

**GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 23 DECEMBER 2019**



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CHILD CARE CONNECTIONS



DESIGN, BUILDING AND GROUNDS MAINTENANCE POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community & Customer Services – Child Care Connections

Background

As Part of the Work Health and Safety Act 2012 it is the duty of persons conducting businesses or undertakings involving management or control of workplaces to ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

Policy Statement:

Child Care Connections believes that the safety of children, educators and community members is paramount. Risks to these parties can be minimised by routine building and grounds maintenance and prompt attention to any near misses and hazards reported.

Source: Work Health and Safety Act 2012

Education and Care Services National Law 2010: section 167

Education and Care National Regulations: Regulation 103, 105, 113, 115

National Quality Area 2: Children's Health and Safety

National Quality Area 3: Physical Environment

Cross Reference – Opening and Closing of the Service procedure.

Review: 2 years

Status: **CURRENT**

CHILD CARE CONNECTIONS



DESIGN, BUILDING AND GROUNDS MAINTENANCE PROCEDURE

Grounds:

1. Educators must conduct a daily outdoor safety check of the grounds when the service first opens for the day including a vegetation check.
2. An Outdoor Safety Check record must be maintained daily.
3. Any near miss / maintenance hazards must be reported immediately to the Responsible Person in accordance to the 'Safety Circle' procedures.
4. The Nominated Supervisor must contact the gardener/groundsman directly for any additional ground maintenance that is required.
5. Should ground maintenance require additional work that is not within the groundsman's duties, i.e. a plumber, builder or arborist then a work order must be raised to complete the work. An outline of the work to be completed must be emailed to 'Customer Service' by the Responsible Person. If the maintenance is urgent, then the Nominated Supervisor must contact the relevant Works Officer to discuss the details.
6. An annual amount for grounds maintenance must be included in the Child Care Connections education and care service annual budgets.
7. Grounds and outdoor equipment must be maintained in accordance with any relevant legislation and / or Australian Safety Standards.
8. As part of the Outdoor Safety Check educators must be aware of and remove any toxic vegetation.
9. Routine operational inspections must be conducted according to the service Workplace Health and Safety quarterly audits.

Building:

1. Educators must conduct a daily indoor safety check prior to the service opening each day.
2. An Indoor Safety Check record must be maintained daily.
3. The Nominated Supervisor must roster time for the Health & Safety Representative (HSR) to carry out the duties outlined in the HSR role.
4. An annual amount for service maintenance must be included in the Child Care Connections education and care service annual budgets.
5. Any maintenance hazards must be reported immediately to the Responsible Person in accordance to the 'Safety Circle' procedures.
6. The Glenorchy City Council Facilities Coordinator in consultation with the Nominated Supervisor must organise:

- regular routine inspections of all areas of the service which must be carried out by a building Contractor.
- 6 monthly checks of the Fire Extinguishers.
- Monthly checks of the Air-conditioning units.
- Regular checks of the service alarm and smoke systems.
- Regular electrical and lighting checks, including annual testing and tagging of electrical equipment.
- Regular checks of the service water temperature.

Security of Buildings:

A security system monitored by a security firm is operational in all services. It is the responsibility of the Responsible Person to ensure that systems are armed and disarmed appropriately. Contact numbers for the security firm must be clearly displayed for educators.

Keys and security codes must not be available to any person other than the Responsible Person /s.

General:

The Health & Safety Representative (HSR) must discuss any identified maintenance and building/garden planning concerns with the Nominated Supervisor.

POLICY DOCUMENT CONTROL SHEET

Policy Name: Design, Building and Grounds Maintenance

Department: Community & Customer Services - Child Care Connections

Date Policy Approved by Council:

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	20/8/2007
	Policy name changed from Grounds Maintenance Policy to Grounds and Building Maintenance of Council owned Children's Services.	
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Management	Reviewed March/April 2009 Changes include updating source Adding Building security access codes to be changed bi-annually	16/4/2009
Child Care Connections Team, Management & families	Updated source & terminology Removal of FDC reference Included references to Education and Care Service National Law 2010, National Regulations and Quality Standards	June 2014
Child Care Connections Team, Management & families	Updated terminology Updated Department name	March 2016
Child Care Connections Team, Management & families	Updated terminology, Department name, Responsible Person. Verified Source.	May 2019

CHILD CARE CONNECTIONS



EDUCATIONAL PROGRAM AND PRACTICE POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community & Customer Services – Child Care Connections

Background

An education and care service must ensure that an educational program is delivered to all children being educated and cared for by the service. It must be based on an approved learning framework and be delivered in a manner that adheres with the approved learning framework, and is based on the developmental needs, interests and experiences of each child. It must be designed to reflect the individual differences of each child.

The Early Years Learning Framework aims to extend and enrich children's learning from birth to five years and through the transition to school.

Early childhood educators guided by the Framework must reinforce in their daily practice the principles laid out in the United Nations Convention on the Rights of the Child (the Convention). The Convention states that all children have the right to an education that lays a foundation for the rest of their lives, maximises their ability, and respects their family, cultural and other identities and languages. The Convention also recognises children's rights to play and be active participants in all matters affecting their lives. (Belonging, Being & Becoming: The Early Years Learning Framework for Australia)

Policy Statement

Child Care Connections Vision, philosophy and goals along with the Early Years Learning Framework must guide the educational program and practice.

Child Care Connections believes that the Early Years Learning Framework forms the foundation for ensuring that children in our early childhood education and care settings experience quality teaching and learning. The Framework has a specific emphasis on play-based learning and recognises the importance of all forms of communication and social and emotional development.

Child Care Connections believes that the design of the Framework allows early childhood educators to work in partnership with families. We acknowledge that families are a child's first and most influential educators.

Child Care Connections nominates the Educational Coordinator to lead the development and implementation of the educational program.

Source: Education and Care Services National Law Act 2010
Education and Care Services National Regulations
Belonging, Being & Becoming: The Early Years Learning Framework for Australia

Education and Care Services National Law Act: section 168

Education and Care Services National Regulations: Regulation 73, 74, 75, 76 & 118

National Quality Area 1: Educational Program and Practice

Review: 2 years

Status: CURRENT

CHILD CARE CONNECTIONS



EDUCATIONAL PROGRAM AND PRACTICE PROCEDURE

- The educational program and practice must reflect Child Care Connections vision and philosophy.
- Educators must ensure that information about the educational program is available and displayed in a place accessible to parents/guardians of children being educated and cared for by the service. Copies must be made available on request.
- Educators must ensure that a parent/guardian is provided with information about the content and operation of the educational program so far as it relates to his/her child; information about the child's participation in the program and copies of the documentation is kept under *Regulation 74* in respect to the child.
- Refer to 'Documentation Procedure' in relation to requirements in *Regulation 74*.
- Educators respect children as individuals and provide play environments that are inclusive for all children.
- Children must have access to a wide variety of play experiences including imaginative, creative, sensory and physical play.
- Children must not be expected to produce art/craft work with a specified product, instead they must be encouraged to explore the materials available and the focus must be on the process of learning.
- Educators must ensure that children have opportunities to play on their own, alongside or with, other children, recognising the developmental stages that children experience.
- Educators must ensure that children have opportunities to play in a variety of environments.
- The basis for play is child-centred and educators must ensure that they consider the needs and interests of each child in the group.
- Educators must recognise the impact of children's physical and emotional wellbeing on their capacity to play.
- Educators must be aware of the safety aspects of inappropriate play and endeavour to distract and redirect children.
- Educators must ensure that assessments of each child's developmental needs, interests, experiences and participation in the educational program are documented. The assessments of each child's progress against the outcomes of the educational program are also documented.
- Curriculum decision making maximises each child's learning and development opportunities.
- Each child's current knowledge, ideas, culture, abilities and interests are consistently incorporated and actively drive all aspects of the program.

- The program, including routines and transitions, must be organised in ways that maximises each child's involvement and engagement in learning.
- The documentation about each child's program is available in an accessible format and opportunities are provided for discussion with families.
- Every child is actively and consistently supported to engage in the program.
- Each child's agency is consistently considered and promoted, enabling them to make a range of choices and decisions to influence events and their world.
- Assessment of each child's learning and development is part of an ongoing cycle of planning, documenting and evaluation. It is an interactive process that drives the development of the program.
- Educators consistently respond to the children's ideas and play. Intentional teaching is embedded within the program to scaffold and extend each child's learning.
- Critical reflection on children's learning and development, both as individuals and in groups, is consistently used to implement, review and revise the program.

CHILD CARE CONNECTIONS



Documentation Procedure

In accordance with the Education and Care Services National Regulations (Regs 73-76) Child Care Connections educators must ensure that there is documentation and assessments for each child's developmental needs, interests, experiences and participation in the educational program. Assessments of the child's progress is linked to the outcomes of the educational program.

In preparing the documentation educators must consider the period that each child is being educated and cared for by the service and how the documentation is prepared, so that it is readily understandable by the educators of the service and the families of the child.

- **Vision & Philosophy** – Child Care Connections Vision and Philosophy must be clearly documented and used to guide the educational program.
- **Planning Cycle** – educators must refer to the 'Child Care Connections Planning Cycle' to ensure consistency in the implementation of the educational program. Each child's learning and development must be assessed as part of an ongoing cycle of planning, documenting and evaluation.
- **Aim of documentation** –
 - a. Is to make each child's learning and development visible and to identify each child's current knowledge, ideas, culture, abilities and interests.
 - b. Each child must have their own individual journal where assessments of individual developmental needs, interests, experiences and participation in the educational program are recorded.
 - c. Each child must have at least 1 form of documentation/observation per month. This must be recorded on each room's 'Individual Planning Record'.
 - d. Every 3 months each child must have a 'Mind Map' completed.
 - e. Journals must be in each room so that each child has the opportunity to look at and contribute to their own journal.
 - f. Journals must be available for families at all times.
 - g. Journals are available for families to look at or take home and to provide feedback about the educational program being offered to their child. A 'Journal Feedback form' is provided to the family for comment. (see attached)

- **Types of documentation - (but not limited to)**

- | | | | |
|---------------------------|-----------------------------|--------------------------|--------------------------|
| ○ Photos | ○ Morning Minutes | ○ Charts | ○ Magical Moments |
| ○ Mind Maps (ind & group) | ○ Afternoon Minutes | ○ Sequence of Photos | ○ Telling Our News |
| ○ Observation of Learning | ○ Surveys | ○ Assessment of Learning | ○ Reflective Questions |
| ○ Displays | ○ Projects/Units of Enquiry | ○ Provocations | ○ Anecdotal observations |

Educators may use a variety of documents to collect, organise, combine and interpret the information they gather.

Photos must be taken at the child's level and be meaningful. They must demonstrate the learning that is taking place and support the observation of the experience the child or children are engaged in.

- **Projects/Units of Enquiry** – Child Care Connections expect a variety of projects, both short and long term, to form a part of each room's educational program. These must be documented to demonstrate continuity of learning and intentional teaching practices.

Suggested format for projects

1. "What do we know about...?" – document children's responses (quotes and/or photos)
2. Research topic using a variety of media – books, internet, play-based learning
3. Implement experiences
4. Display evidence of research and experiences
5. "What have we learnt about..." or "What we now know about..." – document children's responses (quotes and/or photos)

- **Displays** – when displays are created the following elements must be included;

1. Title – link 'title' to EYLF (Learning Outcome, Principle or Practice) or Service Philosophy and other sector guiding documents
2. Children's voices – photos and/or quotes
3. Educator's voice – narration of the experience
4. Analysis of Learning
5. Theorist

- **Critical Reflection** – educators must reflect on the educational program and practice daily, using the 'Educator Daily Reflection' form.

At each program planning session educators must:

- Review the 'Educator Daily Reflection' forms, discuss what has been written and develop strategies to implement for continuous improvement.
 - Document discussions on a 'Program Evaluation and Planning Record' as well as any other relevant child and room information. This must then be placed in the room's program planning folder.
 - Review and update 'QIP Work Plans' as required (these plans identify any long-term goals for the room)
 - Review and update room 'Action Plan' (identify tasks that need to be completed prior to the next planning session).
 - Complete any evaluations from each child's journal.
- **Self-Assessment** – in conjunction with the Educational Coordinator each educator must take part in a self-assessment in relation to educational program and practice.

Every 3 months (Feb, May, August, November) the Educational Coordinator must review individual journals, each room's Day Book, projects and displays and then provide each educator with feedback.

Child Care Connections Educator Self-Assessment Educational Program and Practice.

Educator's Name: _____ Date: _____

3 things that I am doing well / I am proud of.

-
-
-

3 things that I need to focus on:

-
-
-

What would I like further support with?

-

Something I would like to try.

-

Educational Coordinator notes/follow up:

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Child Care Connections Program Evaluation & Planning Record

Date:

Educators:

Individual Children's Belonging, Being & Becoming – family info, routines/transitions & other relevant information:	Follow up: (who & by when)	Quality Area

Room Routines, Transitions, Procedures & Room Roles: (reflect on current practices)	Follow up: (who & by when)	Quality Area

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Family Communication: (forms returned, feedback, planning possibilities)	Follow up: (who & by when)	Quality Area

Day Book What's Next?/ Follow up: (spontaneous/unplanned experiences written in Day Book)	Resources/Experiences:	Quality Area

Other Room Issues – National Quality Standard, sector info/training, room procedures/roles, housekeeping etc.	Follow up: (who & by when)	Quality Area

Weekly Planned Experiences			
Date:	Child's name or group exp.	Planned Experience & Specific Learning Outcome/s (intentional teaching strategies) (individual or group)	"What's Next?" - possible follow up experiences/evaluation/comments.
Monday: Daily planned physical activity			
Tuesday: Daily planned physical activity			
Wednesday: Daily planned physical activity			
Thursday: Daily planned physical activity			
Friday: Daily planned physical activity			

This form is used to document individual and group planned experiences, daily planned physical activity, follow up from spontaneous experiences/child-initiated experiences, Calendar of Events experiences etc.

<u>Educator Daily Reflections</u>	
What is working well?	
Areas to focus on:	
Family & Community Input:	
Project/Units of Inquiry/Children's Interests to follow up on:	

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QIP Work Plans:**Room:**

Areas to be included within the work plan: long term goals, challenges, areas identified for improvement and any additional items raised or discussed at staff meetings or program planning sessions.

All educators are to be included within the work plan and will be responsible for the agreed items. Where an individual educator is allocated a specific task, this means they are responsible for ensuring it is completed by the due date, this does not mean that educator cannot engage or request others for assistance to complete their task. The work plan is an agreed set of items by which the team can work together to achieve.

<u>What</u> (Improvement or challenge)	<u>How</u> (How is the improvement or challenge going to be met, what is required / resources)	<u>Who</u> (Educators involved, educational leader, consultant, management)	<u>By When</u> (Time frame in which the improvement or challenge is realistically achievable)	<u>Comments</u> (Any additional information)

[illegible]

[illegible]



Child Care
Connections

Date:

[illegible]

Child Care Connections Family Program Communication



Date: _____

Dear _____

Throughout the year we have been observing _____ ,
recording his/her learning and development, areas of interest and strengths.



We invite you to look at his/her journal to get an insight into his/her learning and development.

You are more than welcome to take the journal home, to share with your family.



We would appreciate your comments; these will assist us with planning learning opportunities for your child.

We are also inviting you to be involved in evaluating our program by answering a few questions on the reserve side of this letter and returning it to the Centre.

Thank you

(educator's name)



Child's Name: _____ Room: _____
Date: _____

1. Are you happy with the range of experiences being offered to your child? ☐ yes ☐ no

Comments:

2. Is there anything you would like to see being offered to your child?
☐ yes ☐ no

Comments:

3. Does your child have any particular interests/strengths that you would like us to focus on? ☐ yes ☐ no

Comments:

4. Do you have any comments about your child's journal?
☐ yes ☐ no

Comments:

5. Do you have any other comments about the room and/or the program being offered to your child? ☐ yes ☐ no

Comments:

POLICY DOCUMENT CONTROL SHEET

Policy Name: Educational Program and Practice

Department: Community & Customer Services - 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
Child Care Connections Team and Policy Focus Group	Reviewed July 2007 Changes include documentation of children's program.	20/8/2007
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Management Team	Reviewed March/April 2009 Changes include change to source and minor change to procedure to recognise children who like to produce an 'product'	16/4/2009
Child Care Connections team, Management & families	Updated source & terminology Removal of FDC references Included references to National Quality Standards.	APRIL 2014
Child Care Connections team, Management & families	Included Documentation Procedure and Self-Assessment form Changes to wording Updated department name	JANUARY 2016
Child Care Connections team, Management & families	Updated procedure to reflect current practice. Included program templates.	JULY 2016
Child Care Connections team, Management & families	Updated Forms, Department Name, New educator reflection form, family program communication form.	NOVEMBER 2019

CHILD CARE CONNECTIONS



EDUCATOR TRAINING AND PROFESSIONAL DEVELOPMENT POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community & Customer Services – Child Care Connections.

Background

Training and professional development of early childhood educators is supported by Child Care Connections in order to assist continuous improvement of best practices in education and care settings. Educators are responsible for enhancing their work practice through participation in professional learning and development opportunities.

Qualifications and training of educators enhances the programmes provided to the children and the overall quality of services to families.

One of the most effective ways to learn is to participate in professional development opportunities or complete a formal course of study.

Policy Statement

1. Educators must be supported to identify their individual training and development needs through meeting with the Child Care Delivery Coordinator and developing a Learning Goals through the organisation's performance review process.
2. Educators may:
 - attend in-service or externally provided training sessions, workshops or forums
 - complete competency-based training, and/or
 - undertake formal training towards gaining an approved qualification in education and care.

Source: Guide to the National Quality Framework February 2018

National Quality Framework Quality Area 4: Staffing Arrangements
Quality area 7: Governance & Leadership

Cross Reference: GCC Study Assistance Directive (Review 07/05/2022)

Review 2 years

Status:

CURRENT

CHILD CARE CONNECTIONS



EDUCATOR TRAINING AND PROFESSIONAL DEVELOPMENT PROCEDURE

- Educators are required to attend compulsory training including disability awareness, cultural awareness, food safety, manual handling, sun safety and child protection.
- Compulsory training identified through the National Quality Framework and Assessment and Rating are separate to the educator's individual professional development plans e.g. First Aid, CPR, Asthma and Anaphylaxis.
- Educators undertaking formal training (Certificate 3, Diploma of Early Childhood Education and Care, Bachelor of Early Education Degree) must supply the service with documented evidence they are studying. This may initially be a receipt of fees paid, or confirmation of enrolment and then needs to be copies of transcripts of the modules completed. These should be provided on a 6 monthly basis or on request.
- Performance review goals must be reviewed twice annually with the Child Care Delivery Coordinator, educators must identify areas they wish to further develop. This can include personal development as well as education and care related training opportunities.

Educators must be supported in their learning and development by:

- Sourcing training that reflects the professional goals for each educator. Identify how the training is best facilitated, what resources are required and ensure feedback is recorded – attendance sheets, appraisal forms.
- Supporting educators in their study and where possible provide resources to assist with study/assessments.

POLICY DOCUMENT CONTROL SHEET

Policy Name: EDUCATOR TRAINING AND PROFESSIONAL DEVELOPMENT

Department: Community & Customer Services – Child Care Connections

Date Policy Approved by Council:

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
		Date Child Care Connections Management Endorsed Amendment
Child Care Connections Management Team	Reviewed March/April 2009 Changes include changes to practice Changes emphasis the importance of professional development	16 th April 2009
Child Care Connections team, Management and families	Updated source and terminology. Removal of FDC references Included references to National Quality Standards	June 2014
Child Care Connections team, Management and families	Updated terminology Updated Department name.	March 2016
Child Care Connections team, Management and families	Updated terminology Updated Department name. Cross Reference update	November 2019

CHILD CARE CONNECTIONS



ENROLMENT AND ORIENTATION POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community & Customer Services – Child Care Connections

Background

Enrolment provides clear communication, accurate record keeping, and efficient and effective management strategies, which are important determinants of quality care. Parents need specific information to help them make informed decisions about the philosophy and practices of the education and care service and whether it offers the care and education that they want for their child. They need to have confidence that their child is in good hands.

- Enrolment of a child into a service provides necessary operational details in relation to the child's health, safety, well being and development, and administrative details in relation to the parent(s)/guardian(s) and emergency contacts.
- The approved provider of an education and care service must ensure that an enrolment record is kept for each child enrolled at the education and care service.

The signed agreement acts as a legally binding contract between the parent(s)/legal guardian(s) and the service.

Children differ in how they cope in circumstances where they are separate from their parents/legal guardians. A supportive and respectful orientation process for the child and the family, will enable the child to feel, safe and secure and a sense of belonging.

Policy Statement

Child Care Connections is committed to ensuring that every child is enrolled, by the parent(s)/ legal guardian(s) completing the relevant enrolment, before the child commences care at one of its services.

Child Care Connections believes the practices of educators and the relationships they form with children and families have a significant effect on children's involvement and success in learning. Children thrive when families, educators and the wider community work together in partnership to support children's wellbeing and learning.

Source: Education and Care Services National Regulations 2011
Australian Government Department of Education Child Care Services
Handbook 2017-2018
Guide to the National Quality Framework February 2018

Education and Care Services National Regulations: Regulation 102, 160, 161, 162

National Quality Area 7: Governance & Leadership

Cross Reference – Payment of Fees and Debtors Policy,

Review: 2 Years

Status: CURRENT

CHILD CARE CONNECTIONS



ENROLMENT AND ORIENTATION PROCEDURE

Enrolment:

Families must be:

- Invited and encouraged to visit and become familiar with the service before their child commences education & care,
- encouraged to talk to the Child Care Delivery Coordinator and educators about the values and expectations they hold in relation to their child's learning,
- encouraged to share information about other child-related services being accessed by the family,
- encouraged to share their understanding of their child's strengths, interests, abilities and needs.
- informed of translating and interpreting services that are available to assist in the enrolment and orientation process, if required.

Enrolment forms are available in all services and must be completed by the family and returned to the service prior to the child commencing education & care. A child must not be permitted to stay at the service until the enrolment forms and other relevant information is returned.

Upon receipt at the service by the Child Care Delivery Coordinator, the process must be as follows:-

1. Child Care Delivery Coordinator to authorise the enrolment forms
2. On receipt of the forms by the Administration Officer the details must be entered into the applicable software program.
3. An emergency sheet must be produced by Administration and included with the enrolment forms. A copy must also be provided to the child's room.
4. A hard copy file is then created for the individual child by Administration.

Orientation: (new to the service or transferring rooms)

- During the orientation process families must be encouraged to:
 - Stay with their child for as long as needed during the settling-in period,
 - Contact their child's primary educator during the day if they wish.

- A 'New Child Checklist' (attached) must be completed for each child during the initial settle by the child's primary educator.
- Educators must assist families to develop and maintain a routine for saying goodbye to their child.
- Children who are distressed at separating from their family are comforted and offered reassurance.
- Educators must share information with families about how their child is settling in to the service.
- After 4-6 weeks of the child being in care or transferring rooms a 'New Family Orientation Feedback Survey' (attached) or a Child/Family Transition and Orientation Survey' (attached) must be given to the family by the child's educator.



CHILD CARE CONNECTIONS



Settling Visit schedule

Child's name: _____

Mother : _____ Father: _____

Contact Number: _____ Contact Number: _____

VISITS

Day	Date	Time

Benjafield Child Care Centre
109 Hopkins Street
Moonah
TAS 7009
PH: 6216 6611

Berriedale Child Care Centre
671 Main Road
Berriedale
TAS 7011
PH: 6216 6688

Child's Room: _____ First Care Day _____

Days of Care booked Mon Tue Wed Thurs Fri

Settling visits last for approximately 30 minutes. Visits provide an opportunity for your child to become familiar within our environment with the support of having a parent/legal guardian close by.

It is also an opportunity for all of us (children, parents/legal guardians and educators)) to get to know one another. We can all ask questions relating to the care of your child and to observe the interactions within the service.

You are not limited to the listed sessions above. If you feel you would like more, we can arrange them for you. We want you to be very comfortable with your new education and care arrangements.

If you are unable to keep a scheduled visit, please call us on 6216 6611 or 6216 6688 to re- schedule.

There is no fee attached to settling visits. You are required to stay in the Service and your child remains in your care for the duration of the visit. Fees only apply when you leave your child in our care as per bookings above.

We hope your time with us is enjoyable.

Child Care Connections

Please refer to GCC Privacy Statement over page

PRIVACY NOTICE

Council collects personal information to carry out its operations as a Tasmanian Local Government. This personal information may be used for other purposes permitted by law. The information may be shared with contractors and agents of the Council for this purpose, law enforcement agencies, courts and other organisations.

You do not have to provide your personal information but if full information is not provided the Council may be unable to action your application or request.

You can find out more about how the Council manages personal information and how you can request access or corrections to it in the Council's Privacy Policy available on the Council website or on request.

Child/Family Transition and Orientation Survey



Date:

To _____,

_____ has been in the _____ Room for 4 weeks and we would appreciate your feedback about the 'settling-in' and orientation process.

- ☐ Are you happy with how your child has settled into the room? Is there any other information you would like to share with us about your child?

☐ yes ☐ no

comments: _____

- ☐ Do you feel you received enough information about the room from the educators?

☐ yes ☐ no

comments: _____

- ☐ Is there anything more you would like to know about the room, or do you have any suggestions on how we could improve the transition and orientation process for children and their families?

☐ yes ☐ no

comments: _____

Please feel free to arrange a time to meet with one of us if you wish to discuss how we can support the continuity of care between home and the service, as well as any aspects of your child's learning and development.

Please return this form to the service upon completion

Thank you
Child Care Connections educators

New Family Orientation Feedback and Survey

Date:



To _____,

We ask if you could take a few moments to complete the following questions in relation to your child commencing care at the service. We value your feedback and suggestions.

- Are you happy with how your child has settled into the room? Is there any other information you would like to share with us about your child?

() yes () no

comments: _____

- Do you feel you received enough information about the room and the service from the educators? Is there anything else you would like to know?

() yes () no

comments: _____

- Is there anything more you would like to know about the room or the service, or do you have any suggestions on how we could improve the orientation and settling in process for new children and their families?

() yes () no

comments: _____

- Do you have sufficient information about payment of fees, Child Care Benefit and service operations? What else would you like to know?

() yes () no

comments: _____

- Would you like the service's Coordinator to contact you about any other issues?

() yes () no

Comments: _____

Please feel free to arrange a time to meet with one of us if you wish to discuss how we can support the continuity of care between home and the service, as well as any aspects of your child's learning and development.

Please return this form to the service on completion.

Thank you
Child Care Connections Educators

Child: _____

Date starting: _____

'New Child' Checklist

- ❑ Room information given to the family – Child Profile, room pamphlet, transition information.
- ❑ 'Primary Educator' allocated to the child prior to visits. (Karunda/ Jannali or Gumnuts/Cuddliepies)
- ❑ Settling-in / transition visits organised and written in room diary.
- ❑ On the initial settle visit the educator and the family to share information on the child and discuss child's individual routines, interests etc.
- ❑ Take the child's photo for their journal and photo name tag.
- ❑ During settle visits discuss with the family and share information on the child and to discuss;
 - Allergies, illnesses, religious or cultural practices,
 - Daily room routines,
 - Daily Information Chart,
 - Medication Register & Incident forms,
 - Educational program and practice – Daily Program and intentional teachings experiences, journals, Day Book,
 - Staffing,
 - Creative Art experiences,
 - Family participation.
- ❑ 'Child Profile' returned – anything to follow up with? E.g. allergies, illnesses, religious or cultural practices.
Check that the appropriate forms have been completed and returned (if relevant) – 'Allergies and Intolerances', 'Special Diet', 'Individual Sun Care Plans' etc.
- ❑ Emergency Health Care Plans – Asthma, Anaphylaxis, Epilepsy etc – forms have been completed and returned prior to the child commencing. (if relevant)
- ❑ Communication book organised (for children up to 1 year of age)

POLICY DOCUMENT CONTROL SHEET

Policy Name: Enrolment and Orientation

Page 9

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Department: Community & Customer Services – 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
Child Care Connections Team and Policy Focus Group.	Reviewed July 2007 Changes include reference to the Australian Government Child Care Handbook	20/8/2007
		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 Management	Reviewed changes in terminology	February 2013
Child Care Connections team, Management & families	Combined Enrolment Policy and Induction Policy. Updated source & terminology. Removal of FDC references Included references to National Quality Standards.	June 2014
Child Care Connections team, Management & families	Updated Department name Updated terminology in procedure.	June 2016
Child Care Connections team, Management & families	Updated Department name Updated terminology in procedure. Updated forms Addition of Privacy Statement to forms	November 2019

CHILD CARE CONNECTIONS



ENVIRONMENTAL SUSTAINABILITY POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community & Customer Services – Child Care Connections

Background

The education and care setting has a great impact on the development of young children's beliefs and attitudes. It can encourage and increase an awareness of our environment and our responsibility to introduce practices that enhance sustainability. Respectful environmental practices must be part of everyday operations and must involve all stakeholders. For the future sustainability of the planet, it is important that adults share with young children ways in which to develop a respect for the earth's finite natural resources. The children will then grow up with an awareness of the ever-changing impact human beings have on the natural environment, and they will be more likely to seek to reduce harmful effects on the environment.

Policy Statement

Child Care Connections is committed to implementing environmental practices and awareness by both the educators and children within its services.

Services must 'reduce, reuse and recycle' wherever possible and must limit the amount of plastic and disposable equipment they purchase. The use of natural and recycled resources must be promoted. Services must make eco-friendly choices where appropriate and must engage in sustainable practices.

Educators must be role models for the children and must discuss with them the importance of caring for the environment and implementing sustainable practices. The provided program must include themes that relate to caring for the environment and the children must be encouraged to engage in practices that promote these qualities now and in later life.

Services must consider the environmental performance of items when making purchases and must switch electrical items off when not in use. Machines such as dishwashers and washing machines must have full loads before use and the clothes line must be used for drying clothes as much as possible.

Educators must consider the impact on the environment when producing paper resources e.g. double-sided printing and photocopying. The use of electronic communication such as email must be encouraged wherever possible, and if appropriate.

Source: Guide to the National Quality Framework

National Quality Area 3: Physical Environment, Standard 3.2.3

Cross reference: Chemicals Policy

Review 2 Years

Status: CURRENT

CHILD CARE CONNECTIONS



ENVIRONMENTAL SUSTAINABILITY PROCEDURE

Child Care Connections environmental strategy is to 'reduce, re-use and recycle' and to consistently implement these practices within the program. Educators and children work together to show respect, care and appreciation for the natural environment.

1. Educators and children work together to learn about and promote the sustainable use of resources and to develop and implement sustainable practices.
2. Child Care Connections must reflect, in their practices and programming, the value that the limited resources of earth must be used in a sustainable manner, i.e. 'REDUCE, RE-USE, AND RECYCLE'.
3. Educators must make sustainable practices a part of the daily routine. These can include recycling, gardening, energy conservation, water conservation, and sustainable equipment purchases.
4. Services promote and participate in Glenorchy City Council's FOGO (Food Organics and Garden Organics) Children must be encouraged to place food scraps into the FOGO containers for recycling. Children must be involved in the process of food scrap recycling, i.e. taking the FOGO recycling out to the FOGO wheelie bin and placing it kerbside for collection.
5. Role modelling energy and water conservation practices such as turning off lights and electrical appliances when not in use, emptying water play containers or unwanted drinking water on to the garden areas or grass.
6. Educators must have a positive attitude towards the natural environment and act as role models to children in relation to respect for and sustainable use of the environment.
7. Children must be provided with the opportunity to engage in environmental experiences on a regular basis. Children must be encouraged to show respect for the natural environment that they interact with daily, e.g. Plants and insects.
8. Educators must share and provide the children with access to information about the environment and the impact of human activities on environments.

9. Educators must print and photocopy double sided, and in black & white where possible.
10. The use of electronic communication such as email must be used where appropriate.
11. Eco – friendly practices and materials must be used where appropriate.
12. Dishwashers and washing machines must have a full load before use and clothes lines must be used where possible.
13. Environmentally friendly cleaning products must be purchased and used, where possible.

POLICY DOCUMENT CONTROL SHEET

Policy Name: Environmental Sustainability

Department: Community & Customer Services - 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	2/1/2004
Child Care Connections Team and Parent/carer focus group.	Reviewed June 2007 Sources updated to reflect current research and practice.	20/8/2007
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Team	Changes include the reference to sustainability. The inclusion of practices for services, educator, staff and children to engage in.	February 2013
Child Care Connections team, management & families	Updated source, updated terminology, removal of FDC references. Included reference to National Quality Standards	August 2014
Child Care Connections team, management & families	Updated department name Updated terminology to reflect current practice.	June 2016
Child Care Connections team, management & families	Updated department name Updated terminology to reflect current practice. Inclusion of GCC FOGO	November 2019

CHILD CARE CONNECTIONS



EXCURSION POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community & Customer Services – Child Care Connections

Background

To provide a balanced program, children need to be offered a wide variety of physical, social, intellectual and cognitive experiences. Excursions are a valuable part of the program as they contribute to the overall growth and development of the child. Participation in excursions enhances and extends the experiences offered in an education and care setting. Excursions can be planned to place of interest or events outside the local area, e.g. the museum or a concert or anywhere that involves crossing a major road. Excursions may also be impromptu and within the local area, e.g. a walk to the local shopping area or to explore different play equipment in a nearby park.

Educators of young children must set the highest possible safety standards when on excursions. Excursions must comply with the Education and Care Services National Regulations.

Policy Statement

Child Care Connections has a commitment to providing well planned excursions, which maximise children's interests and development. This enables children to engage with their neighbourhood and build a sense of community and belonging, while taking every reasonable precaution to protect their safety.

A full risk assessment must be completed for all excursions including near a body of water and parental/guardian signed authorisation must be received prior to the excursion. Where excursions are routine a risk assessment and signed parental/legal guardian authorisation must be completed annually.

Where a service is organising for a performer/s or presenter to attend the service a risk assessment must be completed. The risk assessment must consider the content of the performance/presentation and any possible risks, insurances and the suitability of the performance/presentation.

Source: Guide to the National Quality Framework 2018

National Quality Framework: Regulation 99, 100, 101,102

National Quality Framework Quality Area 2; Children's Health and Safety

Cross reference: Administration of Medication policy, Lost Child Policy, Incident, Injury and Trauma policy, Water Safety policy

Review: 2 years

Status: CURRENT

CHILD CARE CONNECTIONS



EXCURSIONS PROCEDURE

1. Planned Excursions (outside the local area)

- Planned excursions may be by foot, or via the use of a public vehicle.
- A full risk assessment is to be conducted prior to the excursion and must contain
 - the proposed route and destination for the excursion
 - any water hazards and risk associated with water based activities
 - the method of transport
 - the number of adults and children involved in the excursion
 - given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety
 - the proposed activities
 - the likely length of time of the excursion
 - a venue hazard check is to be conducted upon arrival and recorded and any identified hazards removed. (For example broken glass removed from a playground).

- Parental/legal guardian permission must be obtained, by means of a signed and dated form for each specific excursion, preferably at least one working day prior to the excursion and must include the information detailed in the Education and Care Services National Regulations.

The authorisation is to include:

- the child's name,
- the reason the child is to be taken outside the premises,
- the date the child is to be taken on the excursion (unless the authorisation is for a routine excursion),
- a description of the proposed destination for the excursion,
- the method of transport to be used for the excursion,
- the proposed activities to be undertaken by the child during the excursion,
- the period the child will be away from the Service,
- the anticipated number of children likely to be attending the excursion,
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion,
- the anticipated number of adults who will accompany and supervise the children on the excursion,
- that a risk assessment has been prepared and is available to sight.

- Only children whose families have returned the completed permission slip are to be allowed on the excursion.
- Centre mobile phone must be taken on all excursions.
- If an excursion requires the use of a vehicle then the vehicle must comply with the appropriate transport regulations and where possible must have in place the appropriate child restraints.

2. Walks (within the local area) or regular outings

- A blanket permission form to allow the child to participate in local walks or regular outings must be obtained upon enrolment, and then annually.
- Parents/legal guardians may request on the blanket permission form that they, or if they are unavailable, their appointed nominee, be informed, before their child is permitted to leave on a local walk.
- A risk assessment must be completed annually.

General Procedures:

The Education and Care Services National Regulations are to be adhered to at all times.

The vehicle and driver of any motor vehicle used for an excursion or escorted journey must be appropriately licensed and insured. The licensed seating capacity of the motor vehicle must not be exceeded. Where seat belts or car seats are fitted, they must be worn and adjusted properly to fit the child. There must be a written procedure in the event of a vehicle breakdown/accident.

All children must wear a label which states the education and care service they are from and a contact phone number for the centre.

Educators must carry with them a copy of the attendance list of the children and educators participating in the excursion, and a regular headcount will be undertaken to ensure that no child is missing (refer to Lost Child Policy). In order for the educators remaining at the service to be aware of which children are on the excursion and their whereabouts, the original list will remain at the service, with the names of the educators on the excursion, details as to the venue and the times of departure and return. Other important documentation/items educators must carry with them include:

- Information regarding children with allergies and asthma and, as necessary, emergency medication for them
- A fully equipped first aid kit
- Sunscreen.
- Mobile Phone
- Emergency contact details of all the children & educators attending must be taken on all excursions.
- Other items – tissues, spare clothes, plastic bags, towels, water.

POLICY DOCUMENT CONTROL SHEET

Policy Name: Excursion

Department: Community & Customer Services - 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	Minor changes to the wording. Inclusion of connecting with the community and neighbourhood.	30/11/2008
Child Care Connections	Changes to content referring to National Regulations, water hazard Main Road hazard	March 2012
Child Care Connections team, Management and families	Updated terminology Removal of FDC references Included Excursion Risk Assessment form Included reference to National Quality Standards	July 2014
Child Care Connections team, Management and families	Updated Department name Updated terminology to reflect current practice.	June 2016
Child Care Connections team, Management and families	Updated Department name Updated terminology to reflect current practice Removed some repetition in the policy	November 2019

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CHILD CARE CONNECTIONS



FOOD AND NUTRITION POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community & Customer Services – Child Care Connections

Background

Early childhood is a critical time for physical, cognitive and social development. Sound nutrition and food safety practices are necessary for normal development, good health and the prevention of illness and accidents. The early childhood years are also vital in the establishment of lifelong eating habits and food attitudes. What children eat is important for healthy growth and development and how they eat is important for setting up healthy attitudes towards eating and helping to prevent behavioural problems and possible overeating.

Eating well should start early. The preschool and school years are a vital time for the development of children's eating habits and attitude to food. The development of nutritionally sound habits and attitudes can provide positive outcomes, which last a lifetime. Working with families to foster healthy eating habits early in life can reduce the risk of food or nutrition based illnesses such as diabetes, heart disease and high cholesterol in later years. A national nutrition survey showed that the rate of overweight and obesity in children is increasing.

Policy Statement

Child Care Connections is committed to fostering nutritionally positive attitudes and food preferences in young children and safe food practices by:

- The provision of nutritionally adequate and appetising food for snacks.
- Teaching children about food and nutrition.
- Educating parents/legal guardians as to the value of good nutrition in relation to children's health and development.
- Developing a partnership with parents/legal guardians.
- Using the Australian Dietary Guidelines, as a guide to gauge what proportion of each type of food should be included in the daily diet.
- Working together with parents/legal guardians to support the provision of healthy nutritious foods from home.
- Ensuring that children have nutritionally adequate food whilst in care.
- Educators acting as positive role models for children.
- Intentional teaching opportunities involving nutritional experiences must be included in the program.

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- Continuous education and training of educators in nutrition, safe food handling and best practice.

Child Care Connections is committed to providing a safe, clean environment for preparing, serving and storing of food either prepared in the service or brought from home by:

- Careful preparation of food and correct food handling techniques as recommended by the Food Safety Manual for Tasmanian Education and Care Services and / or any recognised authority.
- Provision of food to children which has been stored, prepared and served in a safe and hygienic manner.
- Educators trained in correct food service techniques, and children's nutrition.
- Correct food handling must be carried out by the educators.
- Children must be supported to follow correct food handling procedures.
- Correct use of serving utensils when required.
- Safe practices when sharing food such as fruit platters.
- Correct storage and reheating of food and drinks including storage of baby milk formula and expressed breast milk and their preparation.
- Promoting positive safe and hygienic food handling practices to children.

Source: Eat for Health. Australian Dietary Guidelines. Australian Government. NHMRC. May 2017
Eat for Health. Infant Feeding Guidelines. Australian Government. NHMRC. May 2013
Move Well Eat Well. Department of Health and Human Services. 2015
Food Safety Manual for Tasmanian Education and Care Services. 2012
Oral Health Services Tasmania 2019

Education and Care Services National Law Act 2010: section 167

Education and Care National Regulations: Regulation 78, 80

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

Cross Reference Dental Health Policy

Review: 2 Years

Status: **CURRENT**

CHILD CARE CONNECTIONS



FOOD AND NUTRITION PROCEDURE

- All families must be supplied with a copy of the latest Food & Nutrition Policy upon enrolment and with regular information relating to food and nutrition.
- Families must be encouraged to provide a variety of nutritious foods that reflect the Australian Guide to Healthy Eating.
- A menu must be displayed, and the food must be nutritious, foods that reflect the Australian Guide to Healthy Eating.
- Nutritious food must always be available for the children in the event that they have not brought enough food for the day or that the food they have brought in is not in accordance with the Food and Nutrition Policy.
- Children must have access to nutritionally based food between meals.
- Fruit and vegetable platters must be offered at each meal time for children to self-select from.

Food allergies and special dietary requirements:

- Child Care Connections education and care settings are 'Allergy Aware' and promote a nut free environment; this is to protect children and educators who are at risk of an anaphylactic reaction to nuts. Educators must advise families not to provide foods containing:
 - a. peanut butter, Nutella and any other foods that contain nuts or known traces of nuts, and
- All educators are required to complete an accredited course on Anaphylaxis every three (3) years. Any special dietary needs or requirements due to food intolerances must be met, respected and treated in confidence.
- A procedure must be in place by each service to ensure that information regarding food intolerances and allergies is noted and updated regularly.
- Educators must be aware of children's food allergies and intolerances and work with families to ensure children's safety.
- All children's lunch boxes, food containers, bottles, drink cups/bottles must be named to prevent the accidental consumption of an allergen.
- If nuts are brought into care, educators must suggest an appropriate alternative to the parents/legal guardians. Parents/legal guardians are also invited to discuss any concerns they have with the Nominated Supervisor.
- Educators must use an educational approach and work together with parents to ensure that the food brought from home is both nutritious and appropriate.

Drinks

- Water must be the primary drink and must be available at all times.
- Drinking water is available and accessible to children both indoors and outdoors at all times, for example, water bottles, water coolers, jugs. (Move Well Eat Well)
- Cooled boiled water is offered to babies under the age of 6 months who are not exclusively breastfed and to all infants from 6-12 months.

- For all services, water is provided with each meal and morning and afternoon tea for children 1 year and over.
- At meal times children must be encouraged to drink from an open cup when they are able to (recommended from 6-8 months of age) if a child brings in their own cup / drink bottle this can be offered when outdoors or at other times throughout the day.
- Children's bottles and drink containers brought from home must contain water or milk only, without added flavour.
- Water and cups must be available for children to serve themselves at meal times and other times. Younger children who are unable to self-serve must be given drinks regularly.
- In all Child Care Connections education and care services, children must have access to their own drink flask/bottle and/or water provided by the service at all meal times and throughout the day.

Preparing and heating bottles:

- Educators must consider best practice when preparing and heating bottles. The preparation of bottles must be done at the designated bottle preparation area only. These are located in the staffroom of each service. Educators must wash their hands prior to preparing bottles and adhere to the 'Bottle Preparation procedure'.
- Educators must request that the family brings in a daily supply of formula so that the child's bottle can be made up as required throughout the day.
- If a family brings in bottles already prepared then the date it was prepared must be written on the bottle.
- Each child's bottle/s must be clearly named. and with the date it was prepared.
- Teats on bottles must be covered by a lid/cap or with 'Cling Wrap' to limit any cross contamination.
- Bottles must be heated only once, any contents left over must be discarded.
- Microwave ovens must not be used to heat bottles.

Breastfeeding:

- Exclusive breastfeeding must be encouraged with positive support, for babies up to six (6) months. Continued breastfeeding must also be encouraged and supported beyond six (6) months. The service supports the decision of individual families regarding breast feeding.
- The service and its educators have a welcoming attitude towards breast feeding and display and provide information that shows this support.
- The services must provide an appropriate comfortable space for mothers to express milk or breastfeed.
- The service has relevant safe-handling practices for breast milk, this includes labelling, storage warming and use.

Communicating with parents:

- Educators must ensure that each child's lunch box/bag, food containers, bottles, drink cups etc. are clearly named to prevent any food/drink being given to the wrong child.
- Educators must monitor the contents of children's lunch boxes and work with families to ensure adequate and appropriate food is provided.

- Parents/legal guardians must be informed of any changes in their child's eating and drinking patterns.
- Individual services must determine a method by which information about the children's food consumption is passed onto families. These may include uneaten portions returned home, (excluding items that require immediate disposal such as yoghurt, half eaten fruit etc.), face to face conversations, or a chart.
- Educators must discuss with parents if there are concerns with the nutritional intake of any child.
- Regular nutritional information, healthy lifestyle information and suggestions for suitable food options must be provided to families.
- Educators must discuss with families about not providing 'sometimes' food and drinks in lunchboxes brought from home.
- A written menu must be available for families. This can include fruit and vegetables platters and drinks offered at meal times

The children's environment and developmental program:

- Educators must encourage the children to help set up and clear away at meal times to develop self-help and cooperation skills.
- Educators must ensure that the physical environment is conducive to a calm and peaceful routine, e.g. children must not be crowded or situated close to distractions. Educators must always supervise the children and where possible, sit with them and discuss the food being eaten or engage in general conversation.
- Children must be encouraged and supported to self-select foods from their lunch box at meal times.
- 'Sometimes' food and drinks are not included in planned menus and are discouraged in lunchboxes sent from home.
- 'Sometimes' food and drinks are not used as a reward or an incentive and are limited in the wider service environment.
- Children in highchairs must always be closely supervised.
- Each child's food must be placed in a bowl or on a plate at meal times. Food in 'squeazy' pouches must be placed in a bowl for the child to be able to eat with a spoon.
- It is preferable that children are seated at tables when they are eating so they can talk with and observe one another and learn appropriate table manners with attentive educators.
- Educators must be aware of the important social learning that occurs during mealtimes as children learn new vocabulary and practice skills such as turn taking and sharing. Other skills that can be developed, and must be encouraged, at meal times are pouring drinks, using tongs to select fruit and vegetables from platters, washing up plate, cup and cutlery, recycling waste, etc.
- Food awareness activities must be included in the program.
- The children must be involved in discussions about 'everyday' and 'sometimes' foods.
- Children must be encouraged to gain practical experience in the preparation of any cooked food through cooking experiences.
- The development of children's independence must be encouraged in the eating, preparation, presentation, packing away and cleaning up routines.

- Meal and snack times must be organised to avoid unnecessary waiting periods at the table.
- Children must be encouraged to try different food experiences through positive reinforcement and must not be forced, pressured, bribed or threatened.
- Children must be encouraged to participate in self-help skills, including retrieving their lunchboxes, opening containers, packing away lunch boxes and pouring their own drink.
- Children must be educated truthfully in the nutritional value of food, e.g. eating crusts does not make hair curly.
- Food awareness activities are chosen from a variety of cultures.

Special Occasions:

- Special occasions can be celebrated with culturally appropriate foods, e.g. birthdays, cultural and religious days.
- Parents/legal guardians must be reminded that they need to advise educators about the ingredients used in celebration foods and cakes brought to the service to ensure that children and adults with severe allergies are not placed at risk.

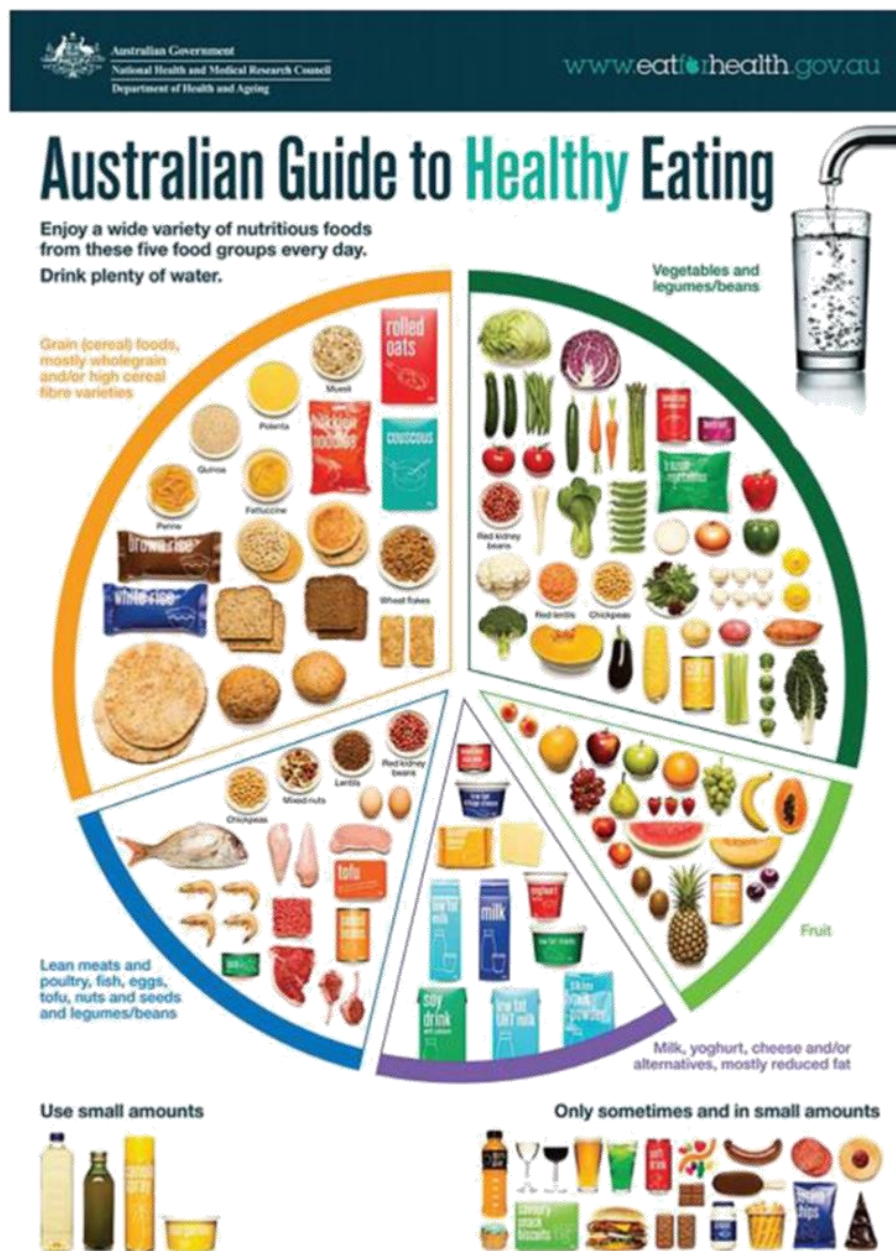
Individual child/family preferences and cultural diversity:

- The individuality of children must be recognised in regard to quantity and type of food provided.
- Educators must recognise that a child's intake is determined by their appetite. This varies widely with age, activity and growth, and must be discussed with the child's parents as required.
- Cultural and religious requirements and restrictions regarding food intake must be met and respected.
- Food experiences must reflect both the cultural backgrounds of individual children and expand their experiences with food.
- Educators must give feedback to parents/legal guardians regarding foods tried, children's favourites or developing trends, or if additional food is required.
- Educators must recognise the individuality of children in relation to the timing of the provision of meals and snacks.
- Educators must recognise that emotional or physical factors such as separation, being unwell or tired can affect the appetite of the child.

Food Safety

- Children and educators must wash their hands before handling food or eating meals and snacks.
- Gloves must be worn by educators when handling 'ready to eat' foods, for example, raw fruit, vegetables and cheese. Gloves must be removed if the educator is interrupted during food preparation/handling. Follow the 'Handwashing' procedure in relation to wearing gloves.
- Basic food guidelines for preparation and storage must be adhered to for all foods.
- When reheating a child's food in the microwave it must be covered with cling wrap or microwave safe cover and the child's name written on it. It must be reheated until steaming then it needs to cool down before being served to the child. Using a clean spoon to test a small amount to make sure it is not too hot.

- All food products including fresh fruit and vegetables to be used in the services for cooking experiences or emergency foods must be bought and stored so they have optimum nutritional value when served.
- Cooking equipment must be kept for the preparation of food and not used in play.
- Part of the role of the educator at meal and snack times is to supervise and model positive interactions and appropriate hygiene and infection control procedures.
- Children must be discouraged from handling other children's food and utensils and supported to follow safe and hygienic food handling procedures.
- Educators must ensure that all food whether brought into care or provided by the service is stored in a safe manner.
- All opened food packages in the pantry must be stored in labelled airtight containers and checked regularly to ensure they are in date.
- Educators must undertake training in food handling and nutrition bi-annually.



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POLICY DOCUMENT CONTROL SHEET

Policy Name: Food and Nutrition Policy

Department: Community & Customer Services - Child Care Connections

Date Policy Approved by Council: 2nd January, 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	Changes reflect new research findings, stakeholder views and input or issues in health and child development.	21/8/2006
Child Care Connections Team and Staff/parent/carer Policy Focus Group.	Reviewed June 2007 Replaces Food Brought from Home and Food/meal times Policies. Both Policies have been combined and: Includes more detailed information on food safety practices consistent with the National Childcare Accreditation System standards.	20/8/2007
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Team, stakeholders and policy review focus group	Changes reflect the heating of bottles in microwaves in line with latest information from the National Child Care Accreditation System.	30/11/2008
Child Care Connections Team	Changes reflect the change in operations to food being brought from home	29-6-2009
Child Care Connections Team	Changes in terminology changes in Family Day Care and Centre exclusion of food products	Feb 2013
Child Care Connection team, Management & families	Updated sources and terminology. Removal of age restriction for reheating food. Reflected information from Move Well Eat Well New section on breastfeeding Removal of FDC references Updated Healthy Eating chart Included references to Education and Care Services National Law, National Regulations and Quality Areas Removal of "no egg" component from Policy Updated department name	July 2014 September 2014
Child Care Connection team, Management & families	Updated terminology in relation to 'Healthy Eating Pyramid' Updated to reflect current practice in relation to bottle preparation.	July 2016

Child Care Connection team, Management & families	Updated terminology & source relating to the Australian Guide to Healthy Eating Updated to reflect current practice in relation to bottle preparation. Addition of Regulation 80	November 2019
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CHILD CARE CONNECTIONS



IMMUNISATION POLICY

File Ref: Child Care Connections Policies
Author: Child Care Connections Management
Department: Community & Customer Services – Child Care Connections

Background

Children attending education and care services can be at an 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 harmful infectious diseases.

Immunisation is a process that protects people before they come into contact with diseases in the community.

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*)

Policy Statement

As some diseases can be prevented by routine childhood immunisations, Child Care Connections must provide families with information on the importance of immunisation as well as information on the recommended immunisation schedule.

Vaccination in infancy and early childhood aims to stop the spread of potentially life-threatening diseases.

Children's immunisation details must be collected on enrolment.

Any child/ren not immunised against a disease (and for which immunisation is available) must be excluded from care should there be an outbreak of that disease.

Child Care Connections has a responsibility for the health and safety of educators and therefore must provide them with current information to help reduce the risk of exposure to diseases that are preventable by immunisation, particularly those diseases that cause serious illness in adults.

Source: Australian Department of Health and Human Services – www.dhhs.tas.gov.au
Staying Healthy in Child Care Fifth Edition
Australian Government – Medicare – www.medicareaustralia.gov.au

Education and Care National Regulations: Schedule 1 Regulation 88
National Quality Area 2: Children's Health and Safety

Review: 2 Years

Status:	CURRENT
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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 (IM011).
 - c) complete a Statutory Declaration as a conscientious objector to immunisation.
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 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 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 *Child Care Subsidy* 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. Full fees will be charged until the Department of Health and Human Services and the Service receive up to date immunisation details.
7. In relation to immunisation of educators, Child Care Connections must be guided by the recommendations of the latest edition of *Staying Healthy in Childcare*.
8. 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.
9. Child Care Connections must provide educators with information about preventable diseases through induction, training, facts sheets and other current resources.
10. Child Care Connections must take all reasonable steps to encourage non-immunised educators to be vaccinated; however, it is the choice of everyone.
11. Current Immunisation schedules must be provided for educators and families. This information must be displayed in the Service's foyer area

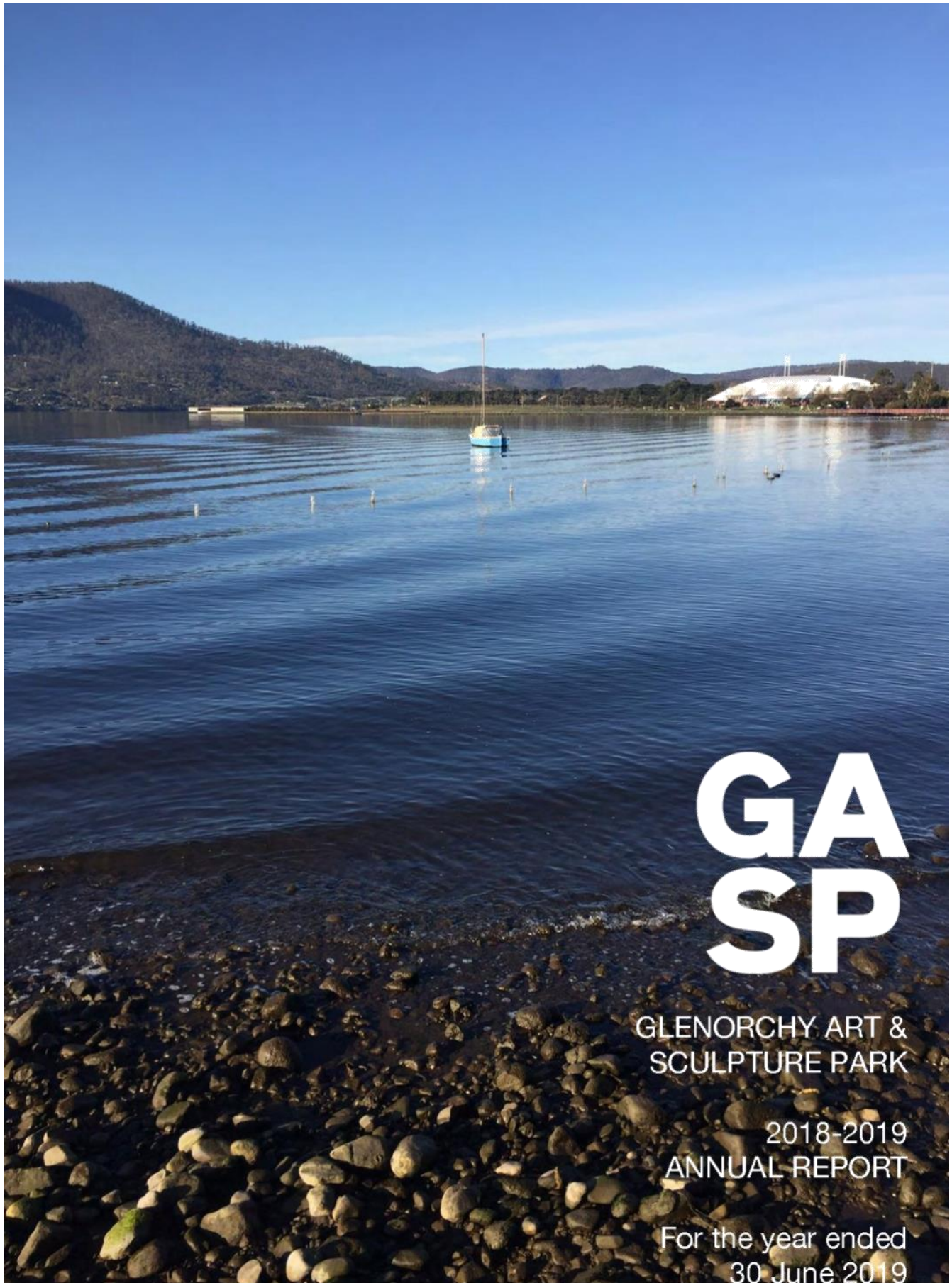
POLICY DOCUMENT CONTROL SHEET

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
Child Care Connections Team and Policy Focus Group.	Reviewed June 2007 Additional information relating to adult staff/carer immunisation has been included as required by the National Child Care Accreditation Council (NCCAC) and in accordance with the most recent health information.	20/8/2007
		Date Child Care Connections Team Endorsed Amendment
Child Care Connections Management	Reviewed March/April 2009 Changes include updating current information in line with About Immunisation Fact Sheet contained in the Background of the policy. Changes include updating source Changed routing to annually checking records	16/4/2009
Child Care Connections Management	Reviewed November 2011. Changes include updating current information in line with the Department of Health and Human Services immunisation information. Changes include reference to Medicare Australia conscientious objection information. Changes include adding a 'request for immunisation history' letter.	March 2012
Child Care Connections Team, Management and Families	Updated source Changes in terminology & removal of FDC references Included references to the National Quality Standards	August 2014
Child Care Connections Team, Management and Families	Updated Department name Updated source information from Australian Government Department of Health and Human Services. Updated cross reference	November 2016
Child Care Connections Team, Management and Families	Updated Department name Removal of outdated information regarding CCB	November 2019



PART 1

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Image by Kelvin Ball. All other photos by Frances Butler 2019 except where otherwise noted.

The 2018-2019 financial year has been one of significant change. We said goodbye to Jonathan Kimberley, GASP's second Artistic Director (July 2016 – December 2018) and we thank him for his contribution to the vision of what our space can be. We also said goodbye to Jim Everett-puralia meenamatta from the Board and thank him for his unique contribution and perspective, and our previous Chair, Christine Edwards, whose contribution was above and beyond, and whom I still call on for counsel if it is required in my new role as Chair!

It has also been a time for new beginnings, we have welcomed Frances Butler into the role of Artistic Director; and to the Board, John Hepper of Inspiring Place who already has a fond relationship with GASP, and Grace Williams, artist/writer and human rights advocate through Citizen Tasmania. Their addition has reinvigorated our passion and commitment to GASP and to its drive into the future.

With these changes in the Board and in our artistic direction, we set out on a journey to improve our relationship with key stakeholders, regain the trust that we felt had eroded over the years and present what we felt is achievable given our very limited resources while carefully monitor and participate in conversations around adjacent and on-site developments. In only Frances' second week in her new role we were all advised that the GCC were looking to dispose of Wilkinson's Point, this caused a major stir within the community and almost an outpouring of grief at the prospect of the community losing access to their beloved foreshore. This has led to the LK Group bringing forward a vision for Wilkinson's Point that we are currently working on with them that will see the area thrive and that will help GASP achieve its vision for the future.

Following my address, you will see what Frances has in store for the site over her tenure. As we head into our 10th year as an independent company I look forward to the realisation, through her direction, of GASP's significant potential.

I thank our Foundation Partners, the Glenorchy City Council, for their collegiality and on-going support, particularly Tony McMullen and his team; and our Corporate Partner, Maddocks, especially Mark Henry for generous in-kind legal support.

I sincerely thank my fellow Directors: Matt Fishburn, Sarah Sansom, John Hepper and Grace Williams for their continued support and also the open and frank conversations we have been able to engage in with both the GCC and LK Group about their relationship with GASP and our vision for the community.



In 2018, I developed a second GASP Vision – *LUSTRA5 / 2017 - 2021* in collaboration with the GASP Board, which re-focused on our core charter of developing a series of world-class permanent public sculptures for GASP.

Unfortunately, the newly-elected Glenorchy City Council advised that they were not in a position to increase GASP funding to a level necessary to grow this national / internationally resonant public art program. The new GASP vision was submitted to Arts Tasmania, as part of our application for 4-year funding support of \$120,000 pa. This application was also unsuccessful - advised in October 2018.

Ultimately it became clear to me that this severely limited funding situation had also impacted on the confidence of other funding organisations and potential investors. As such the development of the significant public art program required across the 9 hectare GASP site became financially untenable in the current environment. As a result I decided that I had no option but to resign from the position of GASP Artistic Director / CEO in December 2018.

I sincerely thank the GASP Board for their support and enthusiasm in the development of two major new artistic programs between 2016-2018. Together we were a visionary, resilient and mutually supportive team through what was a difficult time financially for GASP. Despite these challenges we successfully presented 10 major public art projects over that period. I wish GASP all the best for the future.

Projects Developed:

MAPALI LOCAL INTERNATIONAL – National Aboriginal and Muslim Sculpture & E-Media Project. Seven leading artists + seven Tasmanian emerging artists. Three stages of consultation and concept development complete.

BEMA | KRAKA NEKA – Aboriginal & Greek Philosophy / Permanent Sculpture Stage 1 – Consultation and Concept Development complete.
Projects Completed (July - December 2018):

Projects Completed:

REFRACTION PRINCIPLE James Geurts.
Part of *Swimmable!* Launched 13 October 2018.

HUNTING GROUND incorporating BBQ area
Julie Gough. Part of *Swimmable!*
Two permanent photographic billboard works. Launched on 13 October 2018.

ACROSS THE COALS
Partnership with Constance ARI by 4 artists in dialogue with Julie Gough.
Presented on 18 November 2018.



James Geurts *Refraction Principle*



Julie Gough *HUNTING GROUND* incorporating BBQ area
(image by Daniele Hanifin)

I commend Jonathan Kimberley for his vision and enthusiasm over his tenure. Jonathan took up *Swimmable! Reading the River* and continued Pippa Dickson's brilliant work, completing this at the end of 2018 with the installation of Julie Gough's and James Geurts' works. He also created daring events and challenged assumptions about art in public space, taking a very specific lens to cultural relationships, particularly in respect of the Tasmanian Aboriginal community via the visionary but sadly unrealised *Mapali Local International* and *Bema | Kraka Neka* projects.

Perhaps not surprisingly, GASP is in a period of flux, heralded in part by the Glenorchy City Council's proposal to seek development on Wilkinsons Point, and the announcement in March, of \$2m of Federal funding by Andrew Wilkie, to the GCC, for the re-development of the Montrose Bay Foreshore Park playground. At the time of writing Council is negotiating exclusively with the LK Group, owners of the National Basketball League regarding Wilkinsons Point. It is my great pleasure to report that the GASP - GCC relationship is solid and we are collaborating to ensure that community access and amenity for the entire Elwick Bay foreshore is respected, fulfilled and enhanced by these developments.

Development of Wilkinsons Point has been long-awaited and I believe will provide greater context and prospects from GASP, while the Montrose Bay redevelopment offers an extraordinary opportunity to embed art and creative thinking into infrastructure design and consider community 'amenity' afresh. The months following the announcement were challenging but allowed us to address public criticism, and then step back and reassess our position in respect to our stakeholders: the Community, the Council, the broader arts sector/s, etc and focus on the site: its history, our community, the natural environment and importantly, the maintenance and continued collection of public art, and the production and support of creative activity on the site.

Our new vision has three simple foci: Collection, Community and Natural Values (which are explained more fully below) and which suggested a number of actions, some included in the second GCC Funding Deed which was signed in July. It also identified the imperative to build new relationships, strengthen old ones, and seek locally and further afield for previously untapped potential to collaborate, nurture and lead across multiple sectors in the State.

So the March-June period has been one primarily for reassessing and consolidation in the face of the continuing, and new challenges we face – the Planning Scheme, the weather, the development of Wilkinsons Pt, the encroachment of the river due to climate change and the eventual but necessary replacement of the Montrose Bay sea wall.

With the immediate public and sector perception of being an 'unsafe' investment there was little imperative to apply for funding in this period and this was described to the Council at a workshop presentation in July. Encouragingly, the positive response from the Aldermen when ratifying the new funding deed, in itself illustrates a healthy turnaround and we now have many reasons to be optimistic about the future.

It is crucial that the seeds sown in the latter months of the 2018-19 year are now allowed to grow. Some of these are will develop within the Glenorchy community over the long term and indeed may not bear 'fruit' until long after I have moved on; while others will ripen faster and give valuable short term results, yet always with a view to the future. And because 'flexibility' and 'collaboration' are values that I believe in passionately, I always leave room for amazing opportunities that can arrive at any moment.

I look forward to continuing this work with quite possibly the most fabulous board in the State: David, Matt, Sarah, John and Grace, and I'm grateful to them, as well as Christine Edwards and Sean Kelly, for their continued support and belief in my ability to steer GASP into a productive future.

**2008**

OCT Appointment – GCC Project Development Officer, Pippa Dickson

2010

FEB \$1.8m Grant - Tasmanian Government for GASP! Linkages

MAY \$2.7m Grant - Australian Government for GASP! Stage 1

AUG Incorporation

2011

SEP Art Project, James Newitt *My Secession Party* (Iteration Again)

OCT Launch - GASP! Stage 1 by Julia Gillard, Prime Minister

DEC Execution of GASP! - GCC License Agreement

2012

NOV Art Project, The Works Festival, The Megaphone Project

2013

JAN Launch - Susan Philipsz *The Waters Twine*

APR *Swimmable!* Reading the River Workshops

MAY Launch - GASP! Stage 2

JUN Launch - Domenico de Clario *Duet for One Voice*

Festival Event, Dark MOFO, *Curiouser & Curiouser*

NOV GASP! Stage 1 - Winner: Urban Design, Tasmanian Institute of Architects Awards

2014

JAN GASP! Stage 2 - cover: Architecture Australia

MAR 7 *Swimmable!* artists confirmed

GASP! Stage 2 - cover: US Magazine, Dwell

Artist Natalie Jeremijenko confirmed

JUN GASP! Stage 1 - Winner: Urban Design, Tasmanian Institute of Architects Awards

Glenorchy City Council 3-year funding (2014-17)

SEP *Swimmable!* Lab

OCT Site visit by Natalie Jeremijenko & Artist Talk; Funding confirmed from the Ian Potter Foundation

NOV Restaurant Australia Event

2015

JAN Return site visit by Natalie Jeremijenko

BMW photo shoot

MAR GASP! MONA Fun Run

APR GASP! MONA Swim

Natalie Jeremijenko keynote at Heavy Metal symposium at MONA

MAY Australia Council funding confirmed

JUN GASP! Mobile leased to Lean-to-Kitchen; GASP Mobile re-launched at Dark MOFO

NOV Justy Philips & Margaret Woodward, *Fall of the Derwent* research completed

2016

JAN Justy Philips & Margaret Woodward, *Fall of the Derwent* research walks

MAY Launch - *Swimmable!* Project Natalie Jeremijenko, *Amphibious Architecture*

JUN Art Project, Matej Vogrinčič, *Herba Ostrea*

Pippa Dickson departed as CEO

Appointment of Jonathan Kimberley, Artistic Director/CEO

NOV Justy Philips & Margaret Woodward, *Fall of the Derwent* performance

- GASP PRESENT Remedies Tasmania grants received: LINC Tasmania; DPAC Premier's Discretionary Fund Grant; Multicultural Grant Received
- DEC** GASP PRESENT Remedies Tasmania project development - Sasha Huber & Petri Saarikko.
Inaugural GASP LIGHT NYE Petri Saarikko with 6 Tasmanian Dancers & Chris Abrahams.
- 2017**
- MAR** GASP *All Night*, Ten Days on the Island Festival: Janet Laurence & Tega Brain, *Parliament*; James Newitt, *A Plan for Escape*; Presentations in conversation with audience.
- APR** Vivienne Cutbush @ GASP Young Writers in the City of Glenorchy, residency partnership with TasWriters
Mangkaja artists onsite – planning GASP LIGHT NYE 2017
- MAY** Research trip with Julie Gough for *Swimmable!*
Presentation of new GASP vision to State Govt, Premier & Speaker of the House
- AUG** GASP PRESENT Remedies Tasmania Petri Saarikko residency
- SEP** GASP PRESENT Remedies Tasmania Project launch in partnership with Tasmanian Writers Festival & LINC Tasmania
Australia Council 2 grants confirmed for GASP LIGHT NYE 2017 & *Mapali Local International*
- NOV** HOBIENNALE (HB17) in partnership with Constance ARI, Meanwhile ARI & Alaska Projects
GASP PRESENT Remedies Tasmania screening at MCOT Multicultural Hub Launch
- DEC** GASP LIGHT NYE - Devil Devil Dance, Pakana Kanaplila Dancers & Gooniyandi Dancers; + independent musicians:
- 2018**
- JAN** Pakana Kanaplila & Gooniyandi Residency and Workshops, Larapuna
- FEB** *Mapali Local International* Lead Artist R&D.
Bema | Kraka Neka R&D - Jim Everett & Bill Balaskas
- MAR** James Geurts *Refraction Principle* development / Crown submission
- APR** *Mapali Local International* Lead Artist Research and Tasmanian Emerging Artists Open Call.
Mapali Local International Lecture, UTAS Asia Institute
- APR-MAY** Development of new GASP vision & strategic plan: *LUSTRA 5*
- JUN** James Newitt, presentation of *Delay! Go Further Under* film project developed in partnership with Contemporary Art Tasmania
Julie Gough *HUNTING GROUND* incorporating *barbecue area* project development
- OCT** Launch - James Geurts *Refraction Principle*
Launch - Julie Gough *HUNTING GROUND* incorporating *BBQ area*.
- NOV** *Across The Coals* - partnership event with Constance ARI by 4 artists in dialogue with Julie Gough.
- DEC** Jonathan Kimberley departed as CEO.
- 2019**
- JAN** Witchery photo shoot
- MAR** Appointment of Frances Butler, Artistic Director/CEO
GCC announce commencement of Wilkinsons Pt disposal process
Andrew Wilkie announces \$2m Federal Funding to GCC for Montrose Bay Foreshore Park redevelopment
- APR** Strategic Plan (2019-20)
GASP Website renewal
- MAY** Commence negotiations to lease GASP Truck
- JUN** Three year funding agreement finalised (2017-20) with Glenorchy City Council





IN DEVELOPMENT

Aboriginal Program

Appointment of Program Coordinator including Public Art development 2020-21 (Yulgilbar Foundation from residual *Mapali* grant)

Donor Circle

Development of Donor Circle for specific Public Art fundraising.

Stage 3

Development of GASP on-site – offices, workshop, experimentation & presentation space, artist/s-in-residence studio/accommodation, storage etc.

Ten Year Public Art Plan (2020-29)

Develop a GASP Collection – 10 Year Plan (2020-2029) to include nine (9) permanent artworks installed over ten (10) years; processes for community participation and consultation; processes for Council consultation and planning approval; building a revenue base for the Collection program; and documenting the GASP Collection as an asset with professional valuation, maintenance plans, risk management plan, re-interpretation of works, online archive, disposal policy etc).

PENDING

Fire & Light

Youth Arts projection and fire installations - public event for mid-2020 (Arts Tasmania - Youth Arts Fund)

Markets

Regular food/produce/makers' market to commence in 2020 (pending amendment to Specific Area Plan)

Shelter

Public Art development in conjunction with GCC Montrose Community Hub for 2020-21 (Australia Council)

The Grove

Rehabilitation in collaboration with GCC Environment Team 2020 (Communities Environment Program)



Image by Kelvin Ball

COLLECTION

GASP is a dynamic site created by and subject to the forces of wind and water. These forces determine our vision to be a specialist site for kinetic, sound and light-based art.

COMMUNITY

The GASP site has been inhabited for thousands of years. This knowledge and our respect for the deep past underpins our vision to be a site for the celebration of ongoing custodianship and the expression of contemporary Aboriginality.

GASP is at the apex of the topological amphitheatre that is Glenorchy, separated by the Brooker Highway. Rebuilding and enriching this connection inspires our vision to create meaningful infrastructure, projects and events in collaboration with our community that celebrate our enviable cultural diversity and maintains a safe space for difference.

NATURAL VALUES

GASP is a riverine foreshore that we share with many creatures. We respect the natural values of the site and commit to preserving and enhancing these attributes through the creativity of artists and the knowledge of specialists, working with the owners - our community.



Your directors present this report on the company for the financial year ended 30 June 2019.

Directors

The names of each person who has been a director during the year and to the date of this report are:

Christine Edwards	resigned May 2019
David Palmer	
Matthew Fishburn	
Sarah Sansom	
Jim Everett	resigned December 2018
John Hepper	joined October 2018
Grace Williams	joined May 2019

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Principal Activities

The principal activities of the company during the financial year were:

- Building capacity of the Board through strategic new recruitments aligned to the skills matrix and Board Charter
- The recruitment and selection of a new CEO for GASP
- The development of a new lease for GASP food Truck social enterprise
- Commencement of planning for new strategic plan
- Consolidation and development of relationships with the Glenorchy City Council, philanthropic foundations, donors and sponsors
- Participation in planning and discussions for redevelopment of Wilkinsons Point

Short-term Objectives

- Increase internal capacity to deliver on strategic plan
- Build strong engagement with members of the Glenorchy community
- Cement the relationships with other community stakeholders and the Elwick Bay Community

Long-term Objectives

- Strengthen the financial position for long term sustainability and impact
- Commission and maintain temporary and permanent art projects on site
- Establish itself and be recognised as an integral part of the Glenorchy community and beyond
- Ensure Board diversity and skills to meet the GASP vision

Strategies

To achieve its stated objectives, the company has adopted the following strategies:

- Undertake annual strategic planning
- Continually review Board Directorships including Board effectiveness
- Develop and promote strong collaborative relationships to enable delivery of GASP vision
- Ensure we fulfil the reporting requirements to funding bodies
- Continue to communicate effectively with stakeholders through events and diverse media channels
- Engage and align with people with the specific skills and expertise to advance the mission

Key Performance Measures

The company measures its own performance through the use of both quantitative and qualitative benchmarks. The benchmarks are used by the directors to assess the financial sustainability of the company and whether the company's short and long-term objectives are being achieved.

- Recruitment and retention of the best possible Directors, Chief Executive Officer, contractors, consultants and volunteers
- Increased cash and in-kind income
- Increased and sustained partnerships with external commercial and not-for-profit organisations

CHRISTINE EDWARDS	Director
Qualifications	GAICD, Ba App.Sc, Post Grad Cert Public Sector Management, MA (Health Admin)
Experience	Previous CEO of 2 hospitals in Victoria, immediate past CEO of the Myer Foundation and the Sidney Myer Fund. A practicing consultant in philanthropy and the not-for-profit sector, and Director of the Centre for Eye Research Australia, Health Recruitment Plus, indigo foundation and the Aurora Education Foundation. Trustee on the Centre for Eye Research Australia Foundation and the Ansell Ophthalmology Foundation.
DAVID PALMER	Director
Qualifications	B.Com, RCA
Experience	Audit and assurance for major, diversified groups as well as associations, community groups and not-for-profits.
MATTHEW FISHBURN	Director
Qualifications	BA
Experience	Background in business development and innovation, advertising, media and communications.
SARAH SANSOM	Director
Qualifications	BA
Experience	More than 10 years' experience working in art galleries and the current gallery manager for Handmark in Hobart. Other experience includes retail and is currently a committee member of the Australian Decorative Arts Society.
JIM EVERETT	Director
Qualifications	Skipper Class 2 Cert. Engine Driver Class 3 Cert. Commercial Radio Operator Cert for small ships, Riggers Licence Vic 7 Tas, Cert 4: Workplace Training & Assessment, Fire Warden Cert.
Experience	Broad and diverse background including employment in the public service and community liaison, and as an advocate and activist in Aboriginal Affairs.
JOHN HEPPER	Director
Qualifications	B.Economics. Grad Dip Urban and Regional Planning
Experience	11 years' experience working in Commonwealth and State Government and 30 years' experience as a Director of consultancy practice, currently Inspiring Place Pty Ltd. Experience in urban planning, tourism, recreation, landscape planning and community engagement.
GRACE WILLIAMS	Director
Qualifications	Currently undertaking Fourth Year of LLB, BA and B.Phil.
Experience	Broadcaster at ABC Hobart; President of Citizen Tasmania; Filmmaker and Writer.

During the financial year, six (6) meetings of Directors were held. Attendances by each director were as follows:

	No. eligible to attend:	No. attended:
Christine Edwards	6	6
David Palmer	6	6
Matthew Fishburn	6	4
Sarah Sansom	6	5
Jim Everett	2	1
John Hepper	5	4
Grace Williams	1	1

The company is incorporated under the Corporations Act 2001 and is a company limited by guarantee. If the company is wound up, the constitution states that each member is required to contribute a maximum of \$10 each towards meeting any outstanding obligations of the company. At 30 June 2019, the total amount that members of the company are liable to contribute if the company is wound up is \$60.

Auditor's Independence Declaration

The lead auditor's independence declaration for the year ended 30 June 2019 has been received and can be found on page 4 of the Financial Report.

This directors' report is signed in accordance with a resolution of the Board of Directors.



Director
David Palmer

Dated this 11th day of November 2019.



Independent Auditor's Report to the Members of Glenorchy Art and Sculpture Park

Qualification

Donations and other fundraising activities are a significant source of revenue for the company. It is impracticable to establish control over the collection of donations and funds from other fundraising activities prior to entry into its financial records. Accordingly, as the evidence available to us regarding revenue from these sources was limited, our audit procedures with respect to donations and other fundraising activities were restricted to these amounts recorded in the financial records. We therefore are unable to express an opinion, as to whether donations and other fundraising activities the company obtained, are complete.

Opinion

We have audited the financial report, being a special purpose financial report, of Glenorchy Art and Sculpture Park (the Company), which comprises the balance sheet as at 30 June 2019, the income and expenditure statement, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion, taking into account the above qualification, the accompanying financial report of the Company is in accordance with the *Corporations Act 2001*, including:

- (i) giving a true and fair view of the company's financial position as at 30 June 2019 and of its financial performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards to the extent described in Note 1, the *Corporations Regulations 2001* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Company in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the directors of the Company, would be in the same terms if given to the directors as at the time of this auditor's report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Liability limited by a scheme approved under Professional Standards Legislation.



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Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the directors' financial reporting responsibilities under the *Corporations Act 2001*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Directors for the Financial Report

The directors of the Company are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial statements is appropriate to meet the requirements of the *Corporations Act 2001* and the *Australian Charities and Not-for-profits Commission Act 2012* and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required

to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



JOANNE DOYLE

Partner

WLF Accounting & Advisory

Date: 12 November 2019

GLENORCHY ART & SCULPTURE PARK (GASP)

ABN: 30 145 591 304

**Financial Report For The Year Ended
30 June 2019**

Glenorchy Art & Sculpture Park (GASP)

ABN: 30 145 591 304

Financial Report For The Year Ended 30 June 2019

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During the financial year, six (6) meetings of Directors were held. Attendances by each director were as follows:

	No. eligible to attend:	No. attended:
Christine Edwards	6	6
David Palmer	6	6
Matthew Fishburn	6	4
Sarah Sansom	6	5
Jim Everett	2	1
John Hepper	5	4
Grace Williams	1	1

The company is incorporated under the Corporations Act 2001 and is a company limited by guarantee. If the company is wound up, the constitution states that each member is required to contribute a maximum of \$10 each towards meeting any outstanding obligations of the company. At 30 June 2019, the total amount that members of the company are liable to contribute if the company is wound up is \$60.

Auditor's Independence Declaration

The lead auditor's independence declaration for the year ended 30 June 2019 has been received and can be found on page 4 of the Financial Report.

This directors' report is signed in accordance with a resolution of the Board of Directors.



Director
David Palmer

Dated this 11th day of November 2019.

GLENORCHY ART & SCULPTURE PARK (GASP)
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019

	2019 \$	2018 \$
INCOME		
Government and Other Grants	136,629	258,068
Donations	244	59
In Kind Contributions	-	9,488
Interest	421	944
Other Revenue	-	-
Sales	-	16,749
Rental/Lease Income	10,000	-
Total Income	147,294	285,308
EXPENDITURE		
Advertising & Marketing Expenses	638	1,436
Artist & Arts Worker Fees	35,679	28,010
Artist Travel & Accommodation	6,648	18,178
Audit & Accounting Fees	2,650	2,887
Accounting & Bookkeeping Fees	6,716	7,509
Bad and Doubtful Debt	1,705	-
Bank Fees	(64)	1,541
Consultancy Fees	2,545	49,970
Depreciation & Amortisation	9,748	10,750
Employment Expenses	70,445	97,773
Entertainment Expenses	412	1,039
Equipment	1,460	15,672
Freight, Courier & Postage	141	-
Insurance Fees	5,467	9,621
Legal Expenses – In Kind	-	9,488
Materials & Production	14,139	34,070
Motor Vehicle Expenses	2,234	10,867
Office Expense	1,711	769
Other Travel & Accommodation	-	261
Repairs & Maintenance	-	90
Rent	1,857	1,716
Sundry Expenses	4,321	2,418
Telephone and Internet	472	-
Total Expenditure	168,924	304,065
TOTAL SURPLUS/(DEFICIT) FOR THE YEAR	(21,630)	(18,757)

The accompanying notes form part of these accounts

GLENORCHY ART & SCULPTURE PARK (GASP)
BALANCE SHEET
AS AT 30 JUNE 2019

	Notes	2019 \$	2018 \$
CURRENT ASSETS			
Cash & Cash Equivalents	2	84,491	150,184
Accounts Receivable & Other Debtors	3	105,050	107,470
Other Current Assets	4	2,835	-
TOTAL CURRENT ASSETS		192,376	257,654
NON-CURRENT ASSETS			
Food Truck	5	81,187	90,207
Intangibles	6	1,799	2,526
TOTAL NON-CURRENT ASSETS		82,986	92,733
TOTAL ASSETS		275,362	350,387
CURRENT LIABILITIES			
Creditors	7	20,937	22,053
Provisions	8	2,223	13,372
Unexpended Grants and Other Income	9	164,870	206,000
TOTAL CURRENT LIABILITIES		188,030	241,425
NON-CURRENT LIABILITIES		-	-
TOTAL LIABILITIES		188,030	241,425
NET ASSETS		87,332	108,962
EQUITY			
Retained Earnings		108,962	127,719
Surplus/(Deficit) for the year		(21,630)	(18,757)
TOTAL EQUITY		87,332	108,962

The accompanying notes form part of these accounts

GLENORCHY ART & SCULPTURE PARK (GASP)
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 30 JUNE 2019

	2019 \$	2018 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating Grants Received	97,919	281,169
Receipts from Operations	10,244	26,296
Payments to Suppliers	(174,277)	(284,380)
Interest Received	421	944
NET CASH INFLOWS FROM OPERATING ACTIVITIES	(65,693)	24,029
NET CASH INFLOWS FROM INVESTING ACTIVITIES	-	-
NET CASH FLOWS FROM FINANCING ACTIVITIES	-	-
Net Increase/(Decrease) in Cash and Cash Equivalents	(65,693)	24,029
Cash and Cash Equivalents at the beginning of the Financial Year	150,184	126,155
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	84,491	150,184

The accompanying notes form part of these accounts

GLENORCHY ART & SCULPTURE PARK (GASP)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2019

1. STATEMENT OF ACCOUNTING POLICIES

These special purpose financial statements have been prepared in accordance with the Corporations Act 2001, the Australian Charities and Not-for-Profits Commission Act 2012, the Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board. The company is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, have been prepared on an accruals basis and are based on historical costs, modified, where applicable by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these financial statements.

(a) Revenue

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Glenorchy Art & Sculpture Park (GASP) receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the statement of comprehensive income.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

All revenue is stated net of the amount of goods and services tax (GST).

GLENORCHY ART & SCULPTURE PARK (GASP)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2019

(b) Plant, Equipment and Motor Vehicles

Plant, equipment and motor vehicles are brought to account at cost less any accumulated depreciation. The carrying amount of fixed assets is reviewed annually to ensure it is not in excess of the recoverable amount of these assets. The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets employment and subsequent disposal.

Depreciation

The depreciable amount of all fixed assets are depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is available for use.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Motor vehicle	10-15%
Intangibles	15-20%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised as income in profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

(c) Intangible Assets

Software is recorded at cost. It has a finite life and is carried at cost less accumulated amortisation and any impairment losses. Software has an estimated useful life of between one and five years.

(d) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

(e) Cash on Hand

Cash on hand includes cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

(f) Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from customers for goods sold in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest rate method, less any provision for impairment.

GLENORCHY ART & SCULPTURE PARK (GASP)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2019

(g) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST component of cash flows arising or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

(h) Income Tax

No provision for income tax has been raised as the entity is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

(i) Provisions

Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of reporting period.

(j) Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(k) Economic Dependence

Glenorchy Art & Sculpture Park (GASP) is dependent on the Glenorchy City Council (GCC) for the majority of its revenue used to operate the business. At the date of this report the Board of Directors has no reason to believe the GCC will not continue to support Glenorchy Art & Sculpture Park (GASP).

(l) Comparative Information

Where necessary, comparative figures have been re-classified and re-positioned for consistency with current period disclosures.

GLENORCHY ART & SCULPTURE PARK (GASP)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2019

	2019 \$	2018 \$
2. CASH & CASH EQUIVALENTS		
Operating Accounts	21,836	21,426
Investment Accounts	62,577	125,167
Visa Debit Account	78	3,591
Total Cash & Cash Equivalents	84,491	150,184
3. ACCOUNTS RECEIVABLE & OTHER DEBTORS		
Accounts Receivable	105,050	107,470
Total Investments	105,050	107,470
4. OTHER CURRENT ASSETS		
Prepayments	2,835	-
Total Receivables	2,835	-
5. FOOD TRUCK		
Food Truck at cost	162,688	162,688
Accumulated Depreciation on Food Truck	(81,501)	(72,481)
Total Motor Vehicles	81,187	90,207
6. INTANGIBLES		
Website at cost	3,636	3,636
Accumulated Amortisation on Website	(1,837)	(1,110)
Total Intangibles	1,799	2,526
7. CREDITORS		
GST Payable/(Receivable)	8,928	7,914
PAYG Liabilities	6,046	4,788
Accounts Payable	550	2,394
Superannuation Payable	2,162	3,706
Wages Accrual	3,251	3,251
Total Creditors	20,937	22,053
8. PROVISIONS		
Provisions for Annual Leave	2,223	13,372
Total Provisions	2,223	13,372
9. UNEXPENDED GRANTS and OTHER INCOME		
Local Government Grant and Other Income	95,500	77,024
Federal Government Grant	34,780	94,375
Yulgibar Foundation	21,279	21,279
LINC Tasmania Partnership	-	3
IPF	9,311	9,311
UTAS 'Present' Remedies	4,000	4,000
Gandel Philanthropy	-	8
Total Unexpended Grants	164,870	206,000

DIRECTORS' DECLARATION**FOR THE YEAR ENDED 30 JUNE 2019**

In accordance with a resolution of the Directors of Glenorchy Art & Sculpture Park (GASP), the Directors declare that:

- (a) The accompanying Income & Expenditure Statement gives a true and fair view of the results of the Association for the financial year ended 30 June 2019;
- (b) The accompanying Balance Sheet gives a true and fair view of the state of affairs of the Association as at the end of the financial year; and
- (c) At the date of this statement there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of Directors and signed for and on behalf of the Board of Directors.



David Palmer, Chair

Dated this 11th day of November 2019.



Auditor's Independence Declaration to the Directors of Glenorchy Art and Sculpture Park

In relation to our audit of the financial report of Glenorchy Art and Sculpture Park for the financial year ended 30 June 2019, to the best of my knowledge and belief, there have been no contraventions of the auditor independence requirements of any applicable code of professional conduct.

A handwritten signature in blue ink, appearing to read 'Joanne Doyle'.

JOANNE DOYLE
Partner
Wise Lord & Ferguson

Dated: 11 November 2019

Liability limited by a scheme approved under Professional Standards Legislation.



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03 6223 6155
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www.wlf.com.au

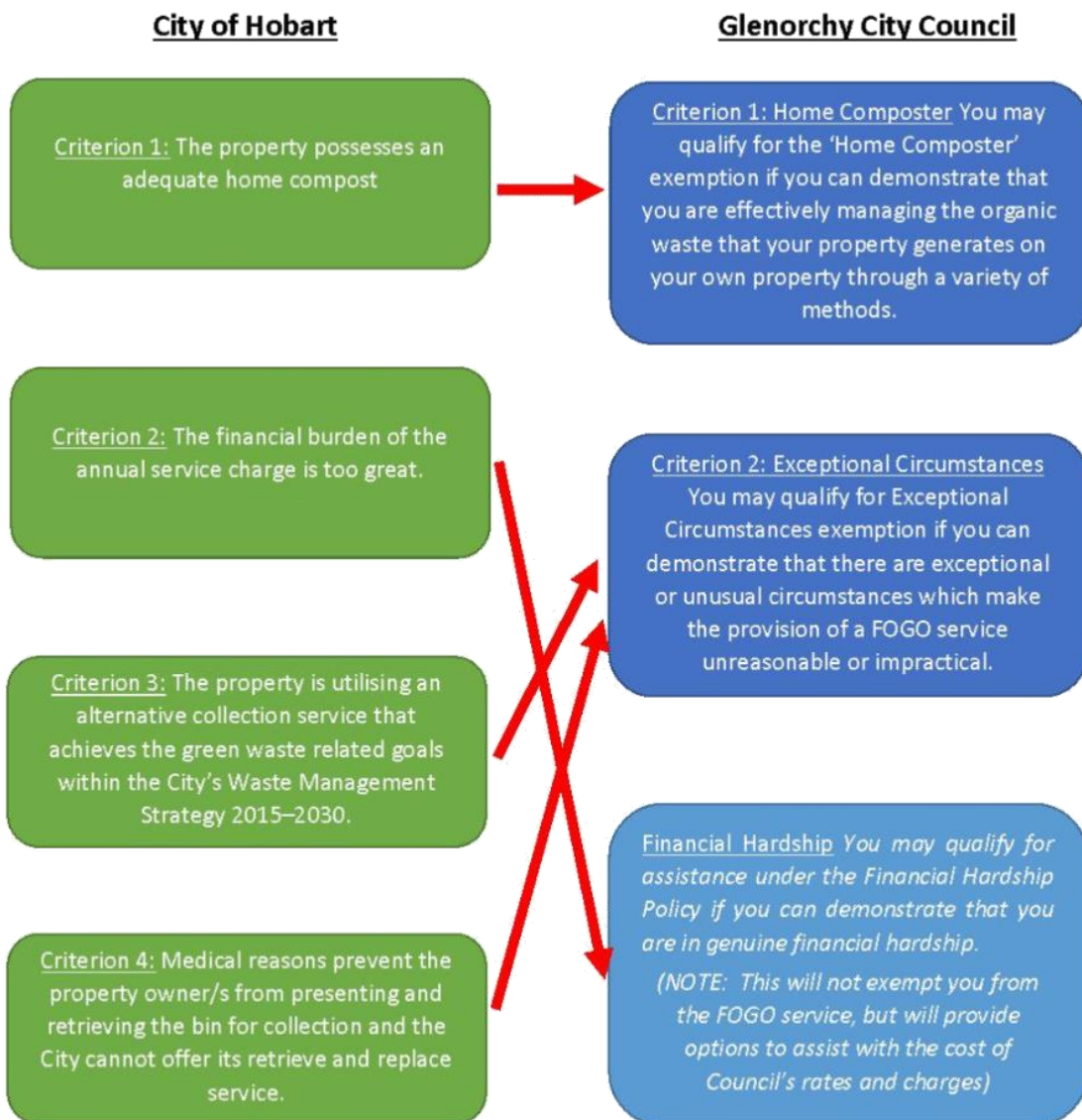




GASP!

www.gasp.org.au | PO Box 79, Glenorchy TAS 7010 | info@gasp.org.au
ABN 30 145 591 304

Comparison of Exemption Criteria - City of Hobart and Glenorchy City Council





Financial Hardship Policy

Title	Financial Hardship Policy
Council Resolution	Item 6 (17 June 2019) as per Council Minutes
Responsible Directorate	Corporate Services
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	<u>Leading Our Community</u> 4.1 Govern in the best interest of our community 4.1.1 Manage Council for maximum efficiency, accountability and transparency 4.1.3 Maximise regulatory compliance in Council and the community through our systems and processes.
ECM	Council Policies by Directorate

PURPOSE

The purpose of this policy is to help ratepayers who are suffering financial hardship by providing relief from the requirement to pay Council rates and charges.

SCOPE

This policy applies to any ratepayer of the City of Glenorchy who intends to pay Rates (as defined below) but does not have the financial capacity to do so and is assessed as being in genuine financial hardship.

This policy only applies to Rates payable in for a ratepayer's principal place of residence or commercial or industrial properties. It does not apply to Council charges other than Rates such as, for example, dog registration fees, fines, application fees or facility hire fees.¹

STATUTORY REQUIREMENTS

Sections 125 and 126 of the *Local Government Act 1993* (**the Act**) sets out the circumstances in which a Council can consider an application for deferment or waiver of rates, charges and penalty Interest. This Policy must be read in conjunction with these sections and does not take precedence over them.

Acts	<i>Local Government Act 1993</i> <i>Valuation of Land Act 2001</i>
Regulations	Not Applicable
Other relevant documents	Rates and Charges Policy Postponement of Rates Policy

¹ Other Council policies may set processes and procedures relating to the remission, waiver or reduction of fees and charges other than Rates. Please contact Council for further information.



POLICY STATEMENT

Introduction

Council charges Rates to ensure that it can provide services to the community and comply with its obligations as the local government for the Glenorchy City under the Act. However, Council recognises that sometimes a person's personal financial circumstances mean that it is appropriate for Council to grant that person relief from the payment of Rates.

In determining when it is appropriate to grant Rates relief, Council must balance the requirement to raise enough revenue to provide services to the community with its need and desire to show compassion to its community members and ensure that everyone can access Council's services, irrespective of their financial position.

Who does this policy apply to?

This Policy applies to 'Ratepayers'.

A 'Ratepayer', under this policy, is a person who liable to pay rates on a property in Glenorchy. This may be the owner of the property or could also be a person renting the property if the rental agreement requires that person to pay the Rates.

What is 'genuine financial hardship'?

To be eligible to receive assistance under this policy a Ratepayer must be experiencing 'genuine financial hardship'.

'Genuine financial hardship' is when a Ratepayer is genuinely unable to pay their bills or meet other financial obligations. A Ratepayer will not be in genuine financial hardship if it is simply inconvenient for them to pay their Rates bill or other bills.

Council will only consider granting relief under this policy to Ratepayers who are found to be suffering genuine financial hardship.

What are 'Rates'?

Under this policy, a Ratepayer can apply for relief from the payment of 'Rates'.

The term 'Rates' under this policy means any charge that appears on a Rates notice. This includes:

- general rates (the 'cents in the dollar' amount charged for a property)
- the service charges that Council levies to pay for garbage, recycling and FOGO bin collection
- the fire services levy, and
- any interest or penalties that Council can charge if the Rates are not paid on time (including any costs that Council would charge for the recovery of overdue rates).

This policy does not apply to any other fees or charges charged by Council. This means that Ratepayers can not apply for relief from paying charges such as dog registration fees, application fees, facility hire fees or other charges that do not appear on Rates bills.

The types of help that Council can give

A Ratepayer who believes they are suffering genuine financial hardship can apply to Council for either:



- deferral of the payment of Rates (i.e. paying Rates after they would normally be due)
- waiver of Rates, in-part or in-full (i.e. not being required to pay some or all of the Rates bill), or
- waiver of interest, penalties and legal charges invoiced in respect of a Rates bill, in-part or in-full (i.e. not being required to pay any extra fees that Council may have charged for the Rates not being paid on time).

A Ratepayer can apply for one or more of the above types of relief when making an application.

How to make an application

A Ratepayer seeking relief under this Policy can apply to Council by completing an application form and describing why they are in genuine financial hardship.

The application form will be available on Council's website (www.gcc.tas.gov.au) and will also be able to be collected in person from Council's chambers.

The forms can be submitted to Council by email (to gccmail@gcc.tas.gov.au) or can be given to our Customer Service Staff at Council's chambers.

Council staff will contact a Ratepayer once an application is received to advise how long it will take to assess, and if there is any other information required.

Evidence of genuine financial hardship

If a person makes an application for relief under this policy, Council may ask the person to provide evidence that they are suffering from genuine financial hardship.

Evidence that Council may ask for may include:

- documents which show that the Ratepayer has sought help from a financial counsellor (such as a receipt from a booking with a financial counsellor)
- a statutory declaration from an someone who is familiar with the ratepayer's circumstances (family doctor, bank officer etc), or
- bank statements, medical certificates, or other documentary evidence that demonstrates the circumstances that have caused or are symptomatic of the Ratepayer's genuine financial hardship.

If Council staff need more evidence to support an application by a Ratepayer, they will explain exactly what they require and why they need it to decide an application.

How will applications be decided by Council

When deciding whether to approve an application under this policy, Council officers will consider:

- the information about the Ratepayer's financial circumstances that has been provided on the application form
- any supporting evidence that has provided by the applicant, and
- any other relevant information or circumstances.

Decisions are to be assessed against a set of guidelines, to be approved by the General Manager.

Council may refer an application to for assessment by an independent accredited financial counsellor if it deems this to be necessary.



Who makes decisions?

Decisions on applications for the deferral or waiver of Rates or the write-off of interest, legal charges are to be made by:

- for amounts less than \$2,500 – Council’s Chief Financial Officer, and
- for amounts over \$2,500 – Council’s Director Corporate Services.

What happens if an application is approved?

If an application for relief under this policy is approved it will be valid for a period of 12 months.

At the end of the 12 months, a new application will need to be submitted which will need to show that the Ratepayer is still suffering from genuine financial hardship.

Council staff will contact any person given relief under this policy near the end of the 12-month period to help them to submit a new application if this is required.

Help with applications

Council staff will make every effort to assist a person who wishes to make an application to complete the application form and provide any information that is required for the application to be decided.

Other help for Ratepayers

Ratepayers can seek help with managing their financial circumstances from the following services:

- the Australian Securities and Investment Commission (ASIC) has developed a ‘MoneySmart’ website which provides financial guidance: www.moneysmart.gov.au/managing-your-money/managing-debts/trouble-with-debt/problems-paying-your-utility-bills
- Financial Counselling Australia (FCA) is the peak body for financial counsellors in Australia. FCA can help affected persons find a financial counsellor – please visit: www.financialcounsellingaustralia.org.au for more information.
- The National Debt Helpline is a not-for-profit service that helps people in Australia tackle their debt problems. This is a Government service providing free, confidential counselling for people experiencing financial difficulty. Visit www.ndh.org.au or call 1800 007 007 for more information.

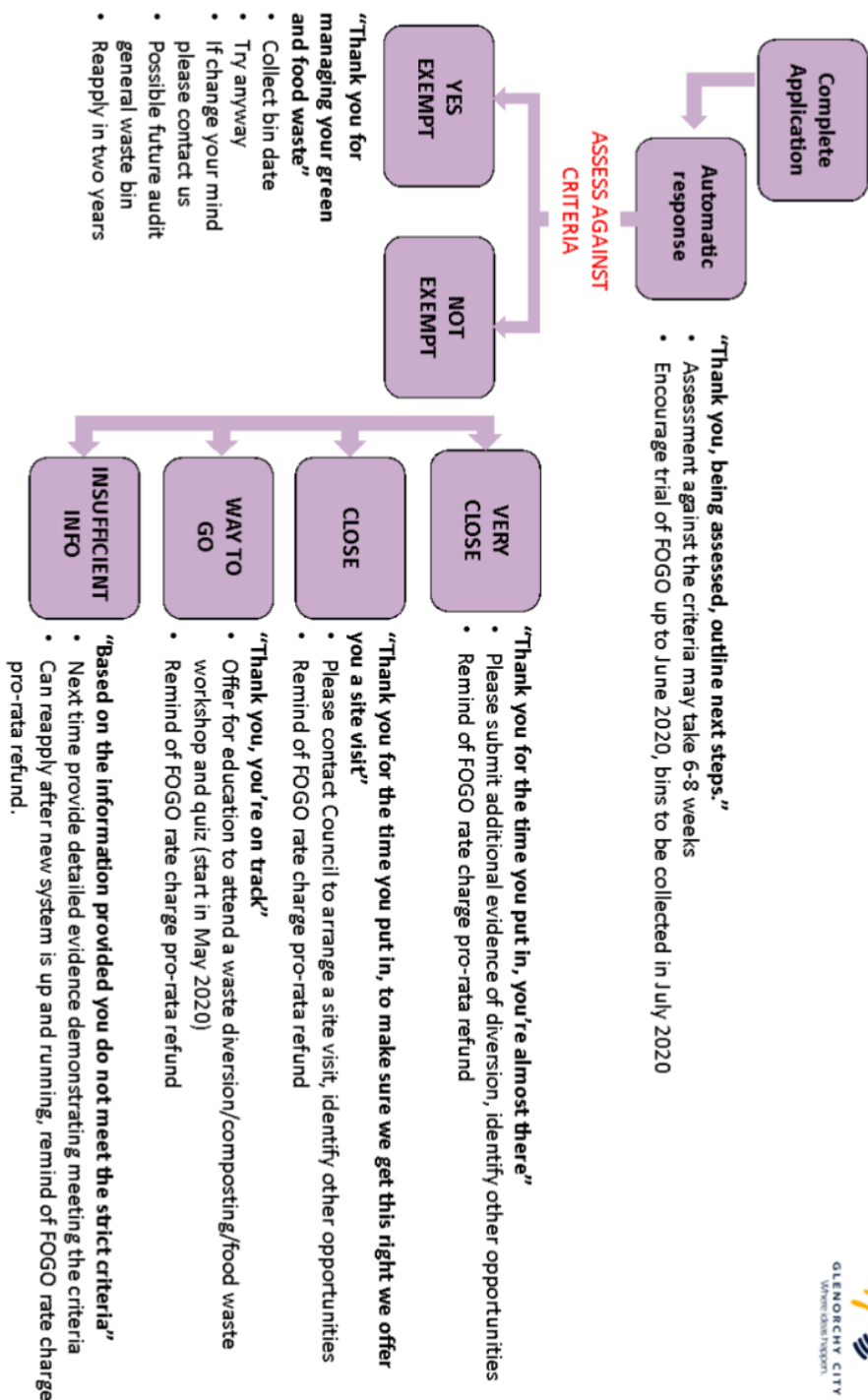
The Salvation Army provides a range of support options to help with financial difficulties, depending on the nature of your problems. Visit: www.salvationarmy.org.au/ryde/need-help/financial-assistance-bills-food-utilities.

BACKGROUND

Council recognises that some members of its community (such as the vulnerable or disadvantaged) may suffer from hardship or otherwise have other circumstances which make it difficult to pay Rates.

Council intends to be compassionate and work with its vulnerable community members to ensure that they are not further disadvantaged because of their Rates obligations. A policy is required to ensure the consistent application of principles to determine when it is appropriate to grant relief from Rates to a person suffering genuine financial hardship.

Proposed Application Process



Glenorchy Gazette, November 2019

Advertisement for community consultation, pre section 178 process of the Act



Investigating Potential Disposal of a portion of Berriedale Foreshore Reserve, 671 Main Road, Berriedale

Glenorchy City Council is seeking feedback from the community into the potential disposal or lease of a portion of the Council owned land at 671 Main Road, Berriedale (as shown in red below). The portion is approximately 15,950 m² adjacent to the Glenorchy City Tennis Club and is currently being used as vacant land and leased to MONA for overflow carparking and to the Southern City BMX Club for a BMX track.

Between the 4th – 25th November you are invited to have your say at:
www.gcc.tas.gov.au or for a hard copy of the feedback form contact Council's Sales and Acquisition Officer P:6216 6800.

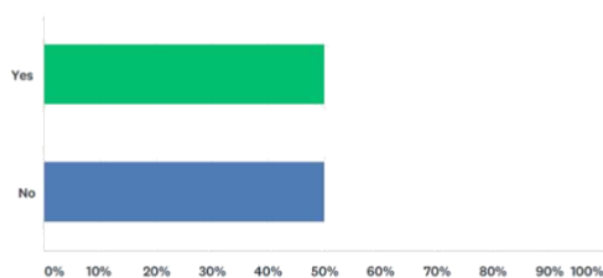
Once the community consultation process has been completed, a report will be provided back to Council summarising the results. If Council is satisfied with the feedback received during that process, Council could then resolve to commence the statutory process for the disposal of public land which is set out in section 178 of the *Local Government Act 1993*. This process requires further public notification and consultation.



Results from Survey Monkey into the 'Proposed Disposal or Lease of a portion of the Berriedale Foreshore Reserve, 671 Main Road, Berriedale'

Q1 Do you currently use the land at 671 Main Road, Berriedale?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	50.00%	5
No	50.00%	5
TOTAL		10

Q2 How often do you use this space and for what purpose?

Answered: 4 Skipped: 6

Comments

Use adjacent land several times a week

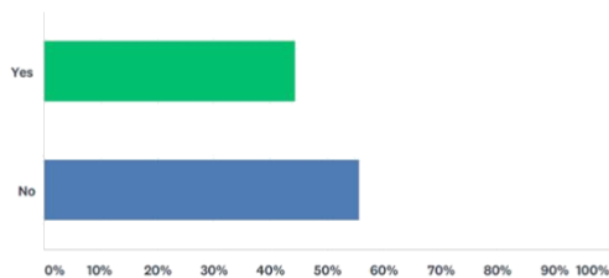
3 - 4 days a week for BMX practice and racing

2-3 times a week

Bowls club next door use area 3-4 times per week

Q3 Do you have any objections to the sale of this land?

Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	44.44%	4
No	55.56%	5
TOTAL		9

Q4 What are your reasons for objection of the sale?

Answered: 4 Skipped: 6

Comments
Taking away a potentially good, safe area for the community and the children to use the BMX track. It's keeping them off the streets and away from drugs/alcohol. Why aren't we encouraging this?
The BMX club has been on this site for 20 years. We have done a lot of improvements to the site Bitumen Berms, a New Start gate and in the process of having lights erected, we maintain the area with no assistance. We have a great working relationship with the Bowls and Tennis clubs, and we have a healthy relationship with MONA. With over 100 members that attend the track we do not want to move
Our BMX club is a strong community of families with riders from 2 to 60 years old. It's a place we're we all come together each week to exercise and stay healthy. Leaving this facility would be a disappointing outcome

Q5 Do you have any suggestions on improvements that could be made to Council's open space?

Answered: 7 Skipped: 3

Comments
Possibly put in some more dog parks that are fenced off and exercise parks

Sell to MONA if they want it. This is a badly worded question also. Do you just mean that space specifically or all open spaces? I wasn't even aware that Council owned this land.
Improve in what's already there! Make it safer and usable
In recent times we have worked closely with the BMX Club, and the Bowls Club, meeting on an occasional basis, to progress a reference group, with the object of sharing our facilities, knowledge and information to our mutual benefit. In September, the clubs worked together to assist the BMX Club in hosting their National championships, which proved to be a huge success, and their track and start hill was the envy of many interstate riders attending. The Tennis Club opened its clubrooms for the registration desk and drug testing facility, and the Bowls Club provided a venue for the Saturday night spit roast and family function. Now that we have established such a healthy cooperative arrangement looking forward it would seem a pity to lose them as they have always been cooperative and helpful neighbours.
a pump track could be built on the grounds as well as some shade areas
Invest funds into the club so we can improve its facilities so we can attract large Australian events.

Q6 If you would like us to keep you updated on this process, please provide your details below:

Answered: 4 Skipped: 6

ANSWER CHOICES	RESPONSES	
Name	100.00%	4
Address	100.00%	4
Phone	100.00%	4
Email	100.00%	4

Allison Coombe

From: Beames, Michael (DPEM) <Michael.Beames@police.tas.gov.au>
Sent: Tuesday, 26 November 2019 9:18 AM
To: Allison Coombe
Subject: re bmx club

CAUTION: External email.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Michael Beames
President
Southern City BMX CLUB
5 Alcorso Drive
Berridale
southerncitybmx@hotmail.com
Ph 0406364192

Morning Alli

The BMX club has been on this site for over 20 years and have currently 100 + members that attend that site on a regular basis, for Bmx Coaching/Practice/Racing. Over the last year we have made some big improvements by putting in a Barrel gate (safer then a guillotine gate) and have laid Bitumen berms (corners) and in the process of obtaining permits for lights which has totalled \$130000 dollars off our own back to which we have the track open to the public when we are not there. We maintain all the area mowing/dirt for the track and remove the rubbish at our expense. We do not want to move as we have a great working relationship with the Tennis and Bowls club and with Mona with constant contact. The Bowls and Tennis clubs assisted our club when we held the National round in September by giving us the use of there premises for drug testing and registration areas and an evening function. Mona assisted by giving some raffle prizes and a \$2000 dollar sponsorship. We are in the process of doing some fund raising for the tennis club as there light poles have been deemed to be unsafe and need to be replaced. If the club was to be moved it will cost a considerable amount \$700.000 as it would have to meet the current regulations and safety standards.

Thank you
Michael Beames

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Allison Coombe

From: Wendy Cannell <wendycannell99@gmail.com>
Sent: Tuesday, 26 November 2019 12:22 PM
To: Allison Coombe
Subject: re: Potential disposal of land, 671 Main Rd Berriedale

CAUTION: External email.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Allison,

Thank you for providing us with the opportunity to comment on the proposed land disposal.

As tenants of the GCC land, the GCTC is immediately adjacent to the land currently occupied by the Southern City BMX club, and the MONA overflow carpark, and as such we have the potential to be directly affected by any developments on that land, or future change of use.

In recent times we have worked closely with the BMX Club, and the Bowls Club, meeting on an occasional basis, to progress a reference group, with the object of sharing our facilities, knowledge and information to our mutual benefit.

In September, the clubs worked together to assist the BMX Club in hosting their National championships, which proved to be a huge success, and their track and start hill was the envy of many interstate riders attending. The Tennis Club opened its clubrooms for the registration desk and drug testing facility, and the Bowls Club provided a venue for the Saturday night spit roast and family function. Now that we have established such a healthy cooperative arrangement looking forward it would seem a pity to lose them as they have always been cooperative and helpful neighbours.

Beyond this, we at the Tennis Club have no particular issue with the Glenorchy City Council choosing to dispose of the land in question.

Regards
Wendy Cannell
Secretary
Glenorchy City Tennis Club

0400 031934

Glenorchy City Bowls Club

(BERRIEDALE BOWLS CLUB INC)

BERRIEDALE RESERVE (4 ALCORSO DRIVE), BERRIEDALE, 7011

TELEPHONE: (03) 6249 1272

PRESIDENT: Michael O'Brien
PHONE: 0419 135 967

SECRETARY: Leigh McAdam
PHONE: 0419 593 184

Alli Coombe
Glenorchy City Council

Dear Alli

As per our discussion this morning, the Glenorchy City Bowls Club at this stage would be opposed to the disposal of the land currently occupied by the Southern City BMX Club.

Over recent months, the three sporting clubs in the area (ourselves, the BMX Club and Tennis Club) have started to build closer relationships and may in the future look to form an overarching Glenorchy City Sports Club.

We are also working together on particular events. As an example, both the Bowls Club and Tennis Club provided considerable support to the BMX Club when they ran the national championships recently. The Tennis Club provided facilities for rider registration and drug testing while the Bowls Club provided toilet facilities, bar facilities and a venue for a Saturday night function.

We have also recently identified an opportunity for the Bowls Club and BMX Club to assist the Tennis Club with fundraising to replace some light poles which were recently condemned.

In addition, we are aware that the BMX Club has spent a considerable amount to upgrade their facilities and have recently received a grant for installation of lights so it would be a grave concern if all this effort was lost if the land was disposed of.

The Bowls Club has had a look at the plans showing the total area of land in question and we have no concerns with Council deciding to dispose of the other portions of land highlighted as these have no direct impact on our operations.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely



Leigh McAdam
Secretary

25 November 2019


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graph TD
    A[Identification of land for potential disposal] --> B[Fit for purpose assessment]
    B --> C[Assessment entered into Exponare overlay with report attached]
    C -- Dispose --> D[Input land in disposal program]
    C -- Retain --> E[Land marked to be retained within overlay]
    D --> F[Disposal process commenced]
    F --> G["Investigation into the disposal of..." Report to Council]
    G -- Approved --> H[Community consultation undertaken in line with Community Engagement Framework including feedback report]
    G -- Refused --> E
    H --> I[Report back to Council]
    I -- Proceed --> J[Proceed with s178 & advertise]
    I -- Refused --> E
    J --> K[Final Council Report]
    K -- Proceed --> L[EOI or Exclusive dealing process]
    K -- Refused --> E
    L --> M[Advise internal stakeholders and community of outcome]
    M --> N[Post-sale processes including planning – subdivision, rezoning etc.]
    N --> E
    E -- Reassess & decide --> F
    E --> O[Feedback Report provided to community]
    O --> E
  
```

Flowchart of the Council's Land Disposal Process:

- Identification of land for potential disposal
- Fit for purpose assessment
- Assessment entered into Exponare overlay with report attached
 - Dispose: Input land in disposal program
 - Retain: Land marked to be retained within overlay
- Disposal process commenced
- "Investigation into the disposal of..." Report to Council
 - Approved: Community consultation undertaken in line with Community Engagement Framework including feedback report
 - Refused: Land marked to be retained within overlay
- Report back to Council
 - Proceed: Proceed with s178 & advertise
 - Refused: Land marked to be retained within overlay
- Final Council Report
 - Proceed: EOI or Exclusive dealing process
 - Refused: Land marked to be retained within overlay
- EOI or Exclusive dealing process
- Advise internal stakeholders and community of outcome
- Post-sale processes including planning – subdivision, rezoning etc.

Callout Boxes:

- Fit for purpose assessment:** This process includes internal referrals & defines "fit for purpose" and other criteria.
- Disposal process:** Program has a 10-year plan which will be updated annually.
- Investigation into the disposal of... Report to Council:** This report commences the s178 process and will contain the following info:
 - Fit for purpose assessment;
 - Usage assessment of the land;
 - Specifically state what the proposal is (sell, exchange, lease);
 - What it currently costs Council to maintain;
 - Where the \$ from the sale will be potentially spent; and
 - Other s178 requirements.
- Community engagement:** Community engagement process will identify if there are significant concerns in the community that warrant further consideration by Council before proceeding with S178.
- Advertising:** Advertise through The Mercury, Facebook, GCC Website, Chambers Noticeboard and Property sign.
- Communication:** Communicate outcome through Facebook and GCC Website.
- Post-sale processes:** Post-sale processes may occur before or after EOI process.

- ① Upgrade existing foreshore trail to Windermere Beach
- ② Upgrade the existing trail interpreting the War Dog Memorial including widening, better surfaces and adding barriers on Main Road
- ③ New off leash dog exercise area
- ④ Upgrade the foreshore edge including new BBQ facilities, shelter and paths
- ⑤ Setback car parking to enhance foreshore access and provide grassed area for public use
- ⑥ Construct new playground facilities including universal access
- ⑦ Explore future development opportunities/ better use of caravan park site with expiry of lease. This includes public open space to access Cameron Bay
- ⑧ Continue new public foreshore path from Berriedale Reserve to MONA
- ⑨ Potential location for Riverline light rail platform providing public transport link to Hobart CBD
- ⑩ New internal access road linking Berriedale Reserve with new MONA visitor/ staff carparking
- ⑪ Potential relocation of bowls clubs and provision of outdoor green and potential additional facilities
- ⑫ Create a landscaped pedestrian corridor adjacent to public open space and sports facilities
- ⑬ Potential re-use of centre building for tourism and retail available in long term
- ⑭ Future public use development opportunity
- ⑮ Expansion to tennis club with 'hot shot' courts
- ⑯ Formalising and expanding the current overflow car park to cater for MONA visitor/ staff parking with some expansion potential
- ⑰ Explore opportunity for creating wetland filtration ponds on the foreshore, improved trails and new public shelter
- ⑱ Future opportunity to reuse the sewage treatment plant site and buildings in the long term
- ⑲ Explore interpretation opportunities for indigenous heritage
- ⑳ 'Productive Landscape' community gardens with fruit orchard and edible planting
- ㉑ 'Boneyards' community compost facility proposed by MONA
- ㉒ Existing car parking to serve Hotel MONA. New pedestrian path linking through carpark
- ㉓ Landscape enhancement. Opportunity to transfer land back to GCC to enable future use
- ㉔ Proposed Hotel MONA site and jetty
- ㉕ Proposed Turrell 'Skyspace' installation by MONA
- ㉖ New pedestrian walkway linking MONA with new visitor/ staff parking
- ㉗ New Metro bus stand
- ㉘ Concept for a foreshore boardwalk linking MONA site to Berriedale Bay
- ㉙ Possible future extension to boardwalk subject to landowner negotiations
- ㉚ Explore new roundabout option on the Berriedale Road exit from the Brooker Highway to improve access to MONA and residential areas
- ㉛ Extend path to connect MONA to GASP!
- ㉜ Develop master plan for 631 Main Road
- ㉝ New avenue of street trees adjacent to Granada Hotel
- ㉞ Vegetation screen along Alcorso Drive



BERRIEDALE RESERVE + MONA

Figure 4.1 Master Plan

Council and Glenorchy Planning Authority Meetings for 2020

Glenorchy Planning Authority	Monday	20 January 2020	5.00 p.m.
Council	Tuesday	28 January 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	17 February 2020	5.00 p.m.
Council	Monday	24 February 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	16 March 2020	5.00 p.m.
Council	Monday	30 March 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	20 April 2020	5.00 p.m.
Council Meeting	Monday	27 April 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	18 May 2020	5.00 p.m.
Council	Monday	25 May 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	15 June 2020	5.00 p.m.
Council	Monday	29 June 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	13 July 2020	5.00 p.m.
Council	Monday	27 July 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	10 August 2020	5.00 p.m.
Council	Monday	31 August 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	07 September 2020	5.00 p.m.
Council	Monday	28 September 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	05 October 2020	5.00 p.m.
Council	Monday	26 October 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	09 November 2020	5.00 p.m.
Council	Monday	30 November 2020	6.00 p.m.
Glenorchy Planning Authority	Monday	07 December 2020	5.00 p.m.
Council	Monday	21 December 2020	6.00 p.m.

**Minister for Police, Fire and Emergency Management
Minister for Local Government**

Level 5, 4 Salamanca Place, Parliament Square Building HOBART TAS 7000 Australia
GPO Box 123 HOBART TAS 7001 Australia
Ph: +61 3 6165 7770
Email: Mark.Shelton@dpac.tas.gov.au



U 5 DEC 2019

Alderman Kristie Johnston
Mayor
Glenorchy City Council
Email: kristie.johnston@gcc.tas.gov.au

Dear Mayor

Thank you for your letter of 3 October 2019 enclosing the Glenorchy City Council's Sixth Quarterly Progress Report against the Ministerial Directions issued by the former Minister for Local Government, the Hon Peter Gutwein MP, in January 2018.

I note that according to the Progress Report, the Council has completed a further four Directions since its last Progress Report and that the remaining direction for completion is Direction 7, which relates to Council's ongoing reporting obligations against the Directions.

Following a review of the Council's Progress Report and further documentation requested by the Local Government Division of the Department of Premier and Cabinet, I am satisfied that the Council has completed Directions 1(i)(iii), 1(i)(iv), 1(i)(vi) and 2(d). With regard to Direction 7, now that the Council has completed all of the other Directions, as previously indicated, I consider that quarterly reporting is no longer necessary and Council's ongoing reporting obligation should move to annual reporting on a small selection of items from the Ministerial Directions. Accordingly, I will be issuing a further Ministerial Direction to this effect. Before doing so, officers from the Local Government Division will be in contact with the General Manager to discuss the content of the Direction.

Based on the term of office of the Council, I will be requiring the Council to provide two annual reports, which will cover the periods 1 October 2019 to 30 September 2020 and 1 October 2020 to 30 September 2021.

Finally, on behalf of the Government, I wish to acknowledge and thank Glenorchy City Council's elected members and staff for demonstrating a clear commitment towards implementing these Ministerial Directions. The Council and the Glenorchy community experienced a period of significant turmoil leading into the Glenorchy City Council Board of Inquiry and I am very encouraged by the constructive focus of the current Council to both implementing the Ministerial Directions and improving governance practices.

Yours sincerely

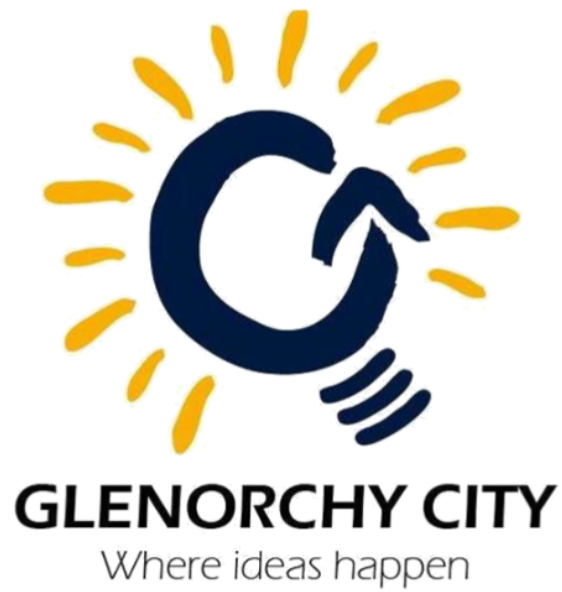
A handwritten signature in black ink, appearing to read "Mark Shelton".

Hon Mark Shelton MP
Minister for Local Government

Procurement Exemption Report 12 December 2019

Contractor or Supplier	Value (ex GST)	Grounds for Exemption (Code Clause 9.2)	Description of the grounds from the Code for Tenders and Contracts	Description of the circumstances	Description of the commodities (i.e. works, goods and/or services) purchased	Requesting Officer	Approving Officer	Title	Date approved
JMG	\$12,000.00	code 9.2(f)	There is another valid reason for an exemption to be applied having regard to: (i) all the relevant circumstances of the matter; and/or (ii) the procurement principles set forth in Part 6 of this Code; and/or (iii) any other matter that the Council considers relevant.	JMG was identified as the only provider on a current multiple-use register for project services with the specific management skills and experience and personnel needed to carry out the services. Additionally, for professional services of this nature and at the applicable value, the cost of responding to an RFQ would be excessively resource and cost intensive for industry. Where a prequalification scheme can provide a consultant that has the required expertise in the type of service needed and has the staff available for the duration of the project, engagement via a submission as the first option where possible is supported as best practice for the procurement of civic and civil consultants by the Tasmanian Government Procurement Practices Manual. A multiple-use register is a form of prequalification.	The services are required to develop specifications for Council's facility routine and responsive maintenance services. The need arose primarily due to governance and compliance requirements, WHS and liability risk exposure.	Alex Woodward	Ted Ross	DW	02-Nov-19
RelianSys Pty Ltd	\$24,240.00	9.2 (b) and (c)	Reasonable enquiries indicate that there may only be one supplier of the required goods and/or services in Australia and the supplier sought to be retained has historical knowledge of the project associated with the relevant procurement	RelianSys are the supplier of software used by Council for delegations, compliance registers (including Privacy) and gifts and benefits registers	ICT software	Tracey Erlich	Jenny Self	DCS	11-Dec-19
Australia Post	\$10,000.00	Code 9.2(b)	Reasonable enquiries indicate that there may only be one supplier of the required goods and/or services in Australia	Council are conducting a mail out to residents advising them of the impending exhibition of the Local Provisions schedule of the new Statewide Planning Scheme. This service requires the purchase of postage stamps which are only provided by one supplier (Australia Post).	Postage costs	Paul Gamsey	Sam Fox	DSD	09-Dec-19

Attachment 1



Monthly Financial Performance Report

For the year-to-date ending 30 November 2019

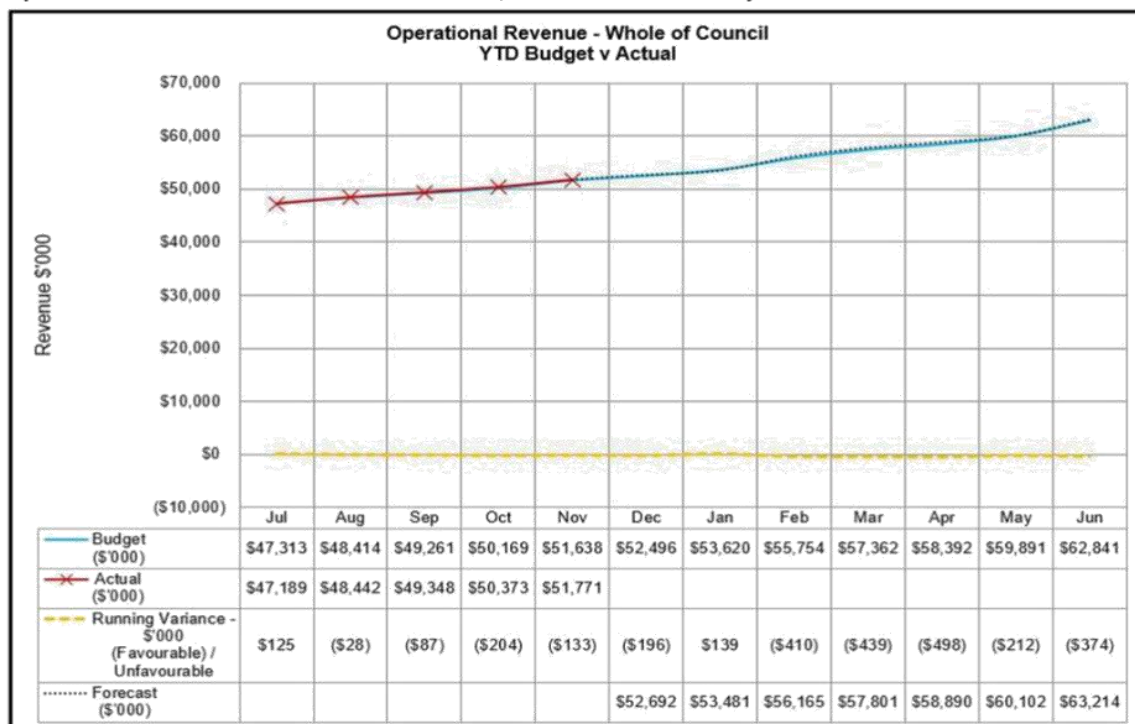
Statement of Comprehensive Income

Glenorchy City Council Financial Report Statement of Comprehensive Income to 30 November 2019					
Year-to-Date (YTD)	Note	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000	2020 Variance Actual to Budget
Income					
Recurrent Income					
Rates	1	41,174	40,864	39,707	↓ 0.8%
User charges and licences	2	8,217	7,923	7,848	↓ 3.6%
Interest	3	193	140	202	↓ 27.2%
Grants	4	1,603	1,778	1,132	↑ 10.9%
Contributions - cash		106	121	19	↑ 14.3%
Investment income from TasWater		-	-	544	↔ 0.0%
Other income		119	163	457	↑ 36.6%
		51,412	50,990	49,910	↓ 0.8%
Capital Income					
Contributions – monetary		-	168	-	↑ >100%
Contributions – non-monetary assets		-	-	-	↔ 0.0%
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		(74)	46	(30)	↑ >100%
Capital grants received specifically for new or upgraded assets	5	300	567	514	↑ 89.0%
Fair value recognition of land under roads		-	-	-	
		226	781	484	↑ >100%
Total Income		51,638	51,771	50,394	↑ 0.3%
Expenses					
Employment costs	6	9,711	9,044	8,821	↓ 6.9%
Materials and services	7	7,128	6,798	6,899	↓ 4.6%
Depreciation and amortisation		5,719	5,733	5,704	↑ 0.3%
State Fire Commission contribution		1,475	1,475	1,410	↔ 0.0%
Finance costs		-	-	62	↔ 0.0%
Assets written off		-	-	-	↔ 0.0%
Bad and doubtful debts		1	-	-	↔ 0.0%
Other expenses		221	219	201	↓ 0.9%
Total expenses		24,255	23,269	23,097	↓ 4.1%
Surplus/(deficit)		27,383	28,502	27,297	↑ 4.1%
Other Comprehensive income					
Items that will not be reclassified to surplus or deficit					
Net gain/(loss) on revaluation of property, plant and equipment		-	-	-	
		-	-	-	
Items that may be reclassified subsequently to surplus or deficit					
Financial assets available for sale reserve		-	-	-	
-Fair value adjustment on available for sale assets		-	-	-	
Total other comprehensive income		-	-	-	
Total comprehensive result		27,383	28,502	27,297	↑ 4.1%

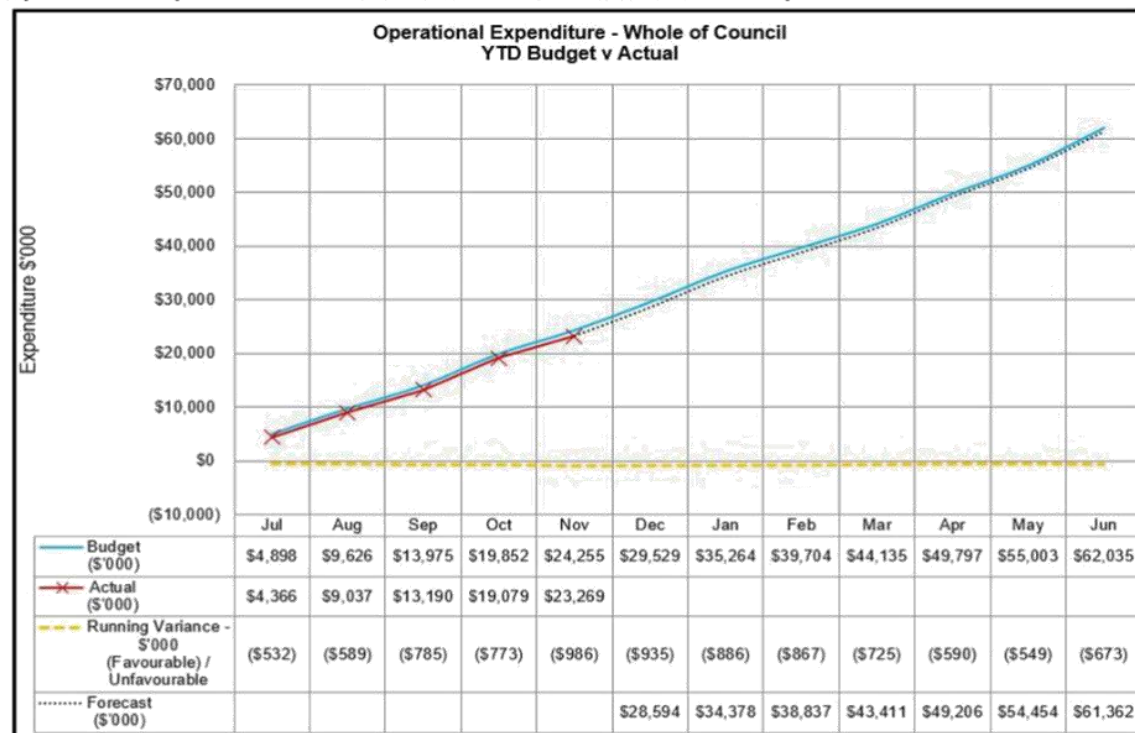
Nb: Rounding may be reflected in some subtotals

Attachment 1

Operational Revenue – Whole of Council – \$ YTD Accumulative by Month

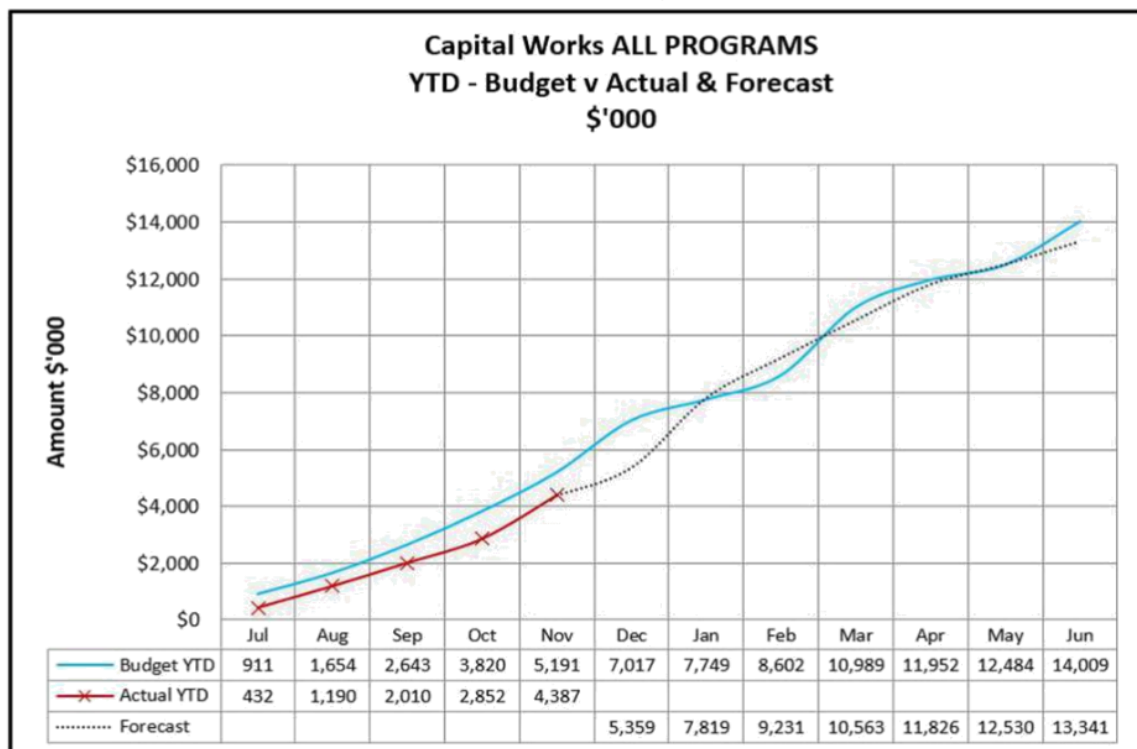


Operational Expenditure – Whole of Council – \$ YTD Accumulative by Month



Attachment 1

Capital Works - Budget v Actual v Forecast - \$ YTD All Programs



Attachment 1

Explanatory Notes

These notes are provided where a single or collective variance within the Statement of Comprehensive Income requires explanation. To enable \$ variances to be contextualised, they are also expressed as a % variance (rounded to a whole number).

Notes:

1. The threshold for variance reporting only details those areas deemed to be significant.
2. Arrow indicators represent:

Revenue higher than budget	↑	Revenue lower than budget	↓
Expense higher than budget	↑	Expense lower than budget	↓

Note	Revenue / Expenditure Item			
1	Rates:			
			Variance \$'000	Variance %
	General Rate, Interest and Penalty	↓	310	1%
	As the year progresses, supplementary valuations will continue to reduce the variance.			
2	User Fees & Charges:			
			Variance \$'000	Variance %
	Various	↓	294	4%
	Primary contributors are lower than budgeted landfill fees (\$225k), building applications (\$89k) and fines (\$63k) which are offset by higher revenue from tenancies at KGV (\$139k) and planning applications (\$52k).			
3	Interest:			
			Variance \$'000	Variance %
	Interest on Investments	↓	52	27%
	Lower than budgeted interest rates have resulted in reduced returns for Council investments.			
4	Grants:			
			Variance \$'000	Variance %
	Commonwealth Childcare Subsidies – Berriedale	↑	81	37%
	Commonwealth Childcare Subsidies – Benjafield	↑	59	40%
	Unexpended Grants from 2019/20 - Various	↑	140	100%
	Flood Response 2018 – State Govt Contribution	↓	79	16%
	Childcare subsidies continue to track ahead of budget due to higher centre utilisations. Various unexpended grants (thus unbudgeted) were carried forward from last year. The first instalment of State Government funding for flood damage was \$79k lower than expected which may possibly be recovered in the second instalment due in March 2020.			

Attachment 1

5	Capital Grants:			
			Variance \$'000	Variance %
	Roads to Recovery	↑	200	67%
	Roads to Recovery funding of \$200k has been received in advance of the February budget			
6	Employee Costs:			
			Variance \$,000	Variance %
	Salaries & OnCosts	↓	667	7%
	The underspend has stabilised this month because the number of vacancies has reduced substantially since the start of the year.			
7	Materials & Services and Internal Plant/Fleet Chargeout:			
			Variance \$,000	Variance %
	Various	↓	330	4%
	A wide range of special projects are yet to commence or are in their early stages. These include FOGO Rollout, Audit Act Implication Assessment, Asset Long-Term Modelling, Customer Service Strategy and Workforce Culture Strategy.			

Attachment 1

Adjustments to amounts previously reported

There are instances where ledger adjustments are required in respect of amounts reported in prior periods. Any adjustments will be visible when comparing current versus previous "Whole of Council Revenue and Expenditure" reports. Changes to the bottom-line variances reported in last month's Financial Performance Report compared those reported this month are:

Revenue - Whole of Council \$'000

Variance	Jul	Aug	Sep	Oct
Last Month	125	(28)	(86)	(200)
This Month	125	(28)	(87)	(204)
Change	0	0	(1)	(4)

Expenditure – Whole of Council \$'000

Variance	Jul	Aug	Sep	Oct
Last Month	(532)	(589)	(786)	(775)
This Month	(532)	(589)	(785)	(773)
Change	0	0	1	2

This month, the change to amounts previously reported are minor.