

GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 21 NOVEMBER 2016



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COMMUNITY

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Attachment 1 – Education and Care Services National Regulations Extract**168 Education and care service must have policies and procedures**

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).

Penalty: \$1000.

Note. These may include policies and procedures prepared by the approved provider in accordance with an education law of the participating jurisdiction.

(2) Policies and procedures are required in relation to the following—

(a) health and safety, including matters relating to—

- (i) nutrition, food and beverages, dietary requirements; and
- (ii) sun protection; and
- (iii) water safety, including safety during any water-based activities; and
- (iv) the administration of first aid;

(b) incident, injury, trauma and illness procedures complying with regulation 85;

(c) dealing with infectious diseases, including procedures complying with regulation 88;

(d) dealing with medical conditions in children, including the matters set out in regulation 90;

(e) emergency and evacuation, including the matters set out in regulation 97;

(f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99;

(g) excursions, including procedures complying with regulations 100 to 102;

(h) providing a child safe environment;

(i) staffing, including—

- (i) a code of conduct for staff members; and
- (ii) determining the responsible person present at the service; and
- (iii) the participation of volunteers and students on practicum placements;

(j) interactions with children, including the matters set out in regulations 155 and 156;

(k) enrolment and orientation;

(l) governance and management of the service, including confidentiality of records;

(m) the acceptance and refusal of authorisations;

(n) payment of fees and provision of a statement of fees charged by the education and care service;

(o) dealing with complaints.

Note. A compliance direction may be issued for failure to comply with subregulation (1).

CHILD CARE CONNECTIONS



DELIVERY AND COLLECTION OF CHILDREN POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community and Customer Service – Child Care Connections

Background

For the wellbeing and protection of each child, specific arrival and departure procedures are implemented in services.

Policy Statement

Child Care Connections must ensure that;

- educators are familiar with the delivery and collection procedures. This must occur in centres through staff induction, training and staff meetings;
- parents/legal guardians are familiar with delivery and collection procedures. This must be explained within the enrolment procedures and reminded through the use of newsletters and discussions with families; and,
- accurate attendance records are maintained.

Source: Child Care Service Handbook 2013/2014

Child Restraints – Keeping Children Safe' pamphlet. Department of Infrastructure, Energy and Resources. Tasmania. 2013

Education and Care Services National Regulations: Regulation 99

National Quality Framework: Quality Area 2: Children's Health and Safety.

Cross reference: Lost Child Policy

Review 2 Years

Status: **CURRENT**

CHILD CARE CONNECTIONS



DELIVERY AND COLLECTION OF CHILDREN PROCEDURE

1. Children must be welcomed into the education and care service or farewelled on an individual basis. This "handover" is necessary to ensure that educators are aware that the child has been delivered to or collected from the service.
2. The child must be accurately signed in and out on the attendance records by the person delivering or collecting the child as per the Child Care Services Handbook and the Education and Care Services National Regulations.
3. Educators must ensure that the child leaves with a custodial parent/legal guardian or an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises. Parents/legal guardians can phone the service to authorise another individual to collect the child. Photo identification must be produced by the collecting person if unknown by the educators/s. If the person is unable to provide photo identification then the child must not be allowed to leave the service and the child's parent must be contacted so that other arrangements can be made for the collection of the child.
4. Children must be delivered to or collected from a service by an authorised person over 18 years of age. Where the person collecting the child is deemed by the service not to be suitable to do so, the educator may request that the parent make alternative and more suitable arrangements. If the person collecting the child is not responsive to the educator request the license plate and description of the car and expected route of travel is to be documented. The police will be contacted and fully informed. A written report of the incident will be filed.
 - If a child is travelling in a car there must be a car restraint that complies with Australian Safety Standards AS/NZS 1754. Educators must educate families around the requirement of car restraints through newsletters, displays and conversations upon delivery and collection of children.
 - Educators must strongly recommend to all people responsible for transporting children in cars that they should be seated in an appropriate car restraint in the rear of the vehicle.
 - Suggested strategies -
 - Verbal conversation – "Are you aware of the legal requirement of children being seated in a car restraint when travelling in vehicles?"
 - Provide information to the family of the law in relation to car restraints for children.

- Ask “Do you have access to a car restraint?” “Can you borrow a car restraint?” “Are you able to go and get one now?”
- Say “As an educator I have a duty of care to your child. I am required by law to notify the Police of any child not seated in an appropriate car restraint whilst travelling in a vehicle.”

POLICY DOCUMENT CONTROL SHEET

Policy Name: Delivery Collection of Children

Policy No: 22-7

Department: Community & Customer Service - Child Care Connections

Date Policy Approved by Council: 2/1/2004

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Child Care Connections Team	Reviewed June 2003	
Child Care Connections Team	Changes reflect new research findings, stakeholder views and input or issues in health and child development.	21/8/2006
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Team	Source added, no other changes required	30/11/2008
Child Care Connections	Changes in terminology and removal of OSHC section	1/9/2010
Child Care Connections	Change in terminology	February 2013
Child Care Connection team, management and families	Source and terminology update, removal of FDC references.	September 2014
Child Care Connection team, management and families	Updated Department name Updated source information Updated terminology in relation to the requirement of photo identification. Included strategies for educators on talking to families in relation to car restraints	November 2016

CHILD CARE CONNECTIONS



IMMUNISATION POLICY

File Ref: Child Care Connections Policies
 Author: Child Care Connections Management
 Department: Community and Customer Service – Child Care
 Connections

Background

Children attending education and care services can be at increased risk of contracting diseases compared with children cared for in their own homes. Immunisation and regular boosters help to provide both children and adults with protection against some harmful infectious diseases.

Immunisation is a process that protects people against harmful infections before they come into contact with them in the community.

Immunisation uses the body's natural defence mechanism – the immune response – to build resistance to specific infection.

If enough people in the community are immunised, the infection can no longer spread from person to person and the disease can die out altogether.

The National Health and Medical Research Council (NHMRC) recommends that Early Childhood Education and Care educators should be immunised against Hepatitis A, Measles-Mumps-Rubella, Varicella, Pertussis and in some instances Hepatitis B. (*Staying Healthy in Childcare - Fifth edition*)

CHILD CARE CONNECTIONS



IMMUNISATION PROCEDURE

1. Each parent/legal guardian must be required to provide proof of their child's immunisation status before the child commences care, by one of the following:
 - a) providing a copy of the child's up to date record of immunisation,
 - b) having a medical exemption from a general practitioner who can provide the Immunisation Register with a completed ACIR Immunisation Medical Exemption form (IMO11).
2. Children must not commence care without producing one of the above documents.
3. It is each parents/ legal guardians) responsibility to provide regular updated information as the child receives further immunisations during the time he/she is attending the service.
4. The Senior Administration Officer must bi- annually check to ensure that all children's immunisation records are up to date. Where a child's immunisations are not current for the child's age, the parent/legal guardian must be given a set period of time in which to bring their child's immunisation record up to date with the recommended schedule. If this requirement is not complied with the child must be excluded from attendance at the service should there be an outbreak of the disease the child/ren is not immunised against until such a time as the outbreak has been contained and it is safe for the child/ren to return to care.
5. To meet the immunisation requirements for *Family Tax Benefit Part A supplement* and *Child Care Benefit* each child needs to:
 - Be up to date with his/her immunisations according to the early childhood vaccination schedule appropriate for his/her age, or
 - Have a medical exemption.

6. If a child is not up to date with their immunisations for Child Care Benefit, it will also affect the family's eligibility for Child Care Rebate, Grandparent Child Care Benefit and Jobs, Education and Training Child Care Fee Assistance.
7. Full fees will be charged until the Department of Health and Human Services and the Service receive up to date immunisation details.
8. In relation to immunisation of educators, Child Care Connections must be guided by the recommendations of the latest edition of *Staying Healthy in Childcare*.
9. An Employee immunisation record must be kept for new and current employees and must be regularly updated. However, it is the responsibility of the educators to advise of immunisations. *Staying Healthy in Childcare* suggests keeping records for Hepatitis A, Measles, Mumps and Rubella, Varicella, Pertussis. This record is kept at Glenorchy City Council.
10. Child Care Connections must provide educators with information about preventable diseases through induction, training, facts sheets and other current resources.
11. Child Care Connections must take all reasonable steps to encourage non-immunised educators to be vaccinated; however it is the choice of each individual.

Current Immunisation schedules must be provided for educators and families.
This information must be displayed in the Service's foyer area

POLICY

DOCUMENT CONTROL SHEET

Policy Name: Immunisation

Department: Community & Customer Service – Child Care Connections

Date Policy Approved by Council: 10th January, 2000

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Child Care Connections Team	Changes reflect new research findings, stakeholder views and input or issues in health and child development.	21/8/2006

doi:10.1371/journal.pone.0161161.g001

CHILD CARE CONNECTIONS



DEATH OF A CHILD/SERIOUS INCIDENT POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community and Customer Service – Child Care Connections

Background

Child Care Connections place great emphasis on the safety, good health and well being of the children enrolled in its services.

Child Care Connections has a duty to be prepared for the possibility of the death of a child whilst in care. The incident must be managed appropriately as responses can vary due to the circumstances associated with the death.

Policy Statement

Any serious incident or event leading to the death of a child in a Child Care Connections service has the potential to have traumatic and long lasting impact on, educators, children and other people connected with the service. Child Care Connections must act in a supportive, sensitive and honest way to ensure that no additional trauma and stress is caused. The process for dealing with the death of a child in care must:

- (a) be documented in a clear and concise manner,
- (b) clearly define the steps including roles and responsibilities for Child Care Connections educators and any other person/s to follow,
- (c) convey sensitivity to the immediate and ongoing needs of all parties, and
- (d) ensure that all actions required under the Education and Care National Law are adhered to.

Meaning of 'serious incident' – see page 24 of Education and Care Services National Law Act 2010

Source: Education and Care Services National Law Act 2010

Education and Care Services National Regulations: Regulation 174

National Quality Area 2: Children's Health and Safety

Review 2 Years

Status: **CURRENT**

CHILD CARE CONNECTIONS

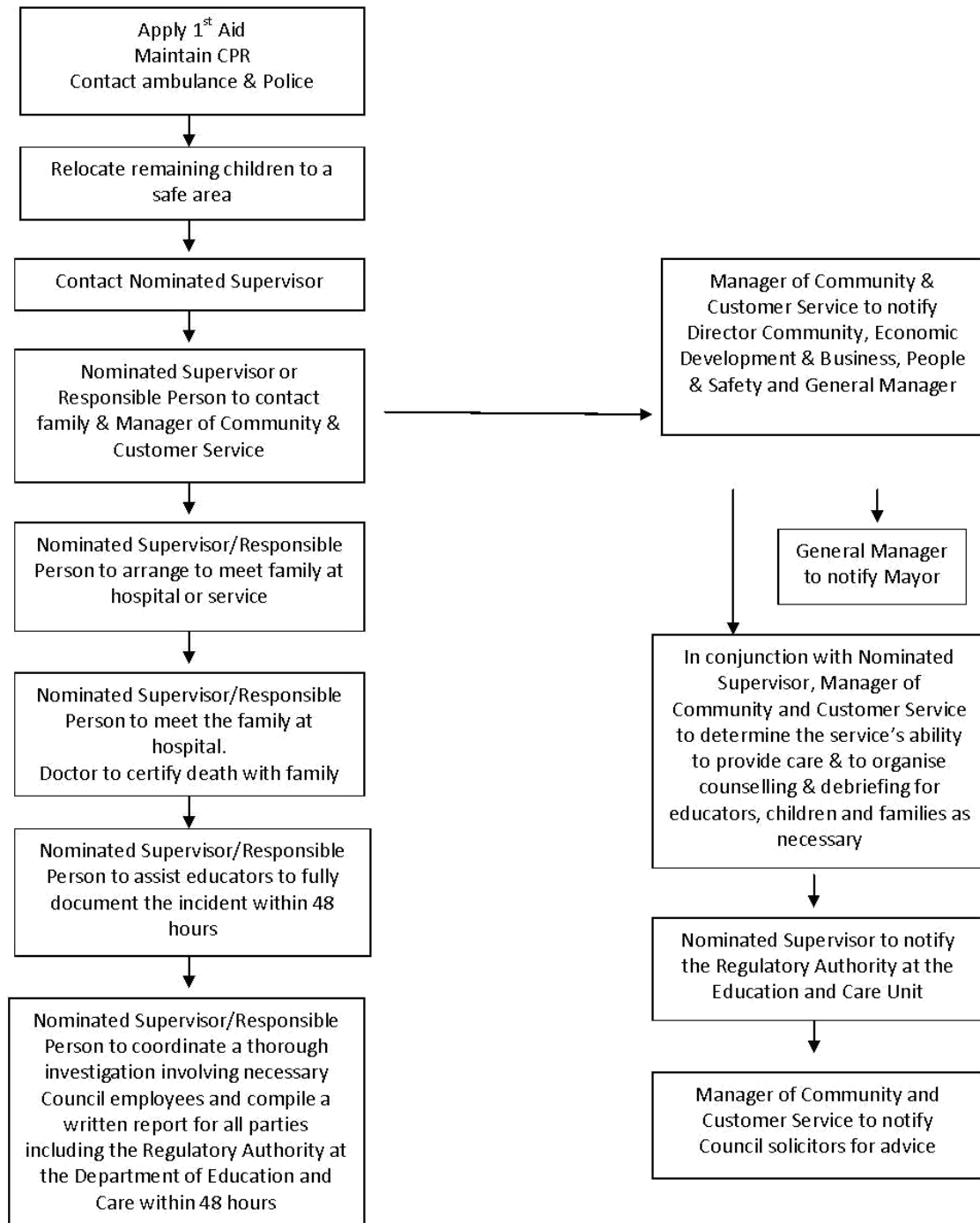


DEATH OF A CHILD/ SERIOUS INCIDENT PROCEDURES

1. Closest educator is to:
 - Apply first aid and maintain CPR.
 - Instruct someone to phone an ambulance phone 0 for an outside phone line (000 for emergency services).
 - Advise the Child Care Delivery Coordinator or Nominated Supervisor who must then advise the Manager Community and Customer Service.
2. Child Care Delivery Co-ordinator/Nominated Supervisor to contact parents/legal guardians to advise of the serious incident.
3. Manager Community Customer Service to contact the police.
4. At all times educators must follow instructions issued by Police, and must adhere to and follow the relevant Education and Care National Law and Regulations.
5. Child Care Delivery Co-ordinator/Nominated Supervisor/Responsible Person to accompany the child in the ambulance if parents/legal guardians unavailable, unless directed otherwise by Police.
6. If necessary, the Child Care Delivery Co-ordinator/Nominated Supervisor/Responsible Person, or the child's educator will accompany the police to inform the parents.
7. Child Care Delivery Coordinator to notify the Manager Community and Customer Service, the General Manager of Glenorchy City Council immediately and the Regulatory Authority, as soon as practicable and no later than the next working day in line with Section 174 2A of the Education and Care Services National Law.
8. Educators must be supported by the Nominated Supervisor to complete an Incident Report.
9. Professional counselling and de-briefing must be made available for educators and children and anyone else as identified.
10. A full report must be compiled by the Nominated Supervisor and made available to the all necessary authorities and filed.

11. The 'Notification of a Serious Incident' form must be completed by the Nominated Supervisor and send to the Regulatory Authority in accordance with the Education and Care National Law and Regulations.
13. Educators must follow the 'Death of a Child' Flow Chart. (attached)

**Child Care Connections
Death of a Child/Serious Incident Flow Chart**



POLICY DOCUMENT CONTROL SHEET

Policy Name: Death of a child/Serious Incident

Department: Community & Customer Service - Child Care Connections

Date Policy Approved by Council: 2/1/2004

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Child Care Connections Team	Reviewed June 2003	
Child Care Connections Team	Changes reflect new research findings, stakeholder views and input or issues in health and child development.	21/8/2006
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Team and Policy Focus Group.	Reviewed March/April 2009 Changes reflect stakeholder views and new research findings.	16/4/2009
Child Care Connections Team	Changes to terminology and reflect the Education and Care National Law and Regulations	February 2013
Child Care Connections team, management & families	Updated terminology, removal of FDC references, updated flow chart. Included reference to National Quality Standards	August 2014
Child Care Connections team, management & families	Updated Department name Updated Manager's title Updated flow chart	September 2016

CHILD CARE CONNECTIONS



PAYMENT OF FEES AND DEBTORS POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community and Customer Service – Child Care Connections

Background

Prior to enrolment families must be provided with information on Commonwealth Child Care Benefit and any other relevant sources of financial assistance and its application. In addition clear and concise information on Child Care Connections payment options and payment expectations needs to be provided.

Debtors who do not meet their obligations to Council for payment must be treated in a regulated manner in the recovery process.

Policy Statement

Child Care Connections must treat all customer accounts with equity and fairness. In accordance to the Enrolment and Orientation Policy and procedures families must be made aware of their responsibilities for payment of debts. Information and assistance must be provided for all families to aide in the management of their accounts.

Increased assistance must be provided to those families who are experiencing difficulties meeting their account payments. If applicable Child Care Connections must work with families to access any additional financial support that may be available through the Australian Government.

Sensitivity and respect must be provided for individual families and where there are extenuating circumstances any decision about the exclusion of children from care must be made ultimately by the Child Care Delivery Coordinator.

Child Care Connections must ensure that parents/legal guardians of children enrolled at the service are notified at least 14 days before making any change that will affect the fees charged or in a way in which fees are collected.

Source: Australian Government Department of Education Child Care Services Handbook 2013-2014

Education and Care Services National Regulations: Regulation 168 & 172

National Quality Area 7: Leadership and Management

Cross Reference – GCC Credit Management Policy, Child Care Connections Enrolment and Orientation Policy.

Status: CURRENT

CHILD CARE CONNECTIONS



PAYMENT OF FEES AND DEBTORS PROCEDURE

1. WEEK 3 - (2 WEEKS OWING) Reminder Statement must be sent.
2. WEEK 4 – (3 WEEKS OWING) if a payment has not been received a Statement and Letter 1 must be sent. Letter 1 must state the account is in arrears and if payment is not received within 7 days notification must be given that the child's care must cease. Any arrangement to make payment by instalments must be documented on the Account Payment Agreement form. The Agreement must be forwarded to the Senior Administration Officer. A copy must be given to the parent/legal guardian.
3. WEEK 5 – (4 WEEKS OWING) if a payment has not been received nor an Account Payment Agreement completed, a Statement and Letter 2 must be sent. Letter 2 must state the account is still in arrears and care will cease in 7 days (by which time 6 weeks fees will be owing). Letter 2 must also state if payment is not received by the specified date the account will be forwarded to Tasmanian Collection Service for recovery and lodgement fees associated with this will be passed onto the debtor.
4. WEEK 6 – (5 WEEKS OWING) if a payment has not been received nor an Account Payment Agreement completed, care ceases. Letter 3 must be sent to family advising their care has now ceased and they cannot attend for care from the week beginning (insert date)
5. WEEK 7 – (6 WEEKS OWING) if a payment has not been received nor an Account Payment Agreement completed, a Statement and Ceased Care Money Owing Letter must be sent. A 'Ceased Care Money Owing Letter' must state the amount of money owed and if payment is not received by the specified date the account will be forwarded to Tasmanian Collection Service for recovery and lodgement fees associated with this will be passed onto the debtor.
6. WEEK 8 – (6 WEEKS OWING) If a payment has not been received nor an Account Payment Agreement completed the account must be forwarded to Tasmanian Collection Service and all other Glenorchy City Council Child Care Connections Services and the debtor must be notified. Account details must be listed on Child Care Connections Internal Bad Debts listing and care must not be provided with any Child Care Connections Service until the debt has been fully recovered.

ACCOUNT PAYMENT AGREEMENT

Where there is an outstanding debt and the debtor is unable to pay immediately, an Account Payment Agreement may be completed.

The agreement:

1. must be documented on the 'Account Payment Agreement' form;

2. re-payment instalments must be amounts sufficient to cover ongoing charges as well as reducing the outstanding debt;,
3. must be signed and dated by the debtor;
4. must be signed and dated by the Child Care Delivery Coordinator;
5. must be copied and the copy given to the debtor; and
6. original to be forwarded Administration where payments must be monitored.

If the agreement is not adhered to

1. Child Care Delivery Coordinator must be notified by the Senior Administration Officer;
2. Child Care Delivery Coordinator/Senior Administration Officer must contact the debtor to discuss the following options.

Option A: The debtor may undertake financial counselling with a recognised counselling service that can assist in working out a manageable repayment system.

- The debtor must inform the Child Care Delivery Coordinator of the appointment time.
- The debtor must provide the Child Care Delivery Coordinator with a copy of the recommended payment schedule authorised by the recognised counselling service on or within two (2) working days of the counselling session.
- The Child Care Delivery Coordinator and the debtor must complete a new Account-Payment Agreement in accordance with the payment schedule provided by the recognised counselling service. The new Agreement must be forwarded to the Senior Administration Officer.
- Should the debtor not adhere to the 'new' agreement refer to Option B.
- Should the debtor refuse financial counselling or fail to attend the counselling appointment refer to Option C.

Option B: The debtor will have an opportunity to make a **FINAL** payment agreement with the Child Care Delivery Coordinator who must determine the amount required immediately and future amounts, to ensure the debt is cleared as quickly as possible. Failure to adhere to this agreement – refer Option C.

Option C: Care must be withdrawn immediately and the account must be forwarded to Tasmanian Collection Service for recovery. A letter to be sent to parent/legal guardian advising their care has ceased as of (insert date)



CHILD CARE CONNECTIONS
ADMINISTRATION UNIT
childcareunit@gcc.tas.gov.au



ACCOUNT PAYMENT AGREEMENT

I acknowledge that this agreement must be signed and returned within seven (7) days or my child's care will cease immediately.

Date: _____

I (name): _____

Of (address): _____

Acknowledge that I have an outstanding debt of \$_____ as at _____
 The debt relates to child care fees with Glenorchy City Council,
 Child Care Connections for (child/ren's name) _____

I agree to make an initial payment of \$_____ on or before _____ followed
 by weekly/fortnightly instalments of \$_____

My instalments will commence on/during the week beginning ____/____/____

I understand that if I do not meet the agreed payments my child's care will cease and my account will be forwarded to Tasmanian Collection Services for recovery.

I also understand that Tasmanian Collection Services are required to maintain a credit file system of all outstanding debts forwarded to them for a period of 5 years and this list is available to the general public and other businesses for credit ratings. All costs associated with this outstanding debt will be passed onto me and I will not be permitted to use any Glenorchy City Council Child Care Connections' service until this debt is fully recovered. These services are Berriedale, and Benjafield.

SIGNED _____ DATE _____

Coordinator _____ DATE _____

Berriedale Child
 Care Centre
 671 Main Road
 Berriedale
 Tas 7011
 Ph: 6214 4588

Benjafield Child
 Care Centre
 109 Hopkins
 Street
 Moonah
 Tas 7009
 Ph: 62 147 611



CHILD CARE CONNECTIONS
ADMINISTRATION UNIT
childcareunit@gcc.tas.gov.au



FINAL ACCOUNT PAYMENT AGREEMENT

I acknowledge that this agreement must be signed and returned within Seven (7) days or my child's care will cease immediately.

Date: _____

I (name): _____

Of (address): _____

Acknowledge that I have an outstanding debt of \$_____ as at _____
 The debt relates to child care fees with Glenorchy City Council,
 Child Care Connections for (child/ren's name) _____

I agree to make an initial payment of \$_____ on or before _____ followed
 by weekly/fortnightly instalments of \$_____

My instalments will commence on/during the week beginning ____/____/____

I understand that if I do not meet the agreed payments as stated in this document my child's care will cease immediately and my account will be forwarded to Tasmanian Collection Services for recovery.

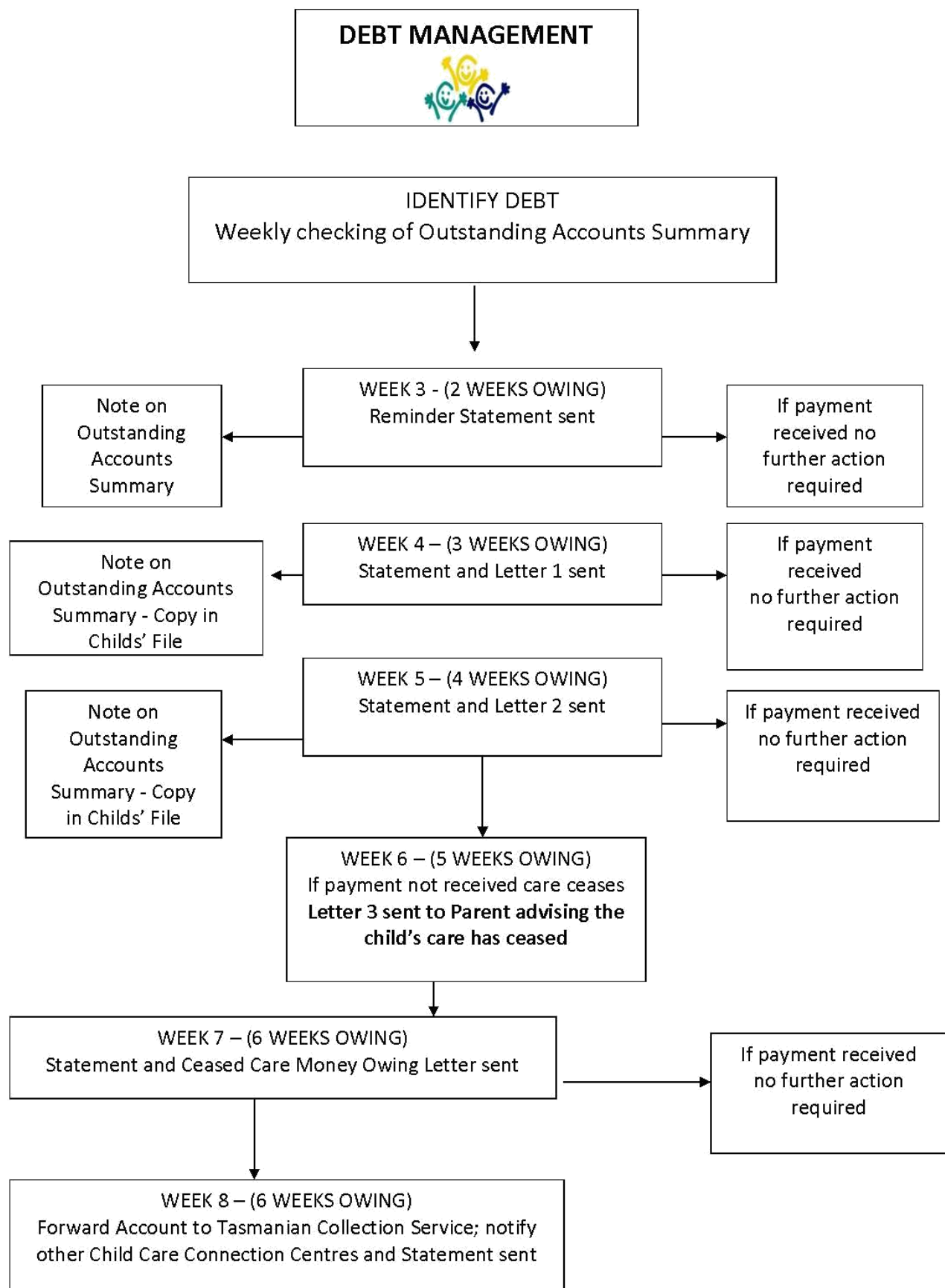
I also understand that Tasmanian Collection Services are required to maintain a credit file system of all outstanding debts forwarded to them for a period of 5 years and this list is available to the general public and other businesses for credit ratings. All costs associated with this outstanding debt will be passed onto me and I will not be permitted to use any Glenorchy City Council Child Care Connections' service until this debt is fully recovered. These services are Berriedale, and Benjafield.

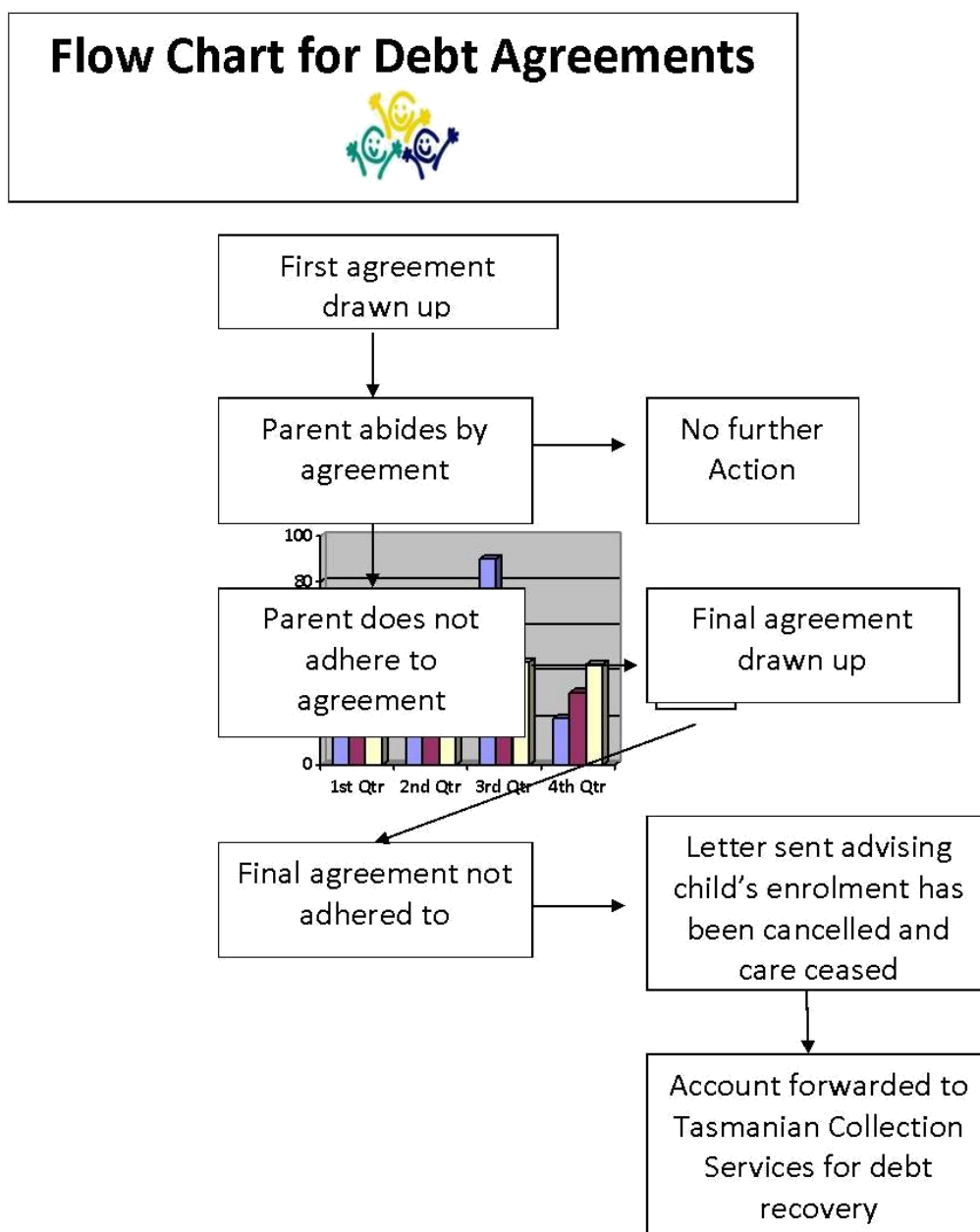
SIGNED _____ DATE _____

Coordinator _____ DATE _____

Berriedale Child
 Care Centre
 671 Main Road
 Berriedale
 Tas 7011
 Ph: 6214 4588

Benjafield Child
 Care Centre
 109 Hopkins
 Street
 Moonah
 Tas 7009
 Ph: 62 147 611





POLICY DOCUMENT CONTROL SHEET

Policy Name: Payment of Fees and Debtors

Department: Community and Customer Service-Child Care Connections

Date Policy Approved by Council: 20/8/2007

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Child Care Connections Team And Policy Focus Group	New Policy developed June 2007	20/8/2007
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Management	Reviewed March/April 2009 Changes include updating source Inclusion of FDC/Admin Unit Offices to dot point referring to CCC buildings	16/4/2009
Child Care Team, Management & families	Updated source & terminology Removal of FDC references Included references to National Quality Standards.	April 2014
Child Care Team, Management & families	Updated source Updated Department name	November 2016

CHILD CARE CONNECTIONS



FUNDRAISING POLICY

File Ref: Child Care Connections Policies
 Author: Child Care Connections Management
 Department: Community and Customer Service— Child Care Connections

Background

Fundraising is an accepted form of revenue raising for education and care services to engage in as a means of securing additional funding. The additional funding is then used for the purchase of pre-identified equipment and resources, which enhance and compliment that, purchased through operational budgets, and adds to the overall quality of the child care service provided.

Fundraising can take various forms and provides an opportunity for families to actively participate and be involved in the services

Policy Statement

Child Care Connections services must plan fundraising events in consultation with educators and families. The events must be to raise funds for pre-identified items that increase and enhance the service's programs and the children's learning experiences.

In planning any fundraising events, consideration must be given to the type of event to ascertain its appropriateness in order to uphold the values and philosophy of Child Care Connections vision and individual service's philosophies.

Donations are defined as the voluntary giving of cash, kind or services for use by Child Care Connections for a designated purpose.

Fundraising procedures and guidelines are to be strictly adhered to in regards to choice of fundraising activities.

Source: Gaming Control Act 1993 and the Tasmanian Gaming Commission.
Tasmanian Government Liquor and Gaming Branch Department of Treasury
and Finance

Education and Care Services National Regulations: Schedule 1 element 6.1.2

National Quality Area 6: Collaborative Partnerships with Families and Communities

Review: 2 years

Status: **CURRENT**

CHILD CARE CONNECTIONS



FUNDRAISING PROCEDURES

1. All Child Care Connections services must outline a fundraising timeline at the beginning of each year. This should include but not be limited to –
 - The type of fundraising activity.
 - The anticipated date/s.
 - The purpose of the fundraiser.
2. The service must retain detailed financial records of all fundraising activities involving Child Care Connections, these records must be in accordance with Glenorchy City Council's financial policies and include the following;
 - Names of a minimum of two persons (one of whom must be the Child Care Delivery Coordinator) who are responsible for receiving and receipting of monies.
 - Details that list the names and the monetary amounts that individuals return to the service.
 - Receipts outlining any expenditure relating to a specific fundraising activity.
 - Proof, in the form of a receipt, from Glenorchy Council cashiers that lists the date and amount deposited into the relevant fundraising account.
 - Reconciliation of income and expenditure at the closing date of the fundraiser and signed off by the two persons responsible.
3. All services must retain monies in a secure place that must be kept overnight in the service and banked at the cashiers once per week.
4. Services must issue a clear statement at the commencement of a fundraising activity and information must include –
 - The nature of the fundraising event
 - Monetary amount if there is to be a direct cost involved
 - The intended use of the proceeds from the fundraising event
 - A statement that reflects participation in the event is voluntary
5. At the completion of the fundraising event, all documentation, including receipts, names of prize winners etc. must be placed in the corporate fundraising file. This information must be up to date and available at any given time for auditing purposes.
6. Child Care Connections Fundraising Guidelines must be followed for all events.

FUNDRAISING GUIDELINES

Guidelines

1. All fundraising activities must be in compliance with relevant Government and Glenorchy City Council policies and procedures.
2. All proceeds from fundraisers must be deposited into the respective service's fundraising account weekly.
3. All records relating to fundraising must be placed on the Child Care Connections corporate fundraising file.
4. All raffles, lotteries or similar undertakings conducted by Child Care Connections will be subject to GST. Therefore any GST amount will be deducted when the cashier at Council receipts the funds.
5. Funds cannot be dispersed to individuals.
6. Neither donations nor sponsorship agreements must influence Child Care Connections philosophy, policies, practices or ethos.
7. All revenues generated through a fundraising activity, minus expenses involved in conducting the activity, must be used for the approved program or project.
8. Fundraising must be spread across the year to lessen the financial burden placed upon families.
9. Participation in all fundraising activities is voluntary. A statement to this effect must be placed on all literature explaining the event.
10. All fundraising promotional materials must include a statement indicating the purpose of the fundraiser.
11. Fundraisers for personal gain or to finance private activities of Child Care Connections are strictly prohibited.
12. Services must seek input from both educators and families regarding the type of fundraising activities and their purpose.
13. Services must ensure that any legislation relating to specific fundraising activities is adhered to. Authorisations to conduct minor gaming activities, including raffles are issued subject to the provisions of the *Gaming Control Act 1993* and to any directions given by the Tasmanian Gaming Commission. The *Gaming Control Act 1993* provides rules for all raffles (see attachment 1), which must be adhered to when conducting a raffle.

POLICY DOCUMENT CONTROL SHEET

Policy Name: Fundraising

Department: Community and Customer Service - Child Care Connections

Date Policy Approved by Council 6/2/2006

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Child Care Connections Team	Reviewed June 2007	21/8/2007
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Management	Reviewed March/April 2009 Changes include Updating source Minor changes to format	16/4/2009
Child Care Connections team, Management & families	Updated source & terminology Removal of FDC references New attachment - 'Raffles' – Tasmanian Government Liquor and Gaming Branch Department of Treasury and Finance. Included references to National Quality Standards	May 2014
Child Care Connections team, Management & families	Updated Department name Updated Manager's name & title	November 2016

CHILD CARE CONNECTIONS



SUN PROTECTION POLICY

File Ref: Child Care Connections Policies
 Author: Child Care Connections Management
 Department: Community and Customer Service – Child Care
 Connections

Background

“The early childhood years are a critical developmental period, including the potential for sun damage from ultraviolet (UV) radiation. Most skin cancers are caused by exposure to UV radiation from the sun.

Evidence shows that the more UV exposure children receive, the greater their risk of developing skin cancer in adulthood.

As skin cancer is one of the most preventable cancers, early childhood educators and parents/legal guardians need to implement sun protection strategies for their children's and their own long-term health. Exposure to solar ultra violet radiation can have both short and long term effects on health. Short term effects include sunburn and inflammation of the eyes. Long term effects include skin cancers, keratosis, premature ageing of skin, and serious injuries to the eyes and damage to the body's immune system.

Australia has one of the highest incidences of skin cancer in the world and it is well established that exposure to solar ultraviolet radiation is the major cause of skin cancer in this country. Over-exposure to the sun during childhood and adolescence is known to be a major cause of skin cancer in adulthood.

The short term effect of skin exposure to UV radiation (sunburn) is not usually immediately apparent. However, sunburn can occur after as little as twelve minute's exposure to the sun, particularly at times when the UV radiation levels are highest.

Educators have, as part of their duty of care towards children, a responsibility to minimise children's over exposure to UV.

According to *Section 9* of the *Tasmanian Workplace Health and Safety Act 2011* employers have a duty of care to “provide and maintain, so far as is reasonably practicable, a safe working environment”, and also to “provide information, instruction, training and supervision reasonably necessary to ensure that each employee is safe from injury and risks to health”.

In addition, Section 16 of the above legislation places on employees a duty of care to “take reasonable care for the employee’s own health and safety”.

Policy Statement

In Tasmania being SunSmart is a whole-of-year approach: using sun protection when the UV is 3 and above (approx. mid-September to mid-April) and safe sun exposure for vitamin D.

Child Care Connections is committed to providing protection for children and educators from overexposure to solar UV radiation.

Child Care Connections must promote sun protection practices by:

- ensuring that children and educators follow Child Care Connections guidelines for clothing and sunscreen protective measures. All educators must act as positive role models for children in relation to sun protection behaviour by practicing appropriate sun protection procedures i.e.: wearing an approved sunhat, sunglasses, sunscreen, and appropriate sun safe clothing.
- encouraging children to take a positive approach to sun protection.
- ensuring all educators are adequately trained in UV protection.
- promoting sun protection to parents and legal guardians.
- discussing 'Sun Safety' with children as and when required.
- ensuring adequate shade is provided at each of its services.
- ensuring children and educators maintain a healthy UV balance all year round. Encourage sun protection **when UV Index levels reach 3 and above** and safe sun exposure **for vitamin D**.
- ensuring that all persons in all services adopt special sun protection measures – sunscreen and protective clothing when the UV is 3 and above (usually between mid-September and mid-April)
 - Between mid-April to mid-September sun protection measures such as sunscreen and protective clothing are not required unless in alpine regions, near highly reflective surfaces such as water and snow or outdoors for extended periods.
- adhering to The Cancer Council Tasmania skin cancer prevention recommendations.

Source: Cancer Council Tasmania: Sunsmart Schools & Centres
www.cancertas.org.au/healthy-living/sunsmart/sunsmart-schools-and-centres

Education and Care Services National Regulations: Regulation 168

National Quality Area 2: Children's Health and Safety

Cross Reference – Glenorchy City Council – Sun Protection Policy (File Number03615) / Glenorchy City Council Occupational Health and Safety Manual, Section 6.2 – Sun Protection

Review: 3 years

Status: **CURRENT**

CHILD CARE CONNECTIONS



SUN PROTECTION

PROCEDURE

Staff and children use the following sun protection measures when UV levels are 3 and above. In Tasmania average peak UV levels reach 3 and above **from approximately mid-September to mid-April:**

1. Sunhats

Educators must ensure that each child wears his/her own clearly named, “sun safe” hat. Hats must contain the following characteristics:

- The material is a close weave that does not allow the penetration of sunlight.
- The brim completely encircles the hat and is made of a stiffened material with a minimum width of 6cm for primary school and older children and 5 cm for pre-school children as per the Cancer Council recommendations. www.cancertas.org.au/information/publications.
- Legionnaire style hats that have an adequate peak to shade the face and nose, and a flap that comes far enough around to cover the ears. (Please note that legionnaire hats protect the ears and neck well but extra protection for the cheeks must be provided with sunscreen.)

From approximately mid-September to mid-April, a broad brimmed/deep crowned or legionnaires hat and 30+ (or higher) broad spectrum sunscreen must be worn as per Cancer Council Tasmania's recommendations.

Each service must provide spare “sun safe” hats for use when hats are forgotten. These hats will be laundered on a regular basis.

Children without a sun-safe hat or clothing must play in areas protected from the sun.

2. Sunscreen lotions

A minimum of 30+ broad spectrum water resistant sunscreen must be provided in each education and care service for use between approximately mid-September to mid-April **when UV Index levels reach 3 and above**

If a child in an education and care service has an allergic reaction or skin type which requires a specific sun cream, this is to be provided by the parent/legal guardian, must be SPF30+ broad spectrum, water resistant and clearly labelled with the child's name.

The sunscreen is to be applied 20 minutes prior to exposure and re-applied at least every 2 hours as recommended by the Cancer Council. It will be applied to the face, tops of ears, backs of hands and fingers and any other exposed skin.

Please note that some sunscreen labels may recommend a different time period for re-application, however the Cancer Council supports that all sunscreens should be re-applied 2 hourly.

Infants under the age of 12 months and are not mobile should be kept out of the direct sunlight when UV levels are 3 and above, and always well protected with shade, clothing and hats. Natural protection like clothing and shade is best, but small amounts of sunscreen can be used on areas not protected by clothing.
www.cancertas.org.au/sunsmart-early-childhood-program.

Infants under the age of 12 months who are mobile must have an appropriate broad spectrum sensitive sun cream applied, with permission from the child's parent or legal guardian.

Educators should be aware that sunscreen does not block 100% of UV rays, for example sunscreen with an SPF30+ rating blocks 98.4% of UV rays. If exposed to the sun for extended periods, even whilst wearing sunscreen, particularly during the middle of summer it is possible for skin to receive damage from the sun.

Strategies to overcome this:

- Take breaks from outdoor play (such as having food breaks indoors)
- Ensure that planned activities rotate between shaded and non-shaded areas
- Schedule shaded or indoor play when UV levels are very high or extreme

Cancer Council Tasmania encourages active outdoor play all year round and believes that if a combination of sun protection measures are used and children are not outside ALL day, it is safe for them to play outdoors.

3. Sunglasses – optional but recommended

Close-fitting wrap-around sunglasses that comply with Australian Standards AS1067:2003 (Category 2, 3 or 4) are encouraged but optional.

4. Clothing

Child Care Connections requires children to be dressed in appropriate clothing for sun protection. Cover up clothing should be worn, ie. Shirts with sleeves to the elbows, trousers, long shorts or dresses to the knees, preferably made from closely woven fabric and sunhats to protect the neck and face.

5. Administration Measures

Educators must print and display the UV Alert on a daily basis – 1 copy for each room, 1 copy in the foyer and 1 copy in the staffroom. The UV Alert can be found at <http://www.cancertas.org.au>, <http://bom.gov.au/tas/uv/> or on the free Sun Smart app or widget.

Educators are to consider sun protection as an integral aspect of program planning and ensure that children are either offered indoor experiences or plenty of shade is provided outdoors. Educators must advise parents as to suitable clothing for children to wear.

Educators are required to record each application of sunscreen to children as well as each application for themselves.

Each service must provide educators with training in sun protection practices.

6. Shade requirements

Where possible, outdoor activities must be planned away from the middle of the day during the period approximately mid-September to mid-April (when UV levels reach 3 and above).

Where practicable, shade created by permanent objects such as trees, buildings and other structures must be used.

Large open spaces intended for free play, learning / teaching areas and eating areas must have some provision for shade.

Educators must maximise shaded facilities and services must provide year round full protective shade for all sandpits.

7. To help maintain Vitamin D levels.

From mid-September to mid-April when UV is usually 3 and above

- Sun protection (including hats, sunscreen, clothing, shade and sunglasses) must be used when UV levels are 3 or above when heading outdoors for more than a few minutes.
- Most Australians have adequate vitamin D levels just from doing typical day-to-day activities. A Few minutes or mid-morning or mid-afternoon sun exposure to arms and hands on most days of the week should be sufficient to maintain adequate Vitamin D.
- Take extra care in the middle of the day when UV levels are highest

From mid-April to mid-September when the UV level is usually below 3;

- Sun protection is not necessary unless near snow or other reflective surfaces
- To support Vitamin D production, spend time outdoors in the middle of the day with some skin covered. Being physical active whilst outdoors helps to boost Vitamin D levels.

Individual Sun Care Practices

Respect must be shown to families in regards to individual sun protection practices. An 'Individual Sun Care Plan' must be written in consultation with the service and the family to accommodate individual medical or cultural needs in relation to sun protection.

8. Weather Conditions

Child Care Connections educators must use their discretion during adverse weather conditions. Children must be offered indoor experiences when required to satisfy the need for gross motor and loud play, during such conditions. If an excursion has been booked, then relevant educators must use their judgement as to whether that excursion needs to be postponed or cancelled.

During the period between approximately mid-April and mid-September Child Care Connections acknowledges that UV levels fall. During this time a safe dose of sunlight for adequate vitamin D protection is recommended. Therefore children in education and care settings do not need any special sun protection such as sunscreen or protective clothing during this period unless in alpine regions, near highly reflective surfaces such as water and snow or outdoors for extended periods Educators must factor this into their program when planning indoor and outdoor experiences.

During this low UV period babies need the same amount of safe sun exposure as others in order to get enough vitamin D for health bone development

CHILD CARE CONNECTIONS



SUN PROTECTION

PROCEDURE – EDUCATORS

Ensure Sun Protection policy is reflected in the planning of all outdoor events and excursions.

- All educators working outside must wear an approved hat, ie. One, which meets the criteria recommended by the Cancer Council. Child Care Connections will reimburse on application every 3 years individual educators up to \$30.00 for an approved hat.
- All educators must wear at least SPF 30+ broad-spectrum water resistant sunscreen lotion and it is recommended that staff wear UV protection eyewear (sunglasses). Child Care Connections will reimburse on application every 3 years individual educators up to \$30.00 for sunglasses that meet the recommendations by the Cancer Council.
- Sunscreen must be provided by each service for educator use and must be applied 20 minutes prior to exposure to sun and re-applied at least every 2 hours to areas where clothing is not providing protection. Records must be kept regarding application schedules.
- It is a requirement that educators must wear sun protective clothing, ie. Shirts with sleeves to elbows, trousers, long shorts or dresses to the knees, preferably made from closely woven fabric and sunhats to protect the neck and face. From approximately mid-September up until mid-April a broad rimmed/deep crown or legionnaire's hat must be worn as per Cancer Council's recommendations.
- All staff must attend a training session on solar UV protection and skin cancer every 24 months.
- Child Care Connection Sun Protection policy must be submitted for review to Cancer Council Tasmania once every three years, for updating as new evidence becomes available.



CHILD CARE CONNECTIONS



Individual Sun Care Plan

(This plan is to be written in consultation with educators and families.)

Name of Child _____ D.O.B _____

Attendance days Mon Tue Wed Thur Fri Times: AM/PM/FULL DAY

Family sun care practices _____

Agreed Protocols for _____ at _____ Centre.

Parents must _____

Educator must

Parent/guardian name _____ Signature _____ Date / /

Coordinator name _____ Signature _____ Date / /

POLICY DOCUMENT CONTROL SHEET

Policy Name: Sun Protection

Department: Community and Customer Service - Child Care Connections

Date Policy Approved by Council: 9 July 2013

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Child Care Connections Team	Reviewed July 2013	
Child Care Connections Team	Changes reflect new research findings, stakeholder views and input or issues in health and child development.	9/7/2013
Child Care Connections Team and Policy Focus Group.	Reviewed July 2013 In line with latest information from Cancer Council Tasmania.	9/7/2013
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Team	Reviewed July 2013. Changes reflect recommendations advised by the Cancer Council Tasmania in reference to the winter months and the need for adequate vitamin D exposure.	9/7/2013
Sunsmart Coordinator. Cancer Council Tasmania	Changes recommended to reflect most recent recommendations by Cancer Council Tasmania	10/7/2013
Child Care Connections team, management & families	Updated source and terminology. Removal of FDC references Included references to National Quality Standards	May 2014
Child Care Connections team, management & families	Updated Department name Updated terminology in accordance with latest recommendations from Cancer Council Tasmania	July 2016

Monday 4 July 2016

Council Meeting Agenda

2. REQUEST TO JOIN COALITION OF COMMUNITY ORGANISATIONS CONCERNED ABOUT GAMBLING

Author: Manager Community & Customer Service (David Ronaldson)

Qualified Person: Acting Director Community, Economic Development & Business (Tony McMullen)

ECM File Reference: Gambling

Community Plan Reference:

Our Community's Goals

Making Lives Better – "Our social, recreational and cultural facilities, events and experiences will attract and retain people in Glenorchy to share our wonderful way of life."

Open for Business – "We will create a strong economy and jobs for the future. We will encourage business diversity, innovation and new technologies to stimulate jobs, creativity and collaboration. We will be a place where business can establish and continue to flourish."

Strategic or Annual Plan Reference:

Annual Plan References

Making Lives Better

- 1.1 Know our communities and what they value.
- 1.2 Facilitate and / or deliver services to our communities.

Open for Business

- 2.1 Stimulate a prosperous economy.
- 2.2 Identify and support priority growth sectors.

Reporting Brief:

The State Government's Deed with Federal Hotels is due to expire on 30 June 2018. Council have been approached to join the Coalition of Community Organisations Concerned About Gambling and to write to the State Government to support the removal of electronic gambling machines from local suburbs.

The purpose of this report is for Council to consider its position in relation to this issue.

Proposal in Detail:

Background

The Tasmanian State Government has foreshadowed that there will be a parliamentary inquiry into the future of electronic gambling machines (EGMs) in Tasmania. Councils and the public will be advised when there will be the opportunity

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to make submissions. In response to this Council has recently been approached to hear from two sides of the discussion, the Coalition of Community Organisations Concerned About Gambling (the Coalition) ([Attachment 1](#)) and the Tasmanian Hospitality Association (THA) ([Attachment 2](#)), to present their thoughts on the matter. The parties presented to Council Workshops on 2 May (Coalition) and 23 May 2016 (THA) respectively. The Coalition encouraged Council to join with them and call for the removal of poker machines from suburban clubs and hotels. The THA requested Council to encourage the State Government to leave the existing arrangements in place.

Poker machines were introduced into Tasmanian casinos in 1986. They were extended into hotels and clubs in 1997. The license for poker machines and casinos expires in June 2018, with an optional five (5) year renewal.

Gambling is a legal and legitimate activity that is carried out in a variety of forms across the community. For the majority of participants, gambling is a source of recreation. However, unlike many other recreational activities, gambling has the potential for significant negative impacts on the health and wellbeing of whole communities.

The Australian Productivity Commission has completed a number of reviews and inquiries into gambling in Australia over a number of years. In 2009 the Productivity Commission handed down its second report on gambling in Australia to the Federal Government ([Productivity Commission Inquiry Report](#), Volume 1, No.50 2010). The Commission's work followed a number of other studies nationally and international that has outlined the effects of gambling and the potential for participants to acquire a 'problem' with their participation. Further, the Commission reported strong evidence that gambling can have adverse health, emotional and financial impacts on those involved and those surrounding the problem 'gambler'.

Australians are the world's most prolific gamblers. Of the \$19 billion gambled by Australians every year, 60% (or around \$12 billion) goes into electronic gaming machines (EGMs), most commonly known as 'pokies'. (Productivity Commission, Gambling Vol.1, 2010, p.48).

Historically, the State Government has been the level of government responsible for the regulation of EGM's in Tasmania and also the beneficiary of most revenue raised by gambling taxation. Thus, the argument can be put that this issue is outside Local Government's jurisdiction and as such Council is not in a position to comment. However, the alternative argument is that the Local Government Act requires Councils 'to provide for the health, safety and welfare of the community' and 'to represent and promote the interests of the community'. Thus, Council should in fact advocate on behalf of its residents to other levels of government, if it believes there is a significant community issue to be discussed.

Glenorchy currently has 270 EGMs in nine venues ([Attachment 3](#)). Comparison of figures from across the State shows that the municipality also has the highest

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monthly EGM player expenditure ([Attachment 4](#), Tasmanian Department Treasury and Finance). The statistics however do not show the number of people travelling into Glenorchy from other municipal areas to access EGMs versus the number of Glenorchy residents accessing EGMs.

The Glenorchy Local Government Area (LGA) has a problem gambling rate of 3.9% (compared to 2.5% for the rest of the State), meaning our community is experiencing the worst of problem gambling in Tasmania. ([Social and Economic Impact Study of Gambling in Tasmania](#), 2011, volume 2, of Vol.1-4, Chapter 8, p. (119).)

The *Social and Economic Impact Study of Gambling in Tasmania* (SEIS, 2011) indicated that combined moderate risk and problem gambling rates are highest in low socio-economic Local Government areas, including Glenorchy.

The immediate personal harm associated with problem gambling is poor mental and physical health, and this is consistently associated with disruptions to social and family relationships.

The SEIS found that in 2010-11 problem and moderate risk gamblers were responsible for 25.3% of gambling spending and 47.7% of EGM spending in Tasmania.

Community service providers in Glenorchy continue to report the impact of problem gambling on people's lives through the co-morbidities of alcohol and drug dependence, depression, anxiety and other mental health issues (SEIS, 2011). The study confirmed a relationship between problem gambling and lower socio-economic LGA is in particular for losses incurred with EGMs.

The Tasmanian Hospitality Association

The Tasmanian Hospitality Association (THA) in their correspondence to Council state that any change to the current circumstances would impact significantly on employment rates within the individual venues and mean significant loss of income for the venue. The stated impact of removal of EGM's completely from local venues is up to 107 jobs ([Attachment 5](#)). A number of individual venues also state their operations would be unviable without the revenue and patronage created through EGMs.

Further, the THA state that their members also make significant contributions back into the community via the Community Support Levy (CSL). The CSL is four (4) percent of funds from gaming machines gross profits and is distributed by the minister as follows:

- 25 per cent for the benefit of sport and recreation clubs;
- 25 per cent for the benefit of charitable organisations; and
- 50 per cent for the provision of:
 - research into gambling;
 - services for the prevention of compulsive gambling;

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- treatment for the rehabilitation of compulsive gamblers;
- community education concerning gambling; and
- other health services.

This funding support from the industry and would not be available if EGMs were not in pubs or clubs as the CSL is not paid by Casinos.

The THA also quote a recent study by the SA Centre for Economic Studies, University of Adelaide noted 75 per cent of venues in South Australia (Australia 67 per cent) stated they would not continue to operate if gambling facilities were removed’.

The THA believe that the hotels in the Glenorchy municipality donate a range of funds and assistance to the local community. This is in the form of cash and local sponsorship, meal vouchers, accommodation vouchers, bar vouchers, room and meeting hire, free food and drinks for local groups, free tickets to events for clubs and groups to raise funds. The THA argue that hospitality venues are the backbone of local communities and venues with gaming are some of the most generous in the state.

Currently there is no clear figure for support provided back into the community but the THA state that the owner of the Club Hotel estimates his average for the past five (5) years is around \$30,000 per annum. Based on that the THA estimate the sponsorship and support to local groups and people in Glenorchy could be anywhere between \$250,000 to \$400,000 per annum. The THA believe this in concert with the CSL and there is a significant financial impact on the region.

The Coalition of Community Organisations Concerned About Gambling

The Coalition say that there is overwhelming international and local evidence that supports proof of the harm caused by EGMs in the community. The coalition also state they are not trying to put legitimate venues (Clubs and Pubs) out of business, rather to find a transitional way EGMs can be removed from local environments and support can be found to assist businesses readjust to a new environment ultimately without EGMs.

Reducing the problem-gambling rate for Glenorchy would have economic, social and health benefits, not only for individuals but also for the whole community. Reducing the problem gambling prevalence rate in Glenorchy would also free up a good proportion of these losses for more positive expenditure in Glenorchy.

By agreeing to join the coalition Council would be making a statement of support for the Coalition’s stated objectives (as per Attachment 1). If supported the Coalition may ask Council to become further involved in public consultation on the matter.

Options

1. Council may choose not to participate in the State Parliamentary Enquiry.

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2. Council may choose to support the hospitality industry to retain the status quo in respect to EGMs.
3. Council may choose to join the Coalition of Community organisations Concerned About gambling.
4. Council may choose to independently write to the State Government expressing its concern over the high number of EGM in Glenorchy's Clubs and Hotels. The submission may also enquire, if the State Government choose to make change to the industry, how it will assist existing venues to transition their businesses into the future.

Consultations:

The following internal Council Departments/Sections have been consulted in the preparation of this report:

- Community Development
- City Strategy and Economic Development
- Acting Director Community, Economic Development & Business

Human Resource / Financial and Risk Management Implications:

At this time there are no financial implications for this report.

If Council choose there could be significant officer time involved in preparing a submission for the State Government to consider and/or a consultation process with the Glenorchy Community.

Community Consultation and Public Relations Implications:

At this time there has been no direct community consultation on this issue. Rather there has been debate in the State lower house which is due to proceed to the State upper house shortly. Councils and the public will be advised when there will be the opportunity to make submissions. By taking a position on this issue, Council need to be aware sections of the community could see the position taken as positive or negative to their specific interests.

Recommendation:

That Council:

- 1) AGREE to join the Coalition of Community Organisations Concerned About Gambling.
- 2) AUTHORISE the General Manager to provide a submission on Council's behalf to the State Government expressing its concern over the high number of EGMs in Glenorchy's Clubs and Hotels and the consequent impact on the Glenorchy Community. The submission also strongly urge, that if the State Government choose to make change to the industry, transitional arrangements be put in place to manage any potential impact on the industry and employment.

Monday 4 July 2016

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Attachments/Annexures

- 1** Letter to Aldermen from Chris Jones on behalf of the Coalition of Community Organisations concerned about Gambling
- 2** Letter to General Manager from Steve Old, General Manager, Tasmanian Hospitality Association
- 3** 2015-16 Glenorchy Gambling Venues
- 4** 2015-16 Monthly EGM Player Expenditure by Municipality
- 5** THA Forecast of Employment Impact if EGMs Removed Completely



Wednesday 2nd March 2016

RE: Poker machines in your local government area

Dear Mayor,

Today, Anglicare launched the "Poker machines cause harm in your area" interactive map (see http://www.pokermachinescauseharm.org.au/in_your_area/). This map shows the amount of money that is lost by Tasmanians to poker machines in each local government area in Tasmania. We believe the map will be of interest to your council and local communities.

There are 16 local government areas where a poker machine "earns" the same or more than the local average wage. The average loss per adult population exceeds \$500 per year in five LGAs. Just four local government areas experience no losses to poker machines. This is because there are no poker machines in their suburbs.

About 2,500 Tasmanians experience harm from poker machine gambling. These Tasmanians account for about a third of annual poker machine losses. For each person who is harmed by gambling, there are likely 5 to 10 other people in their lives affected.

People who experience harm from gambling on poker machines suffer significant impacts to their health, family stress and breakdown, financial stress, poverty, job loss and homelessness. Neighbours, family, friends, local businesses and services in your local communities suffer.

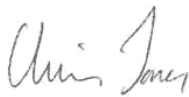
Harm minimisation measures have not worked because poker machines are deliberately designed to be addictive and are deliberately located in our suburbs.

The Local Government Act requires councils "to provide for the health, safety and welfare of the community" and "to represent and promote the interests of the community". Independent polling of 1000 Tasmanians in November 2015 found that 84 per cent of respondents believe that the community has not benefitted from having poker machines in local pubs and clubs. Four out of five respondents want poker machines reduced in number or removed entirely from local venues. These findings support every survey conducted since 1997, when the machines were allowed into our communities.

Our coalition of community organisations sees the effects of poker machines in our communities every day.

We invite you to join with us to make our communities safer by calling for the removal of poker machines from our suburbs. With the Deed between the State Government and Federal Hotels due to expire on 30 June 2018, the opportunities offered by the annual review of the Deed's Rolling Term, and the announcement by the Treasurer that public consultation will lead decision making, it is the right time to support our communities.

If you would like more information please contact Margie Law on m.law@anglicare-tas.org.au or 6213 3577. We can provide more detailed background information or a verbal briefing for your council.



Chris Jones

On behalf of the Coalition of community organisations concerned about gambling

Anglicare Tasmania, Baptist Churches of Tasmania, Brighton Council, CatholicCare, Colony47, Hobart City Mission, Launceston Benevolent Society, Launceston City Mission, Mission Australia, Neighbourhood Houses Tasmania, Relationships Australia, Scripture Union of Tasmania, St. Vincent de Paul Society, Synod of Victoria and Tasmania Uniting Church in Australia, TasCOSS, The Salvation Army, UnitingCare Tasmania



Friday 11th March 2016

RE: Poker machines in your local government area

Dear Councillor,

We invite you to join with us to make our communities safer by calling for the removal of poker machines from our suburbs and towns.

Last week, Anglicare launched the "Poker machines cause harm in your area" interactive map (see www.pokermachinescauseharm.org.au). This map shows the amount of money that is lost by Tasmanians to poker machines in each local government area in Tasmania. We believe the map will be of interest to your council and local communities.

Three local government areas alone lose a combined total of \$50 million every year – Glenorchy, Launceston and Devonport.

There are 16 local government areas where a poker machine "earns" the same or more than the local average wage: Break O'Day, Brighton, Burnie, Central Coast, Circular Head, Clarence, Derwent Valley, Devonport, Glamorgan Spring Bay, Glenorchy, Huon Valley, Latrobe, Launceston, Meander Valley, Northern Midlands and Waratah-Wynyard.

The average loss per adult population exceeds \$500 per year in five LGAs: Devonport, Burnie, Waratah-Wynyard, West Coast and Glenorchy. This is the average amount that each adult in the local government area would lose if every adult gambled on the poker machines.

Just four local government areas experience no losses to poker machines. This is because there are no poker machines in their suburbs or towns: Central Highlands, Southern Midlands, Tasman and Flinders. The recent decision by the new owners of the Ocean Dunes Hotel to remove their poker machines means that King Island also now has no machines.

About 2,500 Tasmanians experience harm from poker machine gambling. These Tasmanians account for about a third of annual poker machine losses. For each person who is harmed by gambling, there are likely 5 to 10 other people in their lives affected.

People who experience harm from gambling on poker machines suffer significant impacts such as ill health, family stress and breakdown, financial stress, poverty, job loss and homelessness. Neighbours, family, friends, local businesses and services in your local communities suffer.

Harm minimisation measures have not worked because poker machines are deliberately designed to be addictive and are deliberately located in our suburbs.

The Local Government Act requires councils “to provide for the health, safety and welfare of the community” and “to represent and promote the interests of the community”. Independent polling of 1000 Tasmanians in November 2015 found that 84 per cent of respondents believe that the community has not benefitted from having poker machines in local pubs and clubs. Four out of five respondents want poker machines reduced in number or removed entirely from local venues. These findings support every survey conducted since 1997, when the machines were allowed into our communities.

Our coalition of community organisations sees the effects of poker machines in our communities every day.

With the Deed between the State Government and Federal Hotels due to expire on 30 June 2018, the opportunities offered by the annual review of the Deed’s Rolling Term, and the announcement by the Treasurer that public consultation will lead decision making, it is the right time to support our communities.

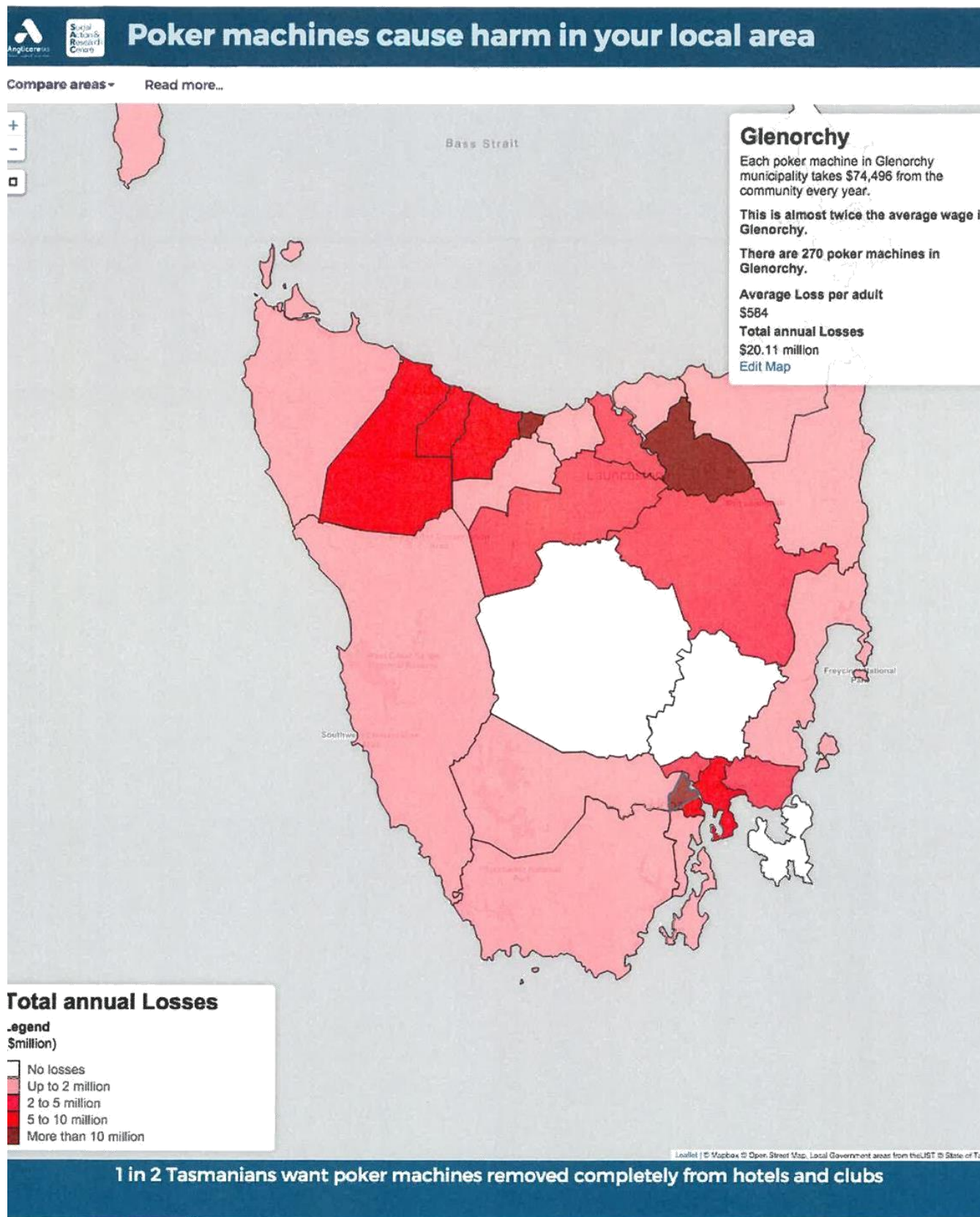
We encourage your council to join our coalition calling for the removal of poker machines from hotels and clubs in our communities.

If you would like more information please contact Margie Law on m.law@anglicare-tas.org.au or 6213 3577. We can provide more detailed background information or a verbal briefing for your council.



Chris Jones
CEO Anglicare

On behalf of the coalition of community organisations concerned about gambling





TASMANIAN HOSPITALITY ASSOCIATION

25/93 Salamanca Place Hobart TAS 7000 T: 03 6220 7300 F: 03 6224 7988

PO BOX 191 Battery Point TAS 7004

E: aha@australianhotels.asn.au W: www.australianhotels.asn.au

1st June 2016

Mr Peter Brooks
General Manager
Glenorchy City Council
374 Main Road
Glenorchy TAS 7010

Dear Peter

Firstly, thank you for arranging an opportunity for Greg Astell and I to attend a council meeting and brief the Alderman and yourself on the THA and industry position on Gaming Machines (EGM's) within the Glenorchy municipality.

As requested on that day following our presentation and discussion, the Alderman asked for a response from the gaming venues in the area as to what the impact would be on them and their business and municipality if poker machines were taken away from them.

Attached to this letter are the individual responses from the venues in question.

Should you or any of the Alderman have any further queries or questions, please don't hesitate to contact me on 0418 363566 or steve@australianhotels.asn.au

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Old', is written over a horizontal line.

Steve Old

General Manager



PO Box 251, Moonah, Tasmania 7009
P. +61 3 6278 7852
E. enquiries@kaligroup.com.au
W. www.kalishospitality.com.au
ABN. 70 130 852 318

30th May 2016

Steve Old
c/o THA

Dear Steve,

In regards to your email dated Tuesday 24th May please see below my response to the question asked in regards to Cooley's Hotel.

If poker machines were taken out of the venues in the municipality of Glenorchy, what impact would it have on the venues concerned?

The impact of removing poker machines at Cooley's Hotel would be widespread not only affecting the entire business but also employment in the area including training, community assistance through sponsorship we currently provide as well as providing a direct impact on the community in general through reduced trading hours and lack of services.

We currently employ one full time staff member and 4 casual staff that work predominantly in the gaming room as well as one manager and 5 casuals that work across the bar and gaming department. The removal of poker machines would result in the loss of employment for at least the full time staff member and 4 casual staff as well as a major reduction in hours for the current bar and gaming staff as well as staff in other areas of the venue. The operation of the bar on its current trading hours would not be viable without gaming machines and hence these hours would be reduced possibly by up to 50%. We also currently employ a Bar and Gaming Manager and Restaurant Manager and the removal of gaming machines would result in us only requiring one of these Managers to operate and manage the entire venue.

Poker machines also provide staff with essential customer service training through the Aspire program run by Network Gaming. This program is run every year and provides gaming and bar staff with the ability to attend several training sessions with other gaming staff from all over the State.

The impact on community assistance in regards to sponsorship would also be greatly affected if gaming machines were to be removed. We currently operate sponsorship on bar and gaming turnover and due to this we currently have around \$3k per annum that we distribute directly back into the community namely to sporting groups to assist them with uniforms, trophy presentations as well as travel and end of year functions. We also offer thousands more than this in indirect assistance to other community organisations in the form of fundraising and support.

The other direct impact to the community would be in regards to reduced trading hours and services. As Cooley's does not operate accommodation and we are currently in a world of decreasing bar trade there is no one guaranteed source of income other than through gaming. This would mean that as a whole we would need to reduce trading hours across both the bars and bistro with later opening times and earlier closing times. The reduction of trading hours would then likely involve the closure of the entire venue on quieter days such as Monday and Tuesday as well as public holidays which would result in no service to customers and the community whatsoever. So essentially it would not just be the gaming room that would be affected but there would be a direct impact on the other areas of the business.

There is therefore little doubt that the hotel operation would be unsustainable should the poker machines be removed. The business is already finding it hard in these economic times with overheads forever on the increase and liquor and food sales on the decline, without the removal of another income source.

The only possible saving grace would be that if we were able to sustain the losses longer than other competing venues, and as their business's collapsed, we could then pick up sufficient bar and bistro trade to be able to cover the increased costs of business brought on by the removal of poker machines. However this is probably not the outcome the council, community or state would find desirable.

The final point I would like to make in regards to the impact of removing poker machines is in regards to the space that they currently occupy. Due to the layout of the venue as per licensing and council regulations it would be extremely difficult to utilize this space other than for the reason it was specifically built and designed 6 years ago to house gaming machines. This space would therefore essentially become obsolete if machines were removed, leaving a large area of our venue unutilized.

If you require anything further in regards to this please do not hesitate to contact me.

Kind regards



Alexia Kalis
CEO
Kalis Group

1 May 2016 16:41 Club Hotel 62730583

page 1

Hibberd & Prescott Group



Telephone: 03 6272 7631
Facsimile: 03 6273 0583
ABN 48 396 574 355



Telephone: 03 6268 1201
Facsimile: 03 6268 1264
ABN 39 525 167 831

PO BOX 60 GLENORCHY 7010

FAX COVER SHEET

TO: GREG ASTEL FAX: 03 6220 7317

FROM M. Hibberd Club Hotel

DATE:

NO: PAGES (inc. cover)

Please call if it hard to
read.

Apologies

M. Hibberd

0429.136-040

Thanks for your email. The Club Hotel situated in ^{the} Northern
end of Glenorchy ~~was~~ had been a long standing suburban hotel, in
need of major renovation and improvement prior to the introduction
of gaming. The hotel was unsustainable commercially at that time, ^{fixed + nearing being derelict}
In time this has been achieved.

As proprietor of the Club Hotel we embarked on its most significant renovation / extension and improvement in 2009. It meant having to acquire further land next door, undertaking a \$3.0 million renovation. Coupled with the original acquisition costs the investment has been substantial. At the time Council was very supportive of our development even to the point of re-enacting its Centenary of the first meeting of Council which took place on the site occupied by our hotel. To this point Council has been very supportive of us to get the hotel to the stage it is now, obviously it is what Council wanted. The all round venue including gaming facilities / tote etc draws the community to the venue for all of its combined services. Politically I should not be amazed at how "they forget" and use issues for their own purposes.

The removal of poker machines would put the hotel back to that previous ~~those~~ unsustainable era, our investment, capital expenditure would be wasted & the value of the property decreased to just marginally better than the saleable value of the land.

I have operated over the last 22 years, five and soon to be six venues, ^{all} with the all round offering including gaming and in each case the hotel would barely break even without ~~the~~ all the facilities including gaming revenues. Obviously the loss of capital value, income would not only effect me but have a domino effect for my staff the

May 2016 16:41 Club Hotel 62730583

page 3

the issue as I'm sure it would be ^{not only in} similar circumstances with other venues in the hospitality sector ^{in a particular order} in the Glenorchy community.

Rather than waffle on I have outline some relevant points for your consideration;

- 1) Club Hotel operates in a low socio-economic area. In order to be successful we have ~~developed~~ ^{developed} a business model that offers discounted offers to our patrons in order to attract the level of custom that justifies our above investment. Gaming subsidises our Food + Beverage operations & enable the hotel to offer discounted meal, lunch time and pensioners special which are not profitable as a stand alone profit centre. We are a ageing community and the hotel attract more than its fair share of the aged population not only in this area but from other Hobart suburbs as well.
- (2) Level of support to the community would diminished markedly. I sure you are on top of the figures from the Community Support levy. As a hotel our donation to the various community groups, sporting clubs and charities have averaged \$29,750 over the five years to December 2015. Our minor gaming permit (bingo/bers) driven by our patrons has also helped to achieve this level of support obviously together with our profits.
- (3) ~~Our business invests in our staff. We provide training opportunities~~
Our business invests in our staff. We provide training opportunities, skill development and acquisition, apprenticeships and individual personal development. We gain satisfaction in training our staff to ^{improve} themselves to be the best they can. With little or no profit the possibilities of training ~~to provide~~ ^{would be non-existent} would be no. Our staff have been able to buy houses, have mortgages and generally become productive in terms of their contribution to the community.

May 2016 16:41 Club Hotel 62730583

page 4

#1 The hotel currently employs 35 staff together with a management team of 3 people. If the hotel was to lose going on I would shut down the kitchen, have a small bar and the Retail Bottleshop and the numbers of staff would decrease to certainly no more than 10. and that if I could make it profitable in some way. As previously mentioned an all round hotel with all the offerings are needed to be profitable. Beer numbers are diminishing, I cannot put high prices on our food. Everyone has a bite at the hospitality industry especially in the Glenorchy municipality. We attract more than our fair share of scrutiny, more retail outlets have been approved and consumption among the venue has not risen rather spread much to the detriment of our bottom line. It is a demanding industry that requires support.

As part of looking forward I am always looking ~~forward~~, thinking about how I can drive our business further. Two years ago I approached the ~~Mayor~~ Mayor and his Deputy about the future development prospects of my venue. North of Chapel Street certainly require additional capacity especially since the relocation of ~~Centretink~~ Anglican Tasmania and Robbers Butchery ~~about what I am going to do~~. Butcherie as our neighbours. Glenorchy needs to attract visitors to the central part of Glenorchy with more affordable accommodation options. They ~~are~~ ^{Mayor of his Council} ~~are~~ ^{are} certainly interested in listening ^{and} agreed with my concerns. I have no doubts that these ~~will~~ development will occur when the timing is right.

Without being able to run a commercially sustainable business there ~~and~~ ^{my hope} potential future ~~and~~ investment opportunities will not be realized and ~~people~~ ^{people} ~~community~~ and what has been achieved to date, cannot look to the future without the Society, and support in particular from its local Council.

May 2016 16:41 Club Hotel 62730583

page 5

I probably gave a too much but use my information
as you see fit.

Thanks for attending our opening. I hope you were pleasantly
surprised. It's a good sign of what hokies can do if you get
support and a steady playing field (with the rules set before the game starts).

Regards
Michael.

Hi Steve,

Thanks for your email. The Club Hotel is situated in the Northern end of Glenorchy has been a long standing suburban hotel, in need of major renovation and improvement prior to the introduction of gaming. The Hotel was unsuitable commercially tired, & nearing being derelict at that time. In time this has been achieved.

As proprietor of the Club Hotel we embarked on its most significant renovation/extension and improvement in 2009. It meant having to acquire further land next door, undertaking a \$3 million renovation. Coupled with the original acquisition costs the investment has been substantial. At the time council was very supportive and encouraging the development even to the point of re-enacting it's centenary of the first meeting of council which took place on the site occupied by our hotel. To this point the council has been very supportive of us to get the hotel to the stage it is now, obviously it is what council wanted. The all-round venue including, gaming facilities/tote etc. draws the community to the venue for all of its combined services. Politically I should not be amazed at how "they forget" or use issues for their own purposes. The removal of poker machines would push the hotel back to that previous unsustainable era, our investment, capital expenditure would be wasted and the value of the property decreased to just marginally better then the saleable value of the land.

I have operated over the last 22 years, 5 and soon to be 6 venues, with the all-round offering including gaming and in each case the hotel would barely break even without all the facilities including gaming services. Obviously the loss of capital value, income would not only affect me but have a domino effect for my staff the patrons and generally the community. I am not over dramatising the issue as I'm sure it would be similar circumstances with the other venues in the hospitality sector not only in the Glenorchy community.

Rather than waffle on I have outlined some relevant points in no particular order for your consideration;

1) Club Hotel operates in a lower socio – economic area. In order to be successful we have developed a business model that offers discounted offers to our patrons in order to attract the level of custom that justifies our above investment. Gaming subsidises our Food and Beverage operation and enables the Hotel to offer discounted meals, lunch time and pensioner special which are not profitable as a standalone profit centre. We are an ageing community and the hotel attract more than its fair share of the aged population not only in this area but from other Hobart suburbs as well.

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4) The hotel currently employs 35 staff together with a management team of 3 people. If the hotel was to lose gaming I would shut down the kitchen, have a small bar and the retail Bottleshop and the numbers of staff would decrease to certainly no more than 10 and that's if I could make it profitable in some way. As previously mentioned an all round hotel with all the offerings are needed to be profitable. Bar members are diminishing, I cannot put high prices on our food. Everyone has a bite at the hospitality industry especially in the Glenorchy municipality. We attract more than our fair share of scrutiny, more retail outlets have been approved and consumption away from the venue has not risen rather spread much to the detriment of our bottom line. It is a demanding industry that requires support.

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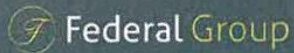
Without being able to run a commercially sustainable business these and potential future investment opportunities will not be realised and my hotel, and what has been achieved to date, cannot look to the future without the surety and support in particular from its local council.

I've probably have gone on too much but use my information as you see fit.

Thanks for attending our opening. I hope you were pleasantly surprised. It's a good sign of what pokies can do if you get support and a steady playing field (with the rules set before the game starts)

Regards,

Michael.



31st May 2016

Mr Steve Old
General Manager
Tasmanian Hospitality Association
25/93 Salamanca Place
Hobart TAS 7000

Dear Steve,

Re: Impact of removing gaming machines in Glenorchy

I am writing to outline the potential impact of the removal of gaming machines in hotels run by Federal Group in the Glenorchy municipality.

Federal Group owns and operates four hotels in the Glenorchy municipality through its operating business – the Vantage Group. These hotels are: Elwick Hotel, Hotel Valem, Brooker Inn, and Claremont Hotel. These four hotels all have gaming machines as well as a range of other facilities such as bars, dining, accommodation and retail liquor (through the 9/11 brand).

These hotels are all thriving businesses with strong foot traffic and good patronage across all of the various services offered. The hotels are important parts of the Glenorchy community and provide important community facilities, as well as supporting local groups and clubs.

Federal Group currently has around 120 staff that work in its four hotels in the municipality. The company has a total of 260 staff that live in the Glenorchy municipality, as many staff travel from their homes in Glenorchy to our other hotels or Wrest Point.

Electronic gaming machines are a legal and heavily regulated activity in Tasmania; the state has the strictest regime of regulation in Australia and a very low rate of problem gambling at just 0.5% of the adult population. Tasmania also has a low density of gaming machines in the community compared to the national average, as well as a low average spend as a proportion of income.

The hypothetical removal of gaming machines from hotels and clubs in Glenorchy would have a significant impact on our businesses and the wider community. While the actual impact would be hard to accurately determine, we estimate that the following would occur:

410 Sandy Bay Road, Sandy Bay, Tasmania, Australia 7005

T +61 3 6221 1630 F +61 3 6221 1661

www.federalgroup.com.au

- 2 -

- Reduction of employment (direct) – because of the removal of an important element of our hotels and a corresponding reduced level of custom, there would be a reduction in employment of approximately 40-50 employees
- Reduction of employment (indirect) – if gaming machines were removed from other municipalities as well, then the impact would be much greater. The reduced wages from the 40-50 staff directly affected as well as any other reduced employment of those that live in Glenorchy but work in other municipalities would be significant and significantly exceed the direct impact
- Reduction of career opportunities – in addition to the above, there would be a reduction in career opportunities for people living in Glenorchy and a reduction in the training delivered to Glenorchy based employees. The company currently invests heavily in providing training and qualifications to our employees.
- Reduced community amenity – hotels would have to reduce hours of operation and offer less facilities to local patrons, providing less opportunity for people that live in Glenorchy to spend their leisure income within the municipality
- Reduced community support – our hotels currently provide tens of thousands of dollars each year to local organisation and clubs in Glenorchy. The removal of gaming machines would significantly impact the capacity of the hotels to do this.

The hypothetical removal of gaming machines in Glenorchy would have a significant impact on our business and the wider community.

I would be happy to expand on this information.

Yours sincerely



Daniel Hanna
Director of Corporate Affairs

Steve Old

Subject: FW: Gaming Machines

From: Greg Astell
Sent: Wednesday, 25 May 2016 4:16 PM
To: Steve Old
Subject: FW: Gaming Machines

Steve,

Received these comments from Glenorchy RSL.

Regards
Greg

From: Glenorchy RSL -ADMIN [<mailto:admin@glenorchyrsl.com.au>]
Sent: Wednesday, 25 May 2016 3:09 PM
To: Greg Astell <greg@australianhotels.asn.au>
Subject: RE: Gaming Machines

Hi Greg

Subject : Comments on Tony Fosters intention.

In relation to Mr Tony Foster from the Brighton Council in his attempt to form a coalition to have gaming machines removed from Pubs and Clubs, I would like to make the following comments:
We are in complete rejection to any abolition or reduction of gaming machines at the Glenorchy RSL.

The GRSL relies on the gaming machines to provide substantial funds, that enable our club to offer not only our service veterans, service members, affiliate & social members a place to meet and enjoy our facilities. But it also allows for other Clubs (e.g. Legacy Widow Club x2 ,Rotary, Model Diecast Toy Clubs, Glenorchy Anglers, STLAA Anglers, DMR, No Limits 4 Wheel Drive Club, Southern Masters, Darts Club x3, Sewing Club, Cribbage Club, Golf Club, Bowls Club, Croquet Club to mention a few) the opportunity to meet in an accommodating family atmosphere.

In the past few years the RSL Club has struggled to continue to be viable, while still employing 10 staff directly and indirectly numerous others. If the Gaming machines were not in operation at this time the Club would most likely have had to close its doors.

Any removal of gaming machines would significantly impact in large proportions on our ability to help service the community needs, as well as including the organisation of events such as ANZAC Day & Remembrance Day, therefore it is imperative that the status quo remain.

Regards
John Chivers
President
Glenorchy RSL Sub Branch

Steve Old

Subject: Glenorchy City Council and Gaming - URGENT Request

From: Andrew Stack [<mailto:andrew.stack@alhgroup.com.au>]
Sent: Monday, 30 May 2016 3:34 PM
To: Steve Old
Subject: Re: Glenorchy City Council and Gaming - URGENT Request

Hi Steve,

Please see below on impact on the loss of EGM's

ALH Group employ's over 220 staff in five venues in Tasmania - two located in the Glenorchy area;

The Carlyle Hotel & Granada Tavern - each of these venues has over 35 staff.

Many of our staff work in various departments within each business allowing us to employee many with secure fulltime and salaried positions. The balance being casual staff who generally prefer this as the may commitment to perhaps study, parenting or it may be second job.

EGM's cover one of five different revenue streams with in our business's that include, beverage & liquor sales both on and off premises, meals, accomodation and parimutual wagering.

To take EGM's out of our business would severley effect our ability to retain and train staff as we rely on all our revenue streams from all of our business drivers being able to support a crew of 35 in each business. ALH Group has invested significantly on an industry best practice training program that encompasses a suite of modules of which gaming is an integral part. At a national level the ALH Group is seen as a leader in the training of staff in Responsible Gaming activities.

At a communtiy level our venues help support net ball clubs, football clubs, cricket clubs, darts clubs and numerous social clubs that utilise our sports bars, bistro's and function areas - much of this may not be possible should a major revenue stream be impacted. An outsider may see us as a 'pokies pub' but we are essentially still a 'local pubs', catering overwhelming to guests that live within 5kms from our doors; where we celabrate, socialise and look after our locals.

We have invested significant amounts in our venues; The Mowbray Hotel having had a \$1.8 million renovation in 2014, a \$3 million upgrade to the Gateway Devonport in 2012 and we are hoping to reinvest in the Granada Tavern in the next financial year with a major renovation. The ALH Group has 320 venues across all states, with only small number in Tasmania, a removal of a revenue stream may see the group realise opportunities elsewhere rather than reinvest in Glenorchy.

Best Regards

Andrew Stack

Operations Manager (TAS)
ALH Group

M 0425 711 642

E andrew.stack@alhgroup.com.au W alhgroup.com.au



Venue name	Address	Venue type	LGA	Actual EGMs	Keno	UBET
Brooker Inn	Brooker Hwy, Moonah	Hotel	Glenorchy	30	Y	
Carlyle Hotel	Main Rd, Derwent Park	Hotel	Glenorchy	30	Y	Y
Claremont Hotel Motel	Main Rd, Claremont	Hotel	Glenorchy	30	Y	Y
Claremont RSLA & Club	Bilton St, Claremont	Club	Glenorchy		Y	
Club Hotel Glenorchy	Main Rd, Glenorchy	Hotel	Glenorchy	30	Y	Y
Cooleys Hotel	Main Rd, Moonah	Hotel	Glenorchy	30	Y	Y
Elwick Hotel	Main Rd, Glenorchy	Hotel	Glenorchy	30	Y	Y
Glenorchy District Football Club	Anfield St, Glenorchy	Club	Glenorchy		Y	Y
Glenorchy RSLA Sub-Branch Club	Main Rd, Glenorchy	Club	Glenorchy	30	Y	Y
Granada Tavern	Main Rd, Berriedale	Hotel	Glenorchy	30	Y	Y
The Moonah Hotel	Main Rd, Moonah	Hotel	Glenorchy		Y	
UBET Claremont	Main Rd, Claremont	Totalizator Agent	Glenorchy			Y
UBET Derwent Park	Derwent Park Rd, Glenorchy	Totalizator Agent	Glenorchy			Y
UBET Glenorchy	Main Rd, Glenorchy	Totalizator Agent	Glenorchy			Y
UBET Moonah	Main Rd, Moonah	Totalizator Agent	Glenorchy			Y
UBET Park Racecourse	6 Goodwood Road	Totalizator Agent	Glenorchy			Y
Valern Hotel	Albert Rd, Moonah	Hotel	Glenorchy	30	Y	Y
York Hotel & 12 Mile Steakhouse	Main Road, Granton	Hotel	Glenorchy		Y	

The following table shows monthly EGM player expenditure by municipality for 2015-16¹.

Municipality	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16
Combined Municipalities ²	\$1,648,544	\$1,578,935.82	\$1,404,213.64	\$1,602,705	\$1,429,205.98	\$1,408,346.49	\$1,566,981.12	\$1,364,994.48	\$1,432,827.10	\$1,374,526.37
Burnie	\$673,319	\$699,302.99	\$608,658.45	\$663,287	\$560,182.86	\$625,861.28	\$596,413.87	\$533,765.64	\$616,067.39	\$584,033.17
Central Coast	\$638,570	\$639,518.01	\$608,106.27	\$657,419	\$552,424.95	\$591,851.95	\$606,697.70	\$595,699.19	\$606,348.64	\$552,958.38
Clarence	\$901,864	\$778,876.53	\$839,636.97	\$760,364	\$684,123.63	\$823,114.55	\$776,163.17	\$685,209.66	\$736,905.59	\$735,885.70
Devonport	\$1,234,748	\$1,045,997.19	\$931,737.28	\$875,146	\$927,792.59	\$888,361.76	\$858,856.08	\$908,316.03	\$910,401.02	\$841,405.22
Dorset	\$130,175	\$107,043.80	\$106,284.54	\$102,808	\$116,667.06	\$122,607.89	\$140,677.12	\$136,416.63	\$134,530.89	\$123,811.75
Glenorchy	\$2,060,832	\$1,921,493.36	\$1,815,866.28	\$1,745,392	\$1,729,971.53	\$1,779,087.61	\$1,696,211.48	\$1,717,237.51	\$1,669,537.41	\$1,886,809.72
Hobart ³	\$570,767	\$494,596.20	\$519,123.73	\$547,963	\$437,376.45	\$472,407.64	\$430,148.03	\$458,746.41	\$506,459.47	\$500,343.87
Kingborough	\$164,751	\$154,079.60	\$160,167.83	\$154,473	\$151,209.99	\$115,659.23	\$111,954.96	\$112,588.68	\$111,992.93	\$118,094.57
Launceston ³	\$1,694,895	\$1,558,061.00	\$1,461,791.78	\$1,497,695	\$1,389,856.75	\$1,377,128.23	\$1,391,204.03	\$1,327,470.77	\$1,366,294.73	\$1,388,517.60
Northern Midlands	\$123,544	\$131,844.76	\$121,565.67	\$114,096	\$94,686.67	\$95,795.56	\$106,383.39	\$99,761.20	\$114,048.12	\$110,693.57
Sorell	\$289,089	\$263,429.21	\$274,007.76	\$265,428	\$255,506.75	\$252,356.94	\$252,912.10	\$215,035.73	\$241,757.97	\$256,960.93
Waratah-Wynyard	\$522,924	\$525,026.42	\$435,925.50	\$500,702	\$449,984.93	\$493,260.37	\$419,331.55	\$466,220.63	\$456,170.49	\$470,267.93
West Coast	\$174,157	\$186,736.70	\$160,715.90	\$156,201	\$168,509.38	\$183,608.89	\$158,195.94	\$155,771.63	\$152,954.32	\$142,523.75
West Tamar	\$197,658	\$178,503.80	\$212,230	\$195,147	\$174,189.58	\$178,085.45	\$174,182.77	\$184,902.95	\$203,086.75	\$182,508.10
Total	\$11,025,836	\$10,263,445.39	\$9,660,031	\$9,838,825	\$9,121,679.10	\$9,407,533.84	\$9,286,313.31	\$8,962,137.14	\$9,259,382.82	\$9,269,340.63
Combined Casinos ⁴	\$6,650,016	\$6,792,431.17	\$6,148,039	\$6,680,984	\$6,312,369.08	\$6,507,241.21	\$6,720,001.28	\$6,331,748.62	\$6,559,832.27	\$6,353,894.69
Total⁵	\$17,675,852	\$17,055,877	\$15,808,070	\$16,519,809	\$15,434,048.18	\$15,914,775.05	\$16,006,314.59	\$15,293,885.76	\$15,859,215.09	\$15,623,235.32

Notes:

1. Player expenditure figures have been reported on an accrual basis and are updated monthly (in arrears). Player expenditure is the total amount wagered less the amount won by people who gamble.
2. Municipalities with less than three premises have been combined to protect information of a sensitive commercial nature owing to the small number of venues in these municipalities: Break O'Day, Brighton, Circular Head, Derwent Valley, George Town, Huon Valley, Kentish, King Island, Latrobe, Meander Valley, Southern Midlands and Glamorgan-Spring Bay.
3. Figures for Hobart and Launceston exclude gaming machines operating at Wrest Point and Country Club casinos.
4. Combined Casinos contains the player expenditure figures for Wrest Point and Country Club casinos, and for gaming conducted on the Spirit of Tasmania vessels.
5. All figures are subject to rounding.
6. Due to an administrative error the data updated on 1 November 2015 was incorrect, the correct data was updated on 2 November 2015.

THA Forecast of Employment Impact if EGM's removed completely

Company	Venue	Anticipated number of staff to be affected
Vantage Group Hotels	Brooker Inn Claremont Hotel Elwick Hotel Valern Hotel	50 staff
ALH Hotels	Carlyle Hotel Granada Tavern	20 staff 4 Managers (ALH would more than likely exit the state if EGM's were removed)
	Cooley's Hotel	5 staff directly 3 in jeopardy (= 1/2 that work across both gaming and bar)
	Club Hotel	15 staff
	Glenorchy RSL	10 staff (Possible closure)
TOTAL STAFF LOSS		107

Glenorchy City Council meeting – Monday 4th July 2016 – resolution from Council Report # 9. "Request to Join Coalition of Community Organisations Concerned About Gambling"

Resolution:

PEARCE/QUICK

That Council:

- 1) AGREE to join the Coalition of Community Organisations Concerned About Gambling.
- 2) AUTHORISE the General Manager to provide a submission on Council's behalf to the State Government expressing its concern over the high number of EGMs in Glenorchy's Clubs and Hotels and the consequent impact on the Glenorchy Community. The submission also strongly urge, that if the State Government choose to make change to the industry, transitional arrangements be put in place to manage any potential impact on the industry and employment.

Alderman Stevenson left the meeting at 3.43 p.m.

Alderman Stevenson returned to the meeting at 3.44 p.m.

The motion was put.

FOR: Aldermen Pearce, Branch-Allen, Dunsby, Quick, Johnston, Nielsen and Lucas.

AGAINST: Aldermen King and Stevenson.

The motion was CARRIED.

Community Plan Review Steering Committee

Minutes

Meeting Time:	11.00am – 11.50am
Meeting Date:	Monday 19 September 2016
Venue:	General Manager's office
Attendees:	Ald. D Pearce (Chair), Ald. C Lucas, General Manager (Mr P Brooks), Manager Community & Customer Service (Mr D Ronaldson), Co-ordinator City Strategy & Economic Development (Ms E McGoldrick), Acting Director Community, Economic Development & Business (Mr T McMullen)
Apologies:	Ald. S Slade

1. Welcome and apologies

Aldermen Pearce welcomed attendees to the meeting.

2. Minutes of last meeting 26 October 2015

The minutes of the previous meeting were passed by consensus.

3. Action Items from Last Meeting

- Review of terms of reference (see below)
- Development of strategic performance measures (see below)

4. Terms of Reference

The Committee noted the tabled draft Committee detail sheet containing the terms of reference identified in the project initiation Council report from 29 July 2013.

The Committee decided to report to Council that its terms of reference have been fulfilled.

5. Community Plan Performance Oversight

The Committee reflected on the "Team Glenorchy" model which had been used for oversight of the previous Community Plan and considered that that model had been unsuccessful.

The Committee decided to recommend to Council that it be the oversight body for the City of Glenorchy Community Plan 2015-40.

The Committee noted the work undertaken to articulate the community's vision, goals and priorities through the development of a proposed Strategic Plan and the strategic performance measures identified as part of that process.

It was the Committee's view that those measures provided a suitable means of monitoring the progress of Community Plan implementation.

6. Community Plan Review Cycle

The Committee, after considering the resources involved in further reviews, the update frequency of key statistics (e.g. ABS Census data) and the electoral cycle, resolved to recommend a 5 yearly review cycle to Council.

7. Planning Institute of Australia Award

The Committee noted that the Community Plan won the "community planning" category of the Planning Institute of Australia (Tasmania Division) Awards for Planning Excellence in 2015.

8. Steering Committee future

The Steering Committee's consensus was that it had completed the tasks in its terms of reference.

The Committee resolved to recommend to Council that the Community Plan Review Steering Committee be wound up.

9. General Business

The General Manager thanked all members of the Committee for overseeing a good strategic process, with solid community engagement resulting in an award-winning Community Plan.

The General Manager further acknowledged the key input from the former Executive Manager Community Development, Narelle Calphy and other former staff, for their pivotal role in the success of the project.

Alderman Pearce thanked the Committee members for their input and expertise.

Alderman Lucas expressed the Committee's thanks to Alderman Pearce for chairing the Committee.

10. Next meeting

Not required.

Measuring Performance

Council will use the following strategic performance measures to help it track how it is going in meeting its strategic objectives.

The aim of the measures is to help Council to check how it is going in making the community's vision, goals and priorities from the City of Glenorchy Community Plan 2015-2040 happen.

The number of measures is small. This is on purpose because we want to measure the main things that matter and not to get bogged down in fine detail.

We will be looking at the measures over time to see whether the things that are important to the Glenorchy community are getting better or worse.

Council does not have total control about this because other things can affect the measures like a downturn in the economy or what other levels of government might do.

However, we hope that by watching how the measures change over time, we will know where Council needs to put its efforts to make life better in Glenorchy.

The measures are grouped around the five community goals in the Community Plan:

- Making Lives Better
- Open for Business
- Valuing our Environment
- Leading our Community

Community Goal	Strategic Performance Measure
Building image and pride	Net promoter score - Proportion of those surveyed who would recommend Glenorchy to others as a place to live. Source: Community Survey
Making lives better	Index of overall standard of living in the City – health & safety, belonging, connection to health Source: Census data
	Australian early development index – readiness for learning across 5 domains Source: National early development census
Open for business	Gross regional product Source: i.d. Economic Profile
	Local employment Source: i.d. Economic Profile
Valuing our environment	Quality of built and social environment Source: Bank West Quality of Life index
	Community engagement in the natural environment. Source: Community Survey
Leading our community	Satisfaction with Council leadership. (Community perception of residents surveyed who perceive that Council is “headed in the right direction”). Source: Community Survey



Glenorchy City Council

Corporate Performance Indicators

September 2016



Profit & Loss

• Monthly Profit and Loss - Revenue	5
• Monthly Profit and Loss - Expenditure	8
• Grants Revenue – All Departments	11
• Total Revenue (excluding rates and grants)	11
• Total Expenditure	12
• City Services and Infrastructure	13
• Community Economic Development & Business	14
• Corporate Governance	15

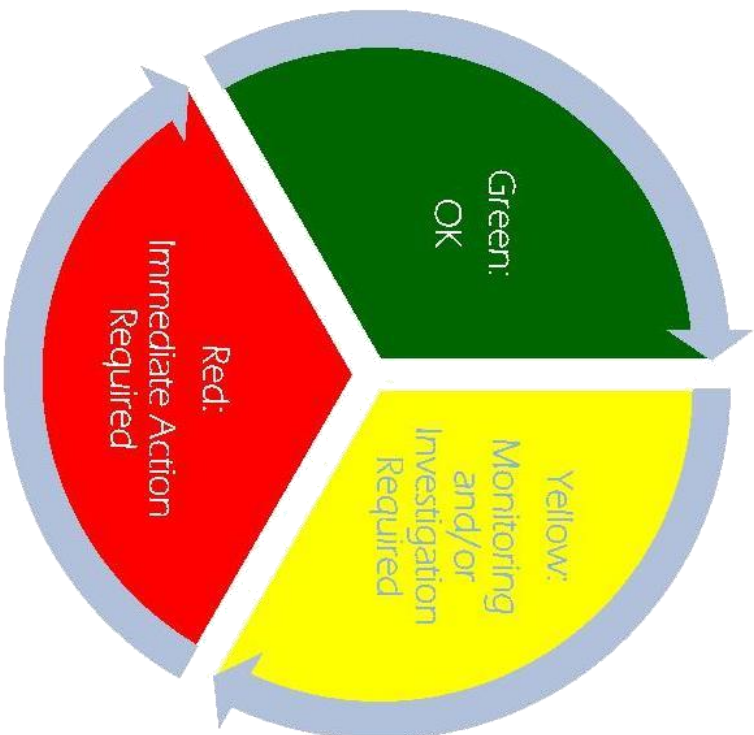
People & Safety

• Salaries & Wages including on-cost – Operational	24
• Salaries & Wages including on-costs – Capital Projects	24
• Other Employment Costs – Operational	25
• Staff Turnover Rate	25
• Average Sick Leave by Department Indicator	26
• Lost Time Injury Frequency Rate	26

Balance Sheet

• Total Capital Expenditure	17
• Capital – Roads	18
• Capital – Property	18
• Capital – Stormwater	19
• Capital – Other	19
• Cash Flow Movement	20
• Investment Profile and Interest Earned	20
• Loan Profile and Interest Expense	21
• Annual Growth AAV	21
• Percentage of Rates Outstanding	22
• Accounts Receivable	22

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

September 2016

Monthly Profit and Loss Summary								
Revenue \$'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance	
Rates Income (includes SFL)	38	22	15	34,242	34,081	161	0%	
Statutory Charges	132	138	(7)	820	780	39	5%	
User Charges	368	441	(74)	4,668	4,833	(165)	-3%	
Grants Subsidies	75	57	18	900	1,002	(102)	-10%	
Investment Income	132	122	9	367	340	26	8%	
Water Wastewater Charges	17	54	(38)	61	126	(65)	-51%	
Reimbursements	40	41	(1)	155	161	(6)	-4%	
Other Income	74	81	(7)	266	231	35	15%	
Total Revenue	875	958	(83)	41,478	41,554	(76)	0%	

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

Rates - \$15 over budget

Two supplementary rates notices were levied during the month.

Statutory Charges - \$7 under budget

Primarily due to plumbing application fees being well below budget.

User Charges – \$74 under budget

Primarily due to reduced revenues from the Derwent Entertainment Centre.

Grants Subsidies - \$18 over budget

Child Care benefits paid were greater than budget.

Investment Income - \$9 over budget

Interest income was greater than budget due to higher than budgeted cash balances on hand.

Water Wastewater Charges - \$38 under budget

Primarily due to lower than budgeted sales in the month due to no Stage 2 sales.

Reimbursements - \$1 under budget

Primarily due to lower Derwent Entertainment Centre recoveries due to delays with event settlements and KGV electricity cost recoveries due to delays in KGV tenancies, partially offset by increased stormwater recharge works revenue.

Other Income - \$7 under budget

Primarily due to revenue from asset sales not being achieved during the month.

(\$'000)

Rates - \$161 over budget

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

Statutory Charges - \$39 over budget

Animal charges fees received earlier due to improved reminder process.

User Charges – \$165 under budget

Primarily due to under budget tonnages received at landfill and lower income from Childcare operations.

Grants Subsidies - \$102 under budget

The Roads to Recovery grant income was \$100K less than budget due to timing differences on spending estimates provided to the Federal Government.

Investment Income - \$26 over budget

Interest income was greater than budget due to higher than budgeted cash balances on hand.

Water Wastewater Charges - \$65 under budget

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

Reimbursements - \$6 under budget

Electricity recoveries from KGV tenancies are yet to commence.

Other Income - \$35 over budget

Received Royalties \$14 and insurance refund \$13 were not budgeted for.

Monthly Profit and Loss Summary							
Expenditure \$'000	Actual Month	Budget Month	Variance Month	Actual YTD	Budget YTD	Variance YTD	% Variance
Finance Charges	38	31	(7)	103	93	(10)	-11%
Employee Costs	1,741	1,545	(196)	4,879	4,588	(291)	-6%
Admin Office Costs	467	534	67	1,904	2,022	118	6%
Materials, Contractors & Other	713	849	136	1,995	2,476	480	19%
Depreciation	1,107	1,240	133	3,415	3,705	290	8%
Rates Expenses	1,264	1,264	-	1,264	1,264	-	0%
Total Expenditure	5,330	5,463	133	13,561	14,148	587	4%
Total Surplus (Deficit)	(4,456)	(4,505)	50	27,917	27,406	511	-2%

(\$'000)

Finance Charges – \$6 over budget

Due to increased charges relating to rates payments made by credit card.

Employee Costs – \$196 over budget

Primarily due to the annualised profiling of the productivity dividends across the full financial year primarily against the yet to be implemented savings strategies expected in the forthcoming CT Management Report.

Admin Office Costs – \$67 under budget.

Primarily due to underspends in IT software support, insurance premiums (paid previously) and Derwent Entertainment Centre costs (due to delay in settling events), partially offset by overspends on legal expenses on planning issues.

Materials, Contractors & Other – \$136 under budget

Primarily due to delays in spending against budget in external contractors as well as underspends in motor vehicle costs (leases and fuel), partially offset by waste mulching (budgeted in a prior month).

Depreciation and asset write-off – \$132 under budget

Primarily due to lower than budget depreciation on IT Systems \$41 due to delays in project implementation and profit on disposal of assets which were not budgeted for.

Rates Expenses – \$0 on budget

**EXPENDITURE - COMMITMENTS FOR YTD VARIANCE:
(\$'000)****Finance Charges – \$5 over budget**

Due to increased charges relating to rates payments made by credit card.

Employee Costs – \$291 over budget

Primarily due to delays in the implementation of savings strategies outlined in the CT Management Report, 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 – \$118 under budget

Primarily due to underspends in IT software support and electricity, coupled with reduced annual insurance premiums.

Materials, Contractors & Other – \$480 under budget

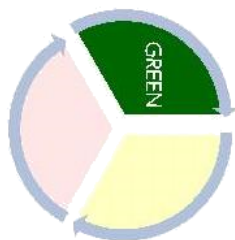
Primarily due to underspends in contractors and motor vehicle costs (leases and fuel) and property rental.

Depreciation and asset write-off – \$158 under budget

Primarily due to lower than budget depreciation on IT Systems \$123 due to delays in project implementation and profit on disposal of assets which were not budgeted for.

Rates Expenses – \$0 on budget

On budget.

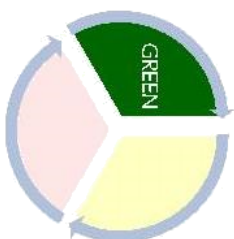
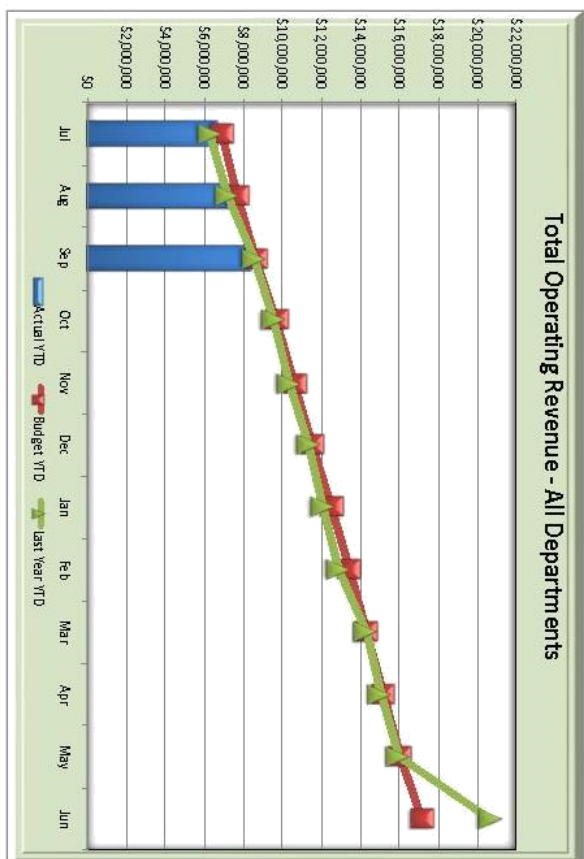


Grants Revenue for All Departments – Graph 1
The total of grants revenue received from Government bodies.

Responsible: Executive Leadership Team

- Actual YTD:	\$ 900
- Budget YTD:	\$1,002
Under Budget:	\$ 102

Refer to comments on pages 6-7

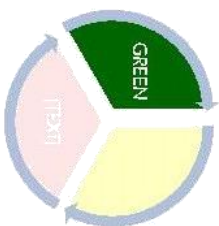
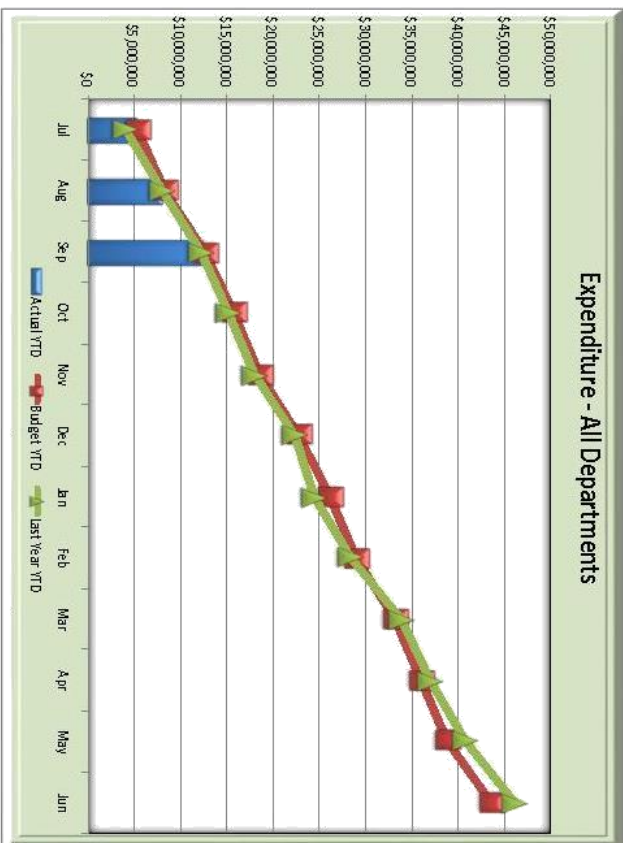


Total Operating Revenue (excluding rates, grants, Tas/Water income) – Graph 2

Total revenue earned by all areas of the council through fees, charges and fines compared to budget.
Responsible: Executive Leadership Team

- Actual YTD	\$8,473
- Budget YTD	\$8,645
Under Budget	\$ 172

Refer to comments on pages 6-7



Total Operating Expenditure (excludes depreciation) – Graph 3

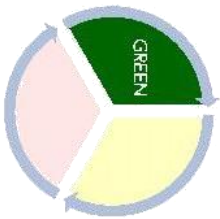
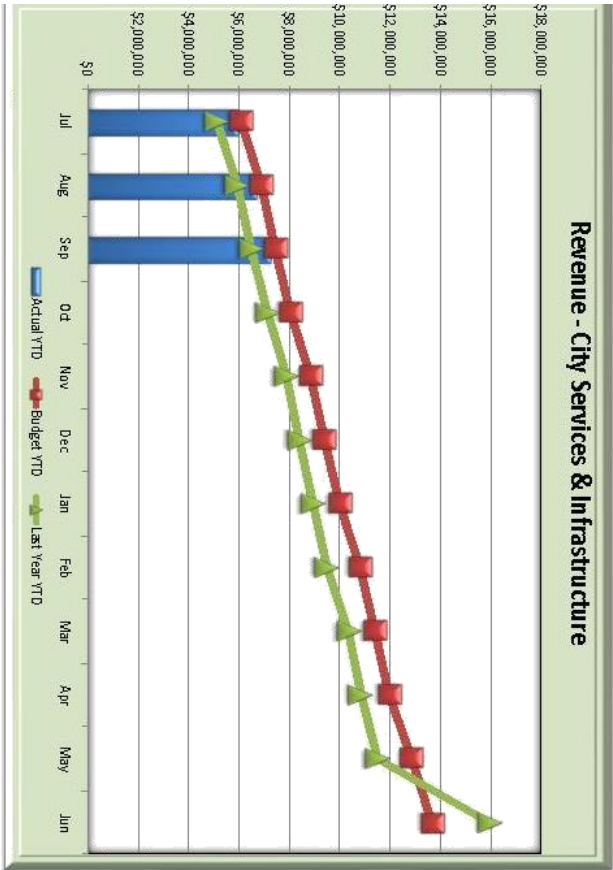
Total op. expenditure for all areas of the council compared to budget.

Responsible: *Executive Leadership Team*

-	Actual YTD	\$12,430
-	Budget YTD	\$12,737
-	Under Budget	\$ 307

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	\$7,275
-	Budget YTD	\$7,460
	Under Budget	\$ 185

Landfill revenue is \$58 below budget due to less tonnage received.

City Services and Infrastructure Expenditure -

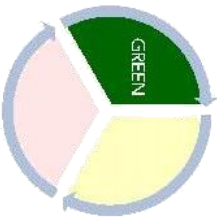
Graph 5

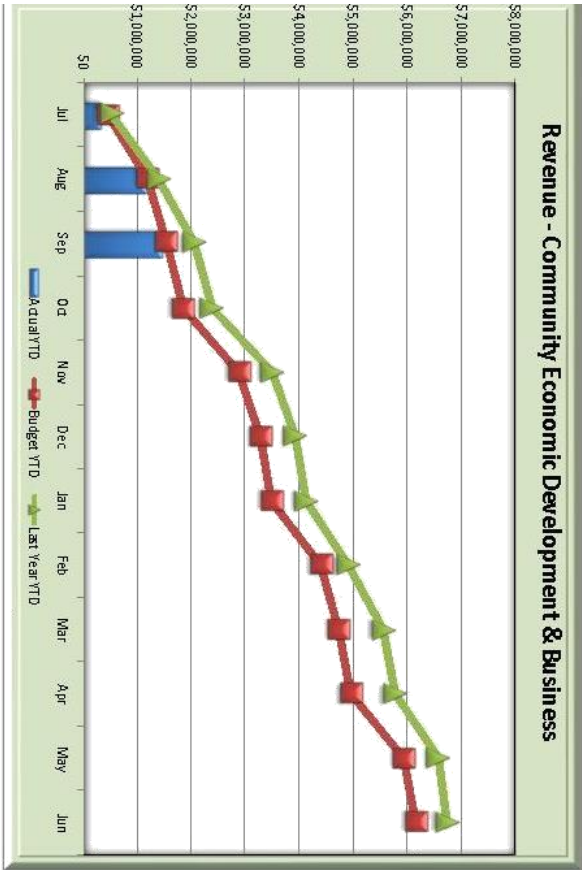
Total expense for City Services and Infrastructure compared to Budget, less depreciation.

Responsible: *Director City Services and Infrastructure*

-	Actual YTD	\$6,312
-	Budget YTD	\$6,709
	Under Budget	\$ 397

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





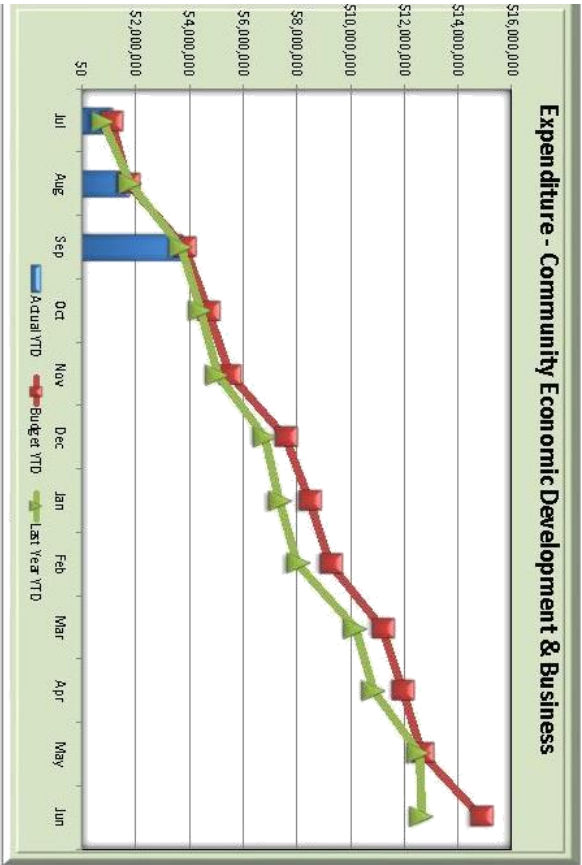
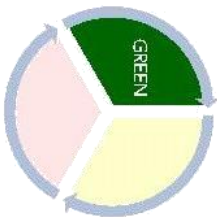
Community Economic Development and Business
Revenue – Graph 6

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

Responsible: Director Community Economic Development and Business

\$'000		
- Actual YTD		\$1,472
- Budget YTD		\$1,542
- Under Budget		\$ 70

Refer to Comments on Page 6-7.



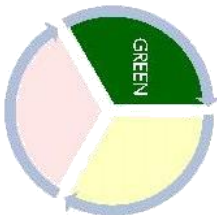
Community Economic Development and Business
Expenditure – Graph 7

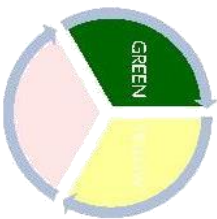
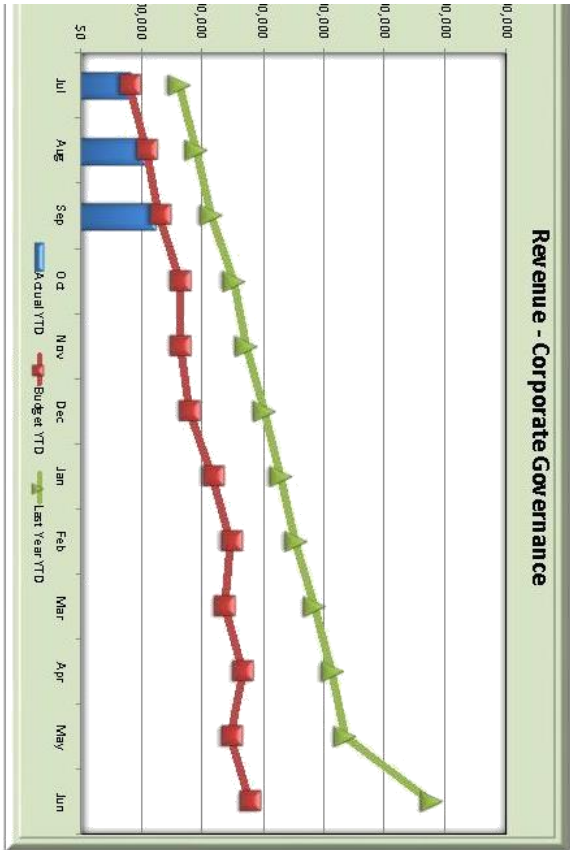
Total expense for Community Economic Development and Business.

Responsible: Director Community Economic Development and Business

\$'000		
- Actual YTD		\$3,815
- Budget YTD		\$3,841
- Under Budget		\$ 26

Insurance premium for Derwent Entertainment Centre was paid in July but budgeted for in September.





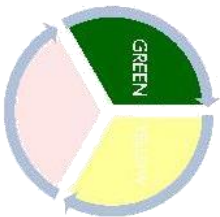
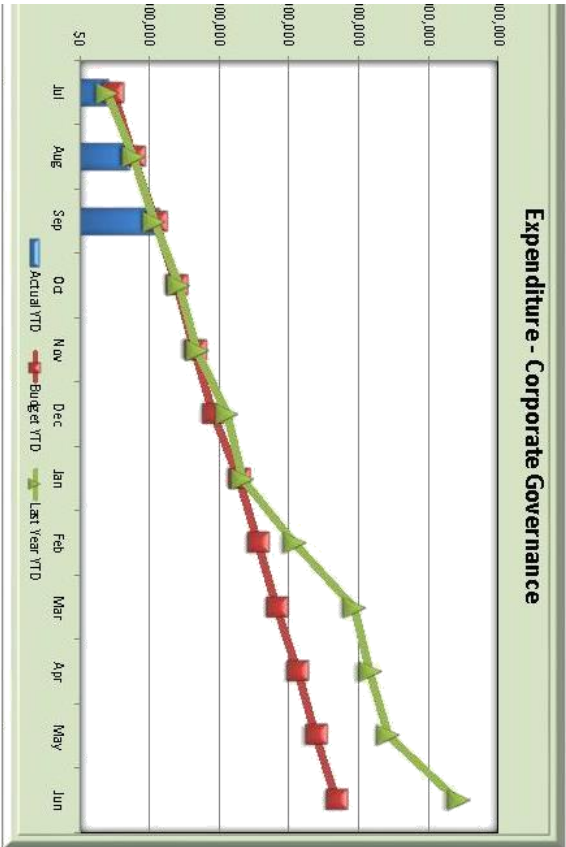
Corporate Governance Revenue - Graph 7

Total revenue for Corporate Governance.

Responsible: Director Corporate Governance

-	Actual YTD	\$ 626
-	Budget YTD	\$ 644
=	Under Budget	\$ 18

Animal charges fees received earlier due to improved reminder process.



Corporate Governance Expenditure - Graph 8

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

Responsible: Director Corporate Governance

-	Actual YTD	\$2,303
-	Budget YTD	\$2,187
	Over Budget	\$ 116

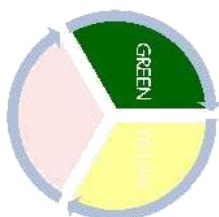
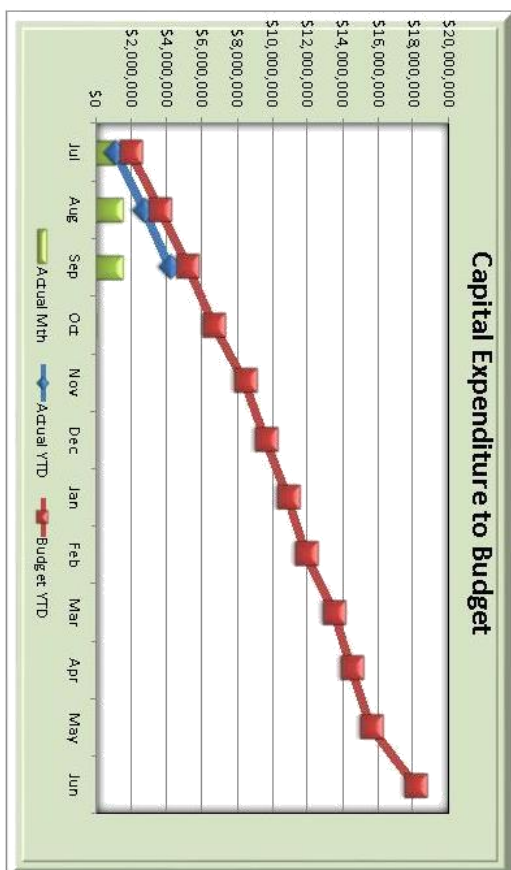
Annual insurance premiums were less than budget and some budgeted expenditure items were deferred until later in the year.



Balance Sheet

Corporate Performance Indicators

September 2016



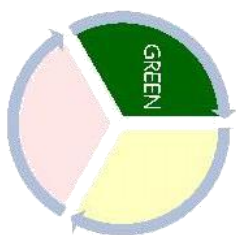
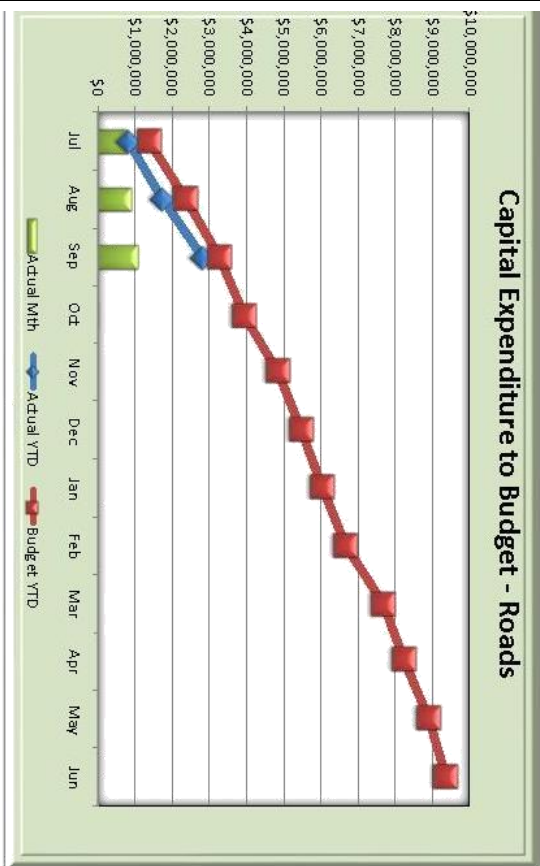
Total Capital Expenditure – Graph 14

Total Capital expenditure compared to budget.

Responsible: Executive Leadership Team

	\$'000
- Actual YTD	\$4,211
- Budget YTD	\$5,240
Under Budget	\$1,029

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



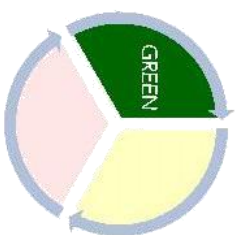
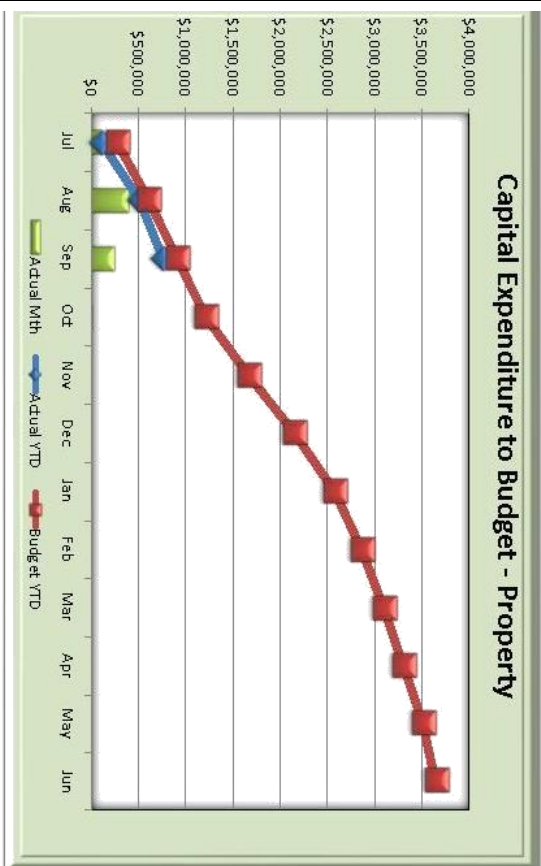
Capital Expenditure - Roads – Graph 15

Total expenditure for roads compared to budget

Responsible: Director City Services and Infrastructure

-	Actual YTD	\$2,826
-	Budget YTD	\$3,275
	Under Budget	\$ 449

Additional information regarding capital variances is contained in Appendix B.



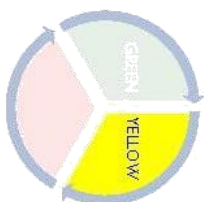
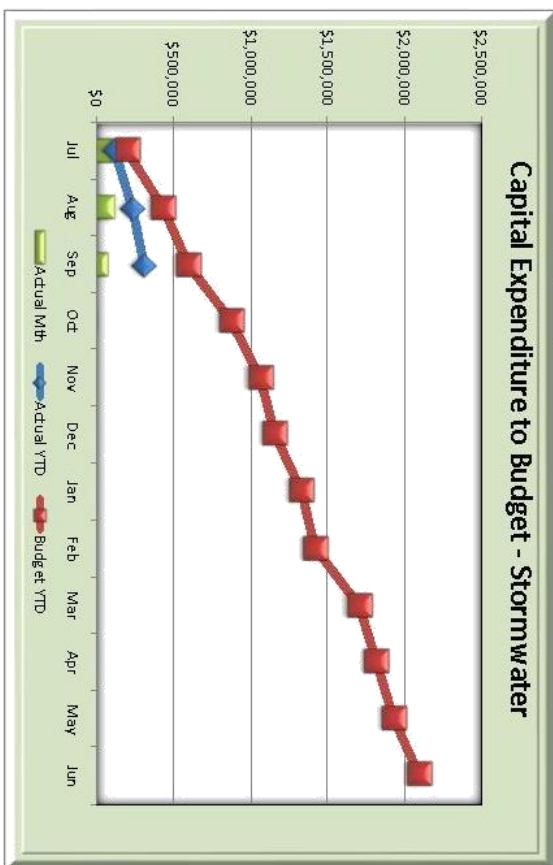
Capital Expenditure - Property – Graph 16

Total expenditure for property compared to budget

Responsible: Director Corporate Governance

-	Actual YTD	\$ 767
-	Budget YTD	\$ 920
	Under Budget	\$ 153

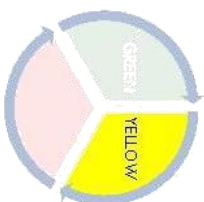
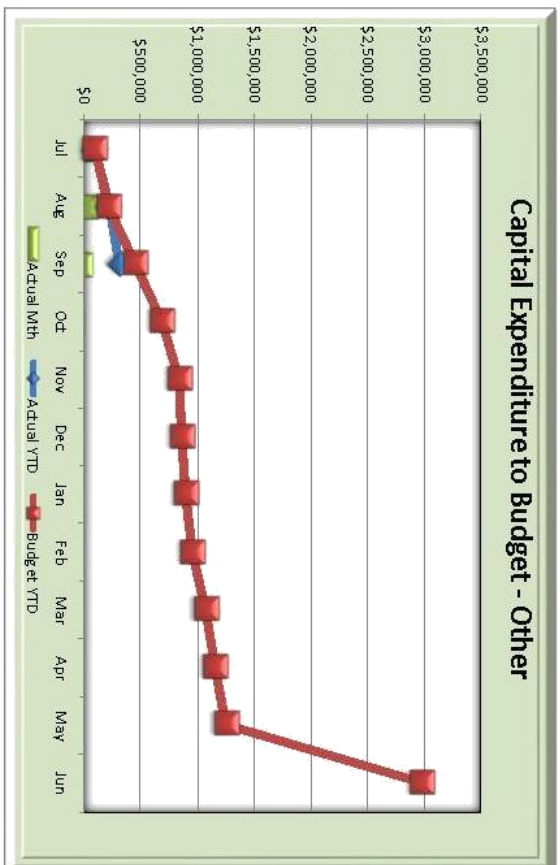
Additional information regarding capital variances is contained in Appendix B.



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

-	Actual YTD	\$ 313
-	Budget YTD	\$ 599
-	Under Budget	\$ 286

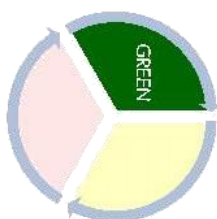
Additional information regarding capital variances is contained in Appendix B.



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	\$ 305
-	Budget YTD	\$ 446
-	Under Budget	\$ 141

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

		\$'000
-	Actual Cash	\$22,631
-	Budget	\$19,982
	Variance	\$ 2,649

Interest Earned – Graph 20

Total interest earned (accrued and received) compared to budget

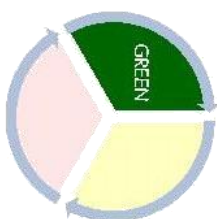
Responsible: Director Community Economic Development and Business

		\$'000
-	Actual YTD	\$ 114
-	Budget YTD	\$ 88
-	Over Budget	\$ 26

Effective Interest Rate: 2.54%

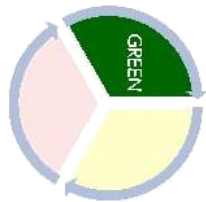
Benchmark:

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



Investment Profile		
Maturity	Total Amount	Average Rate
Cash on hand	\$ 132,176	0.00%
At call	\$ 5,468,718	1.80%
30 - 60 days	\$ 3,530,083	2.39%
61 - 90 days	\$ 7,000,000	2.67%
91 - 120 days	\$ 500,000	2.92%
120+ days	\$ 6,000,000	3.17%
Total	\$ 22,630,977	2.54%

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	\$ 80
- Budget YTD	\$ 75
Variance	\$ 5

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

Annual Growth in AAV – Graph 22

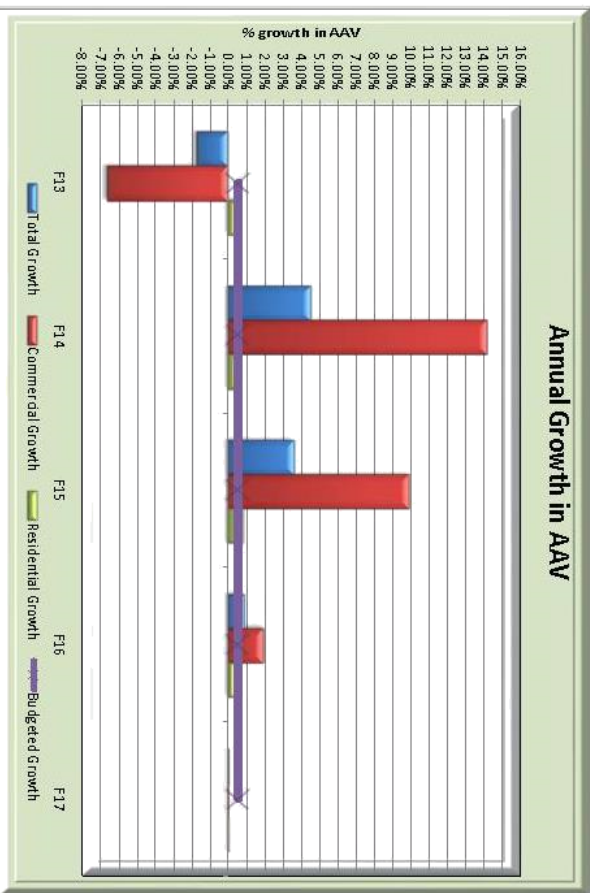
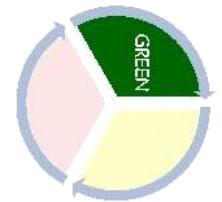
A comparison of the annual growth in the Assessed Annual Value (AAV) for Commercial, Residential and Overall Total.

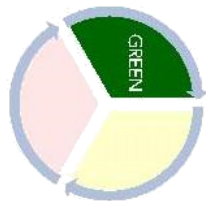
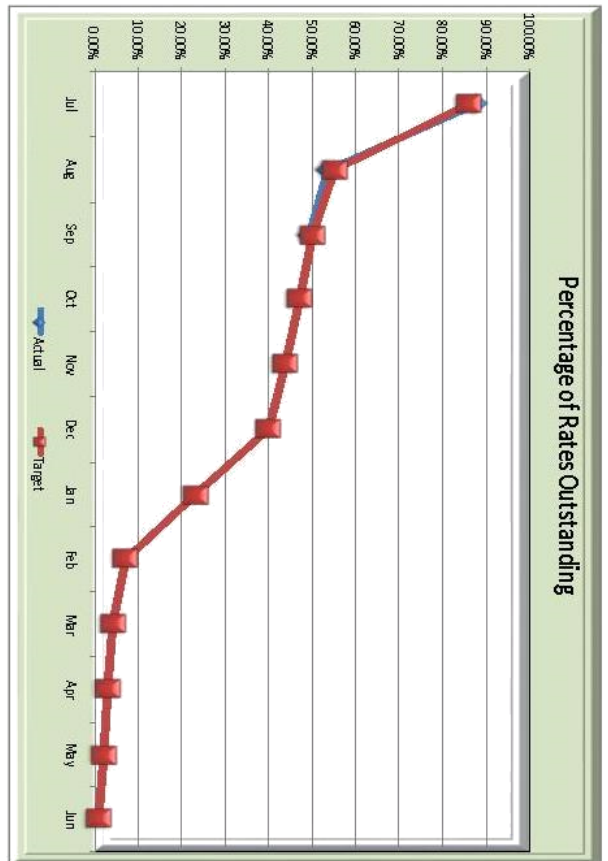
Responsible: Director Community Economic Development and Business

AAV growth 2016/17 on July 1st 2016 Base

- Commercial 0.08% (being 69% of the total AAV growth)
- Residential 0.09% (being 31% of the total AAV growth)
- Total AAV growth 0.09%

Target 0.50% AAV growth compared to previous year





Percentage of Invoiced Rates Outstanding – Graph 23

Shows the percentage amount of invoiced rates not paid.

Responsible: Director Community Economic Development and Business

- Actual 30 September 2016: 49.43%
- Target 30 September 2016: 50.00%
- Variance: 0.57%

Total outstanding 30 September 2016: \$18,074 \$'000

Arrears as at	this month	last month	Movement
2016:	\$245	\$272	\$27
2015:	\$64	\$68	\$4
2014:	\$12	\$15	\$3
2013:	\$4	\$5	\$1
2012+:	\$0	\$0	\$0
TOTAL	\$325	\$360	\$35

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

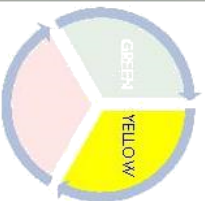
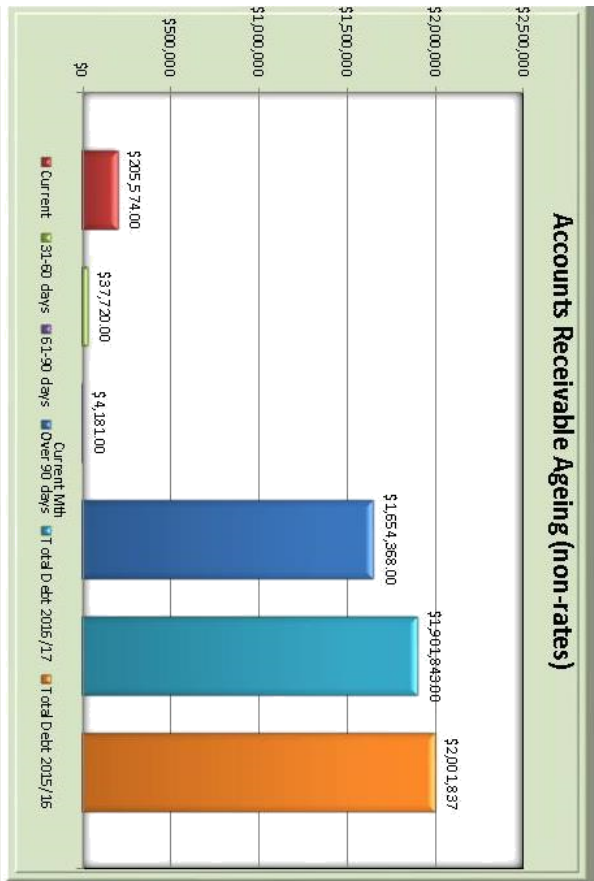
- Total 30 September 2016: \$1,902 \$'000
- % of AR 61 days & over: 87.1 %

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.

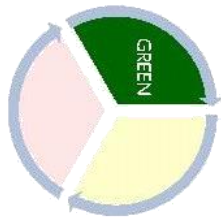
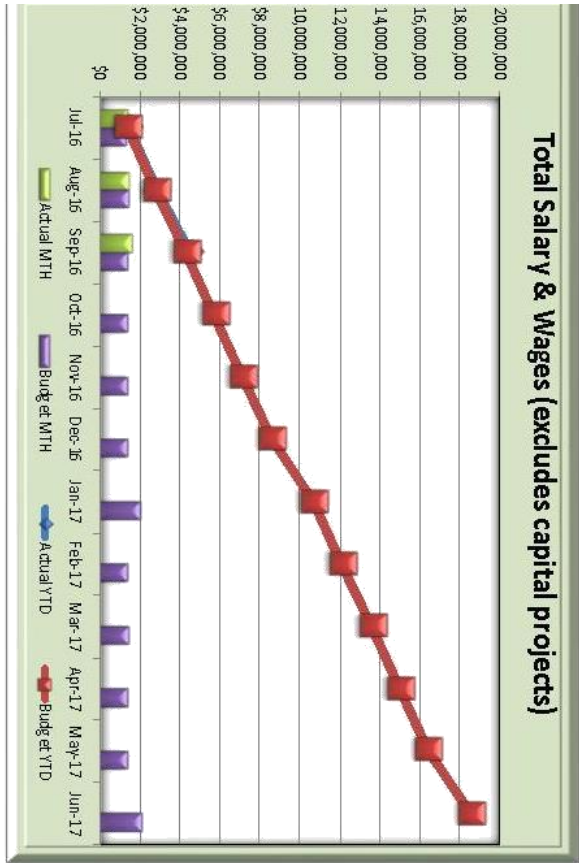
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Glenorchy City Council

People & Safety Corporate Performance Indicators September 2016



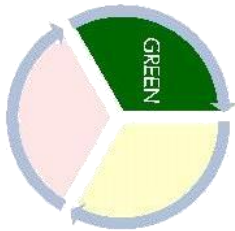
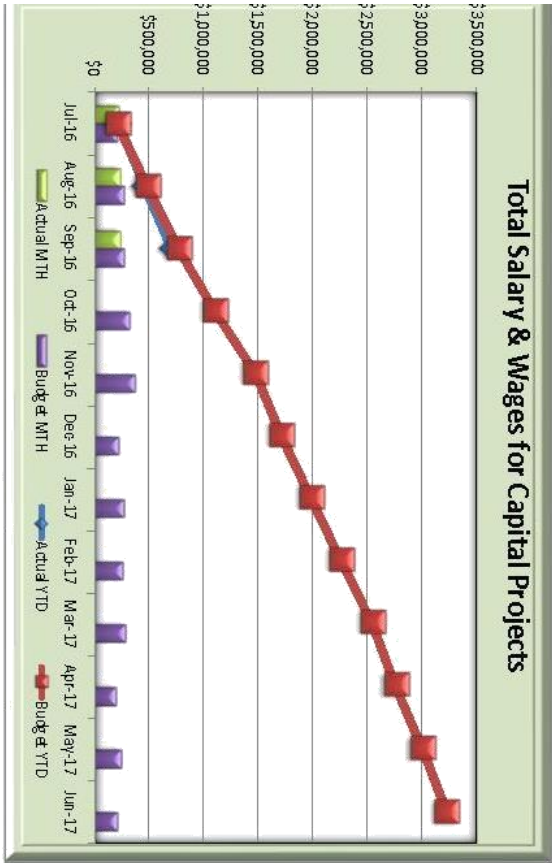
Salaries & Wages including on-costs – Operational (excludes capital projects) – Graph 25

Total operational salary costs compared to budget

Responsible: Executive Leadership Team

\$'000

- Actual YTD	\$4,537
- Budget YTD	\$4,281
Over Budget	\$ 256



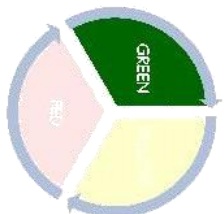
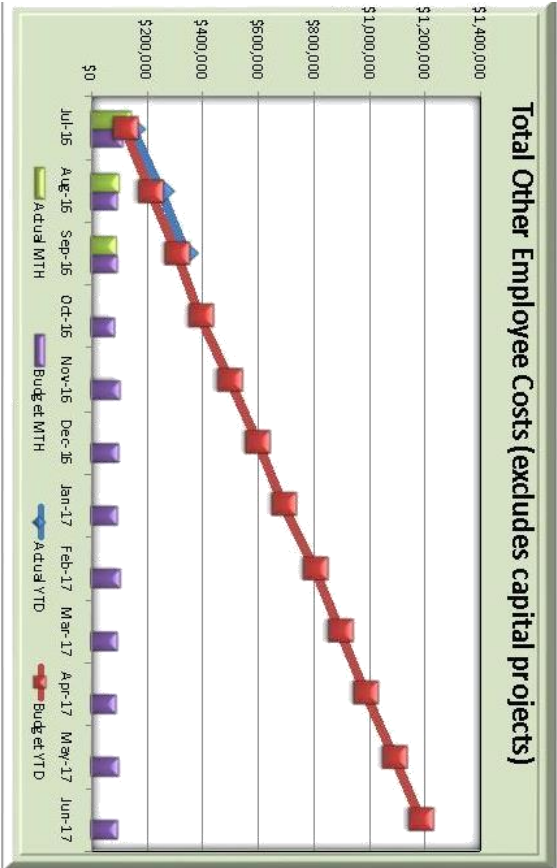
Salaries & Wages including on-costs – Capital Projects – Graph 26

Total salary costs for capital projects compared to budget

Responsible: Executive Leadership Team

\$'000

- Actual YTD	\$ 710
- Budget YTD	\$ 775
Under Budget	\$ 65



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	\$ 342
-	Budget YTD	\$ 307
	Over Budget	\$ 35

Permanent Staff Turnover Rate – Graph 28

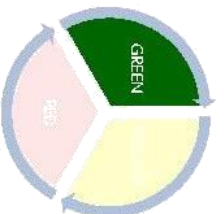
Total staff turnover is the total number of terminations over the last twelve months divided by the number of staff As at the last day of the month. This ratio represents the percentage of our total workforce who leave the council.

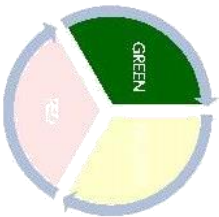
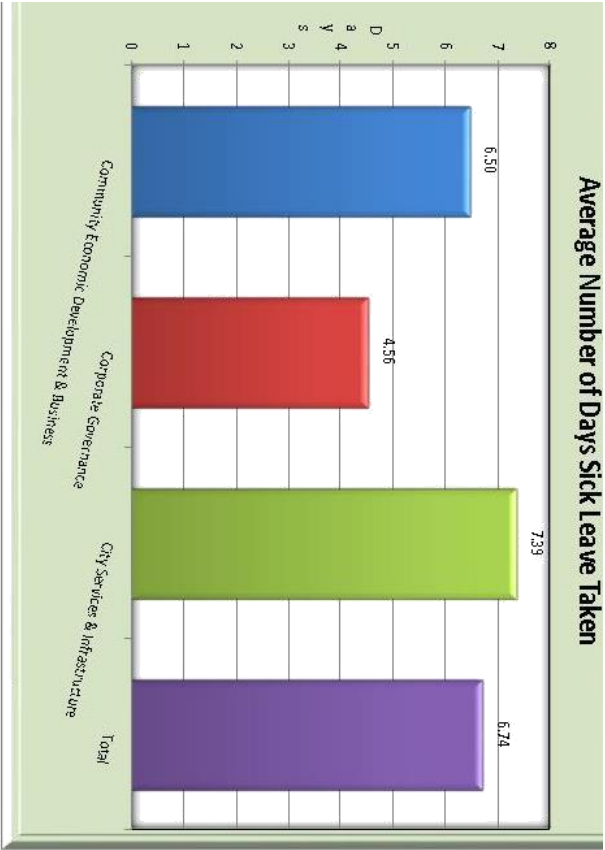
Responsible: Executive Leadership Team

Rolling 12 month av. turnover rate calculations used

	2016	2015
Rolling 12 month turnover rate	11.82%	10.55%

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*

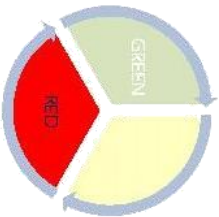
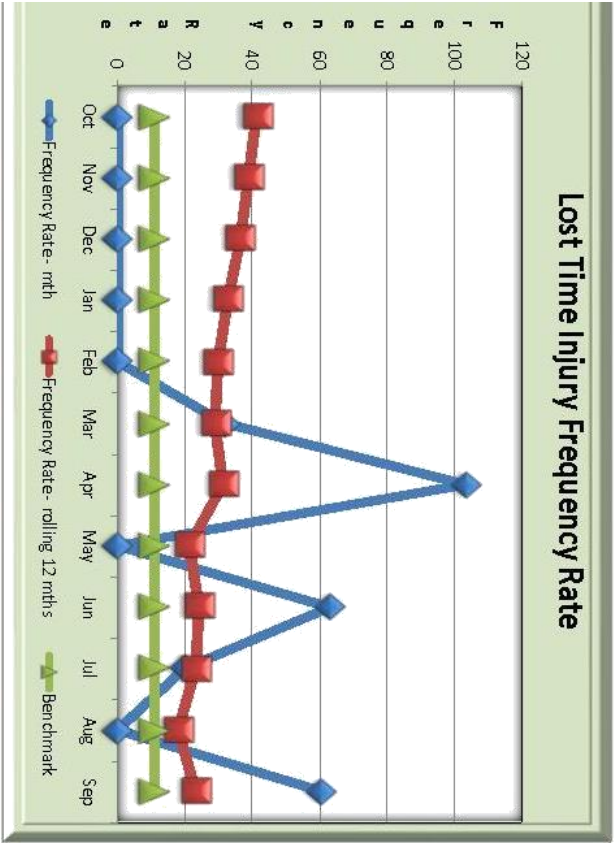
- Total average sick leave days taken last 12 months:

last 12 mths: 6.74 Days
Prev. 12 mths: 7.41 Days

Benchmark: LGAT All Tasmanian Councils Group

Average (2007/08) recorded: 6.80 days

Lost Time Injury Frequency Rate



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 23.20
 - Current month 60.40

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

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



Title	Committees Policy
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes
Responsible Directorate	Corporate Governance
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	Leading our Community 4.1.1 Provide leadership and advocacy to address issues facing our communities 4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities 4.2.1 Deploy the Council's resources in a way that maximises the effectiveness of the organisation and delivers value for money 4.3.2 Partner with community groups, business and not for profit organisations to achieve community outcomes 4.3.3 Partner with other councils and regional organisations to achieve community outcomes
ECM	Council Policy

PURPOSE

This policy provides direction on the purpose, formation, constitution and procedures of committees established by Council and Council management and on ensuring adequate monitoring of External Bodies on which Council is represented. It also provides the framework in which committees and External Bodies will operate.

SCOPE

This policy applies to Council Committees, Special Committees and Council Bodies. It also applies to External Bodies to the extent that it is necessary to record key details Council's representation on, and the purpose of, those bodies.

This policy does not apply to:

- (a) a committee, working group, steering group or other body established by Council management and comprised entirely of Council Staff, irrespective of whether that committee reports back to Council, and
- (b) Council's Audit Panel established under Part 8, Division 4 of the Act.

STATUTORY REQUIREMENTS

Local Government Act 1993

Under section 23 (Council Committees):

- (1) *A council may establish, on such terms as it thinks fit, council committees to assist it in carrying out its functions under [the Act] or any other Act.*
- (2) *A council committee consists of councillors appointed by the council and any councillor who fills a vacancy for a meeting at the request of the council committee.*
- (3) *A meeting of a council committee is to be conducted in accordance with prescribed procedures.*

Under section 24 (Special Committees):



Committees Policy

- (1) A council may establish, on such terms and for such purposes as it thinks fit, special committees.
- (2) A special committee consists of such persons appointed by the council as the council thinks appropriate.
- (3) The council is to determine the procedures relating to meetings of a special committee.

Archives Act 1983

Under section 10 (Preservation of records), Council:

- (a) is to keep proper records in respect of the business of the Government department, State authority or local authority for which the relevant authority is responsible; and
- (b) is to cause all such records to be preserved and accessible until they are dealt with in accordance with this Act; and
- (c) may, in the name of the Government department, State authority or local authority, take legal proceedings for the recovery of any such records if the relevant authority no longer has legal custody of them.

Under section 3 (Interpretation), a 'record' is 'a document or an object that is, or has been, made or kept by reason of any information or matter that it contains or can be obtained from it or by reason of its connection with any event, person, circumstance, or thing.'

Acts	Archives Act 1983 Local Government Act 1993
Regulations	Local Government (Meeting Procedures) Regulations 2015

DEFINITIONS

Act	the Local Government Act 1993
committee	a Council Committee, a Special Committee, or a Council Body, as applicable
Committees Officer	the officer appointed under clause 3.2 of this policy
Committees Register	the register described in clause 3.1 of this policy
Council Committee	See clause 2.1
Council Body	See clause 2.3
Council Staff	an employee of the Council acting in their capacity as a Council officer
External Body	See clause 2.4
General Manager	the General Manager of Council, or delegate
Procedure	Council's Committees Procedure adopted by Council (meeting on ####< item) pursuant to this policy.
Regulations	the Local Government (Meeting Procedures) Regulations 2015
Responsible Officer	See clause 3.3
Special Committee	See clause 2.2



1. INTRODUCTION

1.1 Role of Committees

Committees play a critical role in implementing the plans, strategies, policies, procedures and decisions of Council.

The use of committees is an effective means of managing the business of Council and allowing it to perform its functions under the Act and other legislation. Committees provide leadership, collaboration, and direction, and allow Council to progress the actions it takes to achieve its objectives.

To achieve maximum value from the use of committees, Council must be properly informed of the purpose, constitution and activities of any committee under its direction. This is particularly important where committee has been allocated funds from Council's budget.

1.2 Objects of Policy

This policy provides the framework for the management of committees and other bodies established by Council. Its object is to facilitate an effective, efficient and valuable committees program for Council. It does this by:

- (a) defining the various types of committees established by Council and their respective roles
- (b) establishing standard requirements for each type of committee
- (c) providing for:
 - (i) an effective reporting system for committees and External Bodies, so that Council is properly informed as to their ongoing activities in order to aid in its decision making about each committee's ongoing role, and
 - (ii) the centralisation of the administration of committees within Council by providing for a Committees Register and providing a single point of contact within Council.

It is also an object of this policy that the number of committees that Council oversees and is monitored with a view to reducing the total number of committees within the program, and that any committee that is not providing value for Council is abolished or its terms of reference reviewed.

1.3 Committees Procedures

This policy will be supported by a detailed 'Committees Procedure' which will set out particular rules, requirements, procedures and other matters related to the formation and administration of committees.

2. TYPES OF COMMITTEES

Committees established and administered by Council fall into three categories:

- (a) Council Committees
- (b) Special Committees, and
- (c) Council Bodies.

Separate to committees established by Council are External Bodies on which Council is represented.

Each serves a different purpose and has different requirements in-terms of the way that they are established, comprised and report back to Council on their activities.

2.1 Council Committees

A Council Committee is a committee established by a Council resolution made under section 23 of the Act.



Section 23(1) of the Act provides that Council Committees assist Council in carrying out its functions under the Act or any other Act¹.

Council Committees typically manage high-level business related to Council's operations and have formal meeting procedures and other requirements.

2.2 Special Committees

A Special Committee is a committee established under section 24 of the Act.

Special Committees are usually formed for a particular purpose or to oversee a particular plan, strategy or event.

They are not subject to the same strict conditions as Council Committees, however should still have some formal procedures and reporting requirements. Special Committees are often allocated funds from Council's budget.

2.3 Council Bodies

Council Bodies are committees or other bodies established by Council over which Council has control, whether comprised of Aldermen, independent persons or both, (and whether or not it also includes Council staff members). Council Bodies include working groups, steering groups, organising committees, taskforces and other groups.

Like Special Committees, Council Bodies are also usually formed for a particular purpose or to oversee a particular plan, strategy or event. They do not necessarily need operate with the same formality as Special Committees, however must still ensure that record keeping and reporting requirements under this policy are met.

In practice, many of the requirements for the operation of Council Bodies are similar to those of Special Committees.

2.4 External Bodies

External Bodies are committees or other bodies that are established and administered by an external organisation to which representatives of Council have been appointed.

Council should only appoint representatives to External Bodies whose purpose is related to the functions of Council, relates in some way to assisting Council to achieve its strategic goals, or generally aligns with Council's strategic direction.

Council does not have ordinarily any direct control over External Bodies, other than appointing (or nominating) representatives to them. Nevertheless, given the mutual interests of Council and External Bodies and the time cost to Council of sending representatives to them, it is important that Council remains informed of their constitution, purpose and activities.

3. ADMINISTRATION OF COMMITTEES

3.1 Committees Register

Council will establish and maintain a central Committees Register.

The purpose of the Committees Register is to provide an easily accessible record of the current status of the committees under Council's direction. It will contain key information about each committee and External Body such as name, composition, membership and terms of reference.

Each Committee, through its Responsible Officer, is to be responsible for advising the Committees Officer (see below) of any updates that are required to the Committees Register as soon as possible after they arise.

¹ Section 23(1), *Local Government Act 1993*



3.2 Committees Officer

The General Manager will appoint a Council employee as the Committees Officer. The Committees Officer will be responsible for the administration and oversight of committees.

The Committees Officer will be the central point for any inquiries about committees and External Bodies.

The responsibilities of the Committees Officer will be detailed in the Procedure.

3.3 Responsible Officers

Every Council Body is required to appoint a Responsible Officer who is responsible for administrative matters related to the committee. A Responsible Officer will generally be a member of Council Staff.

In addition to any other duties delegated by the Council Body, the Responsible Officer is responsible for providing information necessary for the establishment and maintenance of the Committees Register.

3.4 Committee Detail Sheets

Every committee operating under this policy must adopt a Committee Detail Sheet.

Committee Detail Sheets are documents which record the critical information about the committee, including its type, purpose, membership, reporting requirements and meeting procedures (as applicable). Committee Detail Sheets are to be in a standard form, the requirements for which will be outlined in the Procedure.

There will be different forms of Committee Detail Sheets for committees and External Bodies (recognising that less information is required for External Bodies, given that they are not administered by Council).

3.5 Retention of Committee Records (ECM)

All documents relating to committees are to be stored in a central location in Council's document management system (currently Technology One's 'ECM' system).

4. REPORTING REQUIREMENTS

4.1 Council Committees

This policy does not impose any mandatory reporting requirements for Council Committees. However, it should be noted that

- where a Council Committee is acting as an 'authority' under the Act, there are particular reporting requirements for the committee under sections 36A and 36B of the Act, and
- given the nature of the business conducted by Council committees, it is also expected that committees will provide regular reports to Council about particular matters which fall within their terms of reference.

4.2 Special Committees and Council Bodies

Each Special Committee and Council Body are to provide regular reports to Council summarising their recent activities and containing any other information set out in the Procedure.

The regular reports will be provided to the Committees Officer who will summarise the key information in an Officer's Report to Council will also make specific recommendations to Council about the recent activities of each committee, consistent with the objects of this Policy.

The form, frequency and information to be included in these reports will be specified in the Procedure.

4.3 External Bodies

Council representatives on External Bodies will also be required to regularly report back to Council on the committee's activities.

The form, frequency and information to be included in these reports will be specified in the Procedure.



5. ABOLITION OF COMMITTEES

5.1 Resolution required

A committee will only cease to exist upon the resolution of Council to abolish that committee. Council should ordinarily only vote to abolish a committee on the recommendation of that committee or the General Manager.

A committee may effectively cease to operate if it is no longer required, however a recommendation should be made to Council that the committee be abolished at the first regular report of the committee (under clause 4 of this policy) after its operation ceases.

6. WORKPLACE HEALTH AND SAFETY

To avoid any doubt, all persons present at committee meetings, or performing any other committee business, are bound and protected by Council's policies relating to workplace health and safety, bullying and harassment.

Members of committees may not subject others to bullying, harassment or any other behaviour which may endanger personal health and safety.

BACKGROUND

To assist in carrying out its functions under the Act, Council establishes and oversees a number of different committees.

To ensure that it obtains maximum value from the use of committees and that committees continue to operate efficiently, and from a good governance perspective, Council must remain informed as to the activities and composition of each committee.

NOTE: This policy is to be read with Council's 'Committees Procedures dated ### (adopted on #####)



Title	Committees Procedure
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes
Responsible Directorate	Corporate Governance
Due for Review	Four (4) years from Council Resolution Date
Policy Reference	Made pursuant to 'Committees Policy', adopted on #####.
ECM	Council Policy

PURPOSE

This procedure provides further information and direction about the matters the subject of the Policy.

SCOPE

This policy applies to the committees and External Bodies the subject of the Policy.

STATUTORY REQUIREMENTS

Relevant statutory requirements are detailed in the Policy

Acts	<i>Archives Act 1983</i> <i>Local Government Act 1993</i>
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015</i>
Council Policies	<i>Committees Policy (adopted #####)</i> <i>Nominations and Appointments to Committees and Other Bodies (adopted September 2016)</i> <i>Council Meeting Policy (adopted October 2015)</i>

DEFINITIONS

Policy	Council's Committees Policy adopted by Council (meeting on ###< item) pursuant to which this procedure is adopted.
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All other defined terms have the meanings given in the Policy.

INTRODUCTION

The Policy provides direction on the purpose, formation, constitution and procedures of committees established by Council and Council management and on ensuring adequate monitoring of External Bodies on which Council is represented. It also provides the framework in which committees and External Bodies will operate.

This procedure sets out the particular rules, requirements, procedures and other matters related to the formation and administration of committees, consistent with the objects of the Policy.



1. COUNCIL COMMITTEES

1.1 Establishment of Council Committees

Council Committees must be established by a resolution of Council, made in accordance with section 23 of the Act.

A resolution to establish a Council Committee must include a resolution to adopt a Committee Detail Sheet that complies with this policy.

1.2 Membership and Appointment

A Council Committee consists of Aldermen appointed by Council and any Alderman who fills a vacancy for a meeting at the request of the Council Committee.

Appointment of Aldermen to a Council Committee is to be in accordance with the Nomination and Appointment Policy.

1.3 Administration

All administrative requirements of Special Committees will be undertaken by the Responsible Officer, or other committee members delegated that responsibility by the committee.

1.4 Reporting Requirements

This procedure does not prescribe any mandatory reporting requirements for Council Committees.

1.5 Meeting procedures

Under section 23 of the Act, a meeting of a Council Committee is to be conducted in accordance with the Regulations.

Where the Regulations do not provide for a particular procedure, Council may determine any other proceedings relating to meetings that it considers appropriate¹. Council has adopted procedures in the Meeting Policy.

The Meeting Policy applies to Council Committee meetings unless Council resolves otherwise.

1.6 Meeting records

Council Committees are required to record minutes in accordance with the requirements of regulation 32 of the Regulations.

2. SPECIAL COMMITTEES

2.1 Establishment of Special Committees

A Special Committee may only be established by a resolution of Council, made in accordance with section 24 of the Act.

A resolution to form a Special Committee must include a resolution to adopt a Committee Detail Sheet that complies with this policy.

2.2 Membership and appointment

Under section 24 of the Act, a Special Committee consists of such persons appointed by Council as Council considers appropriate. The membership of a Special Committee can therefore consist of Aldermen, Independent Persons, Council Staff or a mixture of all three.

¹ Section 37, *Local Government (Meeting Procedures) Regulations 2015*



Appointment of members to a Special Committee must be in accordance with the Nomination and Appointment Policy.

2.3 Administration

All administrative requirements of Special Committees will be undertaken by the Responsible Officer, or other committee members delegated that responsibility by the committee.

2.4 Reporting requirements

Special Committees are to provide a report to Council (through the Committees Officer) every six months. The Report must include the following information about the activities of the Special Committee during the six-month period.

- the number of meetings held
- the meeting attendance record of any Aldermen appointed as members
- a summary of the activities of and key outcomes achieved during the preceding period
- a summary of the Special Committee's aims and objectives for the following six-month period and the strategies to be employed to meet them
- details of any funds received or spent during the period
- The approximate number of hours spent working on administrative matters related to the Council body by the Responsible Officer, and

The report must contain sufficient detail to allow Council to properly understand and Special Committee's recent and ongoing activities and to consider the value of the committee's work and the functions that it performs. If the Special Committee is no longer relevant or there is otherwise no need for it to remain in operation, the report should ask that a recommendation be made that the Special Committee be abolished.

The report is to use a standard template, with the reports of all Special Committees to be presented to Council under a single officer's report (prepared by the Committees Officer) every six months, usually in January and July.

Committees will be given at least one-months' notice of the date of the Council meeting at which reports are to be presented. Responsible Officers are to provide their committee's report to the Committees Officer no later than 14 days before the relevant Council meeting.

Special Committees must also provide an annual financial report to Council's Business and Finance department, containing sufficient information for reporting purposes in Council's annual financial statements.

2.5 Meeting procedures

Special Committees are to determine whether to adopt formal meeting procedures governed in accordance with the Regulations and the Meetings Policy.

It is expected that there will be some formality attached to meetings of Special Committees, given the importance of the business that they conduct, particularly where the committee has been allocated Council funds.

Any meeting procedures of the Special Committee are to be recorded on the Committee Detail Sheet.

2.6 Meeting records

Special Committees are required to take minutes, which must contain, at a minimum:

- date, time and place of the meeting
- names and positions of attendees



- name of the chair of the meeting
- Details of any business considered by the meeting (which can be in formal minutes or can be presented as a summary of the outcomes of the meeting)
- any actions that arise out of the business of the meeting, and
- the date (or approximate date) of the next meeting of the committee.

The Responsible Officer must ensure that records of the minutes of each meeting are kept, either by providing them to the Committees Officer or storing them in the designated space in Council's document management system, as soon as possible after the conclusion of the meeting.

3. COUNCIL BODIES

3.1 Establishment

Council Bodies may, though need not be, established by resolution of Council. If not established by a resolution, their formation is to be approved at the Director level.

Any resolution or decision to form a Special Committee must include the adoption of a Committee Detail Sheet that complies with this procedure.

3.2 Membership and appointment

There are no formal requirements as to the membership of a Council Body. The membership of a Council Body can therefore consist of Aldermen, independent persons, Council Staff or a mixture of all three.

Appointment of members to Council Body must be in accordance with the Nomination and Appointment Policy.

3.3 Reporting requirements

Council Bodies are to provide a report to Council every six months, which must include the following information about the activities of the Council Body during the six-month period:

- the number of meetings held
- the meeting attendance record of any Aldermen appointed as members
- a summary of the activities of and key outcomes achieved during the preceding period
- a summary of the Council Body's aims and objectives for the following six-month period and the strategies to be employed to meet them
- the details of any funds received or spent during the period
- The approximate number of hours spent working on administrative matters related to the Council body by the Responsible Officer, and

The report must contain sufficient detail to allow Council to properly understand and Council Body's recent and ongoing activities and to consider the value of the Council Body's work and the functions that it performs. If the Council Body is no longer relevant or there is otherwise no need for it to remain in operation, the report should ask that a recommendation be made that the Council Body be abolished.

The Report is to use a standard template, with the reports of all Council Bodies to be presented to Council under a single officer's report every six months, usually in February and August. Council Bodies will be given at least three-months' notice of the date of the Council meeting at which reports are to be presented. Reports are to be submitted to the Committees Officer.

If Council has allocated any funds to the Council Body, details of the expenditure of the funds must be included in the report.

3.4 Meeting procedures



Council Bodies need not adopt formal meeting procedures, though may do so if this is considered necessary, or they otherwise decide to.

However, meetings must be conducted with sufficient formality to allow the recording of minutes in accordance with clause 3.5 of this procedure.

Any meeting procedures of a Council Body are to be recorded on the Committee Detail Sheet.

3.5 Meeting records

Council Bodies are to take minutes, which must contain, at a minimum:

- date, time and place of the meeting
- names and positions of attendees
- name of the chair of the meeting
- details of any business considered by the meeting (which can be presented as a brief summary of the outcomes of the meeting)
- any actions that arise out of the business of the meeting, and
- the date (or approximate date) of the next meeting of the committee

The minutes of each meeting must be provided to the Committees Officer by email as soon as possible after the conclusion of the meeting.

3.6 Administration

Every Council Body is required to appoint a Responsible Officer who is responsible for administrative matters related to the committee.

To avoid unnecessary administrative burden, the duties of Responsible Officer for a Council Body may be appointed to a position rather than an individual.

In addition to any other duties delegated by the Council Body, the Responsible Officer is responsible for providing information necessary for the establishment and maintenance of the Committees Register.

4. EXTERNAL BODIES

4.1 Reporting requirements

Council representatives on External Bodies are to provide a report to Council every six months. The report must include the following information about the activities of the External Body during the six-month period:

- the number of meetings attended
- the meeting attendance record of any Council representatives on the External Body
- a summary of the activities of and key outcomes achieved during the preceding period
- details of any funds provided by Council to the External Body, and
- a summary of the External Body's aims and objectives for the following six-month period and the strategies to be employed to meet them.

5. COMMITTEE DETAIL SHEETS



5.1 Requirement and Purpose

Every committee operating under the Policy and this procedure must adopt a Committee Detail Sheet.

Committee Detail Sheets are documents which record the critical information about the committee, including its type, purpose, membership, reporting requirements and meeting procedures (as applicable).

5.2 Form

Committee Details Sheets are to be in a standard form approved by the General Manager. There will be different forms of Committee Detail Sheets for committees and External Bodies (recognising that less information is required for External Bodies, given that they are not administered by Council).

5.3 Content

Committee Detail Sheets will record, at a minimum, the following information for each type of committee:

- committee name
- committee type
- date of formation (including Council Meeting date and item number, if applicable)
- responsible officer (including contact details)
- composition of membership (including any automatic memberships, e.g. the Mayor)
- current membership (to be updated regularly)
- purpose of committee
- extent of delegated authority
- terms of reference (if applicable)
- office bearers
- frequency of meetings
- quorum requirements
- meeting procedures
- minutes to be taken
- reporting requirements
- a 'version history' (post October 2016) of the Committee Detail Sheet, and
- other relevant information

For External Bodies, Committee Detail Sheets will record:

- committee name
- committee type
- name of organisation that administers committee
- purpose of committee
- current Council representation on committee, and
- meeting frequency

The standard form of Committee Detail Sheets adopted by Council will contain the above information for committees and External Bodies and information on how to properly complete each section.

5.4 Custody



Committee Detail Sheets will be held and maintained by the Committees Officer.

Electronic copies of each Committee Detail Sheet are to be stored in Council's document management system.

5.5 Maintenance of Committee Detail Sheets

The Responsible Officer for each committee must ensure that Committee Detail Sheet remains up-to date by reporting any changes to the Committees Officer as soon as practicable.

For External Bodies, one of the Council representatives appointed to the body is to take responsibility for providing the Committees Officer with any relevant information to update the Committee Detail Sheet.

It should be noted that changes to the composition of a Council Committee or Special Committee (and occasionally Council Bodies) will ordinarily require a resolution of Council, other than for minor details (e.g. a change to the Responsible Officer).

5.6 Transitional Period

There is to be a 'transitional period' during which committees will review their constitution, procedures and terms of reference and adopt Committee Detail Sheets.

It is currently anticipated that the transitional period will be six-months. The General Manager will advise the exact date by which each committee must adopt a new Committee Detail Sheet after the commencement of the Policy and this procedure.

6. ADMINISTRATION OF COMMITTEES

6.1 Committees Officer

The Committees Officer is to be responsible for:

- establishing and maintaining the Committees Register
- liaising with committees (generally through Responsible Officers) about the day to day operations of the Committees;
- coordinating the provision of information from Responsible Officers about committee operations from, including minutes, reports and changes to committee detail sheets and ensuring that records are kept
- preparing the Officers Reports to Council about the operation of Special Committees and Council Bodies, and
- other duties related to the above or directed by the General Manager.

6.2 Committees Register

The Committees Officer will establish and maintain a central Committees Register.

The Committees Register will the following key information about each committee and External Body, as applicable (items marked with '*' do not apply to External Bodies):

- committee name
- committee type
- responsible officer*
- current membership (or representation on External bodies)
- office bearers*
- frequency of meetings
- next meeting



Committees Procedure

- date next six-monthly report due*
- any other information the Committees Officer considers necessary.

The Committees Register is to be maintained as often as necessary to ensure that the above information is up to date.

Information about committees which have been abolished is to be retained for a period of at least two years after the Council resolution abolishing the committee.

Each committee, through its Responsible Officer will advise the Committees Officer of any updates that are required to the Committees Register as soon as possible after they arise.

6.3 Retention of Committee Records (ECM)

In accordance with the Policy, all documents relating to committees are to be stored in a central location in Council's document management system (currently Technology One's 'ECM' system).

The Committees Officer will ensure that documents for each committee are stored in a rational and easily accessible format in which it is possible to easily locate particular documents.

Responsible Officers are to be provided with sufficient access to allow them to upload documents directly to the designated folders.

BACKGROUND

To assist in carrying out its functions under the Act, Council establishes and oversees a number of different committees.

Council has adopted the Policy to provide high level direction on its committees program and its purpose and objectives. This procedure has been adopted to support the aims and objectives of the Policy.



COMMITTEE DETAIL SHEET

Name of Committee

Name of Committee	Committee Name
Type of Committee	e.g. Special Committee / Council Body
Date of Formation	e.g. 3 November 2016
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Responsible Officer	e.g. Senior Internal Compliance Advisor Bryn Hannan BHannan@gcc.tas.gov.au Ph: 6216 6429

DELETE ALL RED TEXT AND ITS BORDERS

1.0 PURPOSE OF COMMITTEE

1.1 Purpose of Committee and Area of Focus

*Brief statement about the reason that the committee exists and its key objectives.
Example (Clauses 1.1 and 1.2 use the Glenorchy Youth Task Force as an example)*

The Glenorchy Youth Task Force is a Special Committee that consults with young people in Glenorchy to determine their needs and issues and take action to advance them.

1.2 Terms of Reference

The terms of reference of the committee go here. Terms of reference differ from the purpose of the committee in that they will identify specific issues or areas that the committee examines or actions in the course of its work. These should be numbered in the following format:

- (a) Term of reference 1*
- (b) Term of reference 2, and*
- (c) Etc.*

Example:

The Glenorchy Youth Task Force will have responsibility for:

- (a) Consulting with young people in the Glenorchy Municipality and determining the needs and issues relating to them;
- (b) Representing the identified needs, issues and views of young people to Council;
- (c) Working with Council to identify strategies to respond to the needs and issues of young people in Glenorchy; (etc...)

1.3 Delegations and Authorisations (if applicable)

Where a committee has been given particular authority by Council or the General Manager, the details should be recorded here. It is important to distinguish between:

- (a) a 'delegation', which is, a specific power held by Council or the General Manager the exercise of which has been delegated to the committee); and*
- (b) an 'authorisation', which is simply an authority to make decisions or carry out a particular action which is not referable to a statutory power.*

This section may not be relevant to all committees. It can be deleted if not. Example (generic example)

Authority to spend allocated funds up to \$2,000 without Council approval for purposes consistent with the Terms of Reference.

2.0 MEMBERSHIP

2.1 Composition

How the committee is constituted. Example:

- Mayor (Chairperson)
- 3 Aldermen, and
- 2 Independent persons

2.2 Current Members

List the names of the current members and their Capacity. Example:

- Alderman Kristy Johnston (Mayor / Chairperson)
- Alderman Matthew Stevenson (Alderman)
- Alderman Christine Lucas (Alderman)
- Alderman Stuart Slade (Alderman)
- John Smith (Independent person / Secretary)
- Jane Smith (Independent person)

2.3 Term of Appointment

Identify how long each member is appointed for Examples:

Alderman are appointed for the term of their office each electoral cycle

Independent persons are appointed for 2 years

3.0 MEETINGS

3.1 Frequency

Identify how often meetings are to be held and, if applicable, where and when. Example:

Meetings are to be held once every three months

Or:

Meetings are to be held on the first Tuesday of each month at 3:00 pm at Council's chambers

Or:

A minimum of two meetings are to be held each year, to be called by the Chair with two weeks' notice.

3.2 Quorum

Identify the number of committee members that makes up a quorum, including any specific office bearers. Example:

4 members, one of whom must be the Mayor.

3.3 Meeting Procedures

Identify any specific procedures that apply to the meeting. This might be by reference to the Local Government (Meeting Procedures) Regulations 2015, to Council's Meetings Policy, or can simply be in bullet point form. Example:

- Meetings are to be conducted formally.
- Meetings must not attendance, apologies, confirm minutes of previous meeting, deal with each item of business separately, and take formal votes about any resolution
- Agendas for the meetings are to be circulated to members at least 24 hours in advance of the meeting.
- Items not on the agenda may be considered with the consent of the Chair.

3.4 Minutes

Identify if, how and by whom minutes are to be recorded, and the degree of formality. Example:

- Minutes are to be recorded.
- Minutes are not required to be in a particular format, but must record the meeting date, start time, location, finish time, attendance, apologies, that minutes of previous meeting were confirmed/not confirmed, brief details of each item of business separately, and details of any votes taken
- Draft Minutes are to be circulated to members within one week of a meeting.

Or:

- Minutes are required to provide only the date and time of the meeting, who was in attendance, and a brief summary of the outcomes of the meeting and any actions to be taken.

Or:

- Formal minutes are not required, but the details of the date, time and location of the meeting must be kept on record.

4.0 REPORTING REQUIREMENTS

4.1 Frequency of Reports

How often formal reports are required and who they are to be provided to. This can be by reference to the Committees Policy (which sets minimum requirements) or otherwise. Examples:

Reports are to be provided to Council in accordance with the requirements in Council's Committees Policy

Or:

In addition to the reporting requirements in Council's Committees Policy, Quarterly Reports are to be provided to the Director, City Services and Infrastructure and an Annual Report presented to Council.

4.2 Content of Reports

Set out the exact requirements that reports are required to capture. Example:

The Annual Report is to provide the information required to be provided in the report required under Council's Committees Policy, as well as:

- A one page report from the Chairperson of the Committee summarising the key outcomes of the year and any recommendations for the following year
- Details of any budgetary requirements for the following financial year and reasons for each request.

Other reports are to be in the form required in Council's Committees Policy

5.0 OTHER PARTICULARS

In this section, any other relevant details of the committee can be recorded. Subheadings should be used where appropriate.

6.0 VERSION HISTORY

This section is intended to capture when and why amendments were made to the Committee Detail Sheet. The table below should be used. Examples are provided.

Version	Date	Adoption	Amendments Made
1.0	3 November 2016	Council Meeting (Item 15)	First version using new template.
1.1	5 January 2017	Committee resolution	Change to reporting requirements
2.0	23 December 2018	Council resolution	Updated membership following appointment of Aldermen following Council election.



COMMITTEE DETAIL SHEET (External Body)

Name of External Body

Name of External Body	e.g. TasWater Board
Type of Body	e.g. Statutory Authority
Administering Organisation (if different to Name)	e.g. TasWater

DELETE ALL RED TEXT AND ITS BORDERS

1.0 PURPOSE OF EXTERNAL BODY

1.1 External Body Objective / Areas of Focus

*Brief statement about of the reason that the committee exists and its key objectives.
Example (Clauses 1.1 and 1.2 use the Glenorchy youth Task Force as an example)*

TasWater has responsibility for the supply and distribution of water in Tasmania. Its Board oversees its operations and objectives in accordance with the relevant legislation.

1.2 Details of Administering Organisation

Insert details of the organisation that administers the body. Example:

TasWater is a Statutory Authority established under an Act of which all Tasmanian Councils are shareholders). In some cases the body may be formed independently, in which case that can be explained here.

2.0 MEMBERSHIP

2.1 Membership of External Body

How is the External Body Constituted? Example:

One Aldermanic Representative from each Tasmanian Council, the Minister for Local Government.

2.2 Council Representatives

List the names of the current members and their Capacity. Example:

- Alderman Kristy Johnston (Alderman)
- John Smith (Independent representative appointed by Council)

2.3 Term of Appointment

Identify how long each member is appointed for Examples:

- Alderman are appointed for the term of their office each electoral cycle
- Independent persons are appointed for 2 years

3.0 MEETINGS OF EXTERNAL BODY

3.1 Frequency of Meetings

Identify how often meetings are to be held and, if applicable, where and when. Example:

Meetings are held once every three months

4.0 REPORTING REQUIREMENTS

4.1 Frequency of Reports

How often formal reports are required and who they are to be provided to. This can be by reference to the Committees Policy (which sets minimum requirements) or otherwise. Examples:

Reports are to be provided to Council in accordance with the requirements in Council's Committees Policy

4.2 Content of Reports

5.0 Set out the exact requirements that reports are required to capture. Example:

In addition to any requirements under the Meetings Policy, Reports are to set out a summary of the activities undertaken by each of Council's representatives on the committee during the reporting period (for example, sub-committee memberships).

6.0 VERSION HISTORY

This section is intended to capture when and why amendments were made to the Committee Detail Sheet. The table below should be used. Examples are provided.

Version	Date	Adoption	Amendments Made
1.0	3 November 2016	Council Meeting (Item 15)	First version using new template.
1.1	5 January 2017	Committee resolution	Change to reporting requirements
2.0	23 December 2018	Council resolution	Updated membership following appointment of Aldermen following Council election.



COMMITTEE REPORT

Name of Committee

Name of Committee	Committee Name
Type of Committee	e.g. Special Committee
Report Date	e.g. 3 November 2016
Nature of Report	e.g. Biannual Report in accordance with Committees Policy
Report Author (Responsible Officer)	e.g. Senior Internal Compliance Advisor Bryn Hannan BHannan@gcc.tas.gov.au Ph: 6216 6429

DELETE ALL RED TEXT AND ITS BORDERS

1.0 MEETINGS

1.1 Meeting Details

Meeting Date	Location	Attendees	Apologies
3 November 2016	Chambers	5	1
3 December 2016	Committee Room	6	0

1.2 Aldermanic Attendance

Alderman	No. of Meetings	Attended	Missed
Ald. #####	4	3	1
Ald. #####	4	4	0

2.0 ACHIEVEMENTS

List the Key outcomes achieved by the committee during the reporting period. Where possible compare them to the objectives set during the previous report. Use Bullet points or paragraphs, as appropriate. Ensure that sufficient details are provided to allow Council to be properly informed of the activities of the committee.

3.0 OBJECTIVES

List the committee / Council Body's main objectives during the next reporting period, and longer term if this is applicable (for example, the objectives over the next period may be steps in working towards a long-term goal).

4.0 FINANCIAL REPORTING

4.1 Funds Allocated

Provide the details of any funds allocated by Council during the reporting period. Include details of any budgeted amount (e.g. \$5,000 allocated of which \$2,500 budgeted for expenditure during the reporting period)

4.2 Funds Spent

Provide the details of any expenditure by the committee during the period. This can be grouped into categories. For example:

Fundraising Activities: \$#####

Transport: \$#####

Insurance Policies: \$#####

Catering: \$#####

It is expected that sufficient details will be provided in an easily to understand format. If necessary, attach a separate sheet with relevant financial statements and expenditure details.

4.3 Funds Raised (if applicable)

If the Committee has undertaken any fundraising activities during the year, include details of the funds raised, by reference to each activity. E.G

Bake Sale (3 November 2016): \$550.00 raised (net amount)

4.4 Time Cost (Responsible Officer)

Provide an estimate of the amount of time spent working on committee administration matters (including reporting, minutes and meeting attendance) by the Responsible Officer. The purpose of this is to allow Council and Management to get an understanding of the operational cost from an HR perspective of the administration of the committee.

5.0 OTHER COMMENTS

Provide any other comments that are relevant for Council's consideration. These could include:

- requests for additional budget allocations (and supporting reasons)
- a recommendation that the committee's Terms of Reference be amended
- a recommendation that the committee be disbanded

Report Prepared by: **Name and Position.**

Signed:

Date:

DRAFT

Glenorchy City Council Committees Manual



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Introduction

This document summarises the information pertaining to Council's use of committees, both internal and external, to help it to achieve its goals and objectives.

The first part of the manual provides an overview of the different types of committee, Authorities or Boards Council creates or is represented on. Outlines of the "governance requirements" of Council Committees and Special Committees are also provided.

The second part of this manual contains "detail sheets" for all committees that Council is involved with.

Information Management (Records) requirements

According to legislation including the *Archives Act 1983*, Council is required to document, maintain, and in some cases eventually transfer to State Archives, all records relating to the creation, abolition, meeting, reporting and conduct of Committees, working groups, etc.

More specifically, records required to be kept include:

- Establishment, membership & abolition of groups
- Terms of reference and proceedings
- Agendas, minutes, reports, submissions, petitions, and supporting documentation of meetings
- Agreements, contracts, MOU's, Service or Partnership agreements
- Progress reports
- General correspondence
- Records documenting the tracking of actions taken as a result of decisions made
- Records documenting arrangements for and conduct of meetings (may include advertisements, notices & routine correspondence)

All of the above requirements are relevant ***irrespective of*** whether the group is a high level internal Committee, internal working group etc OR an external Committee on which an employee, Alderman or Council representative sits.

When a new Committee, or working group is to be formed (or an invitation is received to form or join an external group), an ECM subject file request must be made to the Records Section by the Council officer responsible for the committee to ensure the timely creation of an appropriate subject file. All related documentation (as indicated above) must then be saved to the ECM subject file, where it will be appropriately managed by the Records Section in line with legislative requirements.

Internal Committees

The *Local Government Act 1993* (the Act) provides councils with the power to establish committees to assist them to carry out their duties. There are two types of committee that can be established under these powers.

Council Committees

23. (1) A council may establish, on such terms as it thinks fit, council committees to assist it in carrying out its functions under this or any other Act.
- (2) A council committee consists of councillors appointed by the council and any councillor who fills a vacancy for a meeting at the request of the council committee.
- (3) A meeting of a council committee is to be conducted in accordance with prescribed procedures.

Special Committees

24. (1) A council may establish, on such terms and for such purposes as it thinks fit, special committees.
- (2) A special committee consists of such persons appointed by the council as the council thinks appropriate.
- (3) The council is to determine the procedures relating to meetings of a special committee.

Council committees are clearly the more formal of the two types. Membership is restricted to Aldermen and meetings of these committees are to be conducted in accordance with prescribed procedures. Governance requirements for Council Committees are described later in this document.

Special committees are less formal. Membership is not restricted to Aldermen and there are no prescribed procedures for conducting meetings. Council is able to determine the procedures for a special committee and it is suggested that guidance as described later in this document is provided as a minimum.

A report to Council is required to establish either a Council Committee or a Special Committee.

Internal Working Groups and Steering Groups

On occasion it may be considered necessary or appropriate to establish a “working group” or “Steering group” to manage a project, develop a policy or carry out some other specific task.

These groups are even less formal than Special Committees. Membership may vary as the group progresses towards its goal; formal minutes may not be recorded; meetings may increase in frequency or be called at short notice as deadlines approach.

Sometimes Aldermanic representation on a working group or steering group may not be necessary and in these instances the group can be formed without reference to Council.

However, where Aldermanic representation on a working group or steering group is required a report is to be presented to Council so that every Alderman has the opportunity to nominate for selection to the group if they wish to do so.

Governance Requirements of Council Committees

Election of Chairperson

The *Local Government (Meeting Procedures) Regulations 2005* 10(3) state that:

A council may –

- (a) elect a member of a council committee as chairperson of that council committee.; or
- (b) delegate that power of election to the members of the council committee.

Abandonment of a Council Committee Meeting

The *Local Government (Meeting Procedures) Regulations 2005* do not have a provision for dealing with council committee meetings that are abandoned because of the lack of a quorum.

Meeting Procedures Regulation 12 deals with this matter when it occurs at council meetings and Council must decide if this should apply to meetings of the Council Committee or if it wishes some other conditions/actions to be taken.

A decision will also be required regarding what to do with items that are on the agenda of an abandoned meeting. It will always be simpler to defer these items to the next meeting but this may not be possible. In such cases it will be necessary to provide for convening another meeting and consideration should be given to applying paragraph 3 (and perhaps 4) of Regulation 12 of the *Local Government (Meeting Procedures) Regulations 2005* which deal with such circumstances when they arise at council meetings.

Application of Regulation 12 to a Council committee will need to include the sentences:

- References to “council meeting” and “general manager” in regulation 12(2) should be read as if they were references to “council committee meeting” and “chairperson” respectively.
- Reference to “Minister” in Regulation 12(4) should be read as if it were a reference to “Council”.

Addressing The Committee

Rules will need to be established concerning addressing meetings of the Council committee. It is suggested that the provisions of Meeting Procedures Regulation 21 should be applied.

Debate at Glenorchy Planning Authority Meetings

Rules of debate will need to be established for the Council committee. It is suggested that the provisions of Meeting Procedures Regulation 22 should be applied.

Application of Regulation 22 to a Council committee will need to include the sentences:

- The regulation is to be read as if the words “council committee” were substituted for the word “council” in Regulation 22(1) to (6) and 22(8) to (9).

Deputations

Regulation 38 which addresses some matters associated with deputations applies to Council committees but it may be necessary to apply additional rules, as permitted by Regulation 38(2), to deputations addressing the Council committee.

Voting Procedure

Council's "Meeting Procedures Policy" (28-1) describes the procedure for taking a vote at Council committee meetings.

Questions on Notice

Meeting Procedures Regulation 30(2) requires that at a Council committee meeting an answer to a "question on notice" must be in writing. Council's policy "28-1 Meeting Procedures" provides that an answer may be tabled at the meeting.

Format of the agenda for a Council committee

A decision will have to be made regarding the format of the agenda for meetings of the Council committee. It is suggested that Committee should be entrusted to specify the format of its agenda to comply with the requirements of legislation and facilitate the maintenance of high quality meetings. Before dealing with "items" on the agenda the committee agenda would need to include:

- (a) Attendance/Apologies.
- (b) Confirmation of minutes of previous meeting.
- (c) Declaration of pecuniary interest (as per Meeting Procedures Regulation 8(7) that applies to council meetings).

Council Committees – summary of governance requirements

- (a) Need to elect a chairperson or delegate the power to do so to the council committee
- (b) Need to decide what to do in the event that a quorum is not present – it is suggested that paragraphs 1 and 2 of Regulation 12 of the *Local Government (Meeting Procedures) Regulations 2005* should be applied in these circumstances.
- (c) What is to be done with the items that are on the agenda of an abandoned meeting? Can they be deferred to the next meeting or will it be necessary to convene another meeting - it is suggested that paragraph 3 (and perhaps 4) of Regulation 12 of the *Local Government (Meeting Procedures) Regulations 2005* should be applied if items cannot be deferred to the next meeting
- (d) Is there a requirement for more rules, in addition to those of Regulation 38, regarding deputations addressing the Council committee?
- (e) Note the procedure for taking a vote at Council committee meetings that is described in Council's policy "28-1 Meeting Procedures".
- (f) Note that Council's policy "28-1 Meeting Procedures" provides that an answer to a question on notice may be tabled at the meeting.
- (g) What is to be the format of the agenda for meetings of the Council committee? The simplest way to address this is to entrust the Committee to specify the format of its agenda to comply with the requirements of legislation and facilitate the maintenance of high quality meetings. The agenda should however include:
 - Attendance/Apologies.
 - Confirmation of minutes of previous meeting.
 - Declaration of pecuniary interest (as per Meeting Procedures Regulation 8(7) that applies to council meetings).

Governance Requirements of Special Committees

As mentioned earlier in this document Section 24 of the *Local Government Act 1993* allows Council to determine the procedures for a special committee. These procedures can be simple or very detailed and will depend upon the purpose and composition of the Special Committee. It is suggested that as a minimum the following guidance should be provided.

- **Committee Name**
- **Purpose of the Committee**
- **Extent of delegated authority**
- **Membership of committee**
- **Office bearers required (and method of appointment)**
- **Quorum requirements**
- **Circulation of minutes (who gets a copy?)**
- **Reporting requirements to Council**
- **Frequency of meetings**
- **Any other requirements**

The pro-forma “Committee Detail Sheet” should be used to provide the above details.

Appointment of Aldermen to Committees

After an election all of the positions on Council's committees and working groups, and on external committees, are declared vacant. In some cases Council's representation on a committee is required to be the Mayor or Deputy Mayor and in these instances the position is filled by the elected Mayor or Deputy Mayor.

For all other positions appointments are made at the first meeting of Council after an election.

Council's policy "05-1 Appointment of Aldermen to Committees" prescribes the method of appointment which in brief is:

- (a) Aldermen nominate for appointment to a committee
- (b) If more than 1 alderman nominates for appointment a ballot is held

Council Committees – Detail Sheets

COMMITTEE DETAIL SHEET

Committee Name:

Glenorchy Planning Authority (Formerly Land Use Planning Committee)

Type of Committee:

Council Committee (Section 23 of *Local Government Act 1993*) Council

Meeting 27 November 2000

Organisation details if "External Committee"***Council Officer / Key contact name/details***

Name: Senior Statutory Planner

Phone: x423

Mobile:

Fax:

e-mail: bloxley@gcc.tas.gov.au & kwilliams@gcc.tas.gov.au

Purpose of Committee

To determine those statutory land use planning matters listed on the Glenorchy Planning Authority meeting agenda.

Extent of Delegated Authority

Delegated power to determine those statutory land use planning matters listed on the Glenorchy Planning Authority meeting agenda.

Membership of Committee

5 Aldermen (Mayor is automatically one of these)

3 Alderman proxies

Term of Appointment

2 years from each Council election.

Council Representation

As above

Office Bearers Required (And method of Appointment)

Chairperson – Mayor

Quorum Requirements

3 members

Circulation of Minutes

To all Aldermen.

Reporting Requirements (to Council)

None

Frequency of Meetings

Fortnightly – Mondays at 6pm

Audit Requirements

None

Any other Requirements

Some of the provisions of Council policy 28-1 Meeting Procedure Policy apply to the Glenorchy Planning Authority. These provisions are re-produced below for convenience but it would be prudent to refer to the current version of Policy 28-1 in case the policy has been amended.

Extract from 28-1 Meeting Procedures Policy

The following (additional) Procedures are adopted in accordance with Regulation 37 of the *Local Government (Meeting Procedures) Regulations 2005*.

1. Point of Order

In addition to *Local Government (Meeting Procedures) Regulation 23*, at a Council or Council Committee meeting, an Alderman is to raise a point of order immediately after the alleged irregularity has occurred.

2. Abandoned Glenorchy Planning Authority Meetings

- (a) The provisions of *Local Government (Meeting Procedures) Regulations 2005* Regulation 12(1) and 12(2), as written, shall apply to the Glenorchy Planning Authority. References to “council meeting” and “general manager” in regulation 12(2) should be read as if they were references to “council committee meeting” and “chairperson” respectively.
- (b) If a meeting of the Glenorchy Planning Authority is abandoned all items that cannot be dealt with under powers delegated to Council officers are to be deferred to the next meeting of the committee.

4. Addressing Glenorchy Planning Authority

The provisions of *Local Government (Meeting Procedures) Regulations 2005* Regulation 21 are to apply to meetings of the Glenorchy Planning Authority.

5. Debate at Glenorchy Planning Authority Meetings

The provisions of *Local Government (Meeting Procedures) Regulations 2005* Regulation 22 are to apply to meetings of the Glenorchy Planning Authority. The regulation is to be read as if the words “council committee” were substituted for the word “council” in Regulation 22(1) to (6) and 22(8) to (9).

6. Deputations

In addition to the provisions of *Local Government (Meeting Procedures) Regulations 2005* Regulation 38, and in accordance with Regulation 38(2), the following conditions shall also apply to deputations.

- (a) The deputation will not be permitted to address a Council meeting for a longer period than 30 minutes unless the Council resolves to extend that period.
- (b) Deputations to Council Committees are to be afforded an opportunity to present relevant matters to the committee but the time allocated to each may be limited at the discretion of the chairperson.



Notification to purchasers: Contaminated land in Lutana

Title	Notification to purchasers: Contaminated land in Lutana
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes
Responsible Directorate	City Services and Infrastructure
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	Valuing Our Environment 3.1 Create liveable built environments and sustainably manage our natural and built environments. Leading our Community 4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities.
ECM	Council Policy

PURPOSE

This policy provides direction on how Council will provide notification of potentially contaminated land to prospective purchasers of certain properties in the Lutana Area.

SCOPE

This policy applies to Council land information certificates issued under section 337 of the *Local Government Act 1993* for properties located in the Notification Area.

It does not apply to s. 337 Certificates issued in respect of properties in any other part of the Glenorchy municipal area.

STATUTORY REQUIREMENTS

Section 337(1) of the *Local Government Act 1993* provides that a person may apply in writing for a s. 337 Certificate in respect of information relating to land specified in the Application.

Section 337(2) of the Act requires that particular information that must be included in the certificate. The relevant information is prescribed in Schedules 5 and 6 of the *Local Government (General) Regulations 2015*.

Section 337(5) of the Act provides that the general manager may provide in or with the Certificate:

“any other information or document relating to the land that the general manager considers relevant.”

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

DEFINITIONS

Act	<i>Local Government Act 1993</i>
Information Bulletin	Environmental Protection Agency Information Bulletin dated May 2009 entitled ‘Managing soil contamination in parts of Lutana and Hobart’s eastern shore’ (which replaced an earlier information bulletin entitled ‘Reducing your exposure to soil contamination in parts of Lutana and parts of the eastern shore’ dated June 1999), a copy of which is Attachment A to this policy.

[Date of Approval]

City Services & Infrastructure

Attachment A



Notification to purchasers: Contaminated land in Lutana

Notification Area	The parts of Lutana located within the area hatched on the map contained on the Information Bulletin.
s. 337 Certificate	A Council land information certificate issued under section 337 of the Act.

POLICY STATEMENT

Historical Information

Metal-rich dust blowing from historic stockpiles on the Zinc Works site at Lutana has caused soil contamination by heavy metals in Lutana and surrounding suburbs.

Studies carried out by the (former) Department of Primary Industry, Water and Environment indicate the metals levels pose a low health risk. Accordingly, the Information Bulletin recommends that residents in the Notification Area take precautionary measures to reduce the risk of being exposed to potentially contaminated soil.

Council has previously resolved to include advice about potential land contamination on any future Planning Permits issued for properties in the Notification Area. However, Glenorchy Interim Planning Scheme 2015 does not prescribe any specific measures to be taken to warn of potential land contamination.

Statement to be Included on s. 337 Certificate

Pursuant to Council's obligations under section 337 of the Act to provide information or documents relating to land that the general manager considers relevant, Council will include the following advisory statement on all Section 337 Certificates it issues in respect of properties located in the Notification Area.

"Please note that the land which is the subject of this Certificate is within an area which has come under the attention of State Government Agencies to determine possible soil contamination.

This land is within a region of possible soil contamination. For further advice on the matter contact the Tasmanian Environment Protection Authority."

Background

When issuing a s. 337 Certificate, Council has an obligation to provide information or documents relating to land that the General Manager considers relevant.

The land contained in the Notification Area poses a potential health risk. Council considers that that information is relevant and to prospective purchasers of land in the Notification Area and must be included on any s. 337 Certificate issued in respect of any property in the Notification Area.

Attachment A

Information Bulletin



The hatched areas mark the zone within which soil lead and cadmium levels exceed the Australian residential Health Investigation Level. Dust from the smelter has historically landed beyond this zone but metal concentrations are lower.

Studies have revealed no health impacts in the community. Following the simple precautionary measures contained in this brochure can further lower exposure risk. The precautionary measures are most relevant to residents of the hatched areas.




CONTACT DETAILS

This Bulletin is issued by the Director, Environment Protection Authority and the Director of Public Health.

For more information please phone the Department of Health and Human Services on 1800 671 738 or the Environment Protection Authority on 6233 6518.

A Background Document which includes references to the studies conducted to date is available at www.environment.tas.gov.au

Managing soil contamination in parts of Lutana and Hobart's eastern shore

May 2009

This Bulletin replaces "Reducing your exposure to soil contamination in parts of Lutana and parts of the eastern shore" June 1999




Background

Past activities at the Hobart zinc works resulted in contaminated dust being blown from the site to the surrounding neighbourhoods. Dust monitoring at the site and in the community confirms that this is no longer a problem.

Studies conducted in the 1990s and in 2008 confirmed that elevated levels of zinc, lead and cadmium are present in surface soils in parts of Lutana, Geilston Bay and Lindisfarne as a result of past dust emissions.

Independent health investigations in 1991 and 1997 clearly showed residents in the affected areas had not taken these contaminants into their bodies. Levels of urinary-cadmium and blood-lead were no higher in residents of the affected areas than the general community.

Hence, the risks of any health effects from existing contamination are considered to be low. Nevertheless, the Director of Public Health continues to recommend precautionary measures that can further reduce this risk. These are most relevant to residents living within the hatched area of the map shown in this brochure.

Some dust has blown beyond the hatched area on the map, however, the levels of soil contamination outside the hatched zone pose a negligible risk to health.

What should I do?

Hygiene

Simple hygiene measures can help minimise the opportunity for contaminated soil to be consumed, particularly by young children e.g. by playing on bare dirt then putting hands in their mouth.

- **Cover bare soil with grass, mulch or hard surfacing (e.g. pavers)** – this is most important as it will lessen the need for the following extra precautions.
- Wash soil and dust from children's hands frequently.
- Wash soil and dust from children's toys and the family dog frequently.
- Keep your home dust free through regular cleaning of window sills etc.
- Thoroughly wash dust and soil from home-grown fruit and vegetables before eating. This is good practice whatever the source of produce.



Gardening

- Home-grown vegetables, particularly leafy greens, are best grown in raised beds with new clean soil at least 30cm in depth.

Other factors

- A nutritious diet that includes adequate calcium and iron will minimise children's lead absorption.
- If using a water tank, install a 'first flush diverter.'
- Lead is also present in lead-based paints. Therefore it is recommended that further advice is sought before renovating older homes.

Contact details and sources of additional information are provided on the back of this bulletin.

If you have any personal health-related concerns, see your GP.

Potential Land Purchases Lutana Area

Policy Manual Number: 10-4

Council Minutes Ref: 20th July 2009 Item 10
File Ref: Contaminated sites

Background

In the early 1990's a number of studies in the Lutana area by the then Department of Primary Industry, Water and Environment revealed that soil may be contaminated with heavy metals.

In 2008 additional studies were undertaken to review the reports previously commissioned in the 1990's. A revised Information Bulletin has now been released.

Policy Statement

The following advisory statement will be placed on all planning approvals and Section 337 Certificates for properties in the area of Lutana as indicated on the Information Bulletin, Managing soil contamination in parts of Lutana and Hobart's eastern shore, May 2009.

"Please note that the land which is the subject of this Certificate/Application is within an area which has come under the attention of State Government Agencies to determine possible soil contamination.

This land is within a region of possible soil contamination. For further advice on the matter contact the Tasmanian Environment Protection Authority."

Review: 3 years

Reviewed July 2009

Status: Current

POLICY DOCUMENT CONTROL SHEET

Policy Name: Potential Land Purchases Lutana Area

Policy Manual Number: 10-4

Department: Environment Planning and Development

Date Policy Approved by Council: 8th October 2001

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Tony McMullen Senior Planning Officer	Review	8 th October 2001
A Macdonald Senior Environmental Health Officer	Review – no significant changes	13 th October 2003 2003
G French	Review – no significant changes	2 nd February 2009
G French	Review – consideration given to new study undertaken in area.	20 th July 2009 Item 10



Title	Footpaths Policy
Council Resolution	Item XX (DD MMM YYYY) as per Council Minutes
Responsible Directorate	City Services and Infrastructure
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	3.1.3 Deliver services that create sustainable and liveable built environments.
ECM	Council Policy

PURPOSE

This policy provides guidance on the standards required for the provision and construction of footpaths in the Glenorchy municipal area.

SCOPE

This policy applies to:

- the replacement of existing footpaths, and
- the provision of new footpaths.

STATUTORY REQUIREMENTS

Acts	Not Applicable
Regulations	Not Applicable
Australian/International Standards	AS/NZS 1428.2009 Design for access and mobility, Part 4.1: Means to assist the orientation of people with vision impairment—Tactile ground surface indicator

DEFINITIONS

GCC	Glenorchy City Council
LGAT	Local Government Association Tasmania
NBN	National Broadband Network

POLICY STATEMENT

OVERVIEW

This policy sets out the standards that will apply to any provision and construction of footpaths in the Glenorchy Municipal area.

In addition to setting the overarching standards, the policy also introduces new requirements that have not previously been included in Council policies. In particular, the policy seeks to:

- provide for footpaths to be predominantly constructed of concrete; and
- requires that footpaths are to be constructed on both sides of the road in all new urban subdivisions, and



- provision of land (of formation width) for future footpaths for new developments in rural and rural residential areas.

Background information about each of the above is set out below.

Use of Concrete

Council prefers concrete to asphalt because concrete is a more cost effective material over the long term. Depending on market conditions and contractor rates, actual construction costs can also be less for concrete than for asphalt.

Additionally, Glenorchy's expansive clays can cause premature failure of asphalt paths, whereas concrete provides a more durable, longer lived product. Concrete's lighter colour provides a safer surface under street lighting and significantly reduce trip hazards and risk.

Urban Subdivisions

In respect of urban subdivisions, past Council policies have not required any footpaths to be provided for very short cul-de-sacs (in the order of 50m long) and for footpaths to be constructed only on one side of the road in cul-de-sacs of 'medium' length (approximately 200m or less). This is considered to be inconsistent with changing community expectations relating to accessibility and population ageing.

Accordingly, footpaths will now be required on both sides of the road in all cases for urban subdivision developments.

Rural and Rural Residential Areas

Past policies have not required the provision of footpaths in rural or rural residential areas, on the basis that pedestrian and vehicle numbers are generally low.

Nonetheless, experience has shown that there will be some pedestrians accessing bus stops in these areas, including recreational walkers and school children. Further, expansion of urban zoning into rural and rural residential areas can create issues with existing roads lacking footpaths and lacking the formation width to readily provide a footpath.

Accordingly, the provision of formation width for the construction of a future footpath to provide an area clear of the roadway for pedestrians to use (albeit unsurfaced) will now be required.

FOOTPATH REQUIREMENTS

Construction of New and Replacement of Existing Footpaths

1. Footpaths are to be constructed:
 - (a) in concrete, unless otherwise approved by Council's Asset Management Coordinator, and
 - (b) in accordance with the Institute of Public Works Engineering Australia, Tasmanian Standard Drawings and the LGAT Tasmanian Subdivision Guidelines.
2. For high profile areas such as Council's central business districts, the use of pavers or other aesthetic surface treatments will be considered on case by case basis.

**Footpath Construction in New Subdivisions**

1. All new subdivision roads within urban areas shall be provided with concrete footpaths on both sides of the road and around cul-de-sac heads.
2. Fully constructed footpaths may not be required in rural or rural residential areas however provision shall be made in the constructed formation and road reservation for a future footpath on at least one side of the road.
3. Subdivision design and construction for urban, rural and rural residential development must provide for suitable pedestrian road crossing points, with sight distance, grades and crossfalls to the approval of Council's Development Engineer.
4. For subdivisions within urban areas, where the footpath is within 0.5m of the kerb, footpaths shall be widened locally at the frontage of each lot to a minimum width of 2m over a length of 4m to provide for placement of wheelie bins. Alternatively, footpaths may be located away from the kerb such that widening for placement of wheelie bins is not required. Footpath widening shall also be provided as required to accommodate other infrastructure that may otherwise obstruct the footpath such as NBN appliance cabinets, TasNetworks transformers turrets and poles, etc.

Kerb Ramps

1. For new footpaths, including new subdivisions, kerb ramps must be provided at road crossings on pedestrian paths of travel, in accordance with Glenorchy City Council Standard Drawing GCC 11-11 and AS1428 Design for Access and Mobility, Part 4.1.
2. Tactile ground surface indicators must be provided for kerb ramps and splitter islands on pedestrian paths of travel in accordance with Council's Standard Drawing GCC 11-11 and AS1428 Design for Access and Mobility, Part 4.1. Council recommends the use of discrete Tactile buttons; Austact – colour "daffodil yellow". The use of alternative tactile technologies, including tiles, may be considered however prior approval must be obtained before use.

BACKGROUND

Council has obligations to ensure that footpaths in its area are safe, of sound construction and are effective in achieving their purpose.

To achieve this, it is necessary for Council to provide standard requirements relating to the construction of footpaths and the requirements for the provision and replacement in different areas of the municipality. Footpath standards must reflect community expectations and contribute to making Glenorchy a safe and attractive place to live.

This policy supersedes "Footpath Policy" 11-5 and "Footpath Construction in New Subdivisions" 20-4.

Footpath Policy

Policy Manual Number 11-5

Council Minutes Ref: Council (Item 13) dated 21 August 2006
14th April 2003

File Ref: 01165

Author: David Reeve (Design Engineer)

Department: Roads and Recreation

Background

This policy is intended to provide guidance for footpaths construction, replacement and maintenance and will cover the following areas:

- The type of footpath construction to be used in different areas;
- General information on the inspection/sweeping and maintenance of footpaths;
- Guidelines for prioritising when footpaths are to be constructed or replaced;
- A reference to the policy for footpath construction in subdivisions.

Policy Statement

1. In areas of high pedestrian activity footpaths will be replaced in concrete, in other areas the footpaths will be replaced in the existing materials. Pavers will be considered in lieu of concrete for high profile areas. Reference should be made to the guidelines for determining footpath types to be used.
2. Footpaths should be maintained so as to support statement 1 above.
3. Footpaths in the Central Business Districts of Glenorchy, Moonah, and Claremont will be subject to a regular sweeping cycle with other areas of need to be included as required.
4. That the following apply when constructing or reconstructing a footpath that encompasses property accesses:
 - Residential areas
Council accept responsibility for reconstructing the accesses (if required) to the property line in a like for like material type. In all other situations the property owner shall be responsible for their property access as set out in the Local Government (Highways) Act 1982, section 35.
 - Industrial or heavy traffic use areas
Where it is deemed that an area is such that property accesses will be subject to regular heavy traffic movements, the property owner shall be responsible for their property access as set out in the Local Government (Highways) Act 1982, section 35.
5. All footpath construction, replacement, and repair will comply with the relevant Australian standards and drawings where possible.
6. The construction of new footpaths or the replacement of existing footpaths are to comply with the prioritisation guidelines.
7. All footpath construction in subdivisions will comply with a separate policy. Notwithstanding this the material type to be used will be concrete.

This policy rescinds

The current policy for Footpath Resealing

Review (3 years)

<i>Status:</i>	<i>Current</i>
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POLICY DOCUMENT CONTROL SHEET

Policy Name: Footpath Policy

Policy No: 11-5

Department: Roads & Recreation

Date Policy Approved by Council: 14 April 2003

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Rod Marshall Property Manager	Review	21 August 2006
David Reeve, Design Engineer	Incorporate policy on construction materials	14 th April 2003

Footpath Construction in New Subdivisions

Policy Manual Number 20-4

Council Minutes Ref: Council (item 10) dated 24-11-2003
File Ref: 01270 & 03777
Author: Manager Environment Planning and Development
Department: Environment, Planning and Development

Background

Footpaths separate pedestrians from vehicular traffic and provide a suitable all weather surface, safe and convenient for public use. Like Council's road network, footpaths provide a slightly varying function depending upon the location, the abutting development, location of shops, schools, community and service areas, as well as having a relationship with vehicular traffic volume. There is a growing awareness that footpaths are travelled by persons using motorised mobility aids, prams, skateboards and bicycles, not forgetting the postman on a small moped cycle. Pedestrians include close local residents and possibly residents from adjoining or more remote areas.

Over the years there has been an increase in community expectation for the provision of footpaths and this has been reflected in the change of policy on several occasions. Up to the mid 1980's substantial work was carried out by Council to ensure that each street had at least one sealed footpath. From the late 70's and 80's Council's policy on footpaths was contained within By-Law 156 "Road Construction (Building Estates)" which stated that "footways shall be formed on each side of the carriageway." In 1987 roads were categorised and recommended footpath warrants based on design speed and number of dwellings, were adopted. Later, the policy was adjusted to incorporate land use zoning and potential for multiple dwelling units as well as zoning. The Australian Model Code for Residential Development (Amcodd) was a key guide in formulating this policy.

Current standards for subdivision development operate on a generally accepted basis that the warrant for footpaths should be based upon the number and size of the lots, the nature (and zoning) of the area, the number of dwellings and dwelling units served by the path and the traffic volumes on the road and the number of accesses.

Except in rural areas, at least one footpath should be provided, however, in a residential area an exception to the general rule would be a short cul-de-sac. A longer cul-de-sac could be adequately served with a footpath on one side whilst through roads where development occurs on both sides, a footpath on both sides is warranted.

Enquiries of Hobart City Council reveal their policy relates to number of lots: - 1 to 6 lots requires no footpath, 6-24 lots warrant 1 footpath and 25 lots or more require 2 footpaths. Kingborough Council requires footpaths on both sides for all streets. Clarence Council has a policy based upon road classification and vehicle movements wherein a residential street of up to 500 vehicles per day (vpd) has no warrant for a footpath, a minor collector road (300 to 1500 vpd) requires only 1 footpath and a major collector road requires 2 footpaths.

The previous GCC policy has been found to be difficult to understand and interpret, particularly in respect to not addressing cul-de-sacs, the relationship between lots and dwelling units and Amcodd has been found too conservative being based upon traffic volumes much higher than this city experiences. It appears reasonable to conclude that the GCC policy and standards exercised in recent years has been reasonably generous compared to other city's standards and shown to be suitable for this city.

Essentially, in residential areas the policy interpretation and decision process exercised by the Development Engineer, relates essentially to residential development in cul-de-sacs where traffic volumes and speeds are low and there may be a varying number of single and multiple dwellings. There is a trend in traffic law and residential development to produce more pedestrian friendly road environments in which vehicles and pedestrians have equal status and this may be reflected in shorter cul-de-sacs, which have either one or no footpath.

Footpath construction usually incorporates stormwater systems, and in environmentally or ecologically sensitive areas (eg. Goulds Lagoon) it may be appropriate to incorporate alternative stormwater design which may have an impact on the footpath construction.

Policy Statement

1. Subdivisions in rural and rural residential zoned areas require no footpaths unless significant pedestrian movement is expected to be generated by some special development.
2. Through or connecting roads with residential subdivision development on both sides require footpaths on both sides although they may not necessarily need to coincide in time of construction.
3. Cul-de-sacs of up to 8 lots and up to an expected 14 (total) dwellings and dwelling units, require no footpaths unless there is a through pedestrian link to another street. If the number of dwellings and dwelling units is expected to exceed 14, a footpath is required along one side and around the head of the cul-de-sac.
4. Cul-de-sacs of 8 lots to 20 lots and an expected total of 8 to 35 dwellings and dwelling units require a footpath on one side only but to extend right around the cul-de-sac head. If the number of dwellings and dwelling units is expected to exceed 35, a footpath is required along both sides and around the head of the cul-de-sac.
5. Cul-de-sacs exceeding 20 lots are to have footpaths on both sides and around the cul-de-sac head.
6. Footpath construction in environmentally or ecologically sensitive areas may need alternative stormwater design and this may impact on the application of this policy in these areas.

In order to apply the policy effectively, an assessment of the likely multiple dwelling units within a particular subdivision is required to be carried out by the Development Engineer when setting the engineering parameters to be incorporated into the engineering plans, usually at the time of subdivision approval.

Although at the time of subdivision approval, the number of dwelling units would not be known, the expected development density based upon the zoning, the dwelling density covenant, if any, expected lot values, the size and slope of the lots, the locality and surrounding development character, will all need to be assessed in order to achieve a reasonable assessment.

The Development Engineer will exercise discretion as to the application of this policy in environmentally or ecologically sensitive areas.

This policy rescinds

Footpath Construction Subdivisions 1997

Review

3 years

*Status:**Current*

POLICY DOCUMENT CONTROL SHEET

Approved by: **G French**

Department: Environment Planning and development

Policy No: 20-4

Date: 17th November 2003

(Before use, please check to ensure this is the current version)

Policy No	Issue Date	Officer Name	Department	Nature of Amendment
Original policy	17.11.97		EP&D	Original policy
20-4	24.11.03	P Clark	EP&D	Significant rewrite, based on current practice and incorporating best environmental stormwater practice in sensitive areas.

GLENORCHY CITY COUNCIL MEETING DATES FOR 2017

Aldermen's Workshop	Monday	9 January	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	16 January	2017	3.00 p.m.
Council	Monday	23 January	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	30 January	2017	3.00 p.m.
Aldermen's Workshop	Monday	6 February	2017	3.00 p.m.
Glenorchy Planning Authority	Tuesday	14 February	2017	3.00 p.m.
Council	Monday	20 February	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	27 February	2017	3.00 p.m.
Aldermen's Workshop	Monday	6 March	2017	3.00 p.m.
Glenorchy Planning Authority	Tuesday	14 March	2017	3.00 p.m.
Council	Monday	20 March	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	27 March	2017	3.00 p.m.
Aldermen's Workshop	Monday	3 April	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	10 April	2017	3.00 p.m.
Council	Wednesday	19 April	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	24 April	2017	3.00 p.m.
Aldermen's Workshop	Monday	1 May	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	8 May	2017	3.00 p.m.
Council	Monday	15 May	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	22 May	2017	3.00 p.m.
Aldermen's Workshop	Monday	29 May	2017	3.00 p.m.

Glenorchy Planning Authority	Monday	5 June	2017	3.00 p.m.
Council	Tuesday	13 June	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	19 June	2017	3.00 p.m.
Aldermen's Workshop	Monday	26 June	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	3 July	2017	3.00 p.m.
Council	Monday	10 July	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	17 July	2017	3.00 p.m.
Aldermen's Workshop	Monday	24 July	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	31 July	2017	3.00 p.m.
Council	Monday	7 August	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	14 August	2017	3.00 p.m.
Aldermen's Workshop	Monday	21 August	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	28 August	2017	3.00 p.m.
Council	Monday	4 September	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	11 September	2017	3.00 p.m.
Aldermen's Workshop	Monday	18 September	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	25 September	2017	3.00 p.m.
Council	Monday	2 October	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	9 October	2017	3.00 p.m.
Aldermen's Workshop	Monday	16 October	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	23 October	2017	3.00 p.m.
Council	Monday	30 October	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	6 November	2017	3.00 p.m.

Aldermen's Workshop	Monday	13 November	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	20 November	2017	3.00 p.m.
Council	Monday	27 November	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	4 December	2017	3.00 p.m.
Aldermen's Workshop	Monday	11 December	2017	3.00 p.m.
Glenorchy Planning Authority	Monday	18 December	2017	3.00 p.m.

Outstanding Actions List - Open Council Meeting

Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible	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.	City Services and Infrastructure	Council's Parking Strategy Working Group has been re-established and its Terms of Reference have been endorsed by Council. Meetings of the working group are now underway. A project plan has been agreed by the Group, which targets completion of the review by mid-2017. A Council Workshop is being scheduled in January to discuss a draft of the Strategy.	31-Jul-17
1/09/2014	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)	Community, Economic Development and Business Development	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. A Protocol (including a testing schedule) is also being investigated with other LGAs. The matter is now on the monthly agenda of the Council's Safer Communities Special Committee for regular monitoring and reporting. A Council officer has been tasked with investigating naming rights approaches at other LGAs. At the DEC Manager's presentation to the Council workshop on 15 August 2016, feedback was obtained from potential sponsors to the effect that there is insufficient guaranteed content at this stage to attract sponsorship funding. The quoted cost of valuing potential naming rights for the DEC was \$16,000.	Ongoing
3/10/2014	7.1	Notice of Motion 7 - Alderman M. Stevenson Develop an 'expression of interest' process	That Council develop an 'expression of interest' process that could be implemented to help find a naming rights sponsor for the Derwent Entertainment Centre and other Council facilities.	Community, Economic Development and Business Development		Dec 2016
9/06/2015	13.3	Notice of Motion Alderman M. Stevenson	That a brief projects and major operational items summary be provided at each Council meeting.	Corporate Governance	An Aldermanic Workshop was facilitated by Blackadder Consultants on Monday, 10 October 2016. Blackadder recently provided a report to Council about the outcomes of that meeting. The ELT will consider that report at its meeting on 18 November 2016 and will report back to Council in due course.	31-Dec-16
3/08/2015	8	Community Garden - Kenbrae Avenue and Pitcairn Street	That Council acknowledges that the Legal and Property Department will negotiate a lease under section 179 of the Local Government Act with the Glenorchy Precinct Group for the portion of land between Kenbrae Avenue and Pitcairn Street on either side of the footpath to develop a community garden for the benefit of our community.	Corporate Governance	Given that the Greater Glenorchy Precinct Group is no longer associated with Council, the Community Garden project will need to find a new auspicing group. The final completion date is dependent on how long that process takes. A meeting between Council officers and the Community Garden Group was held on 6 October 2016. Council is currently waiting for feedback from the Precinct Group about their negotiations with potential auspicing groups before deciding how best to proceed and being able to provide an estimated completion date.	TBA
3/08/2015	15.1	Notice of Motion - Alderman D. Pearce	That Council re-examines its consultation processes and methods.	Community, Economic Development and Business Development	A review of Council's community engagement strategy is underway, with a view to developing a new Community Engagement Manual and supporting documentation. Council's new Co-ordinator Community Planning who commenced work on 29 July 2016 is overseeing this action. A project plan has been prepared and a steering committee for the project has been formed. A Community Engagement Framework Discussion Paper has been circulated to Council Staff for comment as part of the project.	30-Jun-17
3/08/2015	15.2	Notice of Motion - Alderman J. Branch-Allen	1. Glenorchy City Council plan to facilitate a community forum in 2016 to talk about community food security. 2. We invite Professor David Adams (leader in this area) to talk at the forum.	Community, Economic Development and Business Development	Council officers are researching potential forum options and partnerships. One potential forum format has been identified and is being actively explored by officers to occur in the first quarter of 2017.	30-Jun-17
11/08/2016	10	Community and Multi-Cultural Feasibility Study - Election Commitment Grant Deed	a) Council call for expressions of interest in developing a feasibility plan to meet the needs of the community for a Multi-Cultural Centre/ Community Spaces Plan. b) Confirm with the Department of Premier and Cabinet that the proposed grant timelines are acceptable - expenditure within the 2015/16 financial year.	Community, Economic Development and Business Development	A report was presented to Council for consideration at its meeting on 26 September 2016 at which the Multi-Cultural Community Spaces Plan was adopted. The Department of Premier and Cabinet has now approved the extension of the grant term. A launch media release is now being organised in conjunction with the State Government.	Complete

Outstanding Actions List - Open

Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible	Comments/Update	Estimated Completion Date
13/11/2015	9	Notice of Motion - Proposing the replacement of all speed limit signs and 'No Stopping' signs with pavement marking and the change of road markings from white to yellow.	(c) That Council ENDORSES a database associated with all traffic signs and road markings within Glenorchy municipality be developed. (d) That Council ENDORSES a review of existing speed limit signs within the Glenorchy municipality so that the number of speed limit signs is minimised following the development of the proposed street sign database. (e) That Council ENDORSES a procedure for the 'No Stopping' restrictions be developed to determine where to use signage and/or line marking in terms of full-time 'No Stopping' parking restrictions with the consideration of minimising installation and maintenance costs. (f) That Council ENDORSES that the existing 'No Stopping' signs also be reviewed subsequent to the development of the proposed database. (g) That Council ENDORSES a long term plan for line marking maintenance to be developed subsequent to the development of the proposed database.	City Services and Infrastructure	A Council Transport Engineer has commenced work on the development of the traffic signs and line marking database. Additional resources are required to collect and process the data. A trial of a suburb or similar area is needed to clarify the time needed to complete the database. The process was delayed as a result of the asset officer being on extended leave.	Estimated time to be advised following completion of a 'trial' area to assess resource needs.
13/11/2015	10	Bushfire Management	2. That Council APPROVES the implementation of an improved, on-going bushfire management program (stages 1-3) to meet statutory responsibilities that is expected to cost, on average, \$343,000 per year over the first 10 years and thereafter have an on-going cost of \$273,000. 3. That Council APPROVES a budget variation of \$45,000 for the 15/16 financial year to commence stage 1 of the bushfire management program for policy and strategy development.	City Services and Infrastructure	Council's Bushfire Management Policy, Strategy and Management Plan are to be developed by a new Coordinator, Bushfire Management. The new Coordinator, Bushfire Management commenced at Council on 3 October 2016 and is now working on policy and strategy development.	30-Dec-16
11/12/2015	9	Main Road Transit (Public Transport) Corridor, Bus Priority and Bus Stop Optimisation Measures	3. Requires a further report be provided to Council on completion of detailed design and prior to the implementation of bus priority measures at the intersection of Main Road and Derwent Park Road/Springfield Avenue That Council (b) subject to the matched support of Hobart City Council: (i) INITIALISE a Public Transit Corridor Urban Utilisation and Economic Benefit project for the current rail corridor, based on that Project Proposal, in partnership with Hobart City Council; (ii) EXCHANGE Memoranda of Agreement to proceed with the project on terms and conditions agreed by the General Managers of the respective Councils; (iii) PREPARE a brief requesting expressions of interest from suitably qualified and experienced public transport and urban development consultants demonstrating their capacity to fully develop a report and recommendations satisfying the combined requirements of the two Councils. (iv) AGREE to requesting submissions from consultants that have demonstrated through their expressions of interest submissions that they have the capacity to provide a report capable of satisfying the requirements of the brief. (v) ALLOCATE up to \$75,000 as Glenorchy City Council's contribution to the cost of engaging a consultant, subject to Hobart City Council agreeing to allocate \$75,000 with the total fee for the consultancy not exceeding \$150,000.	City Services and Infrastructure	The General Manager and Director City Services met with the Deputy Secretary of the Department of State Growth in early September 2016, at which they were advised that detailed design drawings currently being prepared by the State would likely be provided by 31 December 2016. The timeline for the completion of the project will be dictated by the content of those drawings. A meeting with DSG's Project Manager took place in early October 2016 and it is understood that the design is being progressed.	Subject to a review of detailed design drawings to be provided by the State
15/01/2016	9	Development Opportunities along the Potential Public Transit Corridor	(iv) AGREE to requesting submissions from consultants that have demonstrated through their expressions of interest submissions that they have the capacity to provide a report capable of satisfying the requirements of the brief. (v) ALLOCATE up to \$75,000 as Glenorchy City Council's contribution to the cost of engaging a consultant, subject to Hobart City Council agreeing to allocate \$75,000 with the total fee for the consultancy not exceeding \$150,000.	Community, Economic Development and Business Development	Officers' detailed comments on the draft report and draft Funding Analysis were forwarded to GHD on 15 September and 19 September, respectively. HCC and GCC officers met on 21 September to confirm that the draft final report addresses all of the deliverables contained in the Project Brief. Comments were provided to GHD on 22 September. GHD has provided a second draft of the final report and Council officers from HCC and GCC have provided comments on the matters still outstanding. HCC has commissioned a peer review of the GHD Report by LUT1 to identify any additional economic benefit factors that could be identified in relation to the public transit corridor.	31-Jan-17
15/01/2016	11	Actions List - Update Report	Corporate Performance Reporting • Management to provide a framework at February workshop. • Clarification as to reporting requirements of the Council.	Community, Economic Development and Business Development	An Aldermanic Workshop was facilitated by Blackadder Consultants on Monday, 10 October 2016. Outcomes of this workshop to be presented to Council through General Manager following the receipt of a report from Blackadder Consulting. A further workshop may need to be held, depending on the content of that report.	31-Dec-16
15/02/2016	10	KGV Skate Park	That Council: RECEIVES and notes the update on the relocation and construction of the Skate Park and that there be extended community consultation about the location of the Skate Park and further report come back to Council, giving consideration to Council's strategic plan and projects, before the final location is determined by Council.	Corporate Governance	Community engagement for the new skate park has commenced. Preliminary activities undertaken included presentations made to special committees and other stakeholders, and an information display in the foyer of Council chambers. Approximately 320 letters containing information have been sent out to stakeholders, and discussions held with anyone who chose to respond. (all responses so far have been positive). Community consultation be complete by the 21 November 2016 Council Meeting. A further report will be presented to Council at its meeting on 19 December 2016.	31-Mar-17
15/03/2016	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.	City Services and Infrastructure	At the 24 October 2016 meeting, Council approved the release of \$105,000 from the Strategic Asset Management Reserve to fund the project. Project planning has been completed and the project is scheduled for completion in March 2017.	31-Mar-17

Attachment 1

Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible	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.	City Services and Infrastructure	A Council workshop was held on 20 June 2016. Council is liaising with HCC and other bodies such as Quit Tasmania, the Heart Foundation, the Cancer Council and the AMA to request their support for the initiative. Once support is confirmed, the State Government will be lobbied with the aim of having the Shared Pathway declared a smoke free site.	Dec 2016
9/05/2016	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.	City Services and Infrastructure	A draft Regulatory Impact Statement (RIS) was developed and sent to DPac for approval on 8 May 2016. DPac's feedback was received in early September 2016. A revised RIS was provided to DPac on 3 November 2016, along with a revised draft of the by-law containing minor amendments made in response to comments received from DPac. Advertising for public consultation will commence DPac has approved the draft RIS.	Dec 2016
6/06/2016	17	Question without Notice - Alderman Lucas	What is the time cost of the harassment of senior staff or senior management to answer the questions put to them before every Council Meeting?	General Manager	This is being considered by Management and will be dealt with in due course.	TBA
4/07/2016	9	Request to Join Coalition of Community Organisations Concerned About Gambling	That Council: AGREE to join the Coalition of Community Organisations Concerned About Gambling; and AUTHORISE the General Manager to provide a submission on Council's behalf to the State Government expressing its concern over the high number of EGMs in Glenorchy's Clubs and Hotels and the consequent impact on the Glenorchy Community. The submission also strongly urge, that if the State Government choose to make change to the industry, transitional arrangements be put in place to manage any potential impact on the industry and employment	General Manager	1. The Mayor and Council staff continue to work with Anglicare on this issue. 2. The Legislative Council has now extended the deadline for submissions to 9 December 2016. 3. Council is currently awaiting the release of the State government's terms of reference for the inquiry into Gambling before finalising its submission. 4. It is anticipated that a report will be put before Council for consideration in November. It is currently proposed that Council will make separate submissions to the Coalition, and to the Inquiry. It is proposed that any submissions will be informed by prior engagement with the Glenorchy community. 5. Council officers are currently working with the Coalition to prepare a submission to the State Government. 6. A report outlining Council's responsibilities and obligations as a result of joining the coalition will be presented to Council at the 21 November 2016 Council Meeting.	2017
4/07/2016	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.	Corporate Governance	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 surveyor has been prepared to identify the relevant land parcels and prepare a survey plan. Negotiations regarding the sale will continue once the parties have received the Survey Plan and considered their respective positions.	30-Jun-17
4/07/2016	14	Greater Hobart Traffic Congestion Summit Meeting 2	That Council: ... ENDORSE in-principle support for a budget contribution for a Greater Hobart transport model for an estimated amount of \$37,500, which is to be confirmed and approved as a budget variation when the exact amount is established, contingent on: (a) budget assessment (b) that all Councils contribute as expected.	City Services and Infrastructure	The Minister and Department of State Growth was advised of Council's decision on or about 17 August 2016. Traffic modelling will now be progressed, subject to final costings and commitment from other Councils involved.	Subject to final traffic modelling costings and commitment from all Councils involved
4/07/2016	19.1	Notice of Motion - Alderman M. Stevenson	That Council: REFER the budget development process to the Audit Panel for their review and request that a report on their findings be presented to Council for consideration	Corporate Governance	This request was considered by the Audit Panel at its meeting on 19 July 2016 at which it was noted that the matter would form part of the internal audit plan for the 2017 financial year. The Audit Panel's Annual Work Plan was considered at its meeting on 21 September 2016. The review of the annual budget process was part of that plan and is targeted for action in April/May 2017. Council officers are actively working through a transition plan with the former precinct convenors to address: * the transition of Committees * the auspicing of programs, projects and events, and * interim public liability insurance coverage	31-May-17
1/08/2016	13.3	Notice of Motion - Alderman D. Pearce	That Council ends its formal relationship with the Community Precinct Consultation System. That Council redirect the money used to support the precincts to provide small one-off grants to facilitate community based initiatives on merit.	Community, Economic Development and Business Development	Council has written to precinct members to advise them of the transition arrangements. A thank you event was held on 28 September 2016 to thank precinct members for their contribution to the Community Precinct Program. A report was presented to the 24 October 2016 Council meeting in relation to the ongoing operating model for the Claremont Community Library. Officers are now working through the detail of this resolution. A report in relation to a small, one-off grants process, will be presented to Council in the first half of 2017.	31-Oct-17

Outstanding Actions List - Open

Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible	Comments/Update	Estimated Completion Date
19/08/2016	11	Council Policy - Dog Management Policy	That Council notes that the revised draft Dog Management Policy 2016 will go out to public consultation with the view of submitting the Policy at a future Council meeting for consideration and adoption.	Corporate Governance	The public consultation period was completed on Friday, 28 October 2016. A number of public submissions were received and are being considered by the Animal Management Team. It is anticipated that a report will be taken to Council at its meeting on 19 December 2016) with the view of adopting the revised Dog Management Policy in January 2017.	30-Nov-16
19/08/2016	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.	Community, Economic Development and Business Development	Planning is under way to implement this process in the first quarter of 2017.	1-Jun-17
19/08/2016	17.2	Notice of Motion - Alderman J Branch-Allen	(a) The Glenorchy City Council investigates establishing a similar program for free weekend entry to Jackson Street Waste Management site as has Hobart City Council. (b) That a report be brought back to Council at the December meeting.	City Services and Infrastructure	In accordance with Council's resolution, Waste Services are currently preparing a report on the feasibility of this proposal. The report will be presented to Council for consideration at the council meeting on 19 December 2016.	30-Dec-16
19/08/2016	17.3	Notice of Motion - Alderman M. Stevenson	That Council writes to all State owned utilities and departments requesting they adequately resource graffiti management in our municipality and ensure that graffiti is removed promptly to improve the amenity of our city.	City Services and Infrastructure	Letters have been sent to Medicare, Australia Post, Service Tasmania, UNC Glenorchy Police Station, Department of Health & Human Services, Tas Fire Service Ambulance Tasmania, Department of State Growth, (No Suggestions), Telstra Department of Primary Industries, Parks & Wildlife, Centrelink and NBN Co requesting that they ensure that graffiti is removed as soon as possible after it appears.	Complete
16/09/2016	11	Community and Multi-Cultural feasibility Study - Election Commitment Grant Deed	That Council conducts an Expression of Interest process to find an entity to lease the usage of the Hopkins St Centre for the specific purpose outlined in the plan.	Community, Economic Development and Business Development	Officers are currently preparing EOI documentation. The documentation will be released once the official launch of the Multicultural Community Spaces Plan has occurred and the State government has responded.	30-Jun-17
16/09/2016	19	Notice of Motion - Alderman D. Pearce	That the Mayor has the authority to represent this Council at the Owners Representative meeting of TasWater on 6 October 2016 and that the report will be brought back to Council in relation to the meeting	Mayor	A detailed report on the outcomes of the meeting was presented by the Mayor at the Aldermanic Workshop on 10 October 2016. A report is to be presented to Council at its meeting on 24 October 2016 (closed session)	Complete
16/09/2016	-	Request - Ald. K. Johnston	That Council receives updates on the progress of the draft Strategic Plan through the Outstanding Actions List.	Community, Economic Development and Business Development	Council authorised public consultation on the proposed Strategic Plan 2016-2025 on 24 October. The proposed Strategic Plan is now on public exhibition until 25 November 2016.	31-Dec-16
16/09/2016	-	Request - Ald. K. Johnston	That Council receives updates on the progress of quarterly Annual Plan Progress Reporting through the Outstanding Actions List.	Community, Economic Development and Business Development	Quarterly annual plan progress report for year ending 30 June 2016 was reported to Council on 24 October 2016.	Ongoing
16/09/2016	-	Request - Ald. K. Johnston	That Council receives updates on the progress of the Waste Management Strategy through the Outstanding Actions List	City Services and Infrastructure	Council's approval to release a publically available version of the Waste Management Strategy 2013-2023 was given at its meeting on 24 October 2016. The Glenorchy City Council's Waste Strategy 2013 - 2023 (accessible version) is now publically available, in hard copies (upon request) and a digital versions (from Council's website).	24-Oct-16
14/10/2016	10	Community Precinct Program Transition	That Council establishes a book drop-off point at Council Chambers for people to donate books to the Claremont Community Library.	Community, Economic Development and Business Development	Council's Customer Service section are working with the Community Planning and Induction section to develop a process for this to occur.	
14/10/2016	13	Term of Appointment of Audit Panel Members	That Council: (a) Calls for expressions of interest among Aldermen in order to appoint 2 Aldermen as standing members and 2 Aldermen as proxy members of the Audit Panel, and (b) Calls for public expressions of interest for the three independent members including the Chair of the Audit Panel and appoints the members and the Chair as a result of the selection process.	Corporate Governance	(a) The General Manager circulated an EOI email to all Aldermen on 13 November 2016 with a closing date being Friday, 18 December 2016. (b) An advert calling for public expressions of interest for the three independent members of the Audit Panel will be scheduled in the Mercury newspaper in November 2016.	31-Dec-16
14/10/2016	14	Waste Management Strategy - Public Version	That Council approves the release of the accessible version of the Waste Management Strategy 2013 - 2023 to be made publically available in alternate mediums such as Council's website and in hard-copy.	City Services and Infrastructure	The Glenorchy City Council's Waste Strategy 2013 - 2023 (accessible version) is now publically available, in hard copies (upon request) and a digital versions (from Council's website).	Complete

Attachment 1

Council Meeting Date	Clause Number	Subject/Issue	Council Adopted Action	Department Responsible	Comments/Update	Estimated Completion Date
14/10/2016	16	Annual Report 2015-16	That: Aldermen provide feedback on the draft Annual Report by 28 October 2016 to the General Manager, and Council will call a Special Meeting to take place on 7 November 2016 to vote on a revised Annual Report.	Corporate Governance	The GCC Annual Report 2015-16 was adopted by Council at its Special Meeting held on 7 November 2016.	Complete
14/10/2016	25	Question on Notice - Alderman S. Slade Report on request to join Coalition Against Gambling	Ald. Slade asked the General Manager to provide a report detailing Council's commitments and responsibilities on joining the Coalition Against Gambling. The General Manager agreed to provide a report.	General Manager	A report will be presented to Council at the 21 November 2016 meeting.	21-Nov-16
14/10/2016	19	Intercity Cycleway Proposed Chikane Gate Changes at Road Intersections	Alderman Johnston Alderman Johnston requested that the General Manager provide Aldermen with a copy of Council's Budget Carry-forward policy.	Corporate Governance	Council's Budget Carry-Forward Procedure was circulated to Aldermen by email on 15 November 2016.	Complete



**THE AUDIT PANEL CHARTER
OF
GLENORCHY CITY COUNCIL**

Title	Audit Panel Charter of Glenorchy City Council
Council Resolution	Item 14 (06 June 2016) as per Council Minutes
Responsible Directorate	Corporate Governance
Due for Review	At least every second year as per Clause 17.2 of the Audit Panel Charter
ECM	Audit Panel Charter
Version	1.0 Approved Item 9 (04 August 2014) as per Council Minutes
	1.1 Endorsed (as amended) Item 7 (20 April 2016) as per Audit Panel Minutes
	2.0 Approved Item 14 (06 June 2016) as per Council Minutes

THE AUDIT PANEL CHARTER

The Audit Panel Charter of Glenorchy City Council is made under sections 85, 85A and 85B of the *Local Government Act 1993* (Tas) and the *Local Government (Audit Panels) Order 2014* (Tas) detailing:

- (a) the manner in which the Audit Panel is to perform its functions; and
- (b) the procedure of the Audit Panel in respect of its meetings.

PART 1 – PRELIMINARY

1.1 Short Title

The Audit Panel Charter of Glenorchy City Council may be cited as the Charter.

PART 2 – INTERPRETATION

2.1 Interpretation

In this Charter –

“**Act**” means the *Local Government Act 1993* (Tas);

“**Audit Panel**” means an audit panel that Glenorchy City Council is required to establish under section 85(1) of the Act;

“**Council**” means Glenorchy City Council established under section 18 of the Act;

“**Councillor**” means a person elected to Council and includes the Mayor, Deputy Mayor and Alderman;

“**Chairperson**” means the chairperson of the Audit Panel appointed by Council in accordance with the *Local Government (Audit Panels) Order 2014* (Tas);

“**Chief Financial Officer**” means the person, determined by the General Manager of Council by notice provided to the person, to be responsible to the General Manager in relation to the preparation of Council's financial statements;

“**financial statements**” means the annual financial statements required by section 84 of the Act and produced in accordance with the *Audit Act 2008* (Tas);

“**General Manager**” means the General Manager of Council appointed pursuant to section 61 of the Act;

“independent person” means a person who is not a Councillor/Alderman or an employee of Council;

“Order” means the *Local Government (Audit Panels) Order 2014* (Tas);

“Part 7 plan” means a strategic plan, an annual plan, a long-term financial management plan or a long-term strategic asset management plan of Council prepared under Division 2 of Part 7 of the Act.

PART 3 – OBJECTIVE

- 3.1 The objective of the Audit Panel is to review Council’s performance under section 85A of the Act and report to Council its conclusions and recommendations.

PART 4 - FUNCTIONS OF THE AUDIT PANEL

- 4.1 The Audit Panel is to consider in a review of Council's performance:

- (a) whether the annual financial statements of Council accurately represent the state of affairs of Council;
- (b) whether and how the Part 7 plans are integrated and the processes by which, and assumptions under which, those plans were prepared;
- (c) Council’s financial system, financial governance arrangements and financial management;
- (d) the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that Council has in relation to safeguarding its long-term financial position;
- (e) whether Council is complying with the provisions of the Act and all other relevant legislation;
- (f) whether Council is complying with its internal policies and procedures;
- (g) whether Council has taken any action in relation to previous recommendations provided by the Audit Panel to Council and, if it has so taken action, what that action was and its effectiveness; and
- (h) any other matters specified in the Order under section 85B of the Act as matters that the Audit Panel is to consider in such a review.

- 4.2 The Audit Panel is to review the General Manager's corporate credit card expenditure.

PART 5 – KEY AREAS FOR CONSIDERATION

5.1 In fulfilling its functions, the Audit Panel should consider the following key areas:

- (a) corporate governance;
- (b) human resource management, including its policies, procedures and enterprise agreement;
- (c) information and communication technology governance;
- (d) management and governance of the use of data, information and knowledge; and
- (e) internal and external reporting requirements.

PART 6 – RESPONSIBILITIES OF THE AUDIT PANEL MEMBERS

6.1 A member of the Audit Panel is expected to understand and comply with the legal requirements of the Act and the Order.

6.2 A member of the Audit Panel is expected to:

- (a) act in the best interests of Council;
- (b) apply sound analytical skills, objectivity and judgment;
- (c) express opinions constructively and openly, raise issues that relate to the Audit Panel's functions and pursue independent lines of enquiry; and
- (d) contribute the time required to review the papers provided.

PART 7 - MEMBERSHIP OF THE AUDIT PANEL

7.1 The Audit Panel of Council is to be constituted by five (5) members of whom three (3) must be independent persons.

7.2 Without limiting who may be members of the Audit Panel, the following persons are eligible to be members of the Audit Panel:

- (a) a Councillor, other than the Mayor, of Council; or
- (b) a member of an Audit Panel of another Council.

7.3 A person who is an employee or the General Manager or the Mayor of Council is not entitled to be a member of the Audit Panel of Council.

7.4 Council is to seek expressions of interest for the appointment of Aldermanic members of the Audit Panel through a secret ballot process.

- 7.5 Council is to seek expressions of interest for appointment of members of the Audit Panel, including through publicly advertising.
- 7.6 Council is to appoint the independent persons of its Audit Panel after a selection process conducted by Council.
- 7.7 In appointing an independent person as a member of the Audit Panel, Council –
- (a) is to ensure that the person possesses good business acumen and sound management and communication skills; and
 - (b) may take into account any other relevant knowledge, abilities and skills of the person including, but not limited to –
 - (i) knowledge and expertise in the areas of audit practices and financial management;
 - (ii) knowledge of, and experience in, relevant industries;
 - (iii) experience in, and good understanding of, relevant legal requirements; and
 - (iv) experience with governance processes including, but not limited to, risk management.
- 7.8 Council is to appoint two (2) Aldermanic proxies through a secret ballot process that are to be called upon when the elected Aldermanic members are unavailable to attend the Audit Panel meeting(s).

PART 8 - CHAIRPERSON OF THE AUDIT PANEL

- 8.1 The Chairperson of the Audit Panel may only be an independent person who is a member of the Audit Panel.
- 8.2 Council is to appoint one of the independent persons as Chairperson of the Audit Panel by secret ballot in a Council Meeting.
- 8.3 When the Chairperson is unavailable to attend a meeting of the Audit Panel, a Deputy Chairperson is to be selected from the remaining two (2) independent persons as voted on by the Audit Panel or as voted on by Council at the time of appointing the Chairperson.

PART 9 -TERM AND CONDITIONS OF APPOINTMENT OF THE AUDIT PANEL MEMBERS

- 9.1 A member of the Audit Panel holds office for a period of two (2) years as specified in the member's instrument of appointment.
- 9.2 A member of the Audit Panel, if eligible, may be re-appointed by Council.

- 9.3 A member of the Audit Panel who is an independent person is entitled to be paid the remuneration and allowances as determined by Council.

PART 10 - NOTIFICATION OF APPOINTMENT OF MEMBERS OF AUDIT PANEL

- 10.1 The General Manager of Council is to notify the Director of Local Government of:
- (a) the appointment of all the members of Council's Audit Panel, and the term of each of those appointments, as soon as practicable after establishing the Audit Panel;
 - (b) the identity of the Chairperson and each independent person of the Audit Panel; and
 - (c) the appointment of each new member of the Audit Panel and the term of his or her appointment, as soon as practicable after making that appointment.

PART 11 - ANNUAL WORK PLAN

- 11.1 To assist the Audit Panel in performing its functions efficiently and effectively, the Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting so scheduled.
- 11.2 The forward meeting schedule should include the dates, location and proposed agenda items for each meeting.

PART 12 - MEETINGS OF THE AUDIT PANEL

- 12.1 The Audit Panel is to hold not less than four (4) meetings in each financial year.
- 12.2 At a meeting of the Audit Panel, a quorum is constituted by three (3) members in attendance one of whom must be an independent member, and another an Alderman member of the Audit Panel.
- 12.3 The General Manager of Council is to attend, or to ensure that his or her delegate attends, each meeting of Council's Audit Panel as an ex-officio (non-voting) member.
- 12.4 The following Officers of Council are to attend, or to ensure that their respective delegates attend, each meeting of Council's Audit Panel as an ex-officio (non-voting) member:
- (a) Director, Corporate Governance and General Counsel; and
 - (b) Chief Financial Officer.
- 12.5 The Audit Panel may invite or allow a councillor of Council and/or an employee of Council and/or internal and/or, external auditor to attend one or more meetings of the Audit Panel.

- 12.6 Subsections 12.3, 12.4 and 12.5 do not apply in relation to a meeting of the Audit Panel if the Chairperson determines that the meeting is to be held in private.
- 12.7 Within the context of this Charter the Audit Panel may regulate its own meetings.
- 12.8 The relevant provisions of the *Local Government (Meeting Procedures) Regulations 2015* (Tas) are to apply to meetings of the Audit Panel.
- 12.9 The Chairperson is required to call a meeting if requested to do so by Council, or an Audit Panel member.

PART 13 – REPORTING

- 13.1 The Audit Panel is to report regularly to Council on its operations and activities during the year.
- 13.2 The Audit Panel is to provide a copy of its confirmed meeting minutes to Council as soon as practicable after each Audit Panel meeting.
- 13.3 With respect to communicating with Council:
- (a) Within ten (10) working days of an Audit Panel meeting, the Chairperson is to prepare a brief report of that meeting and circulate that report to Audit Panel members;
 - (b) The Chairperson will forward the report to the General Manager to include in the next available Council meeting agenda (closed section);
 - (c) The Chair (or other Audit Panel member, if unavailable) will attend that Council meeting to present the report and answer questions on the recent Audit Panel meeting; and
 - (d) After the next Audit Panel meeting, the secretariat will include the confirmed minutes of the previous Audit Panel meeting on the next available Council meeting agenda, together with the Chairperson's brief report of that meeting.
- 13.4 The Audit Panel may, at any time, report to Council any other matter it deems to be of sufficient importance to do so.
- 13.5 The Audit Panel, through the Chairperson, must report annually to Council on its overall operation and activities during the year.
- 13.6 The Audit Panel's annual report is to include but not limited to:
- (a) A summary of the work the Audit Panel performed to fully discharge its responsibilities during the preceding year; and
 - (b) An overall assessment of Council's legal, governance, financial, risk, control and compliance framework including details of any significant emerging risk impacting on Council.

PART 14 - RECOMMENDATION OF THE AUDIT PANEL

- 14.1 On conducting a review under section 85A of the Act, the Audit Panel is to provide Council with a written report of its conclusions and recommendations, if any.

PART 15 - RESOURCES OF THE AUDIT PANEL

- 15.1 Council is to provide secretarial support to, and all necessary funding required by, the Audit Panel.
- 15.2 The secretariat is to ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chairperson, at least four (4) days before the meeting.
- 15.3 The secretariat is to ensure the minutes of the meetings are prepared and maintained.
- 15.4 The minutes must be approved by the Chairperson and will be confirmed at the next meeting of the Audit Panel.
- 15.5 The secretariat will provide a copy of the Audit Panel's confirmed meeting minutes to Council as soon as practicable after each Audit Panel meeting.
- 15.6 The Audit Panel, through the General Manager, will obtain any information and/or document it needs from any employee of Council and/or external party when such information and/or document is required to carry out its functions. This is subject to the Audit Panel members' legal obligations to protect the obtained information and/or document.
- 15.7 The Audit Panel will obtain, at the cost of Council, external professional advice when it is required to carry out its functions.
- 15.8 The Audit Panel will discuss any matters with the internal and/or external auditor when required, subject to confidentiality considerations.
- 15.9 Council is to provide induction for the members of the Audit Panel to enable them to meet their responsibilities under this Charter.

PART 16 – CONFLICTS OF INTEREST

- 16.1 The Conflict of Interest provisions of Part 5 of the Act are to apply to members of the Audit Panel, Council and Council employees who provide advice or recommendations to the Audit Panel.
- 16.2 A member of the Audit Panel must declare to the Chairperson any potential or actual pecuniary or non-pecuniary interests that may affect the carrying out of the functions and responsibilities under the Act and the Order.
- 16.3 Such declaration of pecuniary or non-pecuniary interests will be recorded in the meeting minutes.
- 16.4 Independent persons are to consider past employment, consultancy arrangement and any related party issues in making these declarations.

- 16.5 Where required by the Chairperson the member will be excused from the meeting or from the Audit Panel's consideration of the relevant agenda item(s).

Part 17 –REVIEW OF THE AUDIT PANEL AND THE CHARTER

17.1 Performance Review of the Audit Panel

- (a) The Chairperson of the Audit Panel, in consultation with Council, will initiate a review of the performance of the Audit Panel at least once every two (2) years.
- (b) The review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Audit Panel, the General Manager, the internal and external auditors, management and any other relevant stakeholders, as determined by Council.

17.2 Review of the Charter

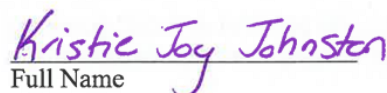
- (a) At least every second year the Audit Panel will review the Charter to ensure its provisions comply with the Act and the Order.
- (b) Any changes to the Charter will be recommended by the Audit Panel and approved by Council.

Approved by Glenorchy City Council at its Meeting dated 6 June 2016

Signed on behalf of Glenorchy City Council


Signature


Title


Full Name


Date