

<b>Title</b>	<b>Committees Guide and Procedure</b>
<b>Date Approved</b>	Item 16 (30 July 2018) as per Council minutes
<b>Responsible Directorate</b>	Corporate Governance
<b>Due for Review</b>	Four (4) years from Council Resolution Date
<b>ECM</b>	Council Policy

## PURPOSE

Council's Committees policy (**the Policy**) sets out the framework which governs how committees administered by Council are structured and operate and provides direction on the role and purpose of the different types of committees.

This procedure supports the Policy by setting out the rules and procedures related to the formation and administration of committees, as well as providing further information and direction about the matters in the Policy.

## SCOPE

This policy applies to the committees and external bodies covered by the Policy.

## STATUTORY REQUIREMENTS

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

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

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

<b>Acts</b>	<i>Local Government Act 1993</i>
<b>Regulations</b>	<i>Local Government (Meeting Procedures) Regulations 2015</i>

## DEFINITIONS

<b>Policy</b>	Council's Committees Policy under which this procedure is adopted, as amended from time to time.
<b>Procedure</b>	This Committees Guide and Procedure
<b>Meetings Policy</b>	Council's Meeting Procedures policy, as amended from time to time.
<b>Nomination and Appointment Policy</b>	Council's Committee Nominations and Appointments policy, as amended from time to time.

All other defined terms have the meanings given in the Policy.

## 1. Role of Committees

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

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

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

## **2. Council Committees**

### **2.1 Overview**

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

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

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

### **2.2 Establishment of Council Committees**

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

A resolution to establish a Council Committee must include a resolution to adopt a Terms of Reference which comply with the Policy and this procedure.

### **2.3 Membership and Appointment**

A Council Committee can only be constituted by Aldermen.

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

### **2.4 Administration**

Administrative support for Council Committees will generally be provided by the Responsible Officer, but may also be provided by other committee members as directed by the committee.

### **2.5 Reporting Requirements**

There are no mandatory reporting requirements for Council Committees.

However, it should be noted that:

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

### **2.6 Meeting procedures**

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

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<sup>1</sup> Section 23(1), *Local Government Act 1993*

Where the Regulations do not provide for a particular procedure, Council may determine any other proceedings relating to meetings that it considers appropriate<sup>2</sup>. Council has adopted procedures in the Meeting Policy.

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

## **2.7 Meeting records**

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

# **3. Special Committees**

## **3.1 Overview**

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

A Special Committee is established to oversee or implement a project, plan, strategy or event, and should be directly aligned with a strategic objective of Council.

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

## **3.2 Establishment of Special Committees**

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

A resolution to form a Special Committee must include a resolution to adopt a Terms of Reference that complies with the Policy and this procedure.

## **3.3 Membership and appointment**

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

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

## **3.4 Administration**

Administrative support for Special Committees will generally be provided by the Responsible Officer, but may be provided by other committee members, as directed by the committee.

## **3.5 Reporting requirements**

Special Committees must provide an annual report to Council (through the Committees Officer) at the end of the financial year. The report is to be in a standard format and must include the following information about the activities of the Special Committee during the preceding financial year:

- the number of meetings held
- the meeting attendance record of any Aldermen appointed as members
- a summary of the activities of and key outcomes achieved during the preceding period

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<sup>2</sup> Section 37, *Local Government (Meeting Procedures) Regulations 2015*

- a summary of the Special Committee's aims and objectives for the following six-month period and the strategies to be employed to meet them
- details of any funds received or spent during the period, and
- The approximate number of hours spent working on administrative matters related to the Special Committee by the Responsible Officer.

The report must contain sufficient detail to allow Council to properly understand the Special Committee's recent and ongoing activities and to consider the value of the committee's work and the functions that it performs.

### **3.6 Meeting procedures**

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

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

Any meeting procedures of the Special Committee are to be recorded on the Terms of Reference.

### **3.7 Meeting records**

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

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

The minutes of each meeting must be provided to the Committees Officer as soon as possible after they are confirmed.

## **4. Internal Committees**

### **4.1 Overview**

Internal Committees are committees or other bodies established by Council over which Council has control. Internal Committees include working groups, steering groups, organising committees, taskforces and other groups.

An Internal Committees is formed to oversee and implement a project, plan, strategy or event, but, unlike Special Committees, do not necessarily align with a strategic objective. They also do not need operate with the same formality as Special Committees, however must still ensure that record keeping and reporting requirements under this policy are met.

### **4.2 Establishment**

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

Any resolution or decision to form a Internal Committee must include the adoption of a Terms of Reference which comply with this procedure.

### **4.3 Membership and appointment**

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

Appointment of aldermanic and non-aldermanic Internal Committee members must be in accordance with the Nomination and Appointment Policy, or as specified in the Internal Committee's Terms of Reference.

### **4.4 Reporting requirements**

Internal Committees are to provide a report to Council (through the Committees Officer) annually at the end of each financial year. The report is to be in a standard format and must include the following information about the activities of the Internal Committee during the preceding financial year:

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

The report must contain sufficient detail to allow Council to properly understand the Internal Committee's recent and ongoing activities and to consider the value of the Internal Committee's work and the functions that it performs.

### **4.5 Meeting procedures**

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

However, meetings must be conducted with sufficient formality to allow the recording of minutes as set out below.

Any meeting procedures of a Internal Committee are to be recorded in its Terms of Reference.

### **4.6 Meeting records**

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

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

The minutes of each meeting must be provided to the Committees Officer as soon as possible after they are confirmed.

### **4.7 Administration**

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

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

## **5. External Bodies**

### **5.1 Reporting requirements**

Council representatives on external bodies are to provide an annual report to Council at the end of the financial year. The report must include the following information about the activities of the external body during the preceding financial year:

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

The report must contain sufficient detail to allow Council to properly understand the external body's recent and ongoing activities and to consider the value that Council receives from representation on the external body.

## **6. Terms of Reference**

### **6.1 Requirement and Purpose**

Every committee and external body operating under the Policy and this procedure must adopt a Terms of Reference that complies with the Policy and this procedure.

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

### **6.2 Form**

Terms of Reference are to be in the following standard forms.

- for committees, Terms of Reference are to be in form set out in **Appendix A**
- for external bodies, Terms of Reference are to be in the form set out in **Appendix B**

### **6.3 Content**

Terms of References for committees must contain the following information:

- committee name
- committee type
- date of formation (including Council Meeting date and item number, if applicable)
- strategic plan reference (not required for Internal Committees)
- responsible officer (including contact details)
- composition of membership (including any ex-officio memberships)
- current membership and details of the appointment of current members

- details of how any non-Aldermanic members are to be selected and appointed
- the purpose of the committee
- the extent of the committee's delegated authority
- terms of reference (if applicable)
- office bearers
- frequency of meetings
- quorum requirements
- meeting procedures
- minutes to be taken
- reporting requirements
- a 'version history' (post October 2016) of the Terms of Reference, and
- any other relevant information

For external bodies, Terms of References must contain the following information:

- external body name
- external body type
- name of organisation that administers committee (if applicable)
- purpose of external body
- current Council representation on committee, and
- meeting frequency.

#### **6.4 Maintenance of Committee Terms of Reference**

The Responsible Officer for each committee must ensure that the committee's Terms of Reference remain up-to date by reporting any changes to the Committees Officer.

For external bodies, one of the Council representatives appointed to the external body is responsible for providing the Committees Officer with information required to update the Terms of Reference.

The Committees Officer is responsible for the keeping up-to-date records of all Terms of Reference.

## **7. Administration of committees**

### **7.1 Committees Register**

The Committees Register required under clause 2.1 of the Policy is to be established and maintained by the Committees Officer. The Committees Register is to provide an easily accessible record of the status of the committees and external bodies under Council's direction.

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

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

- committee name
- committee type
- responsible officer\*
- current membership (or representation on External bodies)

- office bearers\*
- frequency of meetings
- next meeting
- date next six-monthly report due\*
- any other information the Committees Officer considers necessary.

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

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

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

## 7.2 Committees Officer

The Committees Officer role is designated to the Manager with responsibility for community development (currently the Manager, Community and Customer Service).

The Committees Officer is responsible for:

- establishing and maintaining the Committees Register
- liaising with committees (generally through Responsible Officers) about the day to day operations of the Committees
- providing advice on the committees framework and policy documents, including settling Terms of Reference
- coordinating the provision of information from Responsible Officers about committee operations from, including minutes, reports and changes to Terms of References and ensuring that records are kept
- preparing the annual report to Council about the operation of Special Committees and Internal Committees
- Coordinating the process for nominating and appointing members to committees in accordance with the Nominations and Appointments Policy, and
- other duties related to the above or directed.

## 7.3 Responsible Officers

Responsible Officers appointed under clause 2.3 of the Policy are responsible for administrative matters related to the committee. A Responsible Officer is to be a member of Council Staff.

## 7.4 Retention of Committee Records (ECM)

All documents relating to committees are to be stored in a central location in Council's approved document management system.

# 8. Reporting requirements

## Annual Committee Reports

Committees and external bodies are to provide annual reports to Council (through the Committees Officer) containing the information set in clauses 3.5, 4.4 and 5.1 (above).

The Committees Officer will present an annual report to Council attaching copies of the Committee Reports and summarising key information for Council. The annual report to Council will generally be presented in July or August 2018 and will cover the preceding financial year.



## **Reporting Format**

The format of the annual committee and external body reports to be presented to the Committees Officer are to be as follows:

- for committees, the form set out in **Appendix C**
- for external bodies, the form set out in **Appendix D**

# APPENDIX A

## NAME OF COMMITTEE

### Committee Terms of Reference

Name of Committee	Committee Name
Type of Committee	e.g. Special Committee / Internal Committee
Date of Formation	e.g. 3 November 2016
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Strategic Reference	[SPECIAL AND COUNCIL COMMITTEES ONLY]
Responsible Officer	e.g. Senior Internal Compliance Advisor Bryn Hannan <a href="mailto:BHannan@gcc.tas.gov.au">BHannan@gcc.tas.gov.au</a> Ph: 6216 6429

DELETE ALL RED TEXT AND ITS BORDERS

## 1.0 Purpose of Committee

### 1.1 Purpose of Committee and Area of Focus

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

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

### 1.2 Terms of Reference

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

*Term of reference 1*

*Term of reference 2, and*

*Etc.*

*Example:*

The Glenorchy Youth Task Force will have responsibility for:

- Consulting with young people in the Glenorchy Municipality and determining the needs and issues relating to them;

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Representing the identified needs, issues and views of young people to Council;  
Working with Council to identify strategies to respond to the needs and issues of young people in Glenorchy; (etc...)

### **1.3 Extent of Delegated Authority**

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

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

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

## **2.0 Membership**

### **2.1 Composition**

*How the committee is constituted. Example:*

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

### **2.2 Current Members**

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

- Alderman #####
- Alderman #####

### **2.3 Term of Appointment**

*Identify how long each member is appointed for Examples:*

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

Independent persons are appointed for 2 years

### **2.4 Selection and Appointment of Non-Aldermanic Members**

*Set out the selection process that will be followed if any non-Aldermanic members are required to be appointed (e.g. selection panel assesses on merits and recommendation confirmed at committee meeting).*

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## 3.0 Meetings

### 3.1 Frequency

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

Meetings are to be held once every three months

*Or:*

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

*Or:*

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

### 3.2 Quorum

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

4 members, one of whom must be the Mayor.

### 3.3 Meeting Procedures

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

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

### 3.4 Minutes

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

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

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- Draft Minutes are to be circulated to members within one week of a meeting.

*Or:*

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

*Or:*

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

## **4.0 Reporting Requirements**

### **4.1 Frequency of Reports**

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

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

*Or:*

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

### **4.2 Content of Reports**

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

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

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

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

## **5.0 Other Information**

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

## 6.0 Version History

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

Version	Date	Adoption	Amendments Made
1.0	3 November 2016	Council Meeting (Item 15)	First version using new template.
2.0	5 January 2017	Committee resolution	Change to reporting requirements
3.0	23 December 2018	Council resolution	Updated membership following appointment of Aldermen following Council election.

# APPENDIX B

## NAME OF EXTERNAL BODY

External Body Terms of Reference

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

DELETE ALL RED TEXT AND ITS BORDERS

### 7.0 Purpose of External Body

#### 7.1 External Body Objective / Areas of Focus

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

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

#### 7.2 Details of Administering Organisation

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

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

### 8.0 Membership

#### 8.1 Membership of External Body

*How is the External Body Constituted? Example:*

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

#### 8.2 Council Representatives

*List the names of the current members, their capacity and details of their appointment.  
Example:*

Representative	Capacity	Amendments Made
Ald. Kristie Johnston	Mayor	Appointed 3 February 2018 (Council meeting, item ###)

### 8.3 Term of Appointment

*Identify how long each member is appointed for Examples:*

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

## 9.0 Meetings of External Body

### 9.1 Frequency of Meetings

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

Meetings are held once every three months

## 10.0 Reporting Requirements

### 10.1 Frequency of Reports

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

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

### 10.2 Content of Reports

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

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

## 11.0 Version History

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

Version	Date	Adoption	Amendments Made
1.0	3 November 2016	Council Meeting (Item 15)	First version using new template.



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Version	Date	Adoption	Amendments Made
2.0	5 January 2017	Committee resolution	Change to reporting requirements
3.0	23 December 2018	Council resolution	Updated membership following appointment of Aldermen following Council election.

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# APPENDIX C

## NAME OF COMMITTEE

### COMMITTEE ANNUAL REPORT

<b>Name of Committee</b>	Committee Name
<b>Type of Committee</b>	e.g. Special Committee
<b>Report Date</b>	e.g. 3 November 2016
<b>Nature of Report</b>	e.g. Annual Report in accordance with Committees Policy
<b>Report Author (Responsible Officer)</b>	e.g. Senior Internal Compliance Advisor Bryn Hannan <a href="mailto:BHannan@gcc.tas.gov.au">BHannan@gcc.tas.gov.au</a> Ph: 6216 6429

DELETE ALL RED TEXT AND ITS BORDERS

## 12.0 MEETINGS

### 12.1 Meeting Details

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

### 12.2 Aldermanic Attendance

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

## 13.0 ACHIEVEMENTS

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

## 14.0 OBJECTIVES

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

## **15.0 Financial Reporting**

### **15.1 Funds Allocated**

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

### **15.2 Funds Spent**

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

*Fundraising Activities:           \$#####*

*Transport:                         \$#####*

*Insurance Policies:             \$#####*

*Catering:                         \$#####*

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

### **15.3 Funds Raised (if applicable)**

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

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

### **15.4 Time Cost (Responsible Officer)**

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

## **16.0 Other Comments**

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

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

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

**Signed:**

**Date:**

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# APPENDIX D

## NAME OF EXTERNAL BODY

### EXTERNAL BODY ANNUAL REPORT

<b>Name of Committee</b>	Committee Name
<b>Type of Committee</b>	e.g. Special Committee
<b>Report Date</b>	e.g. 3 November 2016
<b>Nature of Report</b>	e.g. Annual Report in accordance with Committees Policy
<b>Report Author (Responsible Officer)</b>	e.g. Senior Internal Compliance Advisor Bryn Hannan <a href="mailto:BHannan@gcc.tas.gov.au">BHannan@gcc.tas.gov.au</a> Ph: 6216 6429

DELETE ALL RED TEXT AND ITS BORDERS

## 17.0 MEETINGS

### 17.1 Meeting Details

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

### 17.2 Attendance by Council representatives

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

## 18.0 Summary of Activities/Outcomes Achieved

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

## 19.0 Objectives

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

## **20.0 Financial Reporting**

### **20.1 Funds Allocated by Council**

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

### **20.2 Funds Spent**

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

*Fundraising Activities: \$#####*

*Transport: \$#####*

*Insurance Policies: \$#####*

*Catering: \$#####*

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

## **21.0 Other Comments**

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

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

**Report Prepared by:**    **Name and Position (Reporting Officer).**

**Signed:**

**Date:**