Programs							
anything that includes 0		cannot support										Building Image and Pride		Creating a strong economy - jobs, investment, CBD revitalisation		Youth strategy							
		support		v.b partnership with other service organisations)								Making Lives Better		Creating artists and cultural hubs		Safer Communities plan							
				v.b access to GCC staff								Open for Business		Supporting and celebrating diversity		Customer Service Charter							
				v.b financial contribution								Valuing our Environment		Building city pride - appearance and reputation		Community Engagement Strategy							
												Leading our Community		Providing a safe city - opens spaces, community and recreational facilities		Welcoming Cities							

Appendix 2 - Consultation

The multicultural framework online survey was specifically sent to the following contacts with a request for them to extend it widely through their networks. GCC also had a link to the survey on its website.

- Special Committees of Council:
 - Cultural Diversity Advisory Committee
 - Safer Communities Committee
- Migrant Resource Centre (MRC)
- Multicultural Council of Tasmania (MCOT)
- Red Cross
- Catholic Care Migrant Support Program
- Save the Children
- Department of Premier and Cabinet (DPAC) – Multicultural Liaison distribution list
- Hear Our Voices Gathering Working Group members – including Save the Children Multicultural Playgroup, Hobart Womens Shelter (HWS), Royal Hobart Hospital Multicultural Liaison Officer, MRC workers and bi-cultural workers.
- Bhutanese community group
- Afghani Hazara community group
- Filipino community group
- Greek community group
- Ukrainian community group
- Italian community group
- Polish community group
- Tasmanian Ethiopian community
- Karen Community
- Tas Tafe – Adult Migrant English Program

- Interagency Networks:
 - Health Promotion South Team at Department of Health and Human Services (DHHS)
 - Glenorchy Action Interagency Network (GAIN) for families and children
 - Linkages – Aged and Disability Network
 - Youth Action Network Glenorchy (YANG)
- Schools:
 - Cosgrove High School
 - Ogilvie High School
 - Glenorchy Primary School
- Internal Consultations:
 - Acting Director Community, Economic Development and Business
 - Acting Manager City Strategy and Economic Development
 - Coordinator Community Planning and Inclusion
 - Community Development Team
- Face-to-face meetings were also held with specific groups, including a Muslim women's group and leaders from different communities.

References

Glenorchy City Council website, www.gcc.tas.gov.au

City of Glenorchy Community Plan 2015-2040

Glenorchy City Council (2016) Multicultural Community Spaces Plan

Welcoming Cities website, www.welcomingcities.org.au

Tasmanian Multicultural Policy 2014,

http://www.dpac.tas.gov.au/divisions/csr/policy/Policy_Work/multicultural_policy

Tasmanian Population Growth Strategy 2015

<http://www.stategrowth.tas.gov.au/populationstrategy>

Multicultural Council of Tasmania, paper: *"Australians today: landmark research into multiculturalism 2016 by the Scanlon Foundation"* 27 September 2016, Summary of Table Discussions

Deloitte - <https://www2.deloitte.com/au/en/pages/public-sector/articles/welcoming-cities.html>

Quotes throughout the document have been sourced from the survey responses provided the Multicultural Framework survey issued to the list of stakeholders at Appendix 2.



Glenorchy City Council

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Glenorchy City Council Multicultural Framework Statement 2017



Background

Glenorchy is the third largest municipality in the greater Hobart area.

It is also a very culturally diverse community.

Glenorchy's residential population: 46,143

(2016 Census)

21.1% born overseas,

9.7% speak a language other than English

4.9% identify as Aboriginal or Torres Strait Islander



Our multicultural statement

We acknowledge and respect the traditional owners whose ancestral lands we now share.

We welcome new migrants to our city and acknowledge the ongoing contributions made by established migrants who call this city home.

We recognise the social, cultural and economic values that being multicultural brings to our city.

We celebrate the diversity in language, culture, belief and heritage that comes with being a multicultural city.

We embrace the role local council can play in supporting our multicultural community to be all they aspire to become.



Our multicultural values

RESPECT

We respect the local Aboriginal people as leaders in welcoming migrants to the community. We are a better community when we treat each other with respect.

EQUALITY

We believe in the equality of all persons irrespective of their race, language or belief. We commit to working with new migrants to achieve their goals.

COMMUNITY

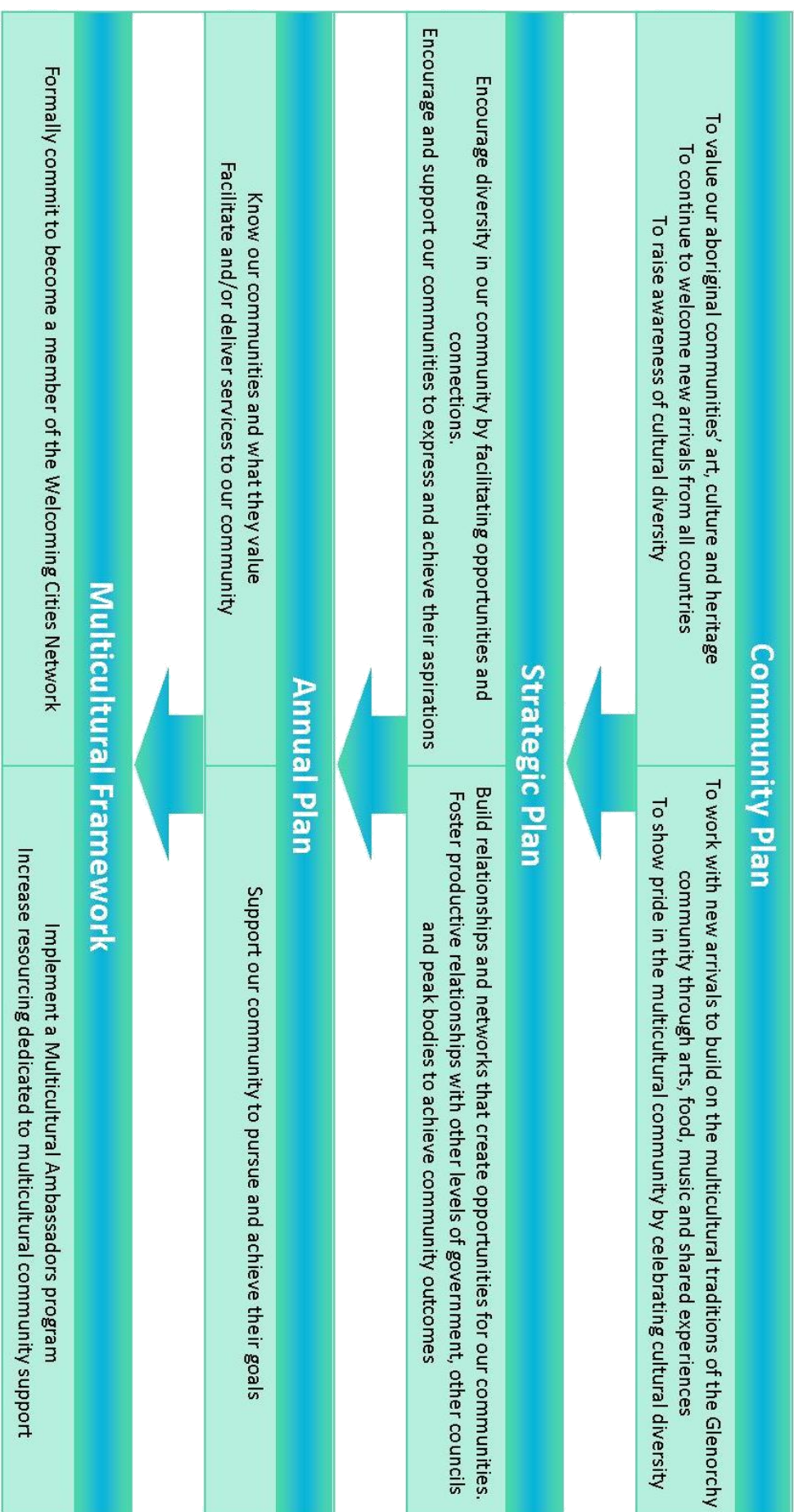
We value differences that enrich our community and the positive contributions everyone can make to improve the quality of community life.

COLLABORATION

It is by working collaboratively with other government agencies, service providers and interested stakeholders in delivering services to migrants that we can make the best impact.



Linking to strategy





What Glenorchy can achieve now

Glenorchy City Council has a limited current capacity to increase resourcing across all areas that it services, and cultural diversity initiatives are no different. However, with some small, incremental changes, it can begin to deliver to the expectations of the multicultural community.

GCC Supporting Structures	Desired Community Outcomes	What Council can deliver	Key Result Area
Community Plan GCC Strategic Goals GCC Annual Plan Council Policies and Programs Multicultural Framework	Greater promotion and recognition of the value cultural diversity brings to Glenorchy	Membership of the Welcoming Cities Program	- Increase the number of migrants choosing to settle in Glenorchy - Capacity to benchmark GCC cultural diversity and inclusion policies and practices
	Focus on the issues that are relevant to the multicultural community. Greater opportunity to develop connections with Council and work experience opportunities	Multicultural Ambassadors Program – 1-2 ambassadors	- Improved focus on projects of multicultural significance to the community - Increased perceived value for the multicultural community from the projects delivered - Improved future planning (both financial and resource) for GCC to respond to requests for assistance

What Glenorchy can achieve in the future

GCC Supporting Structures	Desired Community Outcomes	What Council could deliver	Key Result Area
Community Plan GCC Strategic Goals GCC Annual Plan Council Policies and Programs Multicultural Framework	Greater promotion and recognition of the value cultural diversity brings to Glenorchy	Fully resource the Welcoming Cities Program	- Glenorchy is a community of choice for new arrivals to settle and current residents to stay - Glenorchy is a benchmark city for inclusiveness, equality and harmony
	Focus on the issues that are relevant to the multicultural community. Greater opportunity to develop connections with Council and work experience opportunities	Expand the Multicultural Ambassadors Program – up to 6 ambassadors	- Detailed focus on projects of multicultural significance - Projects delivered are viewed as value-adding by the whole Glenorchy community - GCC has future vision and capacity to respond to new projects and initiatives that deliver cultural diversity benefits
	Increased resourcing for multicultural activities	Full time Cultural Diversity Officer Additional multicultural roles for community development staff	- Capacity to meet multicultural community needs - Greater capacity to work with other service providers to enhance support to the multicultural community - Build on opportunities to link with the business community for greater economic and social outcomes

With a vision created by the multicultural framework, there is the opportunity for Glenorchy City Council to look further into the future and systematically plan and resource to deliver programs and support services that meet the expectations of the multicultural community.

To build a truly cohesive and welcoming city. To share knowledge and experiences with other councils. To broker meaningful multi-sector partnerships focused on community participation. To implement an accredited framework for diversity and inclusion. These will all flow from a dedicated resource committed to implementing the Welcoming Cities program.

To expand the multicultural ambassadors program to incorporate more ambassadors and deliver more projects evidences Glenorchy's commitment to the multicultural community in assisting them to implement key initiatives that are of value to them. It also provides first-hand experience in planning and delivering a project within the local council framework to those who may be new to the workforce or seek to improve their networking connections.

The appointment of a dedicated Cultural Diversity Officer would provide the capacity for Council to meet with the community more regularly, at their preferred times and places.





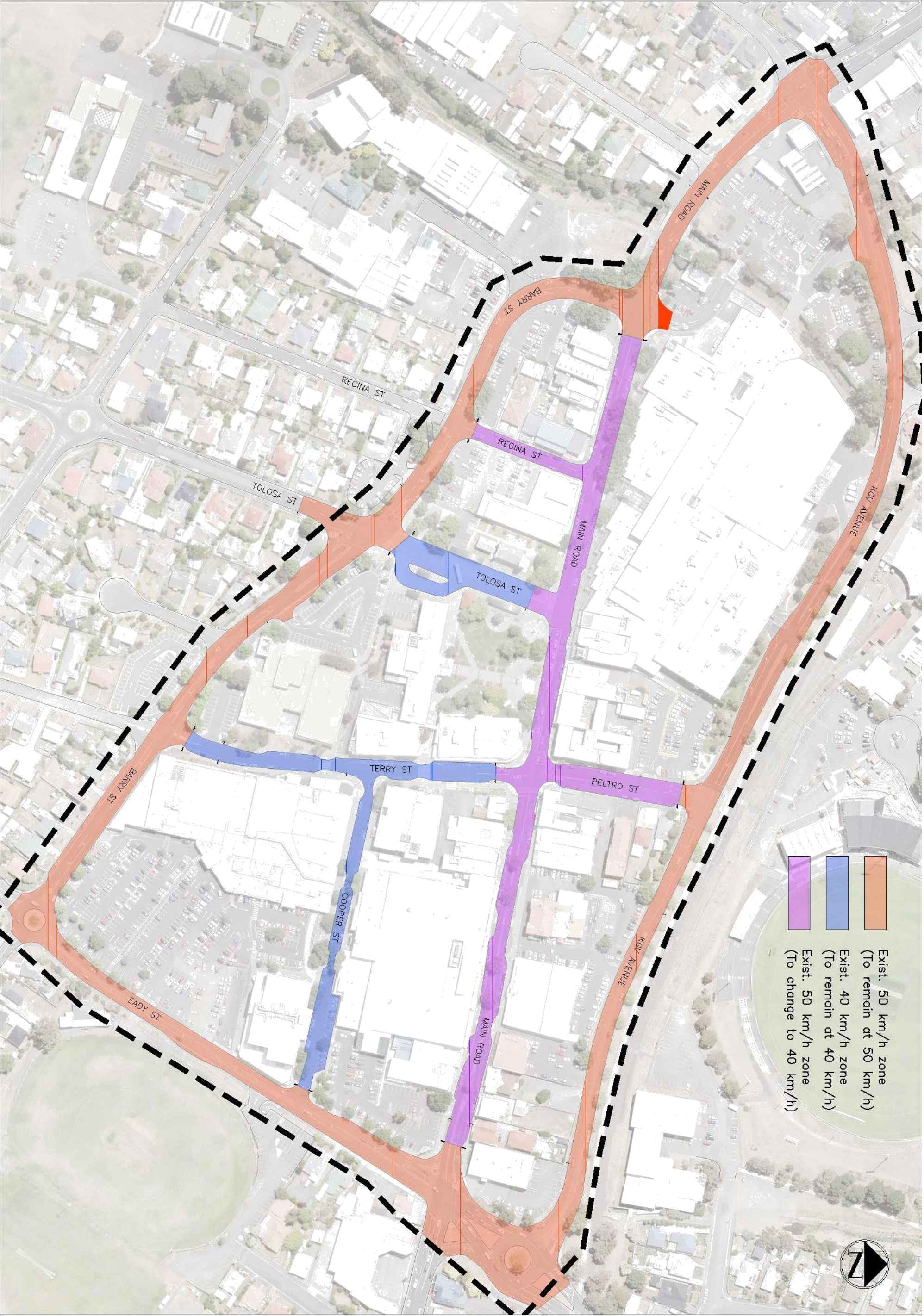
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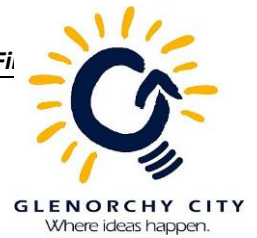
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Glenorchy City Council

Environmental Amenity By-Law 2017

By-Law No. 1 of 2017

Version 1

Adopted by Council on ##### 2017

Glenorchy City Council

Environmental Amenity By-Law 2017

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Glenorchy City Council Environmental Amenity By-Law 2017

Part 1 Preliminary

1 Repeal

The Environment and Health Services By-law No. 1 of 2010 is repealed.

2 Short title

This by-law may be cited as the *Environmental Amenity By-Law 2017*.

3 Object

The object of this by-law is to regulate and control matters of environment, health and amenity within the Glenorchy municipality.

Part 2 Interpretation

4 Dictionary

In this by-law—

authorised officer means a person appointed by the Council, an employee of the Council authorised by the General Manager for the purposes of this By-law, or a police officer.

Council means the Glenorchy City Council established under the *Local Government Act 1993*.

Environmental Health Officer means an Environmental Health Officer, as appointed by the Council.

General Manager means the general manager of the Council or delegate, and includes a person lawfully acting as the general manager from time to time.

municipal area means the municipal area of the Glenorchy City Council.

occupier includes any person having the care, control or management of any land or premises.

owner means any person who, whether jointly or severally, is seized or possessed of, or entitled to, any estate or interest in land.

person includes any body of persons, corporate or unincorporate, other than the Crown.

Part 3 Licences

5 Applications

An application for a licence pursuant to this By-Law is to be made to the General Manager in writing in a form approved by the General Manager and, where applicable, be accompanied by the following:

Attachments - Council - 10 July 2017

- (a) a statement in writing of the type of activity proposed to be undertaken by the applicant;
- (b) a scaled drawing showing the location and extent of the proposed occupation or activity;
- (c) such other information that the General Manager may reasonably require;
- (d) payment of the fee or charge imposed by the Council pursuant to section 205 of the *Local Government Act 1993* for an application under this By-law.

6 Factors to be considered when granting a licence

In deciding whether or not to grant a licence pursuant to this Part, the General Manager may have regard to the following and any other relevant matters:

- (a) public amenity and safety;
- (b) the maintenance of public order in the area;
- (c) the movement of traffic in the area;
- (d) the effect on premises or land in the area;
- (e) representations made by a police officer.

7 Conditions of a licence

- (1) The General Manager may issue a licence or refuse to issue a licence on an application made under clause 5.
- (2) A licence is subject to such terms and conditions as the General Manager may determine.
- (3) A licence holder must comply with the terms and conditions of a licence.

Penalty: Fine not exceeding 10 penalty units.

8 Licences generally

Licences are to:

- (a) be in writing and in a form approved by the General Manager;
- (b) bear the date on which they were issued;
- (c) include such terms and conditions as the General Manager may consider necessary;
- (d) remain in force for the period for which they were issued, unless they are cancelled or surrendered;

- (e) be surrendered to the General Manager if they are cancelled or when they are due for renewal.

9 Cancellation of licences

- (1) The General Manager may cancel a licence if a licence holder commits any breach of this By-law or any condition of a licence.
- (2) The General Manager may cancel a licence if the licence holder is convicted of any offence involving:
 - (a) dishonesty; or
 - (b) a breach of public order.
- (3) If the General Manager cancels a licence, the General Manager is to serve a notice in writing on a licence holder stating that the licence is cancelled and the reason for that cancellation.
- (4) Cancellation of any licence is effective from the day the notice has been served on the licence holder or the date specified in the notice whichever is the later.
- (5) Nothing in this clause is to be construed as preventing or prohibiting the General Manager from cancelling a licence if this is required due to the exercise or intended exercise of any local government functions, powers, rights or duties by the Council.
- (6) Notwithstanding, sub-clauses (3) and (4), the General Manager may cancel a licence by any communication conveyed to the licence holder by any means including but not limited to by telephone, email, notice by radio or television in emergency situations or in a situation considered appropriate by the General Manager.
- (7) Despite anything else in this by-law, the General Manager may, in their absolute discretion, reverse the cancellation of a licence upon receiving and considering written submissions in relation to the cancellation from the holder of the cancelled licence.

10 Assignment of licence

A licence is not assignable to any person except with the written consent of the General Manager.

Part 4 Infringement Notices

11 Infringement notices

- (1) In this clause –

Specified offence means an offence against a clause specified in Column 1 of Schedule 1.

- (2) An infringement notice may be issued in respect of a specified offence and the monetary penalty set out adjacent to the offence in Column 3 of Schedule 1 is the penalty payable under the infringement notice for that offence.
- (3) Payment of the monetary penalty set out in an infringement notice must be made to the Council.
- (4) The monetary penalty set out in an infringement notice must be paid within 28 days of the service of the infringement notice, after which time the infringement notice may be referred to the Director, Monetary Penalties Enforcement Service.
- (5) An authorised officer may issue –
 - (a) an infringement notice to a person who the authorised officer has reason to believe has committed a specified offence; and
 - (b) one infringement notice in respect of more than one specified offence.
- (6) The *Monetary Penalties Enforcement Act 2005* applies to an infringement notice issued under this By-law.
- (7) In addition to any other method of service, an infringement notice alleging that a vehicle has been used in relation to a specified offence may be served by affixing it to that vehicle.

Part 5 Enforcement

12 Recovery of expenses

In addition to a penalty imposed in relation to a failure to comply with or a contravention of this By-law, an expense incurred by the Council in consequence of that failure or contravention is recoverable by the Council as a debt payable by the person so failing to comply or contravening.

13 Continuing offences

- (1) Where a person:
 - (a) commits an offence under this by-law; and
 - (b) is given notice of the offence; and
 - (c) continues to carry out the act or omission that constituted the offence after being given notice of the offence; and
 - (d) is subsequently convicted of the offence, the person is liable to a further penalty of 2 penalty units for each day during which the act or omission continues after the person was given notice of the offence.
- (2) The penalty in sub-clause (1) does not displace the penalty specifically prescribed elsewhere for the offence and is to be imposed in addition to the penalty for the offence.

- (3) In this clause:
- (a) **notice** means an infringement notice and a notice under clause 16(1); and
- (b) **convicted** includes a deemed conviction as a result of a person paying a fine under an infringement notice.

14 Supply of name and address

- (1) An authorised officer may require a person to give his or her name and address if the authorised officer reasonably believes that the person is offending or has offended against this By-law.
- (2) A person who fails or refuses to comply with a requirement under sub-clause (1) or who states a name or address that is false, is guilty of an offence.

Penalty: Fine not exceeding 10 penalty units.

- (1) A police officer making a requirement under sub-clause (1) may arrest a person who the police officer reasonably believes has committed an offence under sub-clause (2).

Part 6 Notices and Directions

15 Notices and directions generally

- (1) Where in the opinion of the General Manager or an authorised officer, a person is in breach of any provision of this By-law the General Manager or authorised officer may serve a notice on that person requiring them to discontinue and/or rectify the breach.
- (2) A notice served under this By-law is to be given in writing, in a form approved by the General Manager, and is to be given in accordance with section 29AB(1)(a) of the *Acts Interpretation Act 1931*.
- (3) A direction given under this By-law may be given verbally or in writing in a form approved by the General Manager.
- (4) A notice or direction given under this By-law may be subject to such conditions and requirements and allow such time period as the General Manager or authorised officer, where applicable, may determine.
- (5) Unless otherwise specified in a notice or direction, a person to whom a notice or direction is given is to comply with the notice or direction at the cost of that person.
- (6) A notice or direction given under this By-law requiring a person to carry out or undertake action or work may direct that the action or work to be done only by a person with the appropriate qualification or experience.

16 Non Compliance with Notice

- (1) A person to whom a notice or direction has been given under this By-law must comply with that notice or direction and any conditions of that notice or direction and within the time period specified in the notice or direction.

Penalty: Fine not exceeding 20 penalty units.

- (2) The General Manager may undertake the work required in a notice or direction given pursuant to this By-law if the person to whom a notice or direction is given fails to comply with the notice or the direction within the time specified in the notice or direction.
- (3) Any expense incurred by Council as a result of a person's contravention or failure to comply with a provision of this By-law is a debt payable to Council by the person failing to comply or contravening, and recoverable in a court of competent jurisdiction, in addition to any penalty imposed under sub-clause (1) and this By-law.

Part 7 Caravans

17 Interpretation

In this part –

caravan means:

- (a) any object or structure which has the general characteristics of a caravan, house on wheels, a covered van or trailer and any vehicle used or adapted for occupation; and
- (b) includes any structure, awning, verandah, lean-to, tent, carport or any other enclosed or partly enclosed area used or capable of being used in connection with, or attached to any caravan; and
- (c) may or may not have the wheels or axles attached; and
- (d) may be resting directly on the ground or placed on blocks or other supports.

caravan park has the same meaning as 'camping and caravan park' as defined in the current planning scheme in force in the municipal area, or any other defined term which relates to the use of caravans on land.

licence means a licence to occupy a caravan in a form approved by the General Manager.

occupy includes reside or live in any caravan for the purposes of shelter, entertainment, sleeping, resting, cooking, eating, or for any other similar use whether temporary or permanent.

18 Application

This Part does not apply to a caravan that is:

- (a) situated on a caravan park;
- (b) used by a travelling show person in the ordinary course of their business;
- (c) used by work gangs or contractors involved in construction work that is authorised by the Council within the municipality; or
- (d) situated at a person's principal residence and used solely for the purpose of storage on site.

19 Application for caravan licences

- (1) A person may apply in writing in a form approved by the General Manager for a licence to occupy a caravan by making an application to the Council together with the required fee.
- (2) On receipt of an application, the General Manager may grant or refuse to grant a licence. An application may be refused if in the opinion of the General Manager -
 - (a) the use of the caravan will adversely affect or is likely to adversely affect the amenity of the neighbourhood in which the caravan is to be set up;
 - (b) the caravan does not have sufficient facilities for the supply of water or disposal of sewerage available to the occupants; or
 - (c) the occupation of the caravan is likely to cause a health hazard.
- (3) The General Manager may grant a licence subject to terms and conditions.
- (4) A licence to occupy a caravan is not to be granted unless –
 - (a) an Environmental Health Officer has approved the proposed method for the disposal of garbage, and on-site wastewater; and
 - (b) if the person occupying the caravan is not the owner of the land on which the caravan is to be situated, the written consent of the owner of the land has been provided to the General Manager.
- (5) The General Manager may cancel the licence of a person who is in breach of this Part or who breaches a condition imposed under the licence, with immediate effect.

20 Licence necessary to occupy a caravan

- (1) A person must not occupy a caravan without a licence.

Penalty: Fine not exceeding 20 penalty units.

- (2) The owner or occupier of any land (other than Crown land) within the municipal area must not allow any person to occupy a caravan upon that land without a licence.

Penalty: Fine not exceeding 20 penalty units.

- (3) It is a defence to subclause (2) for the owner or occupier of the relevant land to prove that –
- (a) they were not aware of the unlawful occupation of the relevant land; or
 - (b) they made reasonable attempts to have the person remove the caravan from the relevant land.

21 Term of licence

- (1) The General Manager must not grant a licence under this part for a period exceeding twenty-six weeks.

22 Cessation of occupation

If the holder of a licence issued by the General Manager ceases to occupy a caravan before the expiry date of the licence, the holder of the licence is to inform the General Manager within ten calendar days of the cessation of occupation.

Part 8 Waste Management

23 Interpretation

In this part –

authorised receptacle means a wheelie bin supplied by the Council and bearing the Council logo, or such other receptacle approved by the Council, and includes a recycling authorised receptacle.

commercial waste means waste products arising from or incidental to the carrying on of any profession, trade, business or manufacture but does not include trade waste as defined in the *Water and Sewage Industry Act 2008*.

controlled waste means any waste whose quantity or toxic, reactive, corrosive, flammable, explosive, infectious or like nature poses a substantive and unacceptable hazard to the public, the environment or both.

disposal site means the Jackson Street Waste Management Centre or any area approved by the Environment Protection Authority as a waste transfer station or refuse disposal site.

domestic refuse means all household waste including biodegradable waste, recyclable materials, debris, litter and other similar matter generated at domestic tenements, but excludes liquid waste, hot ash, controlled waste, sharps, commercial waste and hard waste.

green waste means organic, biodegradable waste arising from vegetation that is suitable for processing or composting.

hard waste means large or bulky materials that are too large to be collected in an authorised receptacle as part of Council's kerbside waste collection service.

notice means a notice issued by the Council or the General Manager that is:

- (a) displayed or set up in a public place in the municipal area;
- (b) published in a daily newspaper circulating in the municipal area; or
- (c) forwarded by the Council or General Manager or an authorised officer to a person to whom this by-law applies.

recyclables means materials that are suitable for reprocessing to produce new products and the Council has by notice classed as being recyclable.

recycling authorised receptacle means an authorised receptacle used for the storage and collection of recyclables.

recycling centre means an area designated by the Council for receiving recyclables.

refuse includes, without limitation, domestic refuse, controlled waste, commercial waste, hard waste, reusable materials, green waste, recyclables and any other garbage, rubbish, debris, litter or similar matter.

resource recovery agreement means an agreement between the Council and a person for the recovery or removal of articles or things deposited on a disposal site.

resource recovery facility means an area designated by the Council for receiving reusable materials.

reusable materials means materials that may be reused without further treatment or processing.

sharps means objects or devices having acute rigid corners, edges, points or protuberances capable of cutting or penetrating the skin and includes hypodermic needles, intravenous sets, Pasteur pipettes, lancets, and scalpel blades used in medical, dental, veterinary and nursing applications.

24 Compliance with notices

- (1) The General Manager may regulate by notice the management and control of the storage, collection, transport and disposal of refuse (including any disposal site, resource recovery facility or recycling centre) in the municipal area.
- (2) A person must comply with any direction from an authorised officer in relation to the storage, collection, transport or disposal of refuse in the municipal area and with the terms and conditions of any notice issued pursuant to sub-clause (1).

Penalty: Fine not exceeding 20 penalty units.

- (3) The General Manager may require by notice that owners or occupiers of residential tenements sort domestic refuse to enable the separate collection of recyclables, reusable materials, green waste and hard waste.

25 Storage and collection of domestic refuse and recyclables

- (1) Every residential tenement shall be supplied with an authorised receptacle for the storage and collection of domestic refuse and recyclables. Authorised receptacles may be provided to residential flats and units on a share basis for use by two or more tenancies.
- (2) The owner or occupier of a commercial tenement may apply to Council for the supply of an authorised receptacle for the storage and collection of domestic refuse and recyclables from that commercial tenement.
- (3) Authorised receptacles supplied by the Council shall remain the property of the Council, and are to be left at that premises when the owner/occupier vacates the premises.
- (4) It is an offence for any person to -
 - (a) fail to maintain an authorised receptacle in a state of good repair, clean and sanitary condition; or

Penalty: Fine not exceeding 5 penalty units.
 - (b) remove an authorised receptacle from the property when vacating that property.

Penalty: Fine not exceeding 10 penalty units.
- (5) In addition to any penalty imposed under sub-clause (4), the Council may recover from any person who fails to comply with sub-clause (4) the cost of repairing a damaged authorised receptacle or for supplying a new authorised receptacle.
- (6) Any person receiving a Council kerbside waste collection service must:
 - (a) place authorised receptacles on the kerbside adjacent to the street entrance to the property or such other position approved by an authorised officer, at such times specified by notice;
 - (b) not place in any Council recycling authorised receptacle any matter except recyclables;
 - (c) not load an authorised receptacle so that domestic refuse or recyclables protrude over the top rim of the bin and prevent complete closing of the lid;
 - (d) not load an authorised receptacle in such a manner as to prevent complete emptying of the bin during normal operations of the collection vehicle;
 - (e) not place out domestic refuse or recyclables for collection in any receptacle or container other than an authorised receptacle;

- (f) ensure that authorised receptacles and the areas in which they are stored and the area from which they are collected, are maintained in a clean and hygienic condition;
- (g) comply with the direction of an authorised officer who may determine the location for storage of authorised receptacles;
- (h) not place authorised receptacles on the kerbside more than 24 hours prior to collection and remove authorised receptacles from the kerbside as soon as practicable after collection and no longer than 48 hours after collection;
- (i) not place any refuse or recyclables in any authorised receptacle other than the authorised receptacle allocated to that property;

Penalty: Fine not exceeding 10 penalty units.

- (7) For the purposes of the Council waste collection service a person who is the occupier of domestic premises or the occupier of commercial premises using the Council waste collection service, is to -

- (a) place an authorised receptacle in a location as close as possible to the street entrance of those premises so as not to obstruct or hinder the movement of pedestrians or traffic, or at a location approved by an authorised officer; and
- (b) be responsible for the clean-up of any waste spilt prior to collection by the Council waste collection service.

Penalty: Fine not exceeding 10penalty units.

- (8) For the purposes of the Council waste collection service, a person who is the occupier of domestic premises or the occupier of commercial premises using the Council waste collection service must -

- (a) place out no more than the number of authorised receptacles as determined by an authorised officer; and
- (b) ensure all waste is properly secured within the authorised receptacle and not capable of being scattered by the wind or by other means such as animals during or prior to collection by the Council waste collection service.

Penalty: Fine not exceeding 10 penalty units.

- (9) A person must not -

- (a) place in any authorised receptacle any hot or burning material, liquid in excess of 2 litres in volume, controlled waste, commercial waste, commercial food waste, sharps, or materials which are excluded from the domestic refuse collection service because of their potential to

damage the authorised receptacle or the lifting or compaction equipment on the collection vehicle, or any materials that are determined by an authorised officer as being likely to cause damage to an authorised receptacle or the lifting or compaction equipment on the collection vehicle; or

- (b) cause or allow an authorised receptacle to be removed from the tenement to which it was supplied.

Penalty: Fine not exceeding 20 penalty units.

- (10) It is an offence for any person other than Council's authorised contractor to collect recyclables placed in a recycling authorised receptacle for collection by the Council's recycling collection service.

Penalty: Fine not exceeding 20 penalty units.

26 Conveyance of refuse or recyclables

A person must not convey in any vehicle or container any refuse or recyclables unless the material is in a closed container or carried in such a manner as to prevent -

- (a) the escape of any of the contents from the vehicle or container;
- (b) the emission of any offensive odours; and
- (c) the creation of any nuisance.

Penalty: Fine not exceeding 20 penalty units.

27 Directions for the disposal of refuse

Any person depositing refuse at a disposal site, recycling centre, or resource recovery facility must -

- (a) comply with any direction given by an authorised officer; and
- (b) comply with any direction on any sign at that disposal site, recycling centre, or resource recovery facility.

Penalty: Fine not exceeding 20 penalty units

28 Disposal of refuse at a disposal site

- (1) A person must not -

- (a) deposit refuse at a disposal site without the permission of an authorised officer except on the days and at the times fixed by Council notice;
- (b) deposit any refuse outside the boundaries of a disposal site;
- (c) allow any animal to be at large on a disposal site without the written consent of the Council;

- (d) deposit any material capable of becoming air borne, without first securing it from being scattered by the wind; or
- (e) deposit sharps at a disposal site except at such times and under such conditions approved by an authorised officer or fixed by Council notice.

Penalty: Fine not exceeding 20 penalty units.

(2) A person must not at a disposal site:

- (a) light any fire or feed or extend any fire which is already burning unless in an approved heater under the supervision of an authorised officer;
- (b) dump any hot wastes likely to self-combust or to ignite when in proximity with other refuse;
- (c) deposit any controlled waste at a disposal site except at such times and under such conditions approved by an authorised officer or fixed by Council notice; or
- (d) enter a disposal site when the site is closed without the permission of an authorised officer.

Penalty: Fine not exceeding 20 penalty units.

29 Prohibitions in the disposal site

- (1) An authorised officer may impose a ban on a person using or entering the disposal site where that person has contravened a provision of clauses 28 or 29 on more than one occasion.
- (2) A ban imposed under sub-clause (1) may be for a maximum of 12 months duration.

30 Refusal to accept refuse at a disposal site

An authorised officer may refuse to accept any refuse at a disposal site which in the opinion of the authorised officer -

- (a) is likely to pose a substantive and unacceptable hazard to Council employees, the public, or the environment; or
- (b) may not be accepted under the Environment Protection Authority's permit conditions for the disposal site.

31 Resource recovery at a disposal site

- (1) The Council may enter into a resource recovery agreement in relation to a disposal site with a person on such terms and conditions as the Council thinks fit.
- (2) A person must not remove any article or thing deposited on a disposal site unless they are authorised to do so by a resource recovery agreement or the written consent of the Council. This provision does not apply to materials purchased

from the resource recovery contractor in an area designated by the Council for the sale of salvaged material.

Penalty: Fine not exceeding 20 penalty units.

Part 9 Graffiti Management

32 Interpretation

In this part –

art mural means a mural or street art applied to a designated surface and location that has been deliberately commissioned or approved by Council for the purpose of beautifying a specific location or mitigating the unsightly appearance of graffiti.

Council property means any property owned or under the control of Council and includes “public land” within the meaning of the *Local Government Act 1993*.

graffiti means one or more letters, symbols, figures, designs, drawings, messages, slogans, etchings, scratches, inscriptions, stains or other marking that is written, marked, etched, scratched, sprayed, drawn, painted, engraved on or otherwise affixed to property and includes offensive graffiti. Graffiti does not include marks made accidentally or any of the following:

- (a) an art mural approved by Council and the owner or occupier of property;
- (b) a sign, public notice or traffic control mark approved by Council or another road authority;
- (c) markings applied by Council or public utilities that identify infrastructure or services; and
- (d) numbering, names, signs, public notices or placards permitted or approved pursuant to the Glenorchy Planning Scheme 1992, a Council By-law or State or Commonwealth legislation.

interior space means an interior wall, ceiling, floor or other partition that divides the interior space within a building or structure.

mark graffiti means mark, draw, write or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.

offensive graffiti means graffiti that contains or depicts a racist, discriminatory, offensive or obscene content.

property means property within the municipal area including land, buildings, structures or part of a building or structure, and includes outbuildings, fences, signs, poles, awnings, floors, pavements, sidewalks, roads, highways and erections thereon including all mobile homes, mobile buildings and mobile structures.

public place has the same meaning as under the Police Offences Act 1935.

33 Application to Interior Space

This Part does not apply to the following:

- (a) interior space within a building;
- (b) interior space of any other structure that is not otherwise visible from a public place.
- (c) a thing located wholly within the interior space of a building or a structure as described in sub-clause (b).

34 Graffiti Prohibited

- (1) An owner or occupier of property must ensure that graffiti placed on their property is removed, painted over, or otherwise permanently blocked from being viewed from a public place.

Penalty: Fine not exceeding 10 penalty units.

35 Compliance

- (1) An authorised officer may direct a person whom they believe on reasonable grounds is marking or attempting to mark graffiti Council property to leave the property.
- (2) An authorised officer may remove any person from Council property if the authorised officer reasonably believes the person is marking or attempting to mark graffiti.
- (3) An authorised officer may issue a verbal direction to the owner or occupier of property containing graffiti setting out remedial action to be taken and the date and time by which the remedial action must be taken to remove any graffiti.
- (4) Where property is not maintained free of graffiti an authorised officer who reasonably believes that a contravention of this Part has occurred may give written notice to the owner or occupier of the property requiring compliance with this Part within the time period specified in the notice but no sooner than 7 calendar days after notice is given.
- (5) Where property is not maintained free of offensive graffiti, an authorised officer who reasonably believes that a contravention of this Part has occurred may give written notice to the owner or occupier of the property requiring compliance with this Part within the time period specified in the notice but no sooner than 3 calendar days after notice is given.

Part 10 Water

36 Interpretation

In this Part –

property includes:

- (a) buildings and other structures permanently fixed to the land;
- (b) land covered with water, water covering land, and any estate, interest, easement, servitude, privilege or right in or over land.

37 Water wastage

- (1) A person must only use water in a manner which does not cause run-off or seepage to neighbouring properties which in the opinion of an authorised officer is excessive.
- (2) An authorised officer may direct, either verbally or by written notice, a person to stop using the appliance, hose or fitting causing the run off or seepage.

Penalty: Fine not exceeding 20 Penalty units.

Schedule 1 Specified Offences

Column 1	Column 2	Column 3
Clause	General description of offence	Penalty units
7(3)	Fail to comply with the terms and conditions of a licence	2
14(2)	Fail to provide correct name and address	1
16(1)	Fail to comply with a notice or direction	2
20(1)	Occupy a caravan without licence	2
20(2)	Owner or occupier of land to allowing occupancy of a caravan without licence	2
24(2)	Fail to comply with directions from authorised officer	2
25(4)(a)	Fail to maintain domestic refuse or recycling receptacle in good repair	1
25(4)(b)	Remove authorised receptacle from property	1
25(6)	Fail to comply with general requirements of waste collection service	1
25(7)	Placement of authorised receptacle or failure to clean up spilt refuse	1
25(8)	Use more than one bin or allow waste to be scattered	1
25(9)	Place hazardous material in a wheelie bin or remove an authorised receptacle	2
25(10)	Take recyclable material placed for collection by Council	2
26	Allow material or odour to escape while being conveyed	1
27	Fail to comply with directions when depositing waste	2
28(1)	Fail to comply with requirements for disposal of refuse at disposal site	2
28(2)	Light fire at disposal site, dump hot waste or hazardous material or enter closed disposal site	2
31(2)	Unauthorised removal of article or thing from disposal site	2

34(3)	Fail to remove, paint over or otherwise permanently block graffiti from being viewed	1
37(1)	Causing run-off to neighbour or stormwater system	2

Certified as being in accordance with the law by

Registered Legal Practitioner

Dated this XX day of XX 2017

At Hobart in Tasmania

The Common Seal of the Glenorchy City Council

was hereunto affixed in the presence of:

.....

COMMISSIONER

.....

GENERAL MANAGER

Dated thisday of.....2017

At

Peter Brooks
General Manager

www.gcc.tas.gov.au



City of HOBART

HOBART BICYCLE ADVISORY COMMITTEE NOMINATIONS

The City of Hobart is seeking nominations for a representative of the community to join the Hobart Bicycle Advisory Committee (HBAC).

The Committee provides an advisory, reference and support role to the Council on bike riding issues of relevance to the City.

Information about the Committee and the Terms of Reference that the Committee is governed by, are available on the City's website hobartcity.com.au/hbac

If you would like to nominate to join the Committee, please either write to the General Manager, City of Hobart, GPO Box 503, Hobart 7001 or send an email to coh@hobartcity.com.au, providing a brief résumé and a statement about why you should be appointed.

Nominations close at 5pm on **Friday 23 December 2016**.

Nominations will be considered by the City of Hobart's City Infrastructure Committee and appointments to the Hobart Bicycle Advisory Committee will be made by the Council.

ND Heath,
GENERAL MANAGER

www.hobartcity.com.au

GLENORCHY CITY COUNCIL

NOTICE OF INTENTION TO MAKE A BY-LAW ENVIRONMENTAL AMENITY BY-LAW NO 1 OF 2016

Council is intending to make a new By-law for the purposes of regulating and controlling matters of environment, health and amenity within the city. The *Environmental Amenity By-law No. 1 of 2016* repeals the existing *Environment and Health Services By-law No. 1 of 2010*. The provisions of the new By-law relate to the control of:

- Incinerators and open air fires
- Caravans
- Waste management
- Graffiti management
- Water

Copies of the draft By-law and Regulatory Impact Statement will be displayed at Council Chambers, 374 Main Road, Glenorchy between 8.15am and 5.25pm Monday - Friday, or may be viewed on Council's website at www.gcc.tas.gov.au from Monday, 5 December to Thursday, 22nd December 2016.

Written submissions are invited on this draft By-law until close of business on Friday 6th January, 2017.

Submissions may be sent via email to: gccmail@gcc.tas.gov.au or by letter addressed to: The General Manager, Glenorchy City Council, PO Box 103, Glenorchy, TAS, 7010.

Peter Brooks
General Manager



City of HOBART

FIRE HAZARD CLEAN UP

City of Hobart residents are encouraged to take advantage of the City's upcoming garden waste free entry weekend at McRobies Gully Waste Management Centre to assist with the preparation of their properties during this bushfire season.

GARDEN WASTE FREE ENTRY WEEKEND

City of Hobart residents are advised that a garden waste free entry weekend will be occurring on:

10th & 11th December, 2016

Hobart residents need to present their drivers licence at the McRobies Waste Management Centre to claim free entry.

Opening hours 10.00am - 4.00pm

Residential quantities only.

For enquiries please contact the City's Customer Liaison Officer on 6278 0273 or coh@hobartcity.com.au.

(N. D. Heath)
GENERAL MANAGER

www.hobartcity.com.au



Natural Gas Customers

New tariffs effective 1 January 2017

In accordance with our standard terms and conditions, Tas Gas Retail advises that new residential and commercial tariffs have been set, commencing 1 January 2017.

Residential

Energy rate 3.7983 cents per MJ, plus fixed fees of 51.7cents per day (including GST).

Commercial

Energy rate \$39.732 per GJ, plus fixed fees of \$1.298 per day (including GST).

For more information on our range of services call Tas Gas Retail on 1800 438 427 or visit www.tasgas.com.au

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MERCURY
mercury.com.au

**Glenorchy City Council
Environmental Amenity By-law
No. 1 of 2016**

**Regulatory Impact
Statement**

A By-law *amending* the current 'Environment and Health Services By-law No. 1 of 2010' to regulate and control matters of environmental amenity in Glenorchy City Council

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1. Purpose and process of Regulatory Impact Statement

When Council seeks to make a new, or amend, a By-law it is a statutory requirement of Section 156A of the *Local Government Act 1993* (Local Government Act) that a Regulatory Impact Statement (RIS) is prepared. The preparation of a RIS requires a Council to analyse the most effective options available to address a particular issue and to identify whether the benefits of a restriction on competition or an impact on business imposed by the By-law outweigh the costs. It requires an assessment of the direct and indirect social, economic and environmental impacts of the proposed By-law and alternatives considered.

The Local Government Act, under Section 156A, provides that once the RIS has been prepared, Council must submit it to the Director of Local Government, Department of Premier and Cabinet, for assessment. If the Director is satisfied that the RIS meets the statutory requirements, he or she will issue a certificate to that effect and Council may then commence the public consultation process.

Pursuant to Section 158 of the Local Government Act copies of the By-law and RIS are available by contacting the Council one of the following ways:

Telephone: 6216 6800
Email: gccmail@gcc.tas.gov.au
Mail: PO Box 103
Glenorchy, Tasmania, 7010
Australia.
Internet: www.gcc.tas.gov.au
In person: Council office at 374 Main Road Glenorchy
Office Hours: Mon-Fri 8.15am-5.25pm

Copies may either be inspected at the Council's office or alternatively are also available to be purchased upon request.

2. By-law objectives and means of achieving them

The By-law is designed to amend the current 'Environment and Health Services By-law No. 1 of 2010' by removing redundant clauses. The retained clauses and any new minor inclusions act as a mechanism for maintaining appropriate environmental amenity standards within the municipal area.

A summary of the amendments is set out below:

Part	Objective	Treatment
Preliminary	Sets out administrative requirements and definitions.	Retained - Minor amendments to remove unnecessary definitions.
Permits and Licences	Contains administrative arrangements for other Parts.	Retained - Minor amendments to remove redundant reference to 'Permit' and for clarity around issue and cancellation of licences.
Infringement Notices	Provides a mechanism to encourage compliance with the By-law.	Retained – No change.
Enforcement	Sets out administrative requirements for compliance with By-law.	Retained – Minor change to require supply of name and address.
Notices and Directions	Provides a mechanism to encourage compliance with the By-law.	New
Building site sanitation	To ensure the appropriate provision of sanitary accommodation on building sites	Removed - The requirement to provide on-site sanitation to a building site can be managed under the <i>Building Act 2000</i> .
Control of incinerators and open air burning	To minimise pollution and public health concerns arising from the emissions from incinerators and open air burning	Retained - Minor amendments to clarify meaning.
Sewage treatment (package plant maintenance)	To ensure that sewage treatment package plants remain fully functional and meet design standards for emissions	Removed - Owners have an obligation to maintain these systems under the <i>Plumbing Regulations 2014</i> . Council will no longer be the maintenance contractor.
Caravans	To maintain acceptable health and amenity standards in the community	Retained - Minor change to definition to add clarity.
Food vendors	To ensure safe food sold by food vendors and ensure the orderly operations of food vendors	Removed - Food businesses are managed under the <i>Food Act 2003</i> .
Waste management	To ensure that the collection, disposal and other management of waste is carried out in an environmentally acceptable manner and minimise health risks	Retained - Minor change to one definition. Addition of requirement to limit how far in advance waste receptacles are placed on the kerbside.
Cleanliness of land	To maintain the city in a clean state to minimise health risks and reduce unsightliness	Removed - Infringement notice capability now covered under a recent (November 2013)

		amendment to the <i>Local Government Act 1993</i> .
Graffiti management	To provide a mechanism for reducing graffiti in the city and managing the removal of graffiti	Retained - Removed duplication with the <i>Police Offences Act 1935</i> and increased maximum court fines from 2 or 5 penalty units to 10 penalty units.
Water	To control excessive run-off or seepage of water from one property to another.	New

The amended By-law is set out in various parts and addresses the following areas:

- Part 6 - Control of incinerators and open air fires
- Part 7 - Caravans
- Part 8 - Waste management
- Part 9 - Graffiti Management
- Part 10 - Water

The objectives of each part of the By-law and the means of achieving them are set out below:

Part	Objective	Means to achieve objective
Control of incinerators and open air fires	To minimise pollution and public health concerns arising from the emissions from incinerators and open air burning	To prohibit and restrict the use of incinerators and open air burning
Caravans	To maintain acceptable health and amenity standards in the community	Restrict caravan occupancy, ensure appropriate sanitation, minimise impact on the neighbourhood
Waste management	To ensure that the collection, disposal and other management of waste is carried out in an environmentally acceptable manner and minimise health risks	To establish standards and procedures for the collection of waste and recyclables and the operation of the landfill.
Graffiti management	To provide a mechanism for reducing graffiti in the city and managing the removal of graffiti	To establish rules that provide for the removal of graffiti by property owners following reasonable notice.
Water	To control excessive run-off or seepage of water from one property to another.	To prohibit and restrict the use of water affecting neighbouring properties.

3. Background

This By-law has been developed for the purposes of amending the current Environment and Health Services By-law Number 1 of 2010 made under Section 145 of the *Local Government Act 1993* for the purpose of regulating and controlling matters of environmental amenity.

The By-law applies to both specific activities (incinerators and caravans) and the community at large such as Council's kerbside collection of waste and recyclables. This is a service provided to all rate-paying residential properties in the municipal area and to those commercial properties opting into the service.

Waste management, occupancy of caravans, and the application of graffiti can become significant issues for the City and depend upon appropriate behaviour from the entire community to ensure that environmentally acceptable standards and a healthy city are maintained. These issues can rapidly result in nuisance, an unsightly urban environment and unhealthy conditions as a result of incorrect practices. These situations are exacerbated in urban areas due to the close proximity of residences and greater exposure to the local population.

There is no existing State legislation that effectively enables regulation and control of these localised environmental, public health and amenity issues. The previous By-law Number 1 of 2010, Environment and Health Services has been reviewed and amended to enable the effective management of these issues and to remove any redundancy since the last review.

Consultation will be undertaken with the following State Government Departments:

1. Department of Police, Fire and Emergency Management (Tasmania Police, Tasmania Fire Service)
2. Department of Primary Industries, Parks, Water and Environment (inc. Environmental Protection Authority);
3. Department of Justice.
4. Department of Premier and Cabinet; and
5. Department of Health and Human Services.

The Departments will be sent a draft copy of the By-law and asked to provide comments. The By-law will be subsequently made available for public comment at Council's offices and on Council's internet site for a period of at least two weeks prior to certification by the Director of Local Government. To make the public aware of this, Council will advertise in the Mercury newspaper and directly contact relevant stakeholder organisations that may be affected by, or may wish to comment on, the By-law.

4. Restriction on competition and impact on business

The By-law addresses a number of separate areas. Potential restrictions on competition or impact on business are considered below:

Control of Incinerators and open air fires

This part of the By-law prohibits the burning of waste material in incinerators or in the open. The

intention of this provision is to prevent the nuisances and potential health impacts created by such practices, whilst recognising that in some instances such as farming activities, fire reduction measures and the cooking of food are necessary. These requirements are not a restriction on competition.

Caravans

The regulation of the temporary occupation of caravans allows the landowner to occupy a temporary place of residence provided that certain essential water supply and waste disposal criteria are met and neighbours are not adversely impacted. The By-law imposes a maximum of 26 weeks to occupy a caravan. However, the temporary measures employed for the disposal of on-site waste in some circumstances must be resolved on public health and nuisance grounds. There is no restriction on competition.

Waste Management

Council provides a refuse and recyclable collection service to all residential tenements. These services are funded through the rates system under the Local Government Act to provide economies of scale. Any restriction on competition through the provision of this system is outside the scope of this By-law which simply regulates the use of the current Council waste collection services. The By-law controls the type of waste that can be placed in bins and the storage and placement of bins for collection.

The waste needs of the commercial sector often exceed those that can be met by Council's service. In such cases the private sector can provide services to meet additional needs in this area. A commercial property owner or lessee may opt to utilise Council's waste management services, however such a service is based on the type of service received by a residential property and will attract a goods and service tax.

Council also owns and operates its own landfill facility. The operation of the landfill is regulated through a permit issued by the Environment Protection Authority and Council requires a local By-law to control the activities of its customers to ensure compliance with the environmental permit and good governance of the site.

These restrictions are required to ensure a satisfactory environmental performance of this facility.

Graffiti Management

This part provides the Council with the ability to ensure that properties are maintained free of graffiti. It also provides Council with the ability to orally request owners to remove graffiti and provide written notice that graffiti is removed within certain time frames. In certain circumstances it also provides Council with the power to enter property and remove graffiti and recover the costs of performing or contracting these works.

Water

This part of the By-law expands upon the nuisance provisions of the Local Government Act by including the misuse of water on one property causing excessive run-off or seepage and adversely affecting an adjoining property owner.

These provisions do not restrict the use of land.

5. Assessment of the costs versus benefits of any restriction on competition or on the conduct of business.

5.1 Costs and benefits

Control on incinerators and open air fires	Costs	Benefits
Prohibition on burning waste	Alternative disposal options required.	Minimises environmental nuisances
		Reduces potential public health risks.
		Cleaner air and environmental standards.

Caravans	Costs	Benefits
Provision of a licensing system.	Fees set annually by Council (2015-16 - \$17 per week)	Ensures acceptable health and sanitation measures in community.
		Maintains an acceptable community streetscape by restricting caravan occupancy.
		Enables land owner to remain on site during building construction with low cost housing.

Waste management	Costs	Benefits
Collection of refuse and recyclables	Fees set annually by Council (2015-16 refuse \$67.90, recycling \$78)	Orderly service with public health and environmental benefits. Applies to all residential properties.
Disposal of waste	Fees set annually by Council (2015-16 fees vary but over weighbridge \$75/tonne)	Convenient and environmentally sound disposal of waste.

Graffiti management	Costs	Benefits
Keeping land free of graffiti.	Cost of removal of graffiti from both private property and public assets.	Maintain acceptable community standards for presentation of properties. Reduces the demand on limited community resources for graffiti removal. Strengthens community pride. Maintains or improves general property values. Improves affected property value.

Water	Costs	Benefits
Water wastage	None foreseen.	Minimise impact on adjoining

		property owners.
		Potential savings in excess water charges.

5.2 Restriction on competition or impact on business

Control of incinerators and open air fires

This part supports the Environment Protection Authority's, *Environmental Management and Pollution Control (Distributed Atmospheric Emissions) Regulations 2007* to reduce the atmospheric emissions from incinerators and open air burning. It applies to the whole of the community and the restrictions will contribute to enhancing air quality and reduce environmental nuisances as well as remove the public health risks to those in our community who are susceptible to fine particulates in the atmosphere.

Caravans

The biggest restriction placed upon landowners occupying caravans is the requirement that they suitably manage any on-site waste water. Often, landowners will install the on-site waste water management system approved for their future dwelling so there is no additional cost, rather more of an upfront cost. However, this requirement is far outweighed by the public health outcomes it provides and the benefit to the land owner of being able to live on their property.

The limit of 26 weeks occupancy is imposed to prevent a proliferation of occupied caravans in the city and thus maintain an acceptable urban form character.

Waste Management

Council has determined to provide refuse and recyclables collection for all residential properties and those commercial properties that wish to apply and who are eligible for this service.

The provisions of this By-law are required to provide for the orderly storage and collection of the wastes to ensure that they do not cause detriment to public health or the environment.

The controls for landfill management are critical to ensure that the users of the landfill understand the conditions under which the landfill must be managed to ensure compliance with the environmental permit for the landfill.

This part also provides penalty provisions to enforce compliance, which again are essential to protect the public against potential health risks and detrimental environmental impacts.

Graffiti Management

This Part provides the Council with the ability to ensure that properties are maintained free of graffiti. It also provides Council with the ability to orally request owners to remove graffiti and provide written notice that graffiti is removed within certain time frames. In certain circumstances it also provides Council with the power to enter property and remove graffiti and recover the costs of performing or contracting these works.

Aside from the direct costs to Council for its removal, there is a high cost to community incurred through graffiti: property damage, removal/repairs, as well as the associated stigma graffiti brings to a city. In particular it can reinforce negative perceptions of the city as graffiti is seen as being a

tangible expression of community violence.

Graffiti can impact negatively on the economy of an area - as increased graffiti occurrences can lower property values and reinforces lower socio-economic status. It has the potential to impact on the long term viability of businesses and continuing investment of the private sector in heavily affected areas.

Graffiti can be seen as a menace to life quality and community security; when graffiti remains it can contribute to fear and insecurity within a community since these attacks give the impression that public spaces and private property are not respected or valued.

Graffiti is one of the most visible forms of crime and disorder that occurs in a community and as such can become a visible sign of unruliness, social decline and antisocial behaviour that has the potential to impact negatively on individual and community health and wellbeing.

Failing to remove graffiti contributes to facilitating crime as one of the major contributors to crime is public tolerance and acceptance of criminal activity; failure to remove graffiti indicates tolerance and acceptance of crime.

The magnitude of these impacts is determined by a range of factors including the size, location and content of the graffiti as well as the length of time it's allowed to remain. Often the presence of graffiti will attract further episodes. The cost of removal to property owners where higher impact graffiti is identified is more than offset by improved community outcomes. This is particularly so for the removal of graffiti from public assets.

The absence of appropriate enforcement tools could dramatically reduce the standards, amenity and values of the urban environment.

This Part also provides penalty provisions to enforce compliance, which is essential to protect the visual amenity of the urban landscape and helps to foster a safe and healthy urban environment. These provisions are required to manage the removal of graffiti throughout the community. The provisions give Council and the community the opportunity to remove and reduce the occurrence of undesirable and offensive graffiti.

Although the content of this Part has largely remained unchanged it was considered necessary to increase the penalties from 2 and 5 penalty units to 10 penalty units. The current penalties are manifestly too low to act as a practical deterrent and are not cost effective when compared with the cost of taking a matter to court as a last resort. It must be noted that these penalties are maximum penalties that may potentially be imposed by a magistrate and the discretion will always rest with the magistrate. In the case where a private property has been marked with graffiti by an unknown party, Council will work with property owners to have the graffiti removed effectively and efficiently. It must also be noted that progression to court will only occur in extreme cases and where working with the owner fails to yield any progress. No cases have been referred to court since the inception of the original By-law. Therefore the increase in penalty is considered appropriate and will have an extremely limited impact on the public.

Water

This Part prohibits and restricts the misuse of water by one property owner from affecting an adjoining property owner. There is no cost to the offending landowner and the potentially affected neighbour does not suffer any adverse consequences from the misuse.

6. Assessment of any direct or indirect economic, social and environmental impacts

		Direct	Indirect
Environmental	Benefits	- Improved local amenity and streetscape - Reduction in pollutant emissions - Enhanced controls to promote responsible waste management services	- Improved city wide amenity and aesthetics - Reduction in pollutant emissions - Reduction of nuisances - Reduction of greenhouse emissions - Supports waste minimisation through reuse and recycling (ie solid and liquid wastes) - Supports principles of sustainability
	Costs	- Emissions from landfill and waste collection vehicles - Short term impact during site cleanup	- Additional impact on receiving waters - Increased demand on road infrastructure (ie transport to landfill due to banning incinerators)
Social	Benefits	- Enhanced lifestyle - Increased employment opportunities in compliance	- Enhanced city status - Meeting the environmental and public health standards expected by the majority of the community - Strengthens community pride.
	Costs	Additional regulatory requirements	Some sectors of community may not see need for enhanced standards
Economic	Benefits	- Increased opportunities for new initiatives in investment - Increased property values - Less demand for limited public resources which can be allocated elsewhere.	- Income from fees will offset need for revenue from general rates - Increases the appeal of Glenorchy as a safe, clean, attractive urban environment to visit and live in.
	Costs	- Fees for relevant permits and licences - Penalty provisions for non-compliance	- Fees for licences and permits will be passed on to consumers - Enforcement and compliance costs

7. Discussion of alternatives

The remaining Parts in the proposed By-law are very similar to the current and previous version that has been in use for approximately the past sixteen years. Not having a By-law is not considered to be an option given that these controls and standards are required to ensure acceptable community, environmental, urban amenity and public health standards are maintained and these provisions are not provided elsewhere. For example, modern urban practices include the prohibition of open air and incinerator burning; controls for the ad-hoc occupancy of caravans as permanent accommodation; and appropriate control measures to ensure that properties are kept to acceptable maintenance standards and free of graffiti.

Non-regulatory alternatives would allow individuals to determine their own standards which may lead to an immediate or progressive reduction in lifestyle standards that are currently enjoyed. Such an approach would also create uncertainty and ambiguity.

The previous version of this By-law (Environment and Health Services By-law No. 1 of 2010) was reviewed against existing State legislation and a number of sections were found to be outdated - they were either no longer required by Council (wastewater treatment) or were made redundant by the State legislation (i.e. food vendors, building site sanitation and graffiti management). As such these have either been deleted or amended.

The sections remaining are either not covered by, or augment, the existing legislation. For example the *Environmental Management and Pollution Control (Distributed Atmospheric Emissions) Regulations 2007*, prohibits burning on land that has an area of less than 2000m² unless Council has a by-law specifying any permissible exemptions. Exemptions have been included in this By-law.

Similarly the *Police Offences Act 1935* deals with persons marking graffiti but is silent on mechanisms to facilitate the removal of graffiti by property owners once it's marked. The final piece of legislation that was considered was the *Urban Drainage Act 2013* which led to the addition of a clause dealing with a nuisance (excessive use of water) not otherwise covered under that *Act* but which is a known issue for Council.

8. Assessment of net public benefits and costs

The community of Glenorchy City Council will benefit from the this By-law by virtue of access to a safe and hygienic kerbside waste and recycling collection service, increased amenity through appropriate regulation of waste management services, an improvement to air quality through the prohibition of open air and incinerator use, and the maintenance of acceptable urban environment amenity standards. Members of the public will benefit from being able to temporarily use caravans for accommodation under appropriate conditions.

Regulation is the most feasible option to achieve the By-law's objectives and the By-law has been carefully constructed by a certified legal practitioner to ensure it imposes the least regulatory burden on the community possible. As outlined previously, this By-law targets issues that are not otherwise addressed by regulation in a proportionate and effective manner.

9. Public consultation process

The internal process for the review of this By-law, involved Council staff from the relevant sections

providing comment and input into the first draft of this By-law. As this By-law will replace a similar, current By-law, relevant staff were asked to consider whether or not each part or clause was still required and if the current provisions were relevant and workable. This resulted in the removal of a significant amount of content that was considered redundant.

The first draft of this By-law was presented to an open Council meeting to seek a formal resolution of its intention to make the By-law.

Following Council's formal resolution of its intention to make the By-law, copies are to be sent to the following relevant state government departments for comment:

- Department of Health and Human Services
- Department of Primary Industries, Parks, Water and Environment (inc. Environmental Protection Authority);
- Department of Premier and Cabinet
- Department of Police, Fire and Emergency Management (Tasmania Police, Tasmania Fire Service)
- Department of Justice.

An advertisement will be placed in the Mercury newspaper advising of Council's intention and seeking public comment. In addition, an article will be published in the local newspaper, the Glenorchy Gazette, which is distributed to every household in the city.

The proposal will also be displayed on Council's website.

Clause/s (amended draft)	Clause (previous draft)	Comment /s	Council response	Amendment/s made
General				
Year of By-law	Year of By-law	As the By-law won't be made until 2017, there would appear to be an error in numbering it No. 1 of 2016.	Agree. The By-law should be changed to 2017.	Changed year to 2017
Format	Format	Format change		COUNCIL INITIATED CHANGE: The format of the By-law has been updated to a new style as per new By-law template.
Part 1 - Preliminary				
3	N/A	Object added		COUNCIL INITIATED CHANGE: Clause 3 – Object of the By-law added in as per new By-law template.
Part 2 - Interpretation				
4	3	Amendment of definitions		COUNCIL INITIATED CHANGE: Slight amendments to the definition of "Council" and "General Manager"
Part 4 - Enforcement				
13(2) and (3)	12(2) and (3)	Misuse of the term "section" instead of "clause"	Agree. Unintentional oversight.	Changed to "clause"
N/A	14	Clause 14, 'Obstruction of an authorised officer', duplicates the offences within section 34B(2) of the Police Offences Act 1935. Given these offences are ones involving potential conflict with violent individuals, it may be better that police be called to deal and subsequently prosecute such incidents under the Police Offences Act 1935, as opposed to authorised officers attempting to prosecute the offences themselves.	Agree. Clause removed.	Clause removed.

Clause/s (amended draft)	Clause (previous draft)	Comment /s	Council response	Amendment/s made
Part 6 – Control of Incinerators and Open Fires				
N/A	Part 6 – Control of Incinerators and Open Fires	The By-law refers to the Environmental Management and Pollution Control (Distributed Atmospheric Emissions) Regulations 2007. These regulations are due to expire in August 2017 and will be replaced with new regulations at that time.	Part 6 has been removed on the basis that this area will be covered by the new <i>Environmental Management and Pollution Control (Smoke) Regulations 2017</i> which are due to come into effect in or about August this year.	Part 6 removed.
N/A	Part 6 – Control of Incinerators and Open Fires	Comments in relation to regulation of ‘Hangis’.	As above - These new Regulations will regulate outdoor burning which will address concerns about Hangis.	Part 6 removed.
N/A	18	The distances in clause 18(1)(b) have been queried by the Tasmania Fire Service. Although not in conflict with the Fire Service Act 1979, the distances are greater than the distance provided in section 69 of the Fire Service Act 1979. In particular, it is noted the distance in 18(1)(b)(ii) has increased to 5 metres from the 3 metres in the current version of the By-law, but no explanation for this increase is provided in the regulatory impact statement. The Fire Service have also suggested the wording of 18(1)(b)(iv) be modified to more closely mirror section 69(4) of the Fire Service Act 1979, which provides a gap of at least 3 metres to any flammable material.	As above	Part 6 removed.
Part 7 – Caravans				
19	24	“The section deficient in the sense it does not expressly impose a duty on the licensee to know, understand and abide by conditions on any licence, whilst 24(3) gives the power to the General Manager to impose a condition and 24(5) the power to cancel a licence for a breach there is nothing express in the by law which ordinarily in good drafting would exist stating that the licensee has a duty to understand and abide by conditions on a	Part 3 of the By-law imposes general provisions which apply to all licences. Clause 7(3) relevantly provides that: <i>“A licence holder must comply with the terms and conditions of a licence”.</i> Accordingly, there is an express provision in the By-law	No amendment made

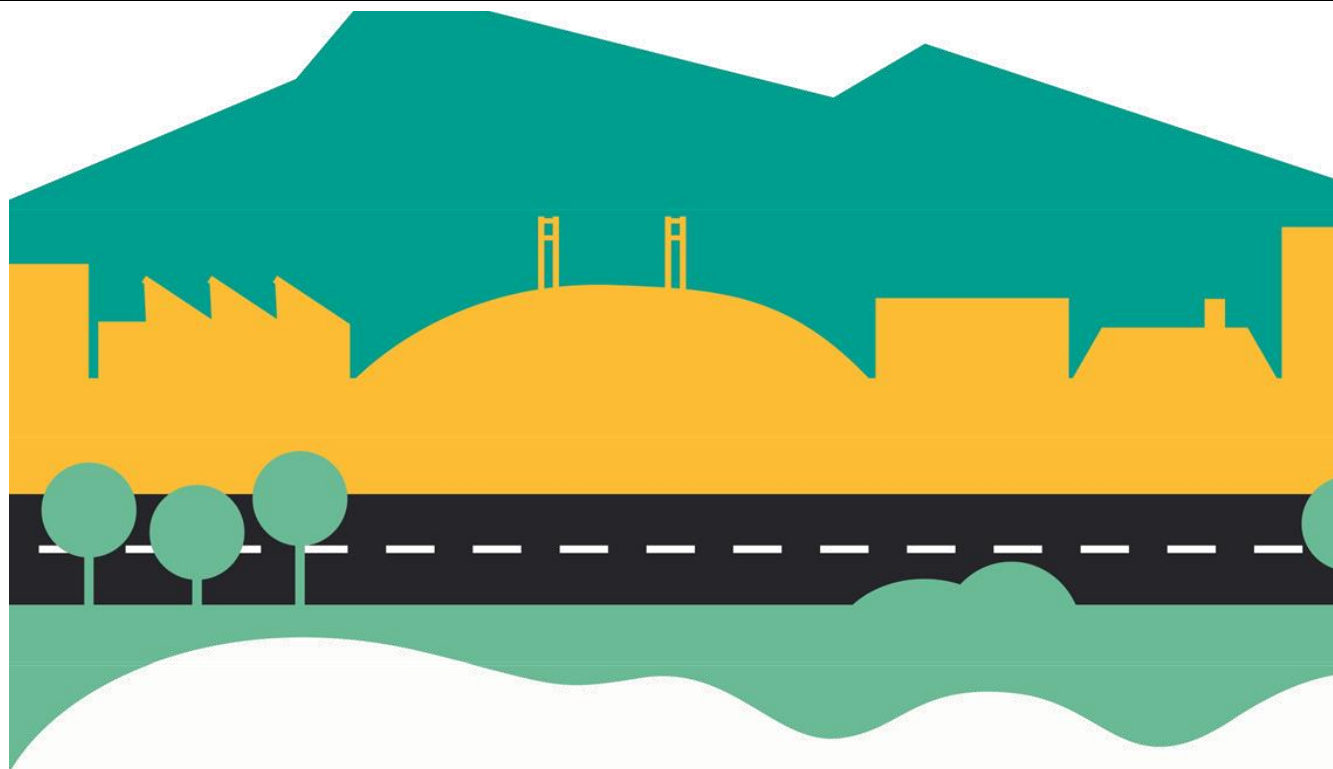
Clause/s (amended draft)	Clause (previous draft)	Comment /s	Council response	Amendment/s made
		licence”.	that requires compliance with the conditions of a licence.	
19	24	“Simply is it not a matter of procedural fairness for a licensee to have a right of appeal as to a condition set by the General Manager, there is no express right within the By-law”	We accept the comments in relation to procedural fairness. A new clause 9(7) has been added which gives the General Manager the discretion to reverse the cancellation of a licence upon receiving and considering written representations from the licence holder.	New clause 7(9) inserted: <i>(7) Despite anything else in this By-law, the General Manager may, in their absolute discretion, reverse the cancellation of a licence upon receiving and considering written submissions in relation to the cancellation from the holder of the cancelled licence.</i>
20(2)	25(2)	“Reg 25 provides it is mandatory to hold a licence to occupy a caravan unless it falls within one of the categories of exemptions R25 (2) infers that an occupier of caravan is located on land with the prior consent of the owner of the specific parcel of land and for which a licence has been granted to the caravan occupier for any extended occupation by the General Manager. Reg 25(2) seeks to impose a penalty of 25 units on both the occupier and owner of land, where any land is occupied without a licence. Much of the land in the Council area is either public land owned or managed by the Council or the Crown in perpetuity. Accordingly it is perhaps rather clumsy drafting as one needs to go to the definition of ‘person’ to see that definition of ‘person’ excludes the Crown to actually confirm that the definition of land intuition actually excludes Crown land , as the by -law uses the ordinary phrase “ any land” . Only a few people would know that it would be indeed	Council accepts that the drafting of this section could be clarified given that it does not apply to Crown land. Accordingly, clause 21(2) has been amended to expressly exclude Crown land.	Words “(other than Crown land)” added to clause 21(2).

Clause/s (amended draft)	Clause (previous draft)	Comment /s	Council response	Amendment/s made
		be an unusual situation for any land to include Crown land, as the Crown is nominally not subject to council regulation. Perhaps it would be more clearer rather than relying on the secondary definition of 'person' to expressly define the singularly definition of land to have an exemption namely to exclude the Crown Land; such that it is clearer that a caravan on Crown land is not subject to a licence as it is dealt with by the Crown Lands department processes."		
20(2)	25(2) and (3)	"Equally I cannot see anywhere where it is discussed when owners consent is required to be first obtained within the by law which is not good drafting. Presumably the required form referred to in the bylaw to be completed by the applicant for a licence must have a section for signing by the owner of the land , which then raises several procedural issues which are NOT addressed within the bylaw and which ought have been, namely: - By example I wish to apply for a licence to occupy land, do I first need the consent of the landowner before I make application it is not clear, if not - what obligation is there on the licensee to show the owner of land their license to occupy before placing the caravan on the land - As the by law is written it is silent on the obligations of the licensee on point as to consent, it shouldn't be the onus on the land owner to have to ask about a licence its should be on the occupier to meet the legal obligation and prove such to any unsuspecting owner its simple procedural fairness principles"	Consent of Land Owner Clause 5(c) of the By-law requires that the any application of a licence under the By-law (which includes a caravan licence) must be in the form approved by the General Manager <u>and</u> must be accompanied by any information that the General Manager may reasonably require. The relevant application forms will include a requirement that the written consent of a land owner is required. Nevertheless, we have amended section 20(4) to include an express requirement that written consent from the land owner is provided with the application. We agree that this provides better clarity. Occupation without a licence – Land Owner Offence The section is intended to prevent land owners from allowing ongoing occupation of their land in knowing breach of the requirement to obtain a licence. It is not intended to apply to land owners who are not aware of or are unable to do anything about the unlawful occupation. To clarify this, and ensure the correct application of the provision, a new subclause (3) has been added to section 21, to the effect that it is a defence for the	Section 19 amended as follows: (4) <i>A licence to occupy a caravan is not to be granted unless –</i> (a) <i>an Environmental Health Officer has approved the proposed method for the disposal of garbage, and on-site wastewater.; and</i> (b) <i>if the person occupying the caravan is not the owner of the land on which the caravan is to be situated, the written consent of the owner of the land has been provided to the General Manager.</i> New clause 21(3) added as follows: (3) <i>It is a defence to subclause (2) for the owner or occupier of the relevant land to prove that –</i> (a) <i>they were not aware of the unlawful occupation of the</i>

Clause/s (amended draft)	Clause (previous draft)	Comment /s	Council response	Amendment/s made
			Land Owner to prove that they either did not know about the caravan, or had tried to remedy the unlawful occupation. In practice, Council would not take any action under this section without first consulting with the Land Owner and gaining their side of the story.	<i>relevant land; or</i> <i>(a) they made reasonable attempts to have the person remove the caravan from the relevant land.</i>
21	26	“Reg 26 infers that a licence shall be for a period not exceeding twenty-six weeks, however it is not clear whether a licence can be applied for more than once that is multiple periods of up to 26 weeks indefinitely- which is it ? Therefore is it the intent that a person can: •only make one application for a licence, or •is it a licence can be multiply applied for but only for a total of up to 26 weeks or •Is it that an application can be made multiple times each for a period of 26 weeks?”	There is no restriction on how many times an application can be made however the cumulative amount of time would be a consideration in determining a second or subsequent application.	Changed Clause title from ‘Expiry of Licence’ to ‘Term of licence’.
22	27	“Reg 27 cessation of occupation, the word ‘day’ as to its meaning within the by law should perhaps be better defined is it intended to be ten (10) business days or ten (10) calendar days it is not clear and this is not good drafting to leave such whilst I am aware the Acts Interpretation Act is useful on point as to definition however such external reliance is best avoided and is easily addressed by good drafting whereby the by law is itself complete as to meaning by making clear in the wording of the section expressly or in the interpretation section of the by law so to avoid ambiguity and any reader needing an external reference to fully understand Council’s intent on how the Reg is to be applied.”	The requirement has been clarified to ten ‘calendar’ days for additional clarity.	The word ‘calendar’ has been added.
Part 8 – Waste Management				

Clause/s (amended draft)	Clause (previous draft)	Comment /s	Council response	Amendment/s made																					
Part 8	Part 8	Various comments in relation to waste management offences, particular to do with the disproportionate penalties for certain offences.	The provisions in Part 8 are included to require (among other things) that residents take measures to ensure rubbish bins are placed outside properties in an orderly manner that does not cause disruption to traffic or pedestrians or any other sort of safety hazard, and close to their designated collection time, and in a way that does not cause emissions of waste that can contaminate the environment. It is conceded that there are seemingly disproportionate penalties for certain offences. We have amended the proposed number of penalty units for the various offences as follows, which we consider to me more aligned with the seriousness of the relevant offences:	The below amendments have been made. <table><tr><th>Clause</th><th>Previous P.U's</th><th>Revised P.U's</th></tr><tr><td>25(4)(a)</td><td>10</td><td>5</td></tr><tr><td>25(6)</td><td>20</td><td>10</td></tr><tr><td>25(7)</td><td>20</td><td>10</td></tr><tr><td>25(8)</td><td>20</td><td>10</td></tr><tr><td>25(9)</td><td>10</td><td>20</td></tr><tr><td>25(10)</td><td>10</td><td>20</td></tr></table>	Clause	Previous P.U's	Revised P.U's	25(4)(a)	10	5	25(6)	20	10	25(7)	20	10	25(8)	20	10	25(9)	10	20	25(10)	10	20
Clause	Previous P.U's	Revised P.U's																							
25(4)(a)	10	5																							
25(6)	20	10																							
25(7)	20	10																							
25(8)	20	10																							
25(9)	10	20																							
25(10)	10	20																							
N/A	34(3) and 35(2)	“Clause 34(3) and 35(2) effectively duplicate the offence of trespass within section 14B of the Police Offences Act 1935. Similarly, the power provided by clause 35(3) is already provided for by section 41 of the Criminal Code. As with clause 14, it may be better that police be called to any incidents of trespassers refusing to leave, rather than authorised officers attempting to remove the person themselves.”	Agree	Clause 29(3) & 31 removed																					
Part 9 - Graffiti																									
36	40	“R40 (1) imputes that an owner of a property invites unauthorised graffiti of their property it just doesn't reflect reality. To be clear people who do graffiti don't seek consent very often they do it to commit offence and with general disregard and disrespect to the rights of public and	Council agrees with your comments insofar as they apply to the offences in clauses 36(1) and (2). Those clauses have been removed. The amended clause is intended to be (and will be) used to require owners of dilapidated buildings or other structures to take reasonable steps to remove	36(1) and (2) have been removed.																					

Clause/s (amended draft)	Clause (previous draft)	Comment /s	Council response	Amendment/s made
		private property owners. R40 (2) and R40 (3) imposes the burden on the victim usually the owner of the property to remove the graffiti or be fined, why?"	graffiti from their premises where for example the graffiti may be offensive/racial or is a significant eyesore that has been present for long periods of time. In reality this clause has never been exercised by Council but there is merit in maintaining it in case conciliatory attempts to resolve the matter fail and where there is an urgency to remove offensive/racially motivated marks. Council does, and will continue, to work with the community to resolve matters amicably in the first instance. Council may consider contributing to the cost of graffiti removal in similar circumstances to Hobart at some point in the future.	
37(1) and (2)	41(1) and (2)	"Clauses 41 (1) and (2) appear to be holdovers from when the By-laws contained a specific offence for marking graffiti. Now that graffiti offences are dealt with under section 15CA of the Police Offences Act 1935, these provisions do not seem to have any relevance."	There is no offence against the part for marking graffiti; therefore the effect would be that an officer could move on a property owner who hadn't removed graffiti. The actual offence of marking graffiti is under section 15CA of the Police Offences Act.	This has been remedied by inserting a definition of 'marking graffiti' and using words to that effect in the clause.
Schedule 1				
Schedule 1	Schedule 1	Amended the title from Infringement Notice Offences' to 'Specified Offences'	N/A	COUNCIL INITIATED CHANGE: Amended the title from Infringement Notice Offences' to 'Specified Offences'



People & Safety Strategy

2017 - 2020

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1. INTRODUCTION

Glenorchy City Council's (GCC) People & Safety (P&S) Strategy and supporting Action and Improvement Plans will be driven by identified core principles. These principles ensure Council's ongoing sustainability of a safe and healthy workplace to support GCC to actively serve the Glenorchy community.

Improvement and Action Plans contain a record of Council's key actions, work items and measurable targets. These support the future growth and development of Council's workforce, stakeholders and our community.

1.1 DEFINITIONS

Leaders are team leaders, supervisors, coordinators, advisors, managers, directors and the executive leadership team of Glenorchy City Council.

Our People means employees, volunteers and contractors of Glenorchy City Council.

2. COUNCIL & THE COMMUNITY

GCC is a council that drives and supports investment for population growth, shared wealth and wellbeing. Council's Strategic Plan provides a focus on the people who support its operations by the inclusion of strategy 4.2.2:

'Ensure we have an appropriately skilled, capable and safety-focused workforce'

The City of Glenorchy Community Plan 2015-2040 outlines how our future will be created through Making Lives Better by being safe, inclusive, active, and a vibrant community. As a major employer and the provider of important services to the local community, Council is critical to the ongoing service needs, economic development and prosperity of the region.

2.1 THE PURPOSE OF THIS STRATEGY

The purpose of the GCC P&S Strategy is to ensure Council has the workforce capability that the organisation requires for a sustainable future, and the capacity to analyse key requirements to meet the changing needs of our diverse community. The strategy will support GCC to establish practical systems, relevant goals and clear direction for our people.

2.2 VISION STATEMENT

Glenorchy City Council is a safe and healthy place to work and we (GCC) are known for our practical, personal, responsible and systematic approach.

2.3 PRINCIPLES BEHIND THIS STRATEGY

In developing this strategy, GCC was guided by the following:

- GCC's values and cultural expectations (valuing people, diversity, progress, prosperity and environment);
- City of Glenorchy Community Plan 2015-2040;
- Other levels of government, local Councils, the corporate and not-for-profit sectors; and
- Legislation and statutory obligations.

2.4 DURATION OF THE STRATEGY

Three (3) years with an annual review.

2.5 WHAT THIS STRATEGY INCLUDES

- Health, Safety and Wellbeing;
- Workforce skills identification and mapping;
- Staff selection, recruitment and retention;
- Learning and development;
- Leadership and succession planning;
- Knowledge management and knowledge transfer;
- Equity and diversity;
- Effective and practical systems; and
- Clear measures and reporting.

2.6 ABOUT THE PEOPLE & SAFETY STRATEGY

The 2014 *Profile of the Local Government Workforce Report*, prepared by the Australian Centre of Excellence for Local Government, highlighted a number of issues with the Local Government workforce, including an ageing workforce, high levels of impending retirement and gender imbalance in some areas within the Local Government sector.

Across the Local Government sector Human Resources strategy, planning and resourcing has not had the same focus and commitment as has been applied to Council Plans, the Long Term Financial Plan, Strategic Plan, Strategic Resource Plan and Annual Budgets.

If not adequately addressed, Local Governments' capacity and people base will diminish, resulting in disruption to the delivery and possible termination of services to the community. If Local Governments' are to deliver all that is required under their plans, their people and safety capability must match their servicing

requirements. Accordingly, the priority of Workforce Strategy Planning and Resourcing must be elevated.

This P&S Strategy forms part of GCC's response to addressing this issue.

The P&S Strategy has been designed to achieve the following outcomes:

- Embedded risk management approach in WH&S, Workforce Strategy Planning and Resourcing;
- Improved workforce planning capacity and its priority within GCC;
- Address skill and experience gaps and identify succession planning;
- An engaged and safety-focussed workforce;
- Employee knowledge transfer and mentoring; and
- Increased productivity, resourcing and efficiencies across the organisation.

Active consultation has contributed to the development of the P&S Strategy.



3. COUNCIL WORKFORCE AT A GLANCE

3.1 OUR PEOPLE

GCC recognises the need to reflect the community it serves. GCC is a major employer within the Glenorchy community. Council's operations require a broad range of technical and professional qualifications along with operational experience.

There are a wide range of employment opportunities at GCC which include (but are not limited to) accountants, engineers, human resource personnel, communications building surveyors, child educators, trades, customer service, administrators, arts professionals, hospitality and event management, lawyers, skilled labour, youth services and other professionals.

The P&S Strategy is focused on the creation of opportunities to provide GCC employees with skill development and to better support their own lives and make a difference in the community.

We actively look for opportunities to reduce risks and foster a culture of everybody goes home safe and well every day.

3.2 PEOPLE & SAFETY CHALLENGES FOR COUNCIL

- An ageing workforce;
- Balancing becoming an 'Employer of Choice' and ensuring employee costs are within GCCs financial constraints;
- Active engagement in our health, safety and wellbeing initiatives;
- Changing employee flexibility requirements;
- Acquiring and maintaining skills for emerging technologies;
- Shifting to a positive speak up culture;
- Negative perceptions of working in local government;
- Contractors and supplementary labour (including volunteers) operating to GCC standards; and
- To be recognised that WH&S is a part of everything we do.

4. STRATEGIC & REPORTING FRAMEWORK

The P&S Strategy, together with GCC's integrated strategic and reporting framework provides alignment and the necessary resources to achieve the objectives of Council.



5. ACTION & IMPROVEMENT PLANS

People and Safety's Action & Improvement Plans contain a comprehensive list of priorities to improve our performance and to support the achievement of the P&S Strategy. The Improvement Plans are targeted internal workforce planning documents that guide our resourcing and activity allocation, and provide direction for the Executive Leadership Team, Management team and staff for their future development. The Action Plans contain specific measures and reportable deliverables, with progress reported on a quarterly basis.

5.1 STRATEGIC OBJECTIVES

The People & Safety Strategy Objectives are supported by the actions and activities outlined in GCC's Improvement Plans. Glenorchy City Council is a safe and healthy place to work and we (GCC) are known for our practical, personal, responsible and systematic approach.



5.2 OBJECTIVE ONE: We are Practical

Strategies	So that...	Future Implications
<i>Develop safe, effective and efficient People & Safety tools and processes</i>	➤ All GCC people have access and ownership to simple risk management processes ➤ GCC standards are achieved ➤ Our people are respected, valued and supported ➤ GCC applies continuous improvement to all tools and processes	➤ Better risk management practices ➤ Greater ownership of work processes ➤ Engaged, confident and satisfied people ➤ GCC are recognised as industry leaders for our tools and processes
<i>People & Safety team to advise, coach and mentor</i>	➤ GCC are compliant with legislation, standards and Codes of Practice, etc. ➤ All GCC people are supported to understand and manage their workplace risks ➤ Our people have improved skills and knowledge ➤ Our people have a shared understanding and ownership of GCC standards	➤ Build trust and respect with our colleagues and stakeholders ➤ Our people go home safe and well every day ➤ P&S programs are championed by our leaders throughout the organisation
<i>Establish a practical risk management approach to all that we do</i>	➤ Our people are set up for success ➤ We benefit from practical risk relevant processes ➤ A consistent approach to People & Safety matters is achieved	➤ Greater participation in practical risk management throughout GCC

Strategies	So that...	Future Implications
Promotion of positive mental health	➤ The importance of maintaining positive mental health is understood ➤ We are accepting and supportive	➤ A culture that supports our people and their families



5.3 OBJECTIVE TWO: We are Responsible

Strategies	So that...	Future Implications
<i>Balancing becoming an 'Employer of Choice' and ensuring employee costs are within GCCs financial constraints</i>	➤ We are a sustainable employer proactively managing our workforce ➤ GCC's employee costs as a proportion of overall expenditure are actively monitored and managed	➤ We are a sustainable 'Employer of Choice' ➤ Our community is confident in our responsible financial management
<i>GCC's leaders are actively engaged in our Programs</i>	➤ Our leaders actively promote and demonstrate GCC standards	➤ Our leaders are engaged and committed to our workforce programs
<i>Improved ownership of team & task based workplace challenges</i>	➤ Our people effectively manage their workplace challenges ➤ Our people are empowered to raise and resolve workplace matters ➤ We prevent future incidents by learning and sharing with one another	➤ Timely resolution and management of workplace risks ➤ A risk management culture is embedded across GCC
<i>Improve incident and hazard reporting</i>	➤ All stakeholders are actively engaged in timely reporting ➤ We understand the Health, Safety and Wellbeing needs of our people ➤ We reduce known risks	➤ Focus on risk relevant issues every day ➤ Proactive mitigation of workplace risks ➤ GCC is able to allocate appropriate equipment, systems and people resources effectively
<i>Effective communication internally and externally</i>	➤ There is a clear understanding of roles and responsibilities ➤ We build and maintain effective working relationships	➤ Clear, concise and constructive communication is promoted ➤ We are recognised as a consultative, proactive organisation

<i>Strategies</i>	<i>So that...</i>	<i>Future Implications</i>
<i>Develop a positive organisational culture</i>	➤ Our employees feel valued and enjoy working at GCC ➤ Our leaders are empowered to take responsibility for the development of people	➤ GCC has a positive image and brand ➤ We are a fair, transparent and equitable organisation ➤ We attract and retain the best people ➤ Timely and relevant development opportunities are provided ➤ Our people feel valued and heard
<i>Utilising new technologies</i>	➤ We can reach a diverse audience and market ➤ We are an efficient, effective and contemporary organisation	➤ We attract a broad range of people ➤ GCC will be recognised as a progressive organisation ➤ We will be more streamlined and efficient
<i>Promote a 'Speak Up' Culture</i>	➤ We work inside the SafetyCircle to go Home Safe and Well ➤ We continue to challenge and improve our processes	➤ Open and clear conversations ➤ Our people are confident to challenge and question
<i>Consistency in our approach to all people related matters</i>	➤ We add value and can demonstrate transparency in all our dealings ➤ Our people demonstrate ethics, trust and respect	➤ Confidence in our professional advisory support ➤ We are a trusted service provider and partner ➤ We are equitable and fair in all our dealings

Strategies	So that...	Future Implications
Address skill and experience gaps and identify succession planning	➤ We are proactively managing our future needs ➤ We have the right people in the right positions	➤ Business risks for unique and hard-to-fill positions are addressed
Establish and maintain frameworks that support and complement one another	➤ We are continuously improving through monitoring and implementing our action and improvement plans ➤ Resolutions and outcomes from committees, groups and forums are implemented	➤ Our employee representatives are actively engaged ➤ Key decision makers are actively involved and supportive ➤ Our people are confident in decision making processes

5.4 OBJECTIVE THREE: We are Personal

<i>Strategies</i>	<i>So that...</i>	<i>Future Implications</i>
<i>Partner with our Stakeholders</i>	➤ Consultation, communication and coordination (the 3Cs) is how we do business ➤ All work completed to agreed standards ➤ Ongoing and regular two way communication occurs ➤ We support and challenge one another to achieve shared and agreed outcomes	➤ Clear expectations are understood and followed ➤ We have cohesive relationships with our stakeholders
<i>Enhance the wellbeing of individuals and teams</i>	➤ Our people contribute positively to their own wellbeing and those around them ➤ We establish awareness and a commitment to wellbeing at work through a structured program	➤ Improved relationships between colleagues, increased motivation, engagement and productivity ➤ Our people are confident in managing their health and wellbeing
<i>Deliver a variety of opportunities</i>	➤ Our people are qualified and competent ➤ Our people are upskilled and ready for future opportunities ➤ Our people have personal development plans ➤ We can learn anywhere, anytime ➤ Our people are qualified and competent ➤ Our people are upskilled and ready for future opportunities	➤ We invest in our people ➤ We have a trained, highly skilled workforce

Strategies	So that...	Future Implications
To focus on the life-work flexibility available as a point of difference to other employers	➤ Our people can maintain a healthy life-work balance ➤ Our stakeholder engagement benefits from our people's improved mental, physical, emotional health	➤ We have a healthy, motivated and resilient workforce to meet community expectations We care for our people.
To attract and retain the best people	➤ GCC delivers reliable and quality services to our community ➤ We are known to be a place where people have job satisfaction	➤ We are known to be a place where people want to work ➤ We are an employer of choice ➤ Our workforce reflects our diverse community



5.5 OBJECTIVE FOUR: We are Systematic

Strategies	So that...	Future Implications
<i>Continuously improve our frameworks and documentation</i>	➤ Our people have access to up to date, relevant information to assist in informed decision making	➤ Our people are confident in advice provided to them ➤ Avoidance of confusion and misunderstandings
<i>To equip our people to answer questions quickly and accurately</i>	➤ Our people feel empowered and in control ➤ Consistent information is readily available and accessible	➤ Our people are provided with the relevant tools ➤ Our people are competent and confident when discussing terms and conditions at GCC
<i>Build, maintain and improve our systems through a partnering approach</i>	➤ Systems are created in consultation with those performing the works ➤ The P&S team provide advice and support through a partnering approach	➤ We are organised, personal and practical ➤ We make informed risk based decisions ➤ We are clear, consistent and systematic in all that we do
<i>Provision of equipment and training to enable our people to work safely effectively and efficiently</i>	➤ Our people have the right equipment and expertise for their job ➤ Our people are competent and confident to perform work in a healthy and safe manner ➤ Our people are supported for success through acquired knowledge, establishing clear expectations and standards	➤ We are progressive leaders in our systems and methods ➤ We provide our people with the relevant resources, skills and technology to perform their duties ➤ Our people feel empowered and in control ➤ Our people are working safely, effectively and efficiently
<i>Capture, measure, monitor, and report on organisational indicators, climate and</i>	➤ We have the best data available to make informed decisions	➤ We accurately report on our performance to our stakeholders

<i>Strategies</i>	<i>So that...</i>	<i>Future Implications</i>
<i>performance</i>	➤ We target and customise programs to suit our current challenges ➤ Information can be verified	➤ Our stakeholders are confident that we understand our challenges and we are addressing them ➤ Improved planning, scheduling and budgeting



6. OWNERSHIP & RESPONSIBILITY

This strategy has been created in accordance with Council's HR Policy and WH&S Commitment Statement.

Responsibility for the progress and outcomes of GCC's P&S Strategy and Improvement Plan will reside with the Director of Corporate Governance. This position will be supported by the Executive Leadership Team and the Management Team in fulfilling their responsibilities under the strategy.

The following documents and systems support this strategy:

1. Directives and Guidelines;
2. Processes, Procedures and Forms;
3. Commitment Statements;
4. Risk Registers;
5. Information Management Systems;
6. Enterprise Agreement and Awards;
7. Contracts of Employment; and
8. Improvement and Action Plans.

For further information regarding this strategy, please contact GCC's Manager of People & Safety (03) 6216 6800.

PEOPLE & SAFETY STRATEGY

2017 - 2020

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Code for Tenders and Contracts



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1 | Introduction

The purpose of this Code for Tenders and Contracts ('the Code') is to provide a policy framework on best practice tendering and procurement methods in line with the legislative requirements of the *Local Government Act 1993* ('the Act') and the *Local Government (General) Regulations 2015* ('the Regulations').

This Code is consistent with the Act and the Regulations and includes some procedures and guidelines for prescribed matters. The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above the legislated Prescribed Amount. This Code also deals with procurement requirements at or below the Prescribed Amount.

As a measure of accountability and transparency, the General Manager will make a copy of this Code (and any amendments) available to the public, in accordance with section 11.2 of this Code.

This Code applies to the Glenorchy City Council and Council officers for the purchase of goods and services and the management of tenders and contracts.

2 | Definitions

In this document the following terms have the following meanings:

Act means the *Local Government Act 1993*;

Code means this Code for Tenders and Contracts (as may be amended from time to time);

Council means the Glenorchy City Council established under section 18 and section 19 of the Act;

Council officer means an employee, contractor or consultant of Council;

EOI means expression of interest;

General Manager means the person appointed to the position of General Manager of the Council from time to time pursuant to section 61 of the Act;

GST means goods and services tax pursuant to the *A New Tax System (Goods and Services Tax) Act 1999*;

Local Business means suppliers whose principal place of business is located within the Municipal Area;

Municipal Area means the municipal area of the Council as specified by section 16 of the Act;

Prescribed Amount means the dollar figure prescribed in Regulation 23 of the Regulations which as at the date of this Code is \$250,000 (excluding GST);

Regulations means the *Local Government (General) Regulations 2015*;

RFQ means Request for Quotation;

RFT means Request for Tender;

Tender Register Book means written records maintained by Council to record tender submissions received; and

TRC means a Tender Review Committee which may be established by the General Manager from time to time comprised of Council officers appointed by the General

Manager in relation to new procurement exceeding the Prescribed Amount.

3 | Legislation

This Code has been made and adopted by Council in accordance with section 333B of the Act.

In accordance with section 333B(2) of the Act, this Code:

- a) is consistent with the Act; and
- b) includes all matters prescribed by the Regulations.

4 | Aims of this Code

The aims of this Code are to:

- a) ensure compliance with all relevant legislation;
- b) enhance value for money through the use of fair, competitive, non-discriminatory procurement practices;
- c) promote the use of resources in an efficient, effective and ethical manner;
- d) encourage probity, accountability and transparency in procurement;
- e) provide reasonable opportunity for competitive local businesses to supply to Council;
- f) minimise the cost to tenderers of participating in the tendering process;
- g) allow Council to appropriately manage risk; and
- h) promote Council's economic, social and environmental plans and policies.

5 | Scope of Code

5.1 Procurement procedures

This Code provides an overview of the procedures to be applied by Council in the procurement of goods and/or services.

In accordance with Regulation 28 of the Regulations, this Code:

- a) promotes the principles set out in Regulation 28(a) of the Regulations;

- b) establishes and maintains procedures to ensure all potential service providers are provided with the same information relating to the requirements of a tender or contract and are given equal opportunity to meet those requirements;
- c) establishes and maintains procedures to ensure that fair and equitable consideration is given to all tenders or quotations received;
- d) establishes and maintains procedures to ensure that Council deals honestly with, and is equitable in the treatment of, all potential or existing service providers;
- e) establishes and maintains procedures to ensure that prompt and courteous responses are given to all reasonable requests for advice and information from potential or existing service providers;
- f) seeks to minimise costs to tenderers of participating in the tendering process;
- g) protects commercial in confidence information;
- h) prescribes when 3 written quotations are required for contracts valued at less than the Prescribed Amount;
- i) establishes and maintains procedures for reporting by the General Manager to Council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used; and
- j) establishes and maintains procedures for the review of each tender process to ensure that each tender process is in accordance with the Regulations and this Code;
- k) establishes and maintains procedures for:
 - i) amending or extending a tender once it has been released;
 - ii) opening tenders;
 - iii) the consideration of tenders that do not fully conform with the tender requirements;
 - iv) debriefing unsuccessful tenderers; and
 - v) handling complaints regarding processes related to the supply of goods or services.

5.2 Application of Code

The Code applies to Council, Council employees, Council agents and any service provider wishing to supply goods and/or services to Council.

Service providers engaged by Council will, where it is practical to do so, be required to apply the principles of this Code (as applicable) when seeking tenders or quotations from their sub-contractors and suppliers.

6 | Procurement Principles

In accordance with Regulation 28(a) of the Regulations, this Code promotes the following principles to which Council will have regard when procuring goods and services.

6.1 Open and effective competition

Council will ensure that the procurement of goods and/or services is an impartial and open process which encourages the making of competitive offers.

In practice this means that Council will:

- a) use transparent and open procurement processes to ensure that both service providers and the public can have confidence in both the process and its outcomes;
- b) adequately test the market by seeking quotations or tenders as appropriate;
- c) avoid biased specifications;
- d) treat all service providers consistently and equitably; and
- e) ensure that prompt, courteous and informative responses are given to all reasonable requests for advice and information received from service providers.

6.2 Value for Money

Council will ensure that it is procuring goods and/or services at the most competitive price available whilst at the same time recognising that value for money does not always equate to buying at the lowest available price.

In practice this means that Council will:

- a) assess the contribution that the relevant goods and/or services make towards achieving Council's strategic plans or policies;
- b) weigh the anticipated benefits of a procurement against the costs of that procurement;
- c) perform an assessment of the risks associated with the procurement, including the preferred procurement method;
- d) assess how well the proposed goods and/or services meet Council's needs;
- e) assess the maintenance and running costs over the lifetime of a product;
- f) consider the relevant disposal value;
- g) have regard to any relevant time constraints;
- h) consider the impact of the procurement decision on the local economy, including but not limited to any impacts (both positive and negative) on industrial development and the creation of employment opportunities;

- i) consider the impacts (both positive and negative) of the procurement decision on the environment, taking into account the need to minimise waste and reduce the demand for goods and/or services which have a negative impact on the environment; and
- j) consider the impact of the procurement decision on local society, taking into account the need to eliminate discrimination and promote equal opportunity, training, and other identified social objectives.

6.3 Enhancement of the capabilities of local business and industry

Council will ensure that, where the required capability and/or expertise is held by Local Businesses, Council will look to engage Local Businesses and encourage their participation in procurement processes.

In practice this means that Council will use reasonable endeavours to:

- a) actively invite tenders and seek quotes from Local Businesses that have the requisite capability and/or expertise to respond to a given procurement;
- b) where local capability exists, ensure that discretionary elements of specifications do not prevent Local Businesses from effectively participating in the procurement process; and
- c) not give preferential treatment to Local Businesses where it cannot be reasonably justified.

6.4 Ethical behaviour and fair dealing

6.4.1 Council will promote procurement practices that are legal, ethical, fair and unbiased.

In practice this means that Council will:

- a) comply with all applicable legislative requirements, including the Act, the Regulations and this Code;
- b) conduct all business in the best interests of the Council;
- c) establish, maintain and document all tender and quotation procedures;
- d) be as effective and efficient as possible when sourcing, ordering and paying for goods and/or services;
- e) expect individuals involved in procurement processes to disclose any actual or perceived conflicts of interest;
- f) ensure that all specifications are clearly stated;
- g) ensure that any information or clarification provided to a potential service provider is also provided to all other relevant potential service providers;

- h) maintain confidentiality in its dealings with service providers and potential service providers, including the protection of commercial-in-confidence information;
- i) ensure that conditions of contract are not excessively onerous; and
- j) decline gifts or benefits offered by those involved in the procurement process, particularly from existing or potential service providers.

6.4.2 Expectations of service providers

Council expects service providers to:

- a) ensure that they are acquainted with the requirements identified in this Code;
- b) be familiar with the particulars relating to a specific tender and quotation process, including all relevant specifications;
- c) not submit a tender or quotation unless they have, where applicable, the relevant financial, technical, physical, work health and safety, management resources or other relevant capabilities requirement to fulfil the tender or quotation requirements;
- d) not seek to influence a procurement process by improper means or collude with other service providers;
- e) disclose any actual or perceived conflicts of interest relevant to a procurement process;
- f) comply with all applicable legislative, regulatory and statutory requirements, including Acts of the Commonwealth and State, regulations, by laws and proclamations made or issued under such Acts and lawful requirements or directions of public and other authorities; and
- g) not offer gifts or benefits to any Council officer.

7 | Procurement Methods

7.1 Overview of procurement requirements

While open and fair competition is often best achieved by undertaking a public tender process, there are times when this practice will not deliver the most appropriate outcomes for Council. In those instances, and where the relevant legislation permits, other more appropriate methods may be used.

After having regard to the procurement principles set out in Part 6 of this Code, all applicable legislative requirements and any other relevant factors, Council will determine the appropriate method to be employed in the procurement of goods and/or services at any particular time.

The minimum or 'default' procurement methods to be employed by Council are summarised in the table below:

Procurement Value (exclusive of GST)	Minimum Requirement
Up to \$2,000 (refer to clause 7.3.1)	No Purchase Order required.
Between \$2,001 - \$5,000 (refer to clause 7.3.2)	Purchase Order required.
Between \$5,001 - \$10,000 (refer to clause 7.3.3)	Council will seek at least one (1) written quotation. Purchase Order is required.
Between \$10,001 - \$50,000 (refer to clause 7.3.4)	Council will seek at least two (2) written quotations. Purchase Order is required.
Between \$50,001 - \$249,999 (refer to clause 7.3.5)	Council will seek at least three (3) written quotations. Purchase Order is required.
\$250,000 and above	Council will go to public tender

7.2 Procurement planning

Prior to the procurement of any goods and/or services, Council must:

- plan the procurement, which includes the development and approval of the appropriate project management documentation as necessary; and
- determine whether or not a public tender process should be used, regardless of the value of the procurement; e.g. where the procurement could be regarded as high risk

and/or as having high importance to Council or where the goods and/or services could be applicable to more than one area of Council's operations.

7.3 Procurement by quotation (procurements valued at less than \$250,000, exclusive of GST)

Council may procure goods and/or services through a written quotation process (or reasonable written estimate to the satisfaction of the General Manager or delegate) in situations where:

- a) the value is below \$250,000; or
- b) the procurement may be for relatively low risk or medium risk goods and services; or
- c) the prospective service provider/s have a successful history of supplying goods and/or services to Council.

The Code provides further guidance in 7.3.1 – 7.3.5 (inclusive) in relation to procurement thresholds.

The requirements set out in 7.3.1 – 7.3.5 (inclusive) of this Code do not apply to the procurement of goods and/or services:

- d) determined by the General Manager to be of high value and/or high risk (where a public tender process should be used); or
- e) under a standing contract arrangement (see clause 7.5 of this Code for details regarding standing contracts).

7.3.1 Procurements valued at less than \$2,000 (exclusive of GST)

- a) Records must be kept of all relevant approved documentation and/or receipts received.

7.3.2 Procurements valued between \$2,001 and \$5,000 (exclusive of GST)

- a) Purchase Order to be raised where possible prior to purchase;
- b) Records must be kept of all quotations or estimates received and/or approved, including all relevant approved documentation and/or receipts received and recorded within Council's financial system; and
- c) Each quotation or estimate must be assessed against the relevant selection criteria in order to award the contract to a successful service provider.

7.3.3 Procurements valued between \$5,001 and \$10,000 (exclusive of GST)

- a) Council will only enter into contracts or procure goods and services in this value range where at least one (1) written quotation (or a reasonable estimate of the range of costs is obtained in writing to the satisfaction of the General Manager where a quotation cannot be supplied) from suitable service providers and the other matters in this 7.3.3 have been satisfied;
- b) Council will not use this method of procurement for high risk goods and/or services unless in the reasonable opinion of the General Manager it is appropriate to do so;
- c) Records must be kept of all quotations or estimates received and/or approved and recorded within Council's financial system;
- d) Each quotation or estimate must be assessed against the relevant selection criteria in order to award the contract to a successful service provider; and
- e) A Council purchase order is required.

7.3.4 Procurements valued between \$10,001 and \$50,000 (exclusive of GST)

- a) Council will only enter into contracts or procure goods and services in this value range where at least two (2) written quotations are obtained (or a reasonable estimate of the range of costs are obtained in writing to the satisfaction of the General Manager where a quotation cannot be obtained) from suitable service providers and the other matters in this 7.3.4 have been satisfied;
- b) Where possible, it is encouraged that at least one (1) of the quotations is obtained from a Local Business;
- c) Council will not use this method of procurement for high risk goods and/or services unless in the reasonable opinion of the General Manager it is appropriate to do so;
- d) Records must be kept of all quotations or estimates received and/or approved and recorded within Council's financial system;
- e) Each quotation or estimate must be assessed against the relevant selection criteria in order to award the contract to a successful service provider; and
- f) A Council purchase order is required.

7.3.5 Procurements valued between \$50,001 and \$249,999 (exclusive of GST)

- a) Council will only enter into contracts in this value range where at least three (3) written quotations are obtained (or a reasonable estimate of the range of costs is obtained in writing to the satisfaction of the General Manager or delegate where a quotation cannot be obtained) from suitable service providers and the other matters in this 7.3.5 have been satisfied;
- b) Where possible, it is encouraged that at least one (1) of the quotations is obtained from a Local Business;
- c) Council will not use this method of procurement for high risk goods and/or services unless in the reasonable opinion of the General Manager it is appropriate to do so;
- d) This is a more formal quotation process which requires the use of Council's formal Request for Quotation template (RFQ) where possible or a comprehensive written quote from the provider;
- e) The complexity of the RFQ will depend on the nature and value of the procurement and the appropriate template documentation will be identified during the planning phase;
- f) Records must be kept of all quotations or estimates received and/or approved and recorded within Council's financial system;
- g) Each quotation or estimate must be assessed against the relevant selection criteria in order to award the contract to a successful service provider; and
- h) A Council purchase order is required.

7.4 Procurement by Public Tender

Section 333A of the Act provides that, subject to specific exemptions, Council must invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above the Prescribed Amount.

In certain circumstances Council may determine that tenders should be invited regardless of the contract value; e.g. where the procurement could be regarded as high risk and/or as having high importance to Council, and/or where the goods and/or services could be applicable to more than one area of Council's operations.

7.4.1 Tender Procedures

Pursuant to Regulation 28(l)(i), (ii) and (iii) of the Regulations, Council is to establish and maintain procedures for amending or extending a tender once it has been released, opening tenders and the consideration of tenders that do not fully conform with the tender requirements. Council's procedures are summarised in Appendix A of this Code.

7.4.2 Open Tenders

An open tender process is an invitation to tender by public advertisement referred to as a Request for Tender (RFT). There are generally no restrictions regarding who can submit a tender, however, service providers are required to submit all required information and will be evaluated against the selection criteria set out in the RFT.

General Manager – open tender responsibilities

In accordance with Regulation 24(1) of the Regulations, when open tenders are used as a method of procurement the General Manager will invite tenders by notice published at least once in a daily newspaper circulating in the municipal area.

Such notice will specify:

- a) the nature of the goods and or services the Council requires;
- b) the period within which the tender must be lodged (which in accordance with Regulation 24(2) of the Regulations must be at least 14 days after the date on which the notice is published);
- c) where tenders must be lodged;
- d) the details of the person (or persons) from whom more detailed information relating to the tender may be obtained; and
- e) any identification details allocated to the relevant contract.

In accordance with Regulation 24(3) of the Regulations, the General Manager will ensure that all prospective tenderers are provided with the following details as part of the RFT:

- a) the specifications of the goods and/or services required;
- b) the duration of the contract, including any extensions that are specified in the contract;
- c) any mandatory tender specifications and contract conditions;
- d) the criteria for evaluating tenders;
- e) the method of evaluating tenders against the relevant evaluation criteria; and
- f) a reference to this Code including where a copy of this Code can be obtained.

Service Provider – open tender responsibilities

In accordance with Regulation 24(4) of the Regulations, a person or entity making a tender must:

- a) do so in writing;

- b) specify the goods or services tendered for; and
- c) lodge their tender within the period specified in the notice referred to in paragraph 7.4.2 of this Code.

7.4.3 Multiple-stage tenders

In accordance with Regulation 26 of the Regulations, under appropriate circumstances Council may use a multi-stage tender process.

A multiple-stage tender will typically be used by Council to gain knowledge about the relevant market, obtain industry input (i.e. where it is unclear what goods and services are available) and/or to shortlist appropriate suppliers.

At each stage of a multi-stage tender process, service providers may be selected according to those who are most suited to the specific contract requirements. Service providers will be evaluated against criteria determined by Council.

Once a short list of potential service providers is developed, these service providers may be invited to participate in an open tender process.

General Manager – Multiple-stage tender responsibilities

In accordance with Regulation 26(3) of the Regulations, as the first stage of a multiple-stage tender process the General Manager will invite Expressions of Interest (EOI's) from prospective tenderers.

The General Manager will do so by causing a notice to be published at least once in a daily newspaper circulating in the municipal area with such notice to specify:

- a) the nature of the goods and/or services Council requires;
- b) any contract identification details;
- c) the period within which the EOI must be lodged;
- d) where the EOI must be lodged; and
- e) the details of a person from whom more detailed information relating to the EOI may be obtained.

The General Manager will ensure that prospective tenderers are provided with the following in order to lodge an EOI:

- a) the specifications of the goods and or services required;
- b) the criteria for evaluating the EOI;
- c) the method of evaluating EOI's against the criteria;
- d) details of any further stages in the tender process; and
- e) a reference to this Code, including where a copy of this Code can be obtained.

In accordance with Regulation 26(5) of the Regulations, at the final stage of a multiple-stage tender process, the General Manager will invite all service providers who have met the criteria determined by Council to tender for the supply of the relevant goods and/or services.

In accordance with Regulation 26(6) of the Regulations, if only one service provider meets the criteria determined by Council at the first stage, the Council may contract with that supplier after:

- a) a tender from that service provider; or
- b) a decision by an absolute majority of the Council to do so.

Service Provider – multiple-stage tender responsibilities

A person or entity making an EOI must:

- a) do so in writing;
 - b) specify the goods or services tendered for; and
- lodge the EOI within the period specified in the invitation.

7.4.4 Tender Review Committee - Review of Tender Processes

A TRC may be established by Council to review all tenders prior to the awarding of contracts and/or to review proposed tenders.

Subject to its terms of reference, the TRC may:

- a) review each tender process to ensure compliance with the Act, the Regulations and this Code;
- b) perform reviews prior to advertising tenders and again prior to awarding a contract to a successful tenderer; and
- c) review and consider aspects of a tender including but not limited to the tender and evaluation process adopted, the final tender evaluation report and any other issue or information it considers relevant.

7.4.5 Extension of contracts entered into by tender

In accordance with Regulation 23(5) of the Regulations, Council may extend a contract entered into by tender:

- a) in the manner specified in the relevant contract; or
- b) if the relevant contract does not specify extensions, by a resolution of Council made by absolute majority.

7.5 Standing contracts

In accordance with Regulation 23(3) of the Regulations, through a public tender process Council may establish a standing contract in which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods and/or services during that period without the need for a further tender process. Where multiple tenderers are engaged, those tenderers form part of a 'panel' of prospective suppliers.

A separate contract is formed under the standing contract (on terms specified in the standing contract) each time Council purchases goods and/or services under the standing contract from a panel member.

Service providers listed on a standing contract panel will be selected following an evaluation process, the details of which will be set out in the relevant RFT.

A contract formed in accordance with Regulation 23(3) of the Regulations is exempt from the requirements of 7.3.2, 7.3.3 and 7.3.4 of this Code.

7.6 Multiple-Use Register

7.6.1 Introduction

A multiple-use register is a list of suppliers who have satisfied the conditions for participation or inclusion on the register and are pre-qualified to supply certain goods and/or services to Council.

Pursuant to Regulation 25(1) of the Regulations, Council may establish a multiple-use register of service providers who meet criteria established by Council in respect to the supply of particular categories of goods and/or services.

Council will invite tenders for a contract for the supply of goods and or services from all service providers included on a multiple-use register for a particular category of goods and/or services.

The differences between a standing contract (see Clause 7.5 of this Code) and a multiple-use register are as follows:

Standing Contract	Multiple Use Register
• Outcome of an initial public tender process • Council can procure goods/services directly from any member of the panel • Size of panel is determined when the standing contract commences • Operators on indicative or set prices for goods and services • Operates for a finite period of time	• Part of a public tender process • Forms a basis for select tendering to members of the register • Conditions for participation stated • Size not limited • No indicative or set pricing • Can operate indefinitely subject to review every 2 years • Open continuously or annually

7.6.2 Procedural requirements

In accordance with Regulation 28(i) of the Regulations, this Code is required to establish and maintain procedures for the use of multiple-use registers for contracts valued at under the Prescribed Amount.

In accordance with Regulation 25(2) of the Regulations, Council will invite applications from suppliers for inclusion on a multiple-use register.

Council will do so by publishing on Council's website and at least once in a daily newspaper circulating in the municipal area, a notice specifying:

- a) the nature of the goods and/or services Council requires;
- b) any identification details associated with the multiple-use register;
- c) the period within which the application must be lodged;
- d) where the application must be lodged; and
- e) details of the person from whom more detailed information relating to the multiple-use register may be obtained.

The General Manager will ensure that all applicants are provided with the following information in order to enable them to make an application:

- a) details of the categories of goods or services required;

- b) the criteria for evaluating applications;
- c) the method of evaluating applications against the criteria; and
- d) a reference to this Code including where a copy of this Code can be obtained.

Council may accept an application for inclusion on the multiple-use register or reject an application.

For the purposes of Regulation 25(5) of the Regulations, if Council rejects an application the General Manager will advise the applicant of the reasons for rejection.

If Council accepts an application the General Manager will advise the applicant of the category for which the application is to be included on the multiple-use register.

Each multiple-use register will be reviewed by Council at least once every two (2) years.

Council will allow a service provider to apply for inclusion on the multiple use register at any time, unless the service provider has made an application in the previous twelve (12) months and the application has not been accepted.

8 | Calculating the Value of a Procurement

The dollar value of a procurement is to be calculated as follows:

- a) **single one-off purchase** – the total amount, or estimated amount, of the purchase (excluding GST);
- b) **multiple purchases** – the gross total value, or the estimated total gross value, of the purchase (excluding GST); or
- c) **ongoing purchases over a period of time** – the gross total value, or the gross total estimated value, of all purchases (excluding GST).

For the avoidance of doubt, in estimating the value of any procurement the estimate must include the total value of the initial term, the total value of any option(s) and the total value of any orders that may be made under the relevant contract.

In accordance with Regulation 23(4), Council will not split a single procurement activity into two (2) or more separate contracts for the primary purpose of avoiding the requirement to publicly invite tenders.

9 | Exemptions and Exceptions

9.1 Statutory exemptions – public tenders

The Regulations prescribe situations and contracts where Council is not required to invite public tenders even though the goods and/or services are valued at or above the Prescribed Amount.

Pursuant to Regulation 27 of the Regulations, the prescribed situations and contracts are as follows:

- a) in an emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency;
- b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- c) a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;
- d) a contract for goods or services obtained as a result of a tender process conducted by another council, a single authority, a joint authority, the Local Government Association of Tasmania, any other local government association in the State of Tasmania or in another State or a Territory, or any organisation, or entity, established by any other local government association in the State of Tasmania or in another State or a Territory;
- e) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;
- f) a contract for goods or services that is entered into at public auction;
- g) a contract for insurance entered into through a broker;
- h) a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance;
- i) a contract for goods or services if the Council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of:
 - i) extenuating circumstances; or
 - ii) the remoteness of the locality; or
 - iii) the unavailability of competitive or reliable tenderers; and
 - iv) a contract of employment with a person as an employee of the council.

9.2 Exemption – Other Circumstances

For the avoidance of doubt, this clause 9.2 does not apply to the procurement of goods and/or services that are valued at or above the Prescribed Amount.

1. Notwithstanding clauses 7.3.2, 7.3.3, 7.3.4 and 7.3.5 of this Code, Council may approve the procurement of goods and/or services where it can be established to the satisfaction of Council that:
 - a) the relevant goods and/or services are required in order to address an immediate threat to life, damage to property or substantial adverse effect to the environment; or

- b) reasonable enquiries indicate that there may only be one supplier of the required goods and/or services in Australia; or
- c) the supplier sought to be retained has historical knowledge of the project associated with the relevant procurement; or
- d) the original goods and/or services were selected through a procurement process and the proposed procurement is an upgrade or addition to the original procurement, provided that the upgrade or addition will not result in the total expenditure of the original procurement being or exceeding \$250,000 excluding GST; or
- e) in the circumstances, compliance with clauses 7.3.2, 7.3.3, 7.3.4 or 7.3.5 would cause significant, unjustifiable or unreasonable cost or loss or significant and unreasonable business interruption to the activities of the Council (or significant risk of the same happening); or
- f) there is another valid reason for an exemption to be applied having regard to;
 - (i) all the relevant circumstances of the matter; and/or
 - (ii) the procurement principles set forth in Part 6 of this Code; and/or
 - (iii) any other matter that the Council considers relevant.
- g) the payments for goods or services are of an ongoing, mandatory or fixed nature and/or where a specific exemption has been approved by the Council for this class of purchase and/or this supplier, and as may be varied by Council from time to time (at the discretion of Council), are exempt from the requirements of clauses 7.3.2, 7.3.3, 7.3.4 and 7.3.5.

10 | Reporting Requirements

The Act and the Regulations impose the following reporting requirements with respect to the procurement of goods and services by Council:

- a) inclusion of information in Council's Annual Report produced in accordance with section 72 of the Act; and
- b) reporting by the General Manager to Council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used.

10.1 Annual Report

In accordance with section 72(1)(e) of the Act and Regulation 29 of the Regulations, Council will ensure that its Annual Report contains the following matters:

- a) in relation to any contract, for the supply or provision of goods or services valued at or exceeding the Prescribed Amount, that is entered into or extended under Regulation 23(5)(b) of the Regulations, in the financial year to which the annual report relates:

- i) a description of the contract;
 - ii) the period of the contract;
 - iii) the periods of any options for extending the contract;
 - iv) the value of any tender awarded or, if a tender was not required, the value of the contract (excluding GST);
 - v) the business name of the successful contractor; and
 - vi) the business address of the successful contractor;
- b) all instances where Regulation 27(a) and (i) of the Regulations have been applied, with the following details:
 - i) a brief description of the reason for not inviting public tenders;
 - ii) a description of the goods or services acquired;
 - iii) the value of the goods or services acquired;
 - iv) the name of the supplier; and
- c) in relation to any contract, for the supply or provision of goods or services valued at or exceeding \$100,000 (excluding GST) but less than the Prescribed Amount, that is entered into, or extended, in the financial year to which the annual report relates:
 - i) a description of the contract;
 - ii) the period of the contract;
 - iii) the value of the contract (excluding GST);
 - iv) the business name of the successful contractor; and
 - v) the business address of the successful contractor.

10.2 Reporting by General Manager

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

- a) a brief description of the reason for not inviting public tenders or quotations (as applicable);
- b) a brief description of the goods or services acquired;
- c) the approximate value of the goods or services acquired; and
- d) the name of the supplier.

11 | General Matters

11.1 Tenderlink

Council may, in its absolute discretion, utilise the Tenderlink online portal service to invite tenders in addition to using the methods prescribed by the Act and the Regulations.

11.2 Availability of Code

In accordance with section 333B(4) of the Act, the General Manager will ensure that a copy of this Code and any approved amendments are made available:

- a) for public inspection at Council's public office during ordinary office hours; and
- b) for purchase at a reasonable charge from Council's public office; and
- c) on Council's website, free of charge.

11.3 Delegation

Council may, in writing:

- a) delegate any of its functions and powers under this Code to the General Manager; and
- b) authorise the General Manager to further delegate those powers.

The General Manager may delegate:

- a) any functions or powers given to the General Manager under this Code; and
- b) any functions or powers under this Code delegated to the General Manager by the Council which the Council has authorised the General Manager to further delegate.

11.4 Third Party Engagement

Council may engage a third party to manage Council's procurement process for individual projects.

Use of a third party does not relieve Council from its obligation to comply with this Code and all relevant legislative requirements regarding the procurement of goods and/or services by Council.

11.5 Goods and Services Tax (GST)

All procurement thresholds set out in this Code are GST exclusive.

All tenders and quotations must be sought on a GST inclusive basis.

11.6 Work Health and Safety

Where appropriate, contracts granted for the procurement of goods and/or services by Council will include terms and conditions requiring the service provider to acknowledge and agree that, during the term of the contract, the service provider:

- a) will comply with all applicable laws in relation to workp health and safety at all times whilst delivering goods and/or services under the contract; and
- b) will ensure that its employees, subcontractors and agents comply with all applicable laws in relation to work health and safety at all times whilst delivering goods and/or services under the contract.

Where appropriate, invitations to tender will require tenderers to provide Council with a copy of the tenderer's work health and safety management systems such as: policies and procedures, including all safety related documentation, and details of any specific control measures relevant to the particular contract.

11.7 Disputes

For the purposes of Regulation 28(l)(v) of the Regulations, information regarding Council's formal complaint resolution process is available in the Council's Customer Service Charter located on the Council's website or alternatively a copy can be obtained upon request to a relevant Council Officer.

In the first instance, complainants are encouraged to seek resolution through the manager in charge of the Council department that has sought to make the procurement. If relevant, complainants should be encouraged to seek a debriefing if they have not already done so.

All otherwise unresolved complaints relating to the procurement of goods, services or products, or with the tender or contract evaluation/acceptance process, must be made in writing to the General Manager outlining the details of the complaint and providing copies of any relevant supporting materials.

11.8 Breach of the Code

Council must take all reasonable steps to comply with this Code. However, Council shall not be liable to any tenderer or prospective tenderer or any other person for any breach or suspected breach of this Code.

11.9 Review of Code

In accordance with section 333B(2)(d) of the Act, Council will review the contents of this Code at least once every 4 years in order to ensure that it is fulfilling the aims set out in Part 4 of this Code.

Appendix A

Tender Procedures

(Regulation 28 (I))

1. Amendment and Extension to Tender (reg.28(I)(i))

For any reason if there is a need to alter the tender documentation once it has been issued, an addendum will be sent to all suppliers that have been issued with that documentation. If it is necessary to extend the closing date of the tender the following will occur:

- all suppliers that have been issued with tender documentation will be advised in writing of the change in closing date; and
- the new closing date will be advertised in all newspapers or websites where the original advertisement was placed.

2. Opening Tenders (reg.28(I)(ii))

Tenders are to be opened in the presence of a minimum of two Council Officers. Preferably, at least one person should be a Council Officer from the Council's records department and the other a member of the TRC.

To ensure that probity is maintained the tender submissions are accessed via the electronic portal of the Tenderlink.

The submissions are downloaded by a Council Officer who has the administrative rights to the Tenderlink portal (for example, the records officer.). If the records officer is not available at the time, then the person acting in the role of Strategic Procurement Coordinator should ideally be present.

After each tender is opened, the following information shall be recorded in the Tender Register Book in respect of each tender submission:

- description of tender and tender number;
- the name of organisations submitting tenders; and
- names and signatures of the Council Officers present at the opening.

After all tenders have been opened and entered in the Tender Register book, the page shall be ruled to prevent further tenders from being added. The Tender Register shall then be signed and dated by at least two (2) of the Council Officers present.

Information provided by tenderers is confidential and must not be provided to unauthorised

persons without the approval of the General Manager.

Tender prices from opposing tenderers will NOT be publicised.

3. Non-conforming Tenders (reg.28(l)(iii))

Council reserves the right to reject any tender which does not comply with the tender requirements.

4. Tender Debrief (reg.28(l)(iv))

An unsuccessful tenderer may request a formal debriefing interview. Written requests should, in the first instance, be directed to the relevant project officer.

Commercial in confidence information of opposing tenders including price, costs, and details of the successful tender, will not be provided or discussed.

a) Objective of the debrief

The objective of the debriefing session is to examine any areas of non-compliance and to assist the tenderer to offer more competitive tenders in the future. The debriefing interview is an opportunity for tenderers to learn how to improve their tender preparation skills. The debriefing interview is not to be used to justify the selection of the successful tenderer.

b) The debriefing interview

If a formal debriefing is requested, a debriefing team may be formed.

The debriefing team conducting the interview should be comprised of two Council Officers including one member of the TRC.

Discussion at the debriefing should be limited to the tenderer's offer. The unsuccessful tenderers offer should not be compared to the winning offer and neither should aspects of the winning offer, or any other offer, be discussed.

Examples of issues that may be discussed at the debriefing, include:

- cost - an indication of competitiveness;
- specification/evaluation criteria - levels of compliance;
- tender/contractual issues including delivery dates;
- design – e.g., any design deficiencies that would lead to higher operating costs;
- after-sales service - inadequate servicing network, spares held etc.;

- administrative or management systems;
- industrial relations – e.g.. a poor record with no plans for improvement;
- quality management - ineffective control methods, systems, people, training;
- experience/qualifications/referee reports or past performance – eg. inadequate experience or qualifications, or poor performance on previous contracts;
- personnel - number, experience or quality of management and other personnel;
- facilities/equipment – e.g. outdated, inefficient equipment or facilities; and/or
- sub-contracting – e.g. inadequate control mechanisms.

The Council Officers conducting the debriefing may document the proceedings of the debriefing interview, including the following:

- participants;
- information provided to the unsuccessful tenderer and issues arising;
- any issues arising;
- details of any requested information that was not disclosed due to commercial-in-confidence considerations; and
- any likely recommendations for further action.

Document Control	
POLICY NAME:	Code for Tenders and Contracts
ADOPTION DATE:	INSERT (Council Meeting, Item ###)
REVIEW DATE:	July 2021
VERSION:	2.0
FILE REFERENCE:	Procurement Management
DIRECTORATE:	Corporate Governance
STATUS:	Current

Section 333B – Local Government Act 1993**333B. Code for tenders and contracts**

- (1) A council must adopt a code relating to tenders and contracts under this Division by 1 January 2006.
- (2) The code must –
 - (a) be consistent with this Act; and
 - (b) include any prescribed matter; and
 - (c) promote any prescribed principles; and
 - (d) be reviewed at least once every 4 years.
- (3) A council must comply with its code.
- (4) The general manager is to make a copy of the council's code and any amendments to the code available –
 - (a) for public inspection at the public office during ordinary office hours; and
 - (b) for purchase at a reasonable charge; and
 - (c) on its internet site free of charge.

Regulation 28 – Local Government (General) Regulations 2015**28. Code for tenders and contracts**

The code adopted under section 333B of the Act is to –

- (a) promote the following principles:
 - (i) open and effective competition;
 - (ii) value for money;
 - (iii) enhancement of the capabilities of local business and industry;
 - (iv) ethical behaviour and fair dealing; and
- (b) establish and maintain procedures to ensure that all potential suppliers are provided with the same information relating to the requirements of a tender or contract and are given equal opportunity to meet the requirements; and
- (c) establish and maintain procedures to ensure that fair and equal consideration is given to all tenders or quotations received; and
- (d) establish and maintain procedures to deal honestly with, and be equitable in the treatment of, all potential or existing suppliers; and
- (e) establish and maintain procedures to ensure a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers; and
- (f) seek to minimise the cost to suppliers of participating in the tendering process; and
- (g) protect commercial-in-confidence information; and
- (h) for contracts valued at under \$250 000 (excluding GST), specify when 3 written quotations are required; and
- (i) establish and maintain procedures for the use of multiple-use registers for contracts valued at under \$250 000 (excluding GST); and
- (j) establish and maintain procedures for reporting by the general manager to the council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used; and
- (k) establish and maintain procedures for the review of each tender process to ensure that it is in accordance with these regulations and the code; and
- (l) establish and maintain procedures for the following:
 - (i) amending or extending a tender once it has been released;
 - (ii) opening tenders;
 - (iii) the consideration of tenders that do not fully conform with the tender requirements;
 - (iv) the debriefing of unsuccessful tenderers;
 - (v) handling complaints regarding processes related to the supply of goods or services

SCHEDULE OF DELEGATIONS

General Manager



Delegations of Power and Authorisations given by Council to the General Manager
Current as at 10 July 2017

Part 1 – Statutory Delegations

Boundary Fences Act 1908

Provision	Item Delegated	Conditions and Limitations
Various	Power to fulfil the obligations of Council as an owner of land (other than land to which the Act does not apply) to contribute to the cost of the construction, replacement or repair of boundary fences in accordance with the <i>Boundary Fences Act 1908</i> .	Where applicable, powers are to be exercised in accordance with Council's Contributions to Boundary Fences Policy (as amended from time to time).
Various	Authorisation to further delegate all of the functions and powers of Council under the <i>Boundary Fences Act 1908</i> that have been delegated by Council to the General Manager.	

Building Act 2016

Provision	Item Delegated	Conditions and Limitations
Various	To administer and undertake the powers and functions of Council under the <i>Building Act 2016</i> including (but not limited) to: • keeping and managing records • recovering costs borne by Council and a permit authority in receipting money payable under the Act, and • determination (on advice) of lands that have a reasonable probability of flooding under for the purposes of identifying 'hazardous areas', as defined.	
Various	To undertake the administrative actions consistent with Council's functions and obligations related to non-compliance with the provisions of the <i>Building Act 2016</i> , including (but not limited to): • the undertaking of required work that is the subject of an emergency building or plumbing order • the serving of demolition orders • taking possession of a building site- undertaking demolition work, and • recovering costs incurred and the disposal of demolished building materials.	

Dog Control Act 2000

Provision	Item Delegated	Conditions and Limitations
Section 7(3)(a) and (b)	Power to: (a) invite public submissions relating to a proposed dog management policy; and	

Dog Control Act 2000

Provision	Item Delegated	Conditions and Limitations
	(b) consult with any appropriate body or organisation	
Section 24	Power to give notice and invite submissions before resolving to declare an area in one of these categories (exercise, training, prohibited or restricted area).	
Section 26	Power to review a declaration at least once every 5 years and give public notice of the review.	
Section 27	Power to erect and maintain signs sufficient to identify any exercise area, training area, prohibited area or restricted area.	

Environmental Management and Pollution Control Act 1994

Provision	Item Delegated	Conditions and Limitations
Various	All of Council's functions and powers under the <i>Environmental Management and Pollution Control Act 1994</i> .	
Various	Authorisation to further delegate Council's functions and powers under the <i>Environmental Management and Pollution Control Act 1994</i> that have been delegated by Council to the General Manager.	

Food Act 2003

Provision	Item Delegated	Conditions and Limitations
Various	All of Council's functions and powers under the <i>Food Act 2003</i> , including the powers of Council as an 'enforcement agency'.	
Various	Authorisation to further delegate all of the functions and powers of Council under the <i>Food Act 2003</i> that have been delegated to the General Manager by Council.	

Glenorchy City Council Animal Management By-Law (No. 1 of 2014)

Provision	Item Delegated	Conditions and Limitations
Various	All Council's functions and powers under the <i>Glenorchy City Council Animal Management By-Law (No. 1 of 2014)</i> .	
Various	Authority to further delegate the powers and functions of Council under the <i>Glenorchy City Council Animal Management By-Law (No. 1 of 2014)</i> that have been delegated by Council to the General Manager.	

Glenorchy City Council Environmental and Health Services By-Law (No. 1 of 2010)

Provision	Item Delegated	Conditions and Limitations
Various	All of the powers and functions of 'Council' under the <i>Glenorchy City Council Environment and Health Services By-Law</i>	

Glenorchy City Council Environmental and Health Services By-Law (No. 1 of 2010)

	(No. 1 of 2010)	
Various	Authority to further delegate the powers and functions of 'Council' under the <i>Glenorchy City Council Environment and Health Services By-Law</i> (No. 1 of 2010) that have been delegated to the General Manager.	

Land Acquisition Act 1993

Provision	Item Delegated	Conditions and Limitations
Sections 9 and 10	The powers of an 'acquisition authority' under sections 9 and 10 of the <i>Land Acquisition Act 1993</i> .	To be exercised in accordance with relevant Financial and Contractual delegations.

Land Use Planning and Approvals Act 1993

Provision	Item Delegated	Conditions and Limitations
Part 3A Generally	PART 3A - LOCAL PROVISIONS SCHEDULES Following a decision by Council to initiate preparation of a Local Provisions Schedule (LPS), or to provide advice, recommendations, views or opinions in respect of a draft LPS, the powers under Part 3A to: 1. give any advice, recommendations, notifications or referrals, or undertake any consultations that are required under Part 3A; 2. take any and all steps necessary to initiate and complete the public exhibition of a draft LPS in accordance with Part 3A; 3. where no representations have been received during the exhibition period, recommend to the Commission that the draft LPS is approved (in addition to any other recommendations) 4. modify a draft LPS, provided the modification is only to correct a minor error or omission, remove an anomaly, clarify or simplify a provision, remove an inconsistency with any other provision of the draft LPS or any Act or make minor procedural changes, or is necessary to comply with the direction of the Commission or a Court or the any other lawful direction.	
Part 3B Generally	PART 3B - AMENDMENT OF LPSs Following a decision by Council to initiate preparation of a draft amendment of an LPS, or to provide advice, recommendations, views or opinions in respect of a draft amendment to an LPS the powers under Part 3B to: 1. give any advice, recommendations, notifications or referrals, or undertake any consultations that are required under Part 3B; 2. take any and all steps necessary to initiate and complete the public exhibition of a draft amendment of an LPS in accordance with Part 3B; 3. where no representations have been received during the exhibition period, recommend to the Commission that a draft amendment of an LPS is approved (in addition to any other recommendations); 4. modify a draft amendment of an LPS, provided the modification is only to correct a minor error or omission, remove an anomaly, clarify or simplify a provision, remove an inconsistency with any other provision of the draft LPS or any Act or make minor procedural changes, or is necessary to comply with a direction of the Commission or a Court or any other lawful direction.	
Part 4	PART 4 - ENFORCEMENT OF PLANNING CONTROL	Delegation excludes:

Land Use Planning and Approvals Act 1993

Provision	Item Delegated	Conditions and Limitations
Generally	The powers under Part 4 to take any and all steps necessary to observe and enforce the observance of Council's planning scheme in respect of all use or development undertaken within the Glenorchy municipality, including (but not limited to) the power to: 1. administer the receipt and processing of applications made under Part 4 (but not to approve or refuse applications) 2. give any advice, recommendations, referrals or notifications, or undertake any consultations required under Part 4; 3. represent Council in any proceedings before the Resource Management and Planning Appeals Tribunal (Tribunal), any Court or other body of competent jurisdiction, and any mediation under Part 4, and to give evidence on behalf of Council; 4. take any and all steps necessary to comply with any order of the Tribunal, a Court, or any other body of competent jurisdiction, or any direction given lawfully under Part 4; 5. initiate legal proceedings before the Tribunal or any Court under this or any other Act in relation to any use or development of land in the Glenorchy municipality, including (but not limited) any matter in respect of which proceedings may be initiated under Part 4.	power to amend a permit under section 56 power to issue any approvals under sections 57 and 58, and any powers the subject of a specific delegation of a provision in Part 4.
Part 5 Generally	PART 5 - AGREEMENTS All of Council's powers under Part 5 in relation to the entry into, administration and amendment of agreements made under Part 5 (Part 5 Agreements), including authorisation to represent Council in any proceedings initiated in respect of a Part 5 Agreement.	Does not include the power to amend a Part 5 Agreement that was entered into pursuant to a resolution of Council.
Sections 57 and 58	Power to negotiate and approve an extension of time for the determination of a permit application, as provided under ss. 57(6) and (6A), and 58 (2) and (2A)	
Section 82	Authorisation to certify copies of any documents listed in section 82.	
Various	All of Council's powers (as a 'planning authority') under sections 48AA, 48A, 51(1A) and (1B), 53(5A) and (5B), 54, 55, 56(3) and (4), 57(6A), 57A, 59(8), 60P(4), 60Q(5), 63(5C), 63B(3), 64, 65B, 65C, 65E(5) and 65G of the Land Use Planning and Approvals Act 1993.	

Land Use Planning and Approvals Regulations 2014

Provision	Item Delegated	Conditions and Limitations
Various	All of Council's functions and powers (as a 'planning authority') under regulations 4, 5, 7, 8 and 9 of the <i>Land Use Planning and Approvals Regulations 2014</i> .	
Various	Authorisation to delegate the functions and powers of Council under regulations 4, 5, 7, 8 and 9 of the <i>Land Use Planning and Approvals Regulations 2014</i> that Council has delegated to the General Manager.	

Local Government (Building and Miscellaneous Provisions) Act 1993

Provision	Item Delegated	Conditions and Limitations
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Local Government (Building and Miscellaneous Provisions) Act 1993

Various	All of the functions and powers of Council under the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>	
Various	Authorisation to further delegate all of the powers and functions of Council under the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i> that have been delegated by Council to the General Manager.	

Local Government (General) Regulations 2015

Provision	Item Delegated	Conditions and Limitations
Regulation 23	The powers and functions of Council under regulations 23(3) and 23(5)(a) of the <i>Local Government (General) Regulations 2015</i> , including the power to extend contracts entered into under tender as specified in the contract.	Does not include the power to extend a contract where the contract does not specify extensions (which must be by an absolute majority of Council).
Various	The powers and functions of Council under sections 25 and 26 of the <i>Local Government (General) Regulations 2015</i>	
Various	Authorisation to further delegate the functions and powers of Council under regulations 25 and 26 of the <i>Local Government (General) Regulations 2015</i> that have been delegated by Council to the General Manager.	

Local Government (Highways) Act 1982

Provision	Item Delegated	Conditions and Limitations
Various	All of Council's powers (including the powers of a 'corporation') under the <i>Local Government (Highways) Act 1982</i> , other than the powers under sections 12(1), 15(3), 19(1)(c), 61, 73, 80, 114(8) and 124.	

Local Government Act 1993

Provision	Item Delegated	Conditions and Limitations
Various	All of Council's functions and powers under sections 75, 81, 175, 176, 185, 189, 197, 200, 201, 205, 209 and 252	
Various	Authorisation under section 64(b) to delegate the functions or powers delegated to the General Manager by Council under sections 75, 81, 175, 176, 185, 189, 197, 200, 201, 205, 209 and 252.	
Various	All of Council's functions and powers under sections 124, 126, 127, 128, 133, 134 and 135	The General Manager may only exercise the powers under these sections where Council has determined appropriate policies and procedures to be followed in relation to those powers. The General Manager is not authorised to further delegate these powers.
Various	All of Council's powers under sections 72A and 72B	The General Manager is not authorised

Local Government Act 1993

Provision	Item Delegated	Conditions and Limitations
		to further delegate these powers.
Section 19	Authorisation to use the Common Seal of Council to sign and seal documents requiring the use of the Common Seal on behalf of Council and to attest to the execution of documents sealed by Council.	Provided the use of the Common Seal sealed document is necessary to implement a decision of Council, or is otherwise required under an Act to be used.
Section 74	Power to expend the funds of Council for the purpose of exercising Council's functions or powers under the <i>Local Government Act 1993</i> or any other Act within the following limits: (a) a maximum amount of \$500,000, or (b) a maximum amount of \$1,000,000 where all of the following apply: (i) a contract is to be awarded after the completion of a public tender process, (ii) the lowest tender is being accepted, and (iii) both the veracity of the tender process and the recommended tenderer have been reviewed and endorsed by Council's Tender Review Committee, to a maximum amount of \$1,000,000, (c) an unlimited amount where the payment is any of the following: (i) made under a contract or agreement approved by Council where the payments fall within the approved contractual framework (until the total approved value has been reached) (ii) government levies, taxes and contributions, or (iii) expenditure specifically authorised by a resolution of Council.	Expenditure must be in accordance with all legislative requirements, and any Council policy, procedure or directive including, but not limited to, Council's Code for Tenders and Contracts.
Section 74	Authorisation to delegate the power to expend the funds of Council for the purpose of exercising Council's functions or powers under the <i>Local Government Act 1993</i> or any other Act.	The General Manager is only authorised to delegate the power to expend funds to a maximum of \$250,000.
Section 76	The power to write off any debts owed to the council in accordance with the requirements of section 76 to a maximum amount of \$20,000.	
Section 77	Power to make a grant or provide a pecuniary benefit or a non-pecuniary benefit that is not a legal entitlement to any person, other than a councillor, for any purpose it considers appropriate, to a maximum value of \$10,000.	The benefit may include: (a) in-kind assistance and (b) fully or partially reduced fees, rates or charges, and (c) remission of rates or charges.
Section 82(6)	Authorisation to make minor adjustments to individual items within any estimate up to \$250,000, so long as the total amount of the estimate is not altered.	Must report any adjustment and an explanation of the adjustment at the first ordinary meeting of Council following the adjustment. Authorisation must be by an absolute majority of Council. The General Manager is not authorised to delegate this function.
Section 129	Power to grant a remission of: (a) all or part of any rates, penalty or interest paid or payable by a	Powers must be exercised in accordance with the relevant Council policy that addresses the remission of

Local Government Act 1993

Provision	Item Delegated	Conditions and Limitations
	ratepayer (b) any rates, penalty or interest paid or payable by a class of ratepayers.	rates (as amended from time to time).
Section 333A	Power to authorise an exemption to the requirement to invite tenders for the supply or provision of goods or services valued at or above the prescribed amount, by determining that a situation or contract is a 'prescribed situation or contract' for the purposes of s. 333A(3) and r. 27 of the <i>Local Government (General) Regulations</i> .	NOTE: See also the delegation under clause 9.1 of <i>Council's Code for Tenders and Contracts</i> .
Section 333A	Authorisation to further delegate the powers under section 333A that have been delegated to the General Manager by Council.	NOTE: See also the delegation under clause 9.1 of <i>Council's Code for Tenders and Contracts</i> .
Section 336	Power to use and display Council's arms (coat or arms) in any manner the General Manager thinks fit, provided the General Manager notifies the Mayor or Commissioner (as the case may be) in writing of each occasion on which the General Manager exercises this power.	

Monetary Penalties Enforcement Act 2005

Provision	Item Delegated	Conditions and Limitations
Various	All of the functions and powers of Council under the <i>Monetary Penalties Enforcement Act 2005</i> , including to the extent that the relevant powers are those of a 'fee-paying public sector body' or an 'issuing authority'.	
Various	Authorisation to further delegate the functions and powers of Council under the <i>Monetary Penalties Enforcement Act 2005</i> that have been delegated by Council to the General Manager.	

Public Health Act 1995

Provision	Item Delegated	Conditions and Limitations
Various	All of the functions and powers of Council under the <i>Public Health Act 1997</i> , other than the power to impose fees under section 185(1).	
Various	Authorisation to delegate the functions and powers of Council under the <i>Public Health Act 1997</i> that have been delegated to the General Manager by Council.	

Right to Information Act 2009

Provision	Item Delegated	Conditions and Limitations
Various	All of the functions and powers of Council as a 'public authority' under the <i>Right to Information Act 2009</i> .	
Various	Authorisation to delegate the functions and powers of Council as a public authority under the <i>Right to Information Act 2009</i> that have been	

Right to Information Act 2009

	delegated by Council to the General Manager.	
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Roads and Jetties Act 1935

Provision	Item Delegated	Conditions and Limitations
Various	All of Council's functions and powers under the <i>Roads and Jetties Act 1995</i> .	
Various	Authorisation to further delegate the functions and powers of Council under the <i>Roads and Jetties Act 2005</i> that have been delegated by Council to the General Manager.	

Strata Titles Act 1998

Provision	Item Delegated	Conditions and Limitations
Various	Council's functions and powers under Part 2 and Part 3, and sections 58(5) and 142 of the <i>Strata Titles Act 1998</i> .	
Various	Authorisation to further delegate all of the functions and powers of Council under the <i>Strata Titles Act 1998</i> that have been delegated by Council to the General Manager.	

Urban Drainage Act 2013

Provision	Item Delegated	Conditions and Limitations
Various	All of Council's functions and powers of under the <i>Urban Drainage Act 2013</i> .	
Various	Authorisation to delegate the functions and powers of Council under the <i>Urban Drainage Act 2013</i> that have been delegated by Council to the General Manager.	

Weed Management Act 1999

Provision	Item Delegated	Conditions and Limitations
Section 34(3)	The power, with the approval of the Secretary, to appoint any person as an inspector for the purpose of the <i>Weed Management Act 1999</i> .	

Workers Compensation and Rehabilitation Act 1988

Provision	Item Delegated	Conditions and Limitations
Various	Authority to exercise all the powers and functions of an 'employer' under the <i>Workers Compensation and Rehabilitation Act 1988</i> on behalf of Council.	
Various	Authorisation to further delegate the to exercise the such powers of and functions of an 'employer' under the <i>Workers Compensation and</i>	

Workers Compensation and Rehabilitation Act 1988

	Rehabilitation Act 1988 as are required to discharge Council's functions and powers under that Act.	
--	---	--

Part 2 – Non-Statutory Delegations

Contractual Delegations - Contractual Powers of Council

General delegation of contractual powers given to Council under section 20 of the *Local Government Act 1993*.

Provision	Item Delegated	Conditions and Limitations
Execution of Documents Approved by Council	Authority to execute any document on behalf of Council where the execution is necessary to give effect to a decision of Council.	
Execution of Documents Approved by Council	Authorisation to further delegate the power to execute documents on behalf of Council where the execution is necessary to give effect to a decision of Council.	
Execution of Land Titles Office Documents	Authority to execute any document requiring registration at the Land Titles Office (including easements, caveats and registration of leases) on behalf of Council.	
Execution of Land Titles Office Documents	Authority to further delegate the power to execute any document requiring registration at the Land Titles Office (including easements, caveats and registration of leases).	
Agreements to Settle Disputes	Authority to enter into agreements to settle disputes, including deeds of release, up to a total value of \$500,000.	
Agreements to Settle Disputes	Authorisation to delegate the authority to enter into agreements to settle disputes.	Delegation must not exceed the delegate's financial expenditure limit.
Real Property Contracts: Purchase of Real Property	Authority to approve contracts for the purchase of real property by Council to a maximum value of \$500,000.	
Real Property Contracts: Leases, Occupation Licenses etc.	Authority to enter into leases, and licence arrangements for the occupation by Council of real property, where: (a) lease/licence term is not capable of exceeding 20 years; and (b) value (including outgoings) does not exceed the higher of \$25,000 per annum for the life of the agreement (including options) or \$500,000 for the life of the agreement (including options)	Limit is for total life of agreement, not including options
Real Property Contracts	Authority to delegate the authority to enter into contracts for the purchase, or leases, and licence arrangements.	Delegation must not exceed the delegate's financial expenditure limit.
Receive Grant Funding	Unlimited authority to approve the receipt of grant funds by Council.	Provided the combined amount of any co-contribution by Council does not exceed \$500,000.
Receive Grant Funding	Authorisation to further delegate the power to receive grant funding.	Any delegations to authorise co-contributions by Council must not exceed the delegate's financial expenditure limit.

Code for Tenders and Contracts Delegations - Glenorchy City Council Code for Tenders and Contracts

Provision	Item Delegated	Conditions and Limitations
Various	Any powers of Council under the <i>Glenorchy City Council Code for Tenders and Contracts</i> (Code) necessary to properly administer and ensure compliance with the Code.	
Clause 7.1	Power to authorise procurement through a public tender process for amounts under \$250,000.	
Clause 9.1	Power to authorise the use of the statutory exemptions listed in clause 9.1.	NOTE: Included for reference purposes only. The actual delegated authority for this is under s. 333A of the Local Government Act 1993 and r. 27 of the <i>Local Government (General) Regulations 2015</i>
Clause 9.2	Power to authorise the use of the exceptions listed in 9.2, 1.(a) to (f) to the requirements in clauses 7.3.2, 7.3.3 and 7.3.4 of the Code for Tenders and Contracts.	
Various	Authorisation to further delegate the functions and powers delegated to the General Manager under the <i>Glenorchy City Council Code for Tenders and Contracts</i> .	

Monday 16 March 2015

Council Meeting Agenda

6. ESTABLISHMENT OF AN INTERNAL LIAISON COMMITTEE WITH THE DEPARTMENT OF STATE GROWTH FOR THE BROOKER HIGHWAY CONSTRUCTION PROJECT AND THE APPOINTMENT OF TWO ALDERMEN TO THIS COMMITTEE

Author: General Manager (Peter Brooks)

Qualified Person: General Manager (Peter Brooks)

ECM File Reference: State Growth

Community Plan Reference:

This item discusses a corporate management/governance issue. Since the Community Plan is outwardly focussed, there is no applicable reference to this matter.

Strategic or Annual Plan Reference:

The strategic and annual plans are based upon the Community Plan which is outwardly focussed. Since this item discusses a management/governance issue there is no applicable reference to this matter.

Reporting Brief:

To advise Council of the establishment of an internal liaison committee with the Department of State Growth specifically for the Brooker Highway/Elwick Road/Goodwood Road and Howard Road junctions, and to seek the appointment of two aldermen to this committee.

Proposal in Detail:

The Department of State Growth is planning to upgrade the Brooker Highway junctions at Howard Road, Goodwood and Elwick Roads. Refer to Attachment 1 for design details.

These upgrades were identified as high priority in the 2012 Strategic Review of the Brooker Highway.

The Project will:

- improve the efficiency of the Brooker Highway as a key strategic and freight corridor north of Hobart;
- improve traffic flow and minimise peak-time bottlenecks; and
- improve connections between local communities.

The proposed works include:

- replacement of Howard Road roundabout with a new signalised intersection;

Monday 16 March 2015**Council Meeting Agenda**

- realignment of Elwick Road and Goodwood Road to form one signalised intersection;
- coordination of the signals at both intersections for maximum traffic flow efficiency, especially at peak travel times;
- signalised pedestrian crossings at the intersections;
- access to Timsbury Road from Howard Road;
- three through-lanes in each direction;
- on-road advanced bicycle storage boxes; and
- shared pathway for pedestrians and cyclists along Brooker Highway.

The \$32 million project is jointly funded by the Australian Government and the Government of Tasmania.

The works are scheduled to commence at the end of 2015 and conclude at the end of 2017.

As this is a very busy section of highway, construction will be staged and traffic managed to minimise the impact on traffic flow and on nearby businesses and residents.

The Department of State Growth has recently undertaken a public consultation program on the Brooker Highway project and has lodged a development application.

This project has the potential to raise community concerns and it is considered appropriate to proactively plan for such issues and be able to respond appropriately through having relevant staff and elected members with direct channels of communication with the Department of State Growth project manager.

The project manager at State Growth has been contacted in relation to the proposal of setting up a liaison committee and fully supports the concept and agreed that the project manager should attend these meetings. It was also agreed that the meetings should be convened after the statutory process of the current planning application to ensure lines of communication are clear.

Consultations:

ELT

Transport Engineer

Manager Infrastructure and Engineering Services

Coordinator Communication and Marketing

Human Resource / Financial and Risk Management Implications:

The internal liaison committee will include two aldermen and key staff such as the Manager Infrastructure and Engineering services, Transport Engineer and Coordinator Communication and Marketing. No additional resources will be required.

Community Consultation and Public Relations Implications:

Monday 16 March 2015**Council Meeting Agenda**

The establishment of this committee will be a positive approach to pro-actively manage any issues or public concerns raised during the construction project.

Recommendation:

- (a) That Council call for nominations from Aldermen including the Mayor to fill two positions on the Internal Liaison Committee with the Department of State Growth for the construction phase of the Brooker Highway project.
- (b) That a ballot be conducted at the next Council meeting to elect two Aldermen onto this committee.

Attachments/Annexures

- 1 Brooker Highway Design



Glenorchy City Council

Glenorchy City Council Corporate Performance Indicators

May 2017



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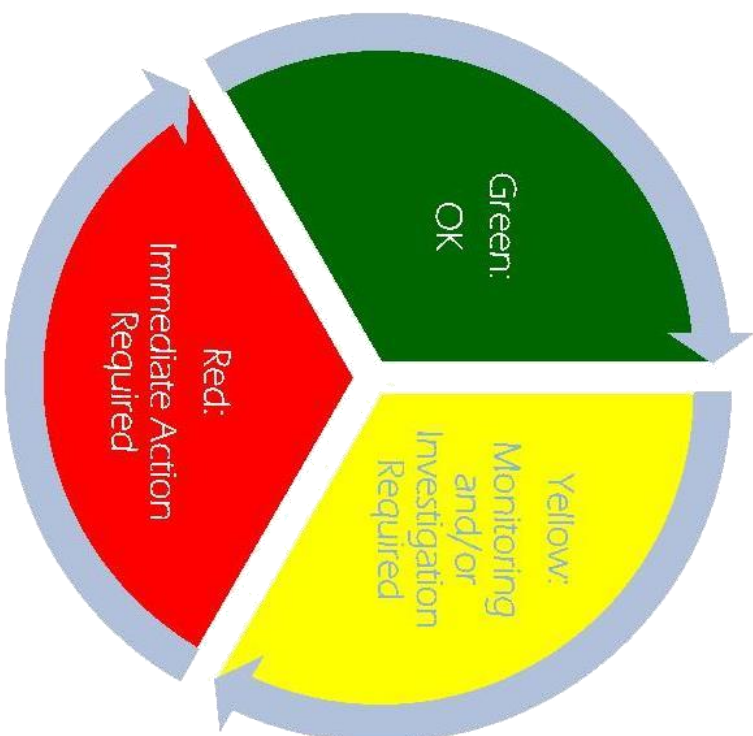
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Corporate Performance Indicator Legend



Considerations when reviewing performance statistics:

- » Indicators for previous months may change in the future as adjustments are made to the accounting system after that month's reporting period.
- » Scales on the charts vary within indicator groups



Glenorchy City Council

Profit and Loss Corporate Performance Indicators

May 2017

Monthly Profit and Loss Summary								
Revenue \$'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance	
Rates Income (includes SFL)	1	18	(17)	34,448	34,323	125	0%	
Statutory Charges	193	126	68	2,054	1,873	181	10%	
User Charges	360	515	(155)	8,168	8,601	(433)	-5%	
Grants Subsidies	727	887	(161)	5,047	3,969	1,078	27%	
Investment Income	103	108	(5)	2,259	2,378	(119)	-5%	
Water Wastewater Charges	17	126	(109)	221	484	(262)	-54%	
Reimbursements	57	83	(26)	499	555	(56)	-10%	
Other Income	33	11	23	979	727	253	35%	
Total Revenue	1,492	1,875	(382)	53,676	52,911	766	1%	

**REVENUE - COMMENTS FOR MONTHLY VARIANCE:
(\$'000)**

Rates - \$17 under budget

The supplementary rates notice was suspended prior to the revaluation being processed.

Statutory Charges - \$68 over budget

Applications for large scale residential developments in conjunction with increased activity generally have driven above budget performances.

User Charges – \$155 under budget

Primarily due to lower revenues from the Derwent Entertainment Centre and the Landfill site from reduced activity.

Grants Subsidies - \$161 under budget

Primarily due to the Roads to Recovery budget of \$249K (previously received) less the invoicing of the Multicultural Hub grant \$50K.

Investment Income - \$5 under budget

Primarily due to below budget funds from TasWater partially offset by higher interest income due to higher amounts of cash on hand and higher interest rates achieved.

Water Wastewater Charges - \$109 under budget

Sales to Nyrtar were lower than budget due to delays in the implementation of Stage 2 production / sales.

Reimbursements - \$26 under budget

Primarily due to lower activity levels at the Derwent Entertainment Centre.

Other Income - \$23 over budget

Primarily due to recovery of legal costs charged in recovery of rates.

(\$'000)

Rates - \$125 over budget

Primarily due to an increase in rateable properties after the budget was finalised.

Statutory Charges - \$181 over budget

Primarily due to a higher number of building applications being received and animal charges fees received earlier due to improved reminder process.

User Charges – \$433 under budget

Primarily due to lower income from the two Childcare Centres from smaller than budgeted numbers and lower income from the Derwent Entertainment Centre from reduced activity.

Grants Subsidies - \$1,078 over budget

Primarily due to payments from the State Government for Blackspot Roads program and Federal Government for Roads to Recovery program.

Investment Income - \$119 under budget

Primarily due to a lower than budgeted dividend received, at this time, from Taswater.

Water Wastewater Charges - \$262 under budget

Primarily due to lower than budgeted sales due to no Stage 2 sales.

Reimbursements - \$56 under budget

Electricity cost recoveries on KGV tenancies are below budget.

Other Income - \$253 over budget

Primarily due to one off funding for Grove / Elwick Road intersection works, two Childcare Centres, provision of a regional waste education officer and royalties received for landfill gas extraction.

Monthly Profit and Loss Summary								
Expenditure \$'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance	
Finance Charges	27	30	3	340	338	(2)	0%	
Employee Costs	1,563	1,515	(48)	17,759	17,488	(271)	-2%	
Admin Office Costs	283	378	95	4,892	5,161	269	5%	
Materials, Contractors & Other	867	683	(183)	8,148	8,587	439	5%	
Depreciation	1,266	1,219	(47)	12,764	14,180	1,416	10%	
Rates Expenses	-	-	-	3,792	3,792	-	0%	
Total Expenditure	4,005	3,825	(180)	47,694	49,546	1,853	4%	
Total Surplus (Deficit)	(2,513)	(1,950)	(562)	5,983	3,365	2,618	78%	

(\$'000)

Finance Charges – \$3 under budget

Due to reduced incidence of Bpay payments being processed by Council in the month.

Employee Costs – \$48 over budget

Primarily due to delays in the implementation of savings strategies predicted but not realised in the CT Management Report, which is yet to be adopted and actioned, as well as overspends in a small number of areas as a result of seasonal activity or uneven work patterns partially offset by underspends in other areas.

Admin Office Costs – \$95 under budget

Primarily due to reductions in payments to alderman, IT support and maintenance and electricity charges.

Materials, Contractors & Other – \$183 over budget

Primarily due to payments to consultants, contractors and labour hire companies for provision of services, partially offset by lower costs relating to motor vehicles leases and fuel.

Depreciation and Asset Write-off – \$47 over budget

Primarily due to year to date depreciation adjustments on IT Systems as a result of end of year processing.

Rates Expenses – \$0 on budget

**EXPENDITURE - COMMITMENTS FOR YTD VARIANCE:
(\$'000)**

Finance Charges – \$2 over budget

Due to a small increase in the quantum of Bpay payments being processed by Council.

Employee Costs – \$271 over budget

Primarily due to delays in the implementation of savings strategies predicted but not realised in the CT Management Report, which is yet to be adopted and actioned, as well as overspends in a small number of areas as a result of seasonal activity or uneven work patterns partially offset by underspends in other areas.

Admin Office Costs – \$269 under budget

Primarily due to underspends on electricity, Derwent Entertainment Centre catering costs and insurance premiums, partially offset by higher legal expenses.

Materials, Contractors & Other – \$439 under budget

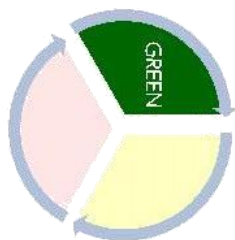
Primarily due to underspends in contractors and motor vehicle costs (leases and fuel), partially offset by higher payments to consultants and labour hire companies.

Depreciation and Asset Write-off – \$1,416 under budget

Primarily due to lower than budget depreciation on IT Systems \$370 due to delays in project implementation and the disposal of Council property not proceeding as budgeted.

Rates Expenses – \$0 on budget

On budget.



Grants Revenue for All Departments – Graph 1

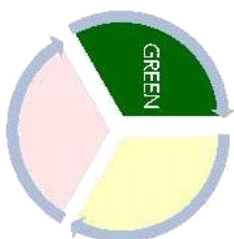
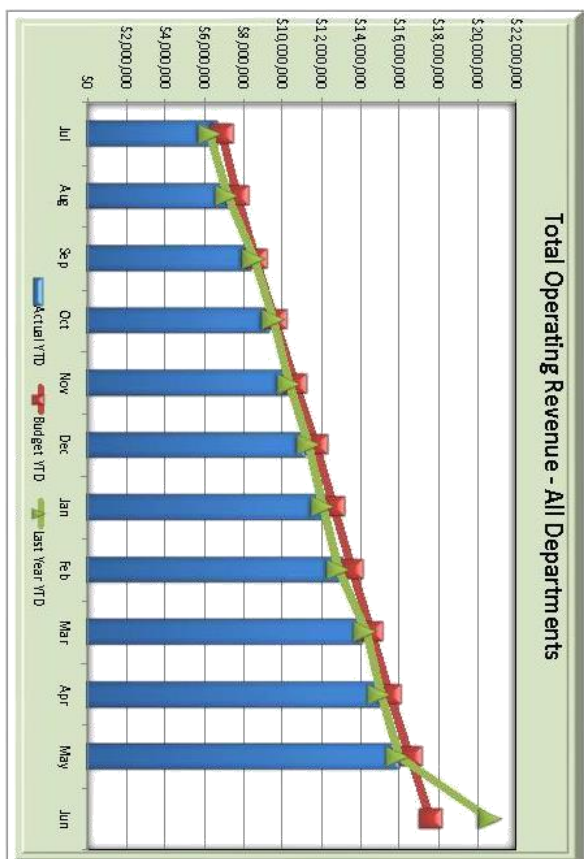
The total of grants revenue received from Government bodies.

Responsible: Executive Leadership Team

\$'000

- Actual YTD: \$5,047
- Budget YTD: \$3,969
- Over Budget: \$1,078

Refer to comments on pages 6-7



Total Operating Revenue (excluding rates, grants, Tas/Water income) – Graph 2

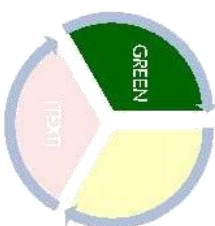
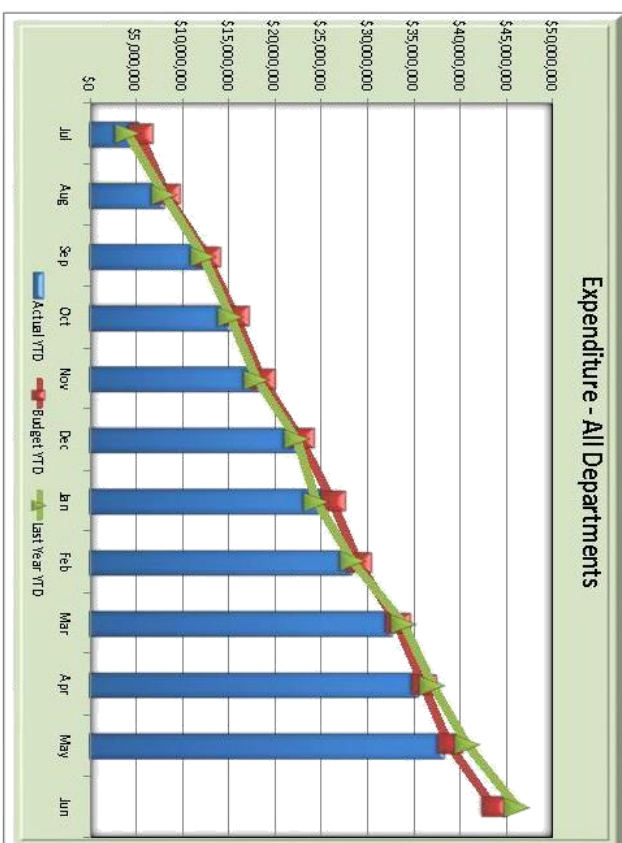
Total revenue earned by all areas of the council through fees, charges and fines compared to budget.

Responsible: Executive Leadership Team

\$'000

- Actual YTD: \$16,060
- Budget YTD: \$16,538
- Under Budget: \$ 478

Refer to comments on pages 6-7



Total Operating Expenditure (excludes depreciation) – Graph 3

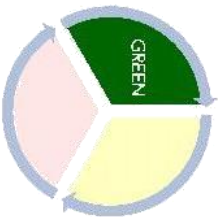
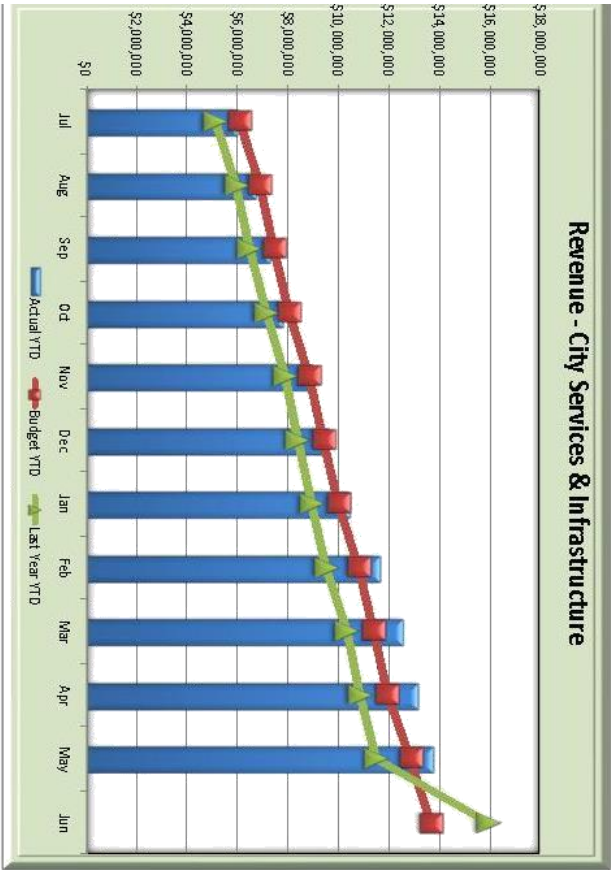
Total op. expenditure for all areas of the council compared to budget.

Responsible: Executive Leadership Team

-	Actual YTD	\$38,377
-	Budget YTD	\$38,815
-	Under Budget	\$ 438

Refer to comments on pages 6-10

Note: Variance to Consolidated Profit & Loss is result of removing Internal Income and Internal Expenditure



City Services and Infrastructure Revenue - Graph 4

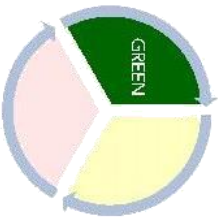
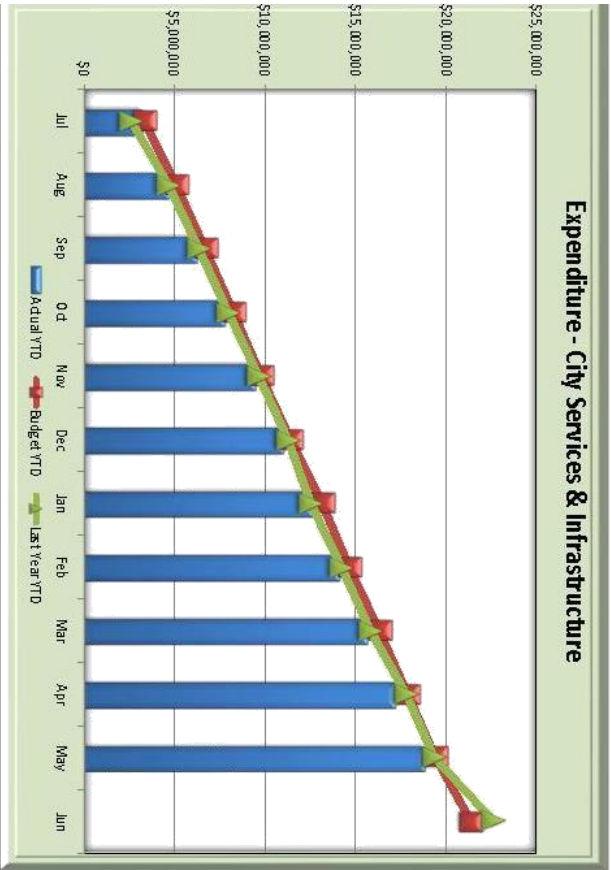
Total revenue for City Services and Infrastructure for fees, charges and grants compared to budget.

Responsible: *Director City Services and Infrastructure*

-	Actual YTD	\$13,771
-	Budget YTD	\$12,873
	Over Budget	\$ 898

State Government Blackspot Road grant funding was not budgeted.

Expenditure - City Services & Infrastructure



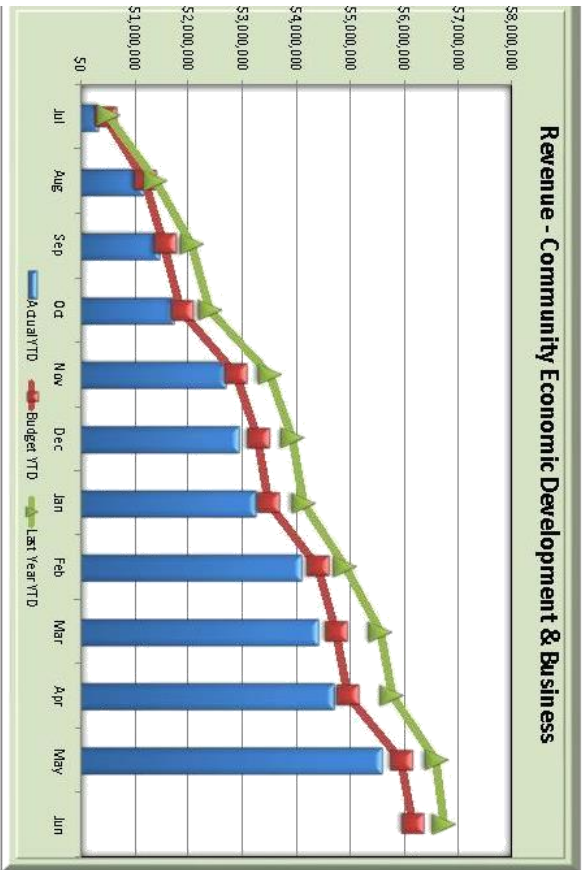
City Services and Infrastructure Expenditure - Graph 5

Total expense for City Services and Infrastructure compared to Budget, less depreciation.

Responsible: *Director City Services and Infrastructure*

-	Actual YTD	\$18,844
-	Budget YTD	\$19,388
	Under Budget	\$ 544

Some budgeted spends have been deferred to later in the year.



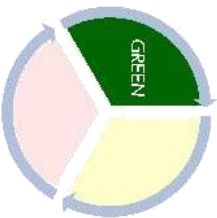
Community Economic Development and Business
Revenue – Graph 6

Total revenue of Community Economic Development and Business, for fees, charges and grants.

Responsible: Director Community Economic Development and Business

	\$'000
- Actual YTD	\$5,594
- Budget YTD	\$5,932
Under Budget	\$ 338

Refer to Comments on Page 6-7.



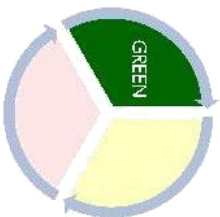
Community Economic Development and Business
Expenditure – Graph 7

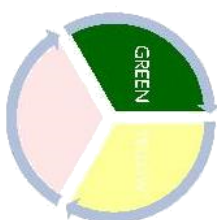
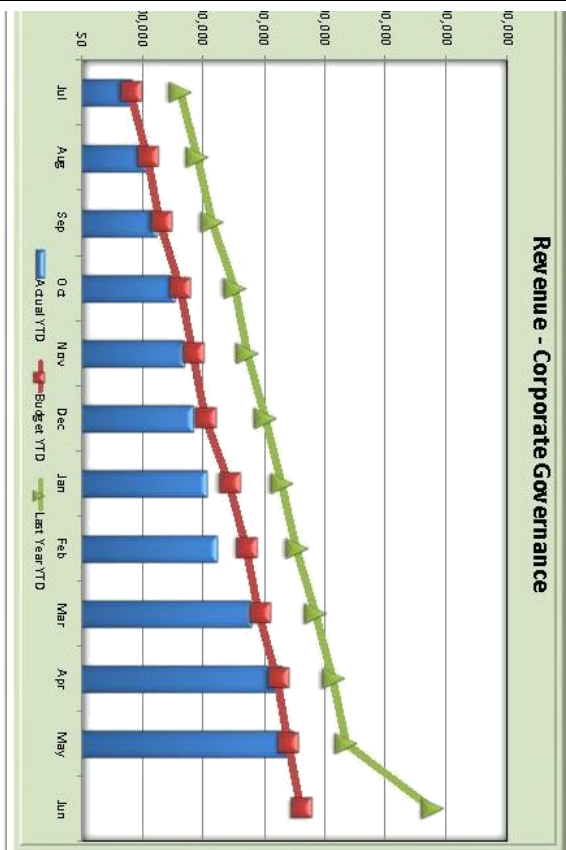
Total expense for Community Economic Development and Business.

Responsible: Director Community Economic Development and Business

	\$'000
- Actual YTD	\$12,564
- Budget YTD	\$12,666
Under Budget	\$ 102

Lower catering expenses and contract labour have been partly offset by above budget wages and salaries expenses.





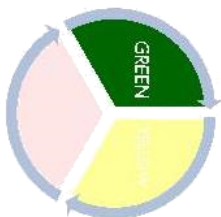
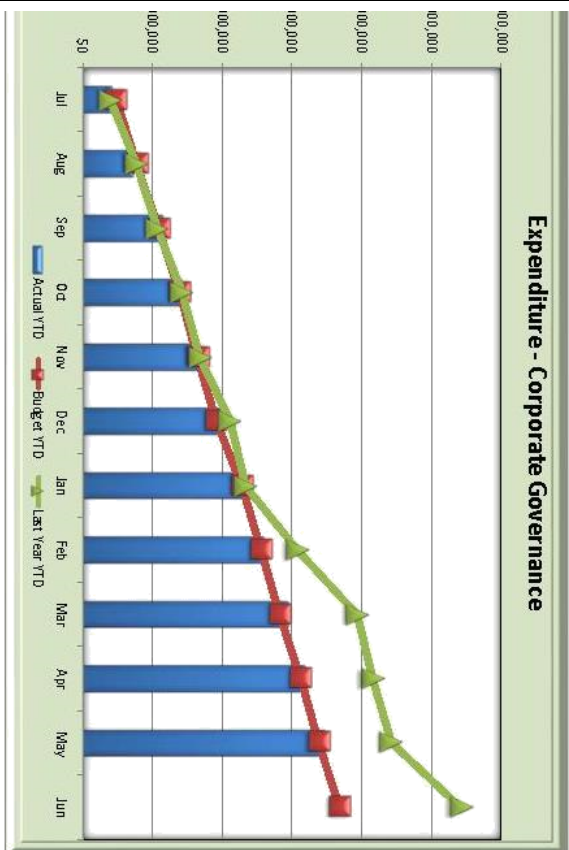
Corporate Governance Revenue - Graph 8

Total revenue for Corporate Governance.

Responsible: *Director Corporate Governance*

-	Actual YTD	\$1,742
-	Budget YTD	\$1,703
	Over Budget	\$ 39

Capital grants partly offset lower facilities hire and electricity recoveries from KGV tenants.



Corporate Governance Expenditure - Graph 9

Total expense for Corporate Governance compared to budget (exc. depreciation).

Responsible: *Director Corporate Governance*

-	Actual YTD	\$6,969
-	Budget YTD	\$6,761
	Over Budget	\$ 208

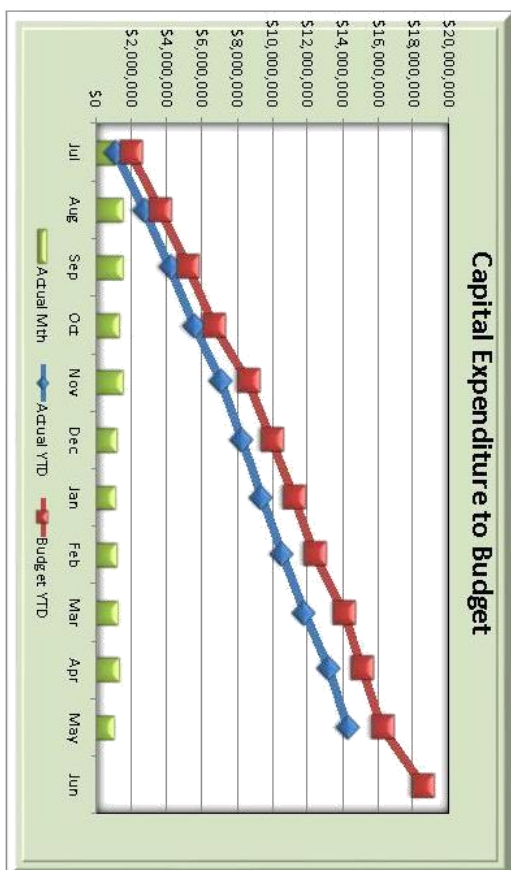
Legal expenses, consultancy and property costs were well above budget.



Glenorchy City Council

Balance Sheet Corporate Performance Indicators

May 2017



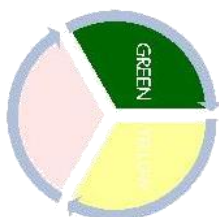
Total Capital Expenditure – Graph 14

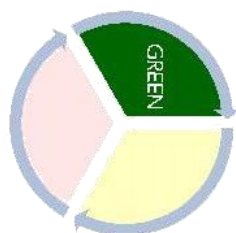
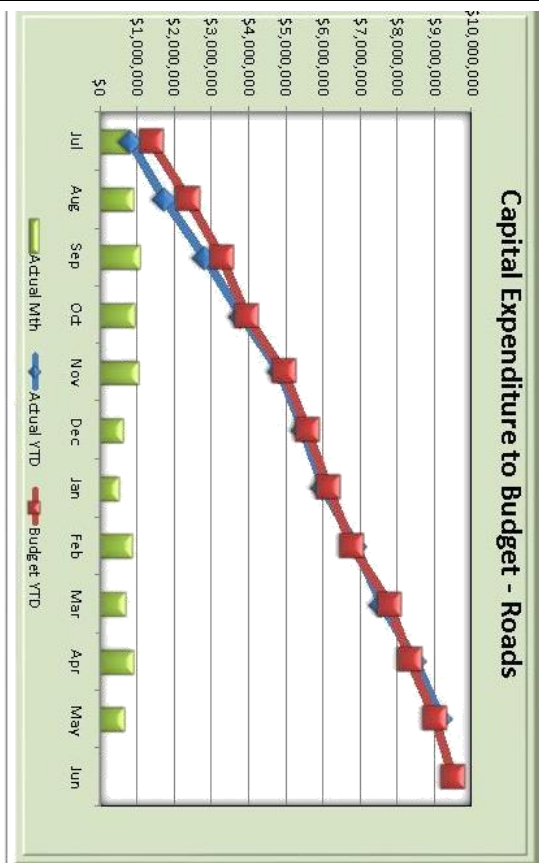
Total Capital expenditure compared to budget.

Responsible: Executive Leadership Team

	\$'000
- Actual YTD	\$14,246
- Budget YTD	\$16,212
Under Budget	\$ 1,966

Refer pages 18-19. Additional information regarding capital variances is contained in Appendix B.





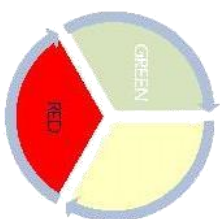
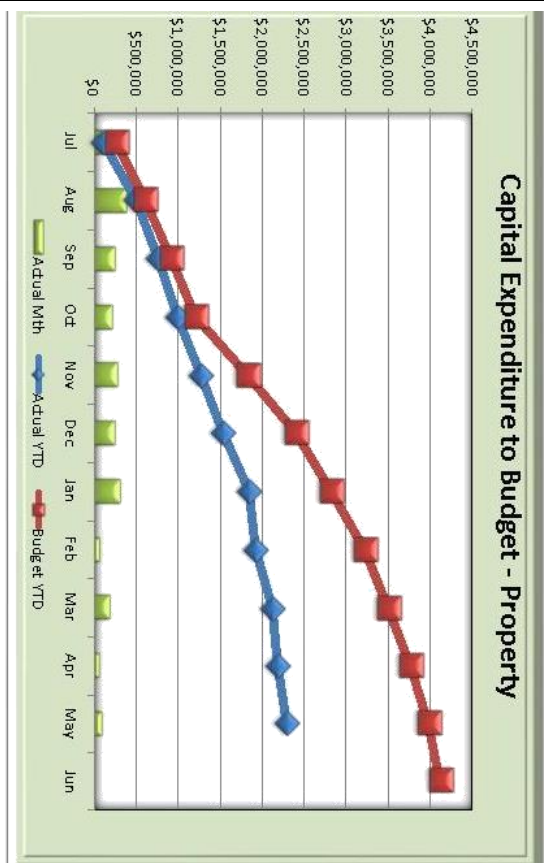
Capital Expenditure - Roads – Graph 15

Total expenditure for roads compared to budget

Responsible: *Director City Services and Infrastructure*

-	Actual YTD	\$9,163
-	Budget YTD	\$9,017
	Over Budget	\$ 146

Additional information regarding capital variances is contained in Appendix B.



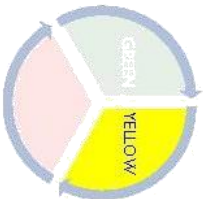
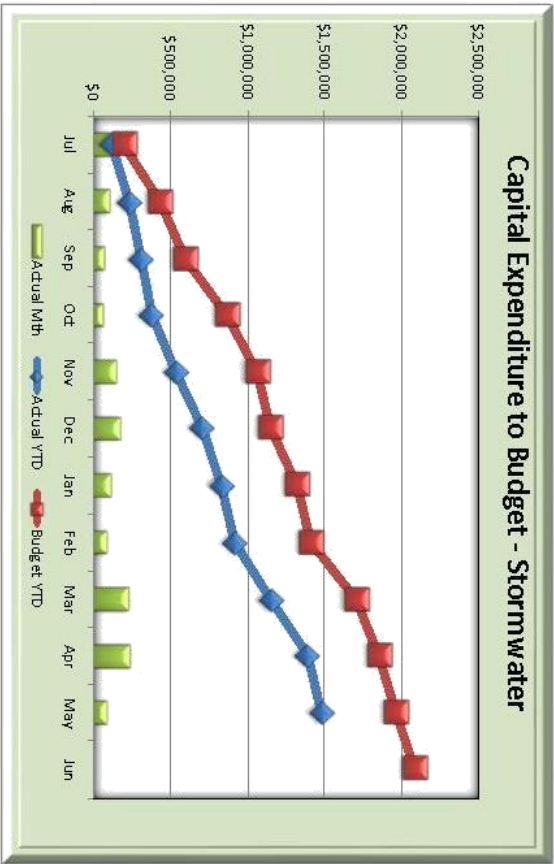
Capital Expenditure – Property – Graph 16

Total expenditure for property compared to budget

Responsible: *Director Corporate Governance*

-	Actual YTD	\$2,293
-	Budget YTD	\$3,978
	Under Budget	\$1,685

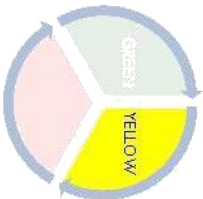
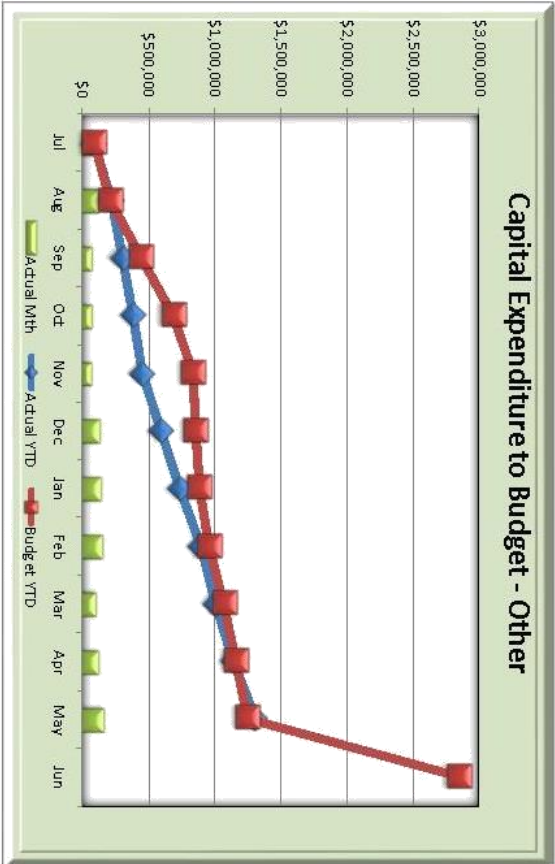
Additional information regarding capital variances is contained in Appendix B.



Capital Expenditure – Stormwater (excluding stormwater property connections) – Graph 17
Total expenditure for stormwater compared to budget
Responsible: Director City Services and Infrastructure

-	Actual YTD	\$1,479
-	Budget YTD	\$1,968
-	Under Budget	\$ 489

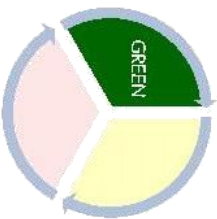
Additional information regarding capital variances is contained in Appendix B.



Capital Expenditure – Other (e.g. capital grants, technology, plant and equipment etc.) – Graph 18
Total expenditure for other capital compared to budget
Responsible: Director Community Economic Development and Business

-	Actual YTD	\$1,312
-	Budget YTD	\$1,249
-	Over Budget	\$ 63

Additional information regarding capital variances is contained in Appendix B.



Cash Flow Movement - Graph 19

Total cash assets available (cheque account, cash floats and short term deposits), compared to budget and last year.

Responsible: *Director Community Economic Development and*

Business

-	Actual Cash	\$16,829
-	Budget	\$14,594
-	Variance	\$2,235

Interest Earned – Graph 20

Total interest earned (accrued and received) compared to budget

Responsible: *Director Community Economic Development*

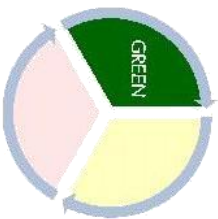
and Business

-	Actual YTD	\$357
-	Budget YTD	\$328
-	Over Budget	\$29

Effective Interest Rate: 2.36%

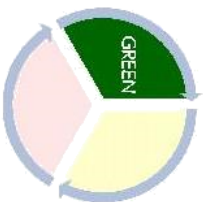
Benchmark:

RBA Cash Rate (currently 1.50%) + 0.50% = 2.00%



Investment Profile		
Maturity	Total Amount	Average Rate
Cash on hand	\$130,261	0.00%
At call	\$3,158,667	1.80%
30 - 60 days	\$1,040,049	1.54%
61 - 90 days	\$2,500,000	2.59%
91 - 120 days	\$8,000,000	2.59%
120+ days	\$2,000,000	2.60%
Total	\$16,828,977	2.36%

Loan Profile		
Maturity Date	Rate	Loan Balance YTD
15-Jun-21	4.84%	\$ 779,552
15-Jun-22	6.76%	\$ 727,909
15-Jun-24	3.49%	\$ 269,544
15-Jun-25	4.78%	\$ 447,758
15-Jun-27	4.75%	\$ 261,759
30-Jun-22	5.01%	\$ 3,113,173
Total		\$ 5,599,695



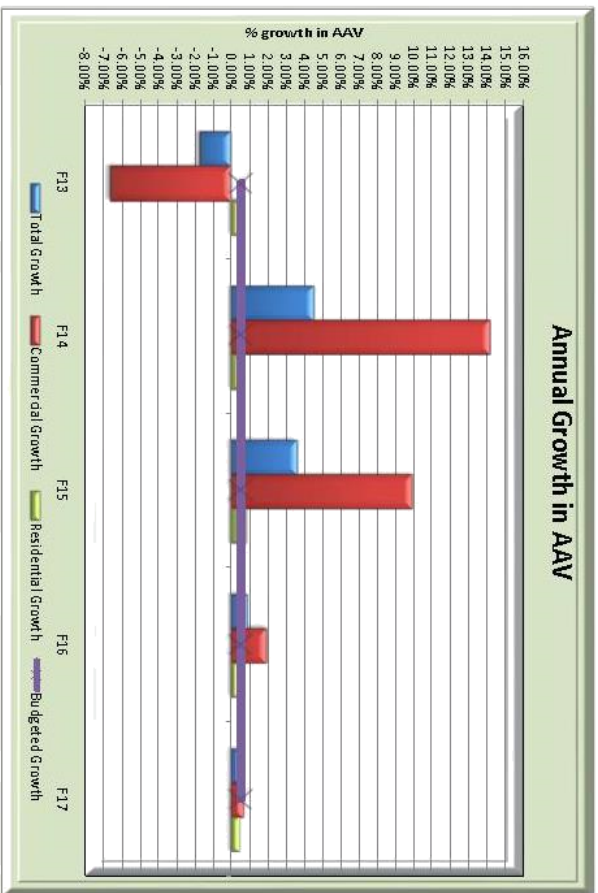
Interest Expense – Graph 21

Total interest expense (accrued and paid) compared to budget

Responsible: Director Community Economic Development and Business

	\$'000
- Actual YTD	\$ 275
- Budget YTD	\$ 271
Variance	\$ 4

Comment: Total loan repayments due during year ending 2016/17 is \$1,145.



Annual Growth in AAV – Graph 22

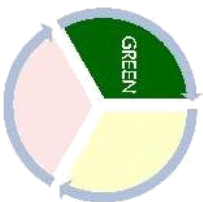
A comparison of the annual growth in the Assessed Annual Value (AAV) for Commercial, Residential and Overall Total.

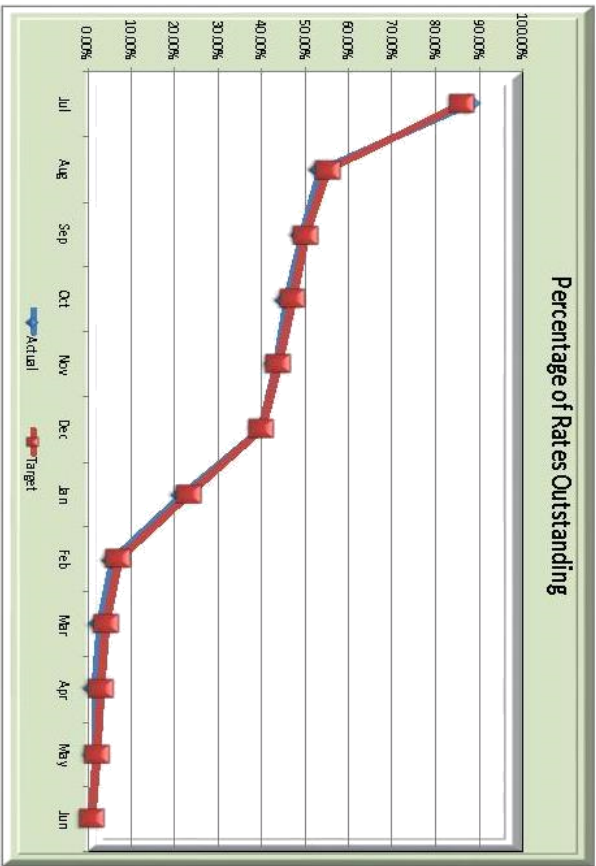
Responsible: Director Community Economic Development and Business

AAV growth 2016/17 on July 1st 2016 Base

- Commercial 0.71% (being 42% of the total AAV growth)
- Residential 0.46% (being 58% of the total AAV growth)
- Total AAV growth 0.54%

Target 0.50% AAV growth compared to previous year





Percentage of Rates Outstanding

Percentage of Invoiced Rates Outstanding - Graph 23

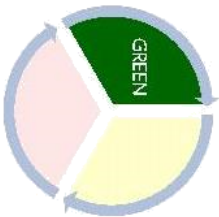
Shows the percentage amount of invoiced rates not paid.

Responsible: Director Community Economic Development and Business

- Actual 31 May 2017: 1.73%
- Target 31 May 2017: 2.00%
- Variance: 0.27%

Total outstanding 31 May 2017: \$'000
\$636

Arrears as at	this month	last month	Movement
2016:	\$123	\$128	\$5
2015:	\$40	\$42	\$2
2014:	\$1	\$1	\$0
2013:	\$1	\$1	\$0
2012 +:	\$0	\$0	\$0
TOTAL	\$165	\$172	\$7



Accounts Receivable (AR) - Graph 24

A monthly summary of the level of money owing to council for non rate income.

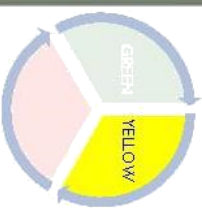
Responsible: Director Community Economic Development and Business

- Total 31 May 2017: \$'000
\$2,135
- % of AR 61 days & over: 87.2 %

Target <25% of AR 61 days and over (excluding property debts)

Comment:

Major component is \$1.6M contractor debt relating to Derwent Park Re-use scheme in the process of being written off. Other debts are being managed in accord with policy.

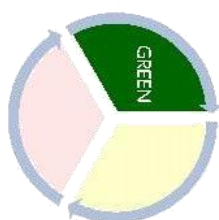
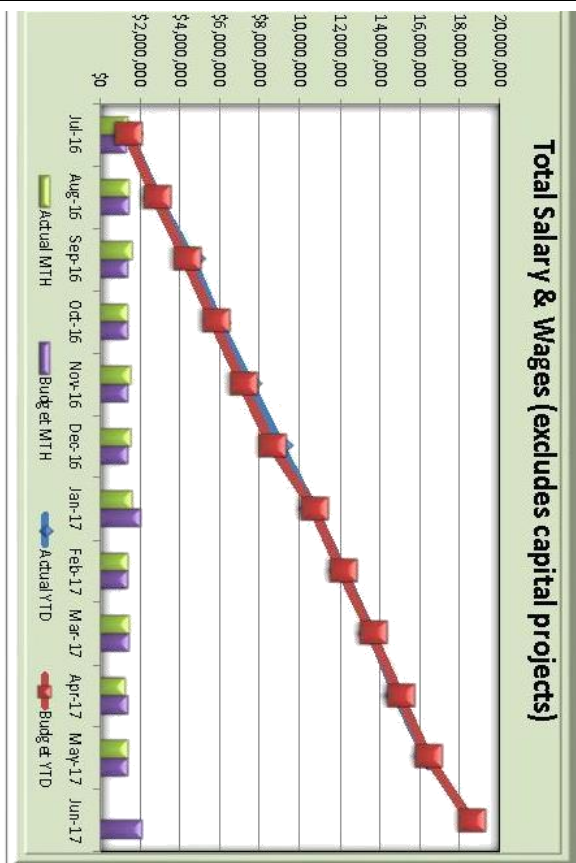




Glenorchy City Council

People & Safety Corporate Performance Indicators

May 2017



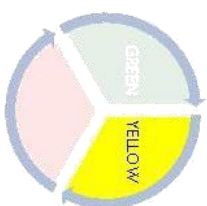
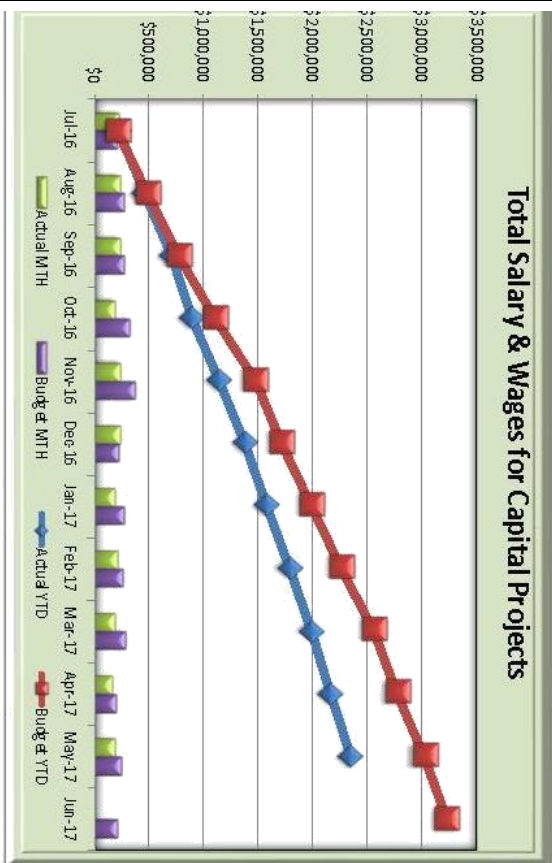
Salaries & Wages including on-costs – Operational (excludes capital projects) – Graph 25

Total operational salary costs compared to budget
Responsible: Executive Leadership Team

-	Actual YTD	\$16,331
-	Budget YTD	\$16,402
	Under Budget	\$ 71

\$'000

Total Salary & Wages for Capital Projects



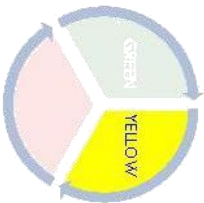
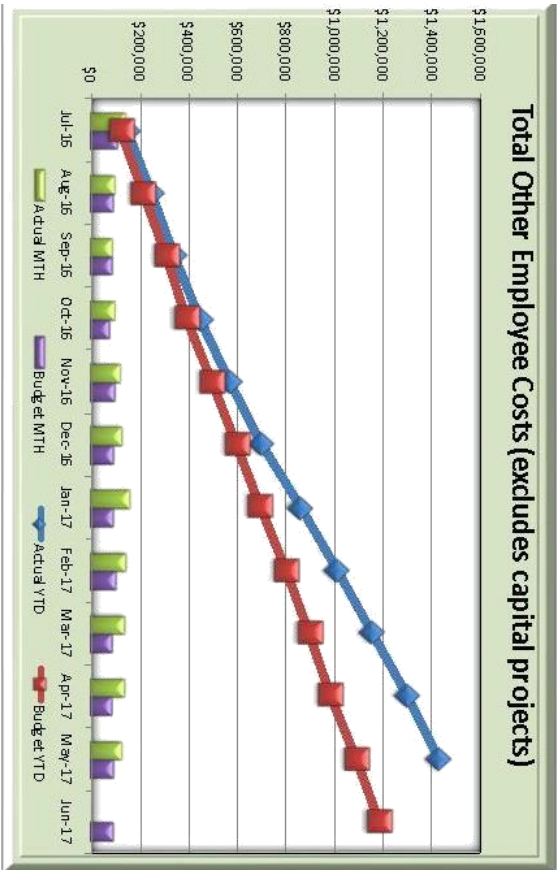
Salaries & Wages including on-costs – Capital Projects – Graph 26

Total salary costs for capital projects compared to budget
Responsible: Executive Leadership Team

-	Actual YTD	\$2,357
-	Budget YTD	\$3,019
	Under Budget	\$ 663

\$'000

Some works that were budgeted to be completed internally are now being provided by external contractors, whilst some other works have been delayed.



Other Employment Costs – Operational (excludes capital projects) – Graph 27

Total operational other employment costs compared to budget (i.e. relief/casuals, overtime, medical expenses, FBT etc).

Responsible: Executive Leadership Team

-	Actual YTD	\$1,428
-	Budget YTD	\$1,086
	Over Budget	\$ 342

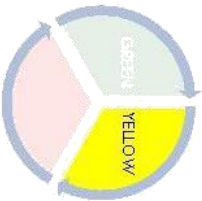
Permanent Staff Turnover Rate – Graph 28

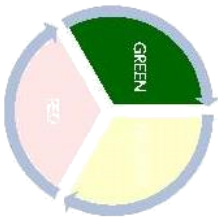
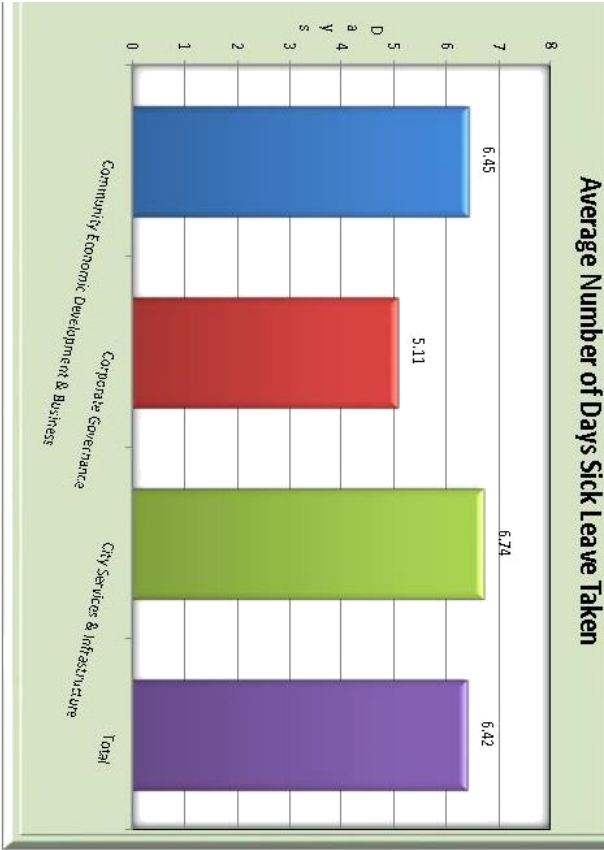
Total staff turnover is the total number of terminations over the last twelve months divided by the number of staff as at the last day of the month. This ratio represents the percentage of our total workforce who leave the council.

Responsible: Executive Leadership Team

Rolling 12 month av. turnover rate calculations used

	2016	2015
Rolling 12 month turnover rate	13.32%	10.62%
Benchmark: LGAT All Tasmanian Councils Group Average (2007/08) recorded: 15.20%		





Average Number of Days Sick Leave Taken

– Graph 29

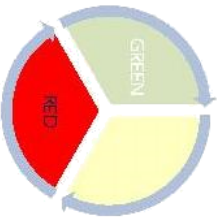
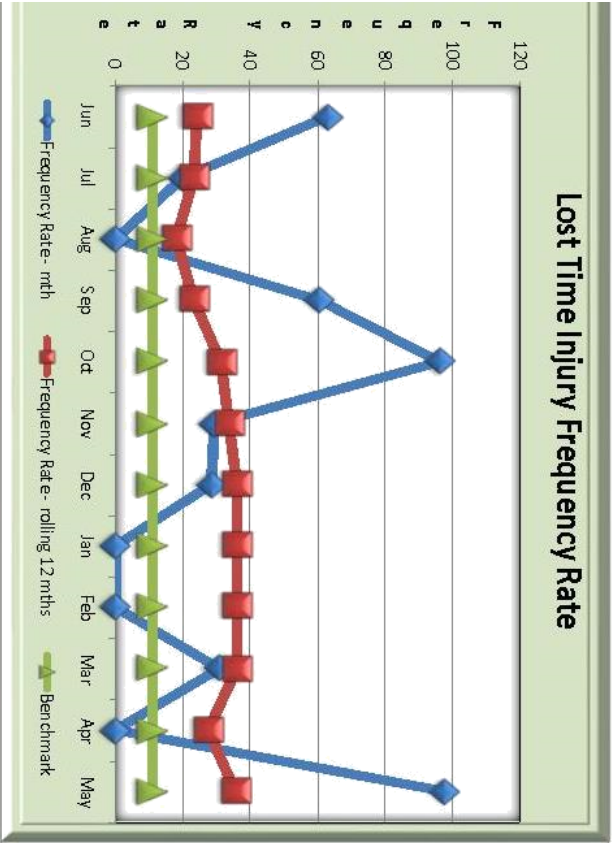
For each department Total number of days sick taken divided by number of staff for previous 12 months. This ratio represents the number of sick days taken per person on average.

Responsible: *Executive Leadership Team*

- Total average sick leave days taken last 12 months:

last 12 mths: 6.42 Days
Prev. 12 mths: 7.55 Days

Benchmark: LGAT All Tasmanian Councils Group
Average (2007/08) recorded: 6.80 days



Lost Time Injury Frequency Rate - Graph 30

The Lost Time Injury Frequency Rate is the number of lost time claims per one million hours worked for permanent, casual and overtime staff.

Responsible: *Executive Leadership Team*

- Claims per 1 million hours worked:
 - Rolling 12 month average 35.51
 - Current month 97.80

Benchmark: Work Cover Tasmania All Industries
(2010/11) recorded: 10.80 claims.

Capital Expenditure Summary (\$'000)		31/05/2017
2016/17 Capital Budget Year to Date		16,212
2016/17 Capital Year to Date Expenditure		14,246
Total Over/(Under) Spend		(1,966)
Total Over/(Under) Spend Comments		
Roads Capital - Over Budget \$146		
Primarily over budget due to:		
12008 - Bernedale Roundabout \$(619) - blackspot project now completed		
12014 - Ashbourne Grove \$191 - this project deferred due to school closure		
11854 - Terry Street Carpark \$162 - delayed but has now commenced		
12013 - Panorama Crescent \$119 - works underway.		
11855 - Browning Road \$103 - delayed but now commenced		
Property Capital - Under Budget \$1,685		
Primarily under budget due to:		
12005 - Public Space Revitalisation Grant \$420 - delayed		
11865 - Elwick Bay Seawall \$378 - awaiting seawall quotes		
3961 - KGV Community Park \$245 - project delayed due to ongoing community consultation.		
12173 - Montrose Bay Jetty \$180 - awaiting consultants report		
3031 - KGV project \$(419) - cost overruns includes tenant fitout changes		
Stormwater Capital - Under Budget \$489		
Primarily under budget due to:		
300* - Denwent Park Reuse Scheme \$139 - delays with gas co-generation commissioning. (now completed)		
12159 - Goodwood 31 SW \$89 - delayed start to works		
11856 - Browning Road \$78 - project design delayed (combined with road project)		
Other Capital - Over Budget \$63		
Primarily over budget due to:		
Plant - various plant purchases - (\$129)		
MV's - various MV purchases - (\$85)		
3433 - Tech 1 reimplementation \$199 - under spend due to delays and change in task allocations		

Emergency/Unforeseen Projects Commenced (No budget allocated in 2016/17 Funded from IMG Unallocated Capital a/c \$400,000)			
Project Number	Description	Budget Approved	Comments
3296	GCC Website	\$117,690	Approved IMG 28/7/16
12167	Tolosa Hut renovations	\$21,400	Approved IMG 22/9/16
3975	Cresswell Beakley Lift alterations	\$9,835	Approved IMG 22/9/16
12009	Goodwood Community Centre Extension	\$12,500	Approved IMG 22/9/16
12179	DEC curtains / rigging / mechanical system	\$26,982	Approved IMG 29/11/16
DPRS	additional spending incorrectly identified as OPEX	\$38,895	Approved IMG 27/4/17
11830	Additional design costs	\$20,000	Approved IMG 30/5/17
Total		\$247,302	balance now \$152,698

Emergency/Unforeseen Projects Commenced (No budget allocated in 2016/17) Funded from Reserve funds			
Project Number	Description	Estimated Full Cost of Project	Comments
	Four projects (DEC floor, CBD CCTV, Nth Chigwell sports ground lighting, chicane gates)	\$505,500	Four projects approved by Council at October meeting
Total		\$505,500	balance now \$112,339

Budgeted 2016/17 projects that will not be undertaken this Financial Year			
Project Number	Description	Annual Budget	Comments
Total		0	

Outstanding Actions List: Open Council Meeting

Outstanding Action List - Open Council Meeting

Council Meeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
0/06/2014	22.3	Notice of Motion - Alderman C. Lucas - 2 - Car Parking Strategy	Council provide a report on current Car parking strategy in the City commercial precincts including: 1. The present parking strategy for the future of the city, and any proposed changes. 2. Details Cash-In-Lieu payments in Commercial areas, Glenorchy precinct, Moonah and Claremont – including total fees collected and numbers of spaces-in-lieu by year since the year 2000. 3. Any feedback received from developers. 4. How application of this policy and fee levels relate to the Regional Planning scheme. 5. A schedule of fee rates for all Southern councils.	CSI	The draft Parking Strategy was presented to Council at its meeting on 13 June 2017. Council approved the draft Strategy for public consultation. Public Consultation on the draft Strategy has commenced and will be complete on 28 July 2017. A final version of the strategy will be presented to Council at a future meeting.	31-Aug-17
/09/2014	13.4	Question on Notice - Alderman K. Johnston (Relates to Notice of Motion - Alderman K. Johnston - CCTV Evaluation (12 February 2013))	That a report be prepared by the Director Community, Economic Development & Business following consultation with Tasmania Police with respect to the Closed Circuit TV system. That the CCTV system be evaluated every six months and a report produced with a range of identified KPIs. That Council as a priority develop and adopt CCTV system operating procedures and protocols. (refer to Question On Notice for specific details)	CSI / CEBD	An audit of the location and condition of existing security cameras has been undertaken using a new contractor. An estimate of the cost involved with rectifying a range of identified issues has been provided. A report was presented to Council at meeting on 24 October 2016, at which Council agreed to an additional funding allocation to repair and upgrade the cameras. Works have commenced and were intended to be complete by the end of June 2017. However, some minor unforeseen issues have meant that completion is now expected by the end of July 2017.	31-Jul-17
y/06/2015	13.3	Notice of Motion Alderman M. Stevenson	That a brief projects and major operational items summary be provided at each Council meeting.	General Manager	Blackadder Consultants provided a draft report to Council on 27 December 2016. The draft report has been circulated to departmental managers who are currently formulating a structure for the reporting model. The reporting model and potential actions will be presented to Council at a future meeting.	To be advised
y/08/2015	20	Public Space Enhancement Grant - Project Selection	That the General Manager or his delegate write to the Director of Local Government advising of the allocation of grant funding to the children's playground and café project and seeking payment by invoice of the second grant instalment of \$250,000.	CEBD	The Director of Local Government has granted an extension of the grant until 31 May 2018. The Minister for Local Government, Peter Gutwein, provided permission for Council to use the grant monies to support our application to the Building Better Regions Fund for a grant to complete the CBD Revitalisation Project (Item 8, 20 March 2017). Until Council is informed of the success (or otherwise) of this application, the PSEG funds cannot be used for implementation by Council.	31-May-18
5/01/2016	11	Actions List - Update Report	Corporate Performance Reporting • Management to provide a framework at February workshop. • Clarification as to reporting requirements of the Council.	General Manager	Blackadder Consultants provided a draft report to Council on 27 December 2016. The draft report has been circulated to departmental managers who are currently formulating a structure for the reporting model. The reporting model and potential actions will be presented to Council at a future meeting.	To be advised
5/03/2016	9	Intercity Cycleway Proposed Chicane Gate Changes at Road Intersections	That Council remove one of the existing "paired" chicane gates, to replicate what the Hobart City Council has completed, at all road crossings along the intercity cycleway.	CSI	At the 24 October 2016 meeting, Council approved the release of \$105,000 from the Strategic Asset Management Reserve to fund the project. The majority of the chicane gates have now been removed. Project planning has been completed for the remainder of the project and line marking and the first stage of signage installed. Cycling South is ordering the remaining signs and these will be installed over the coming months.	31-Jul-17

Outstanding Actions List: Open Council Meeting

Outstanding Action List - Open Council Meeting

Council Meeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
3/04/2016	10	Smoking Ban Along the Intercity Shared Pathway	That this Item lay on the table for further information and consideration of this item at a future Council Workshop.	CSI	A Council workshop was held on 20 June 2016. Council formally wrote to Hobart City Council (HCC) in August 2016 seeking HCC's support in jointly lobbying the State Government to declare the Intercity Shared Pathway smoke-free. If HCC's support is obtained, other bodies such as Quit Tasmania, the Heart Foundation, the Cancer Council and the AMA will be invited to support the initiative. HCC's City Planning Committee approved HCC's support for the initiative at its meeting on 10 April 2017 and we were formally notified on the 5th June. We are currently working with HCC to draft a joint letter to the State government to declare the Cycleway a smoke free zone. We are also engaging with other stakeholders (ie Cancer Council, Quit Tasmania etc) to support our petition to the State Government.	TBA (subject to sign off by HCC of draft petition to the State Government)
11/05/2016	11	Proposed Environmental Amenity By-law	That Council: DECLARES its intention to make the Environmental Amenity By-law No. 1 2016 pursuant to s156 of the Local Government Act 1993; and APPROVES the initiation of the statutory process required under Part 11 of the Local Government Act 1993 for making the proposed Environmental Amenity By-law No. 1 of 2016.	CSI	A report is on the Agenda for the 10 July 2017 Council meeting seeking Council's final endorsement of the new By-law.	10-Jul-17
14/07/2016	11	Acquisition and Disposal of Land - Bosco Drive AND Dalmacia Place	That Council: APPROVE Council Officers negotiations and settlement of the purchase of private land at 2/1 Dalmacia Place for the purpose of allowing Council to formalise and maintain a public walkway through Dalmacia Place to Bosco Drive APPROVE Council Officers to continue negotiations to dispose of part of the public land at 23 Bosco Drive for the purpose of extending the private rear yard of 19 Bosco Drive, subject to the compliance of the requirements of section 178 of the Local Government Act 1993 (noting the investigation of the possibility of a similar sale to the owners of 21 Bosco Drive, to establish a safe, easily maintained and monitored piece of land which will comprise part of the public walk way). APPROVES the advertising of Council's intention to dispose of any part of the public land at 23 Bosco Drive under section 178 of the Local Government Act 1993.	CG	The owners of 19 Bosco and 2/1 Dalmacia Place have been notified of Council's decision. Discussions with the owners of 21 Bosco Drive regarding a potential sale of part of the public land on 23 Bosco Drive have progressed. A survey plan was received on 8 December 2017. The division of the affected parcels of land has been agreed. A contract for the purchase of the adjoining parcel of land (to be used by Council as a reserve) is currently with the vendor for execution.	31-Jul-17
9/08/2016	17.1	Notice of Motion - Alderman J Branch-Allen	1. That Aldermen be on a rotating roster system at Council once a month to meet with the community. 2. Appointment could be pre arranged for members of the community who wanted to book or a drop-in system. 3. Advertising to be put in the Glenorchy Gazette each month of who is on duty and day and time they will be at Council. 4. That the office down stairs used by the JP on duty be used with similar signage outside the door, and 5. That this be conducted on a 3 month trial.	CEBD	Planning was underway to implement this process in the first quarter of 2017, with a trial planned for Feb, Mar and April 2017. However, the process has been placed on hold due to the suspension of Aldermen and will be resumed subject to the outcome of the Board of Inquiry.	To be advised

Outstanding Actions List: Open Council Meeting

Outstanding Action List - Open Council Meeting

Council Meeting Date	Item No.	Subject / Issue	Council Adopted Action	Directorate	Comments / Update	Estimated Completion Date
1/11/2016	19.4	Question on Notice - Alderman M. Stevenson	Alderman Stevenson noted that the Shared Services Agreement included a requirement that the committee receive an Annual Report on the group's activities. He requested that Council receive regular reports on the activities of the Shared Services Committee.	CG	Council received a final draft of the LGSS Agreement on 10 March 2017, which is currently being reviewed. A report presenting the draft agreement to Council and making recommendations will be presented to Council at a future meeting.	To be advised
3/01/2017	11	Question taken on notice - Alderman Stevenson	Management to provide a report to Council identifying the deficiencies in items that are include in the Good Governance Framework which was adopted by Council on 23 January 2017.	CG	A report will be presented to Council at the August 2017 Council meeting.	07-Aug-17
3/01/2017	14.1	Notice of Motion - Alderman Dunsby	That Council auspice a working party to enable planning to commence for community celebrations to mark Australia Day in 2018 and beyond.	CEBD	A working party has been established and has had the met on several occasions. A report will be presented to Council providing an update on progress and seeking further guidance later in 2017	31-Aug-17