

SPECIAL COUNCIL
AGENDA
THURSDAY, 8 FEBRUARY 2018



GLENORCHY CITY COUNCIL

- * The General Manager certifies that the reports contained in this Agenda have been written by qualified persons under *Section 65 of the Local Government Act 1993*.

Hour: 3.00 p.m.

Present:

In attendance:

Leave of Absence:

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1. APOLOGIES

2. PECUNIARY INTEREST NOTIFICATION

GOVERNANCE

3. OUTCOME OF GLENORCHY CITY COUNCIL ELECTIONS 2018

Author: Acting Director, Corporate Governance (Simon Scott)

Qualified Person: Acting Director, Corporate Governance (Simon Scott)

ECM File Reference: Council Election 2018

Community Plan Reference:

Under the *City of Glenorchy Community Plan 2015 – 2040*, the Community has prioritised ‘transparent and accountable government’.

Strategic or Annual Plan Reference:

Annual Plan Reference 4.2.4.03 *Implement the Governance Strategy*.

Reporting Brief:

This Report is to brief Council of the Glenorchy City Council (Council) Elections 2018 outcomes.

Proposal in Detail:

On 22 November 2017, two amendment Acts affecting local government elections received Royal Assent:

- the *Glenorchy City Council (Dismissal of Councillors) Act 2017* which dismissed the then aldermen of the Council and made provision in relation to the election to be held subsequent to that dismissal, and
- the *Local Government Amendment (Targeted Review) Act 2017* which, among other things, provided for an extension to the election timeframes to allow for changes to Australia Post’s delivery schedule.

As per sections 264 and 323 of the LG Act, the Tasmanian Electoral Commission (TEC) and the Electoral Commissioner were responsible for the supervision of the Council election and for undertaking a range of specific tasks including:

- management of the electoral roll
- the production and despatch of ballot papers
- approval of forms and procedures
- the appointment of returning officers
- public awareness, and
- statutory advertising.

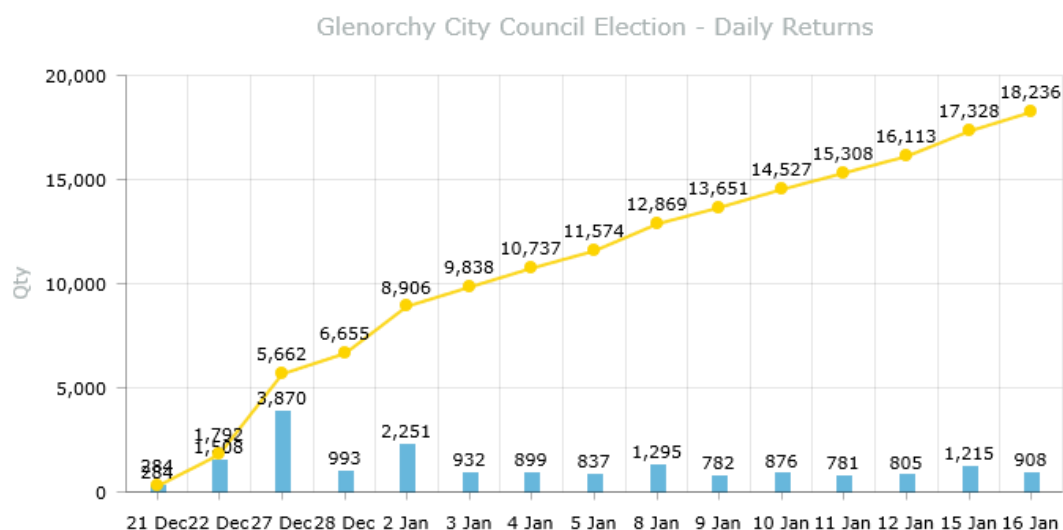
Mr Graeme Ingram was the TEC Returning Officer (section 264) and the Acting Director, Corporate Governance was the Electoral Officer (section 265) over the Council election period.

A summary of the relevant Council election events that occurred follow:

Event	Date
Notice of election published	Saturday, 25 November 2017
Electoral rolls close (6.00pm)	Thursday, 30 November 2017
Nomination period	27 November – 11 December 2017
Nominations close (12 noon)	Monday, 11 December 2017
Nominations announced (12 noon)	Tuesday, 12 December 2017
Ballot material delivered to electors by post	19 – 22 December 2017
Polling period	19 December 2017 – 16 January 2018
Close of poll (10:00am)	Tuesday, 16 January 2018
Declaration of Results	Friday, 19 January 2018

Twenty four (24) candidates vied for the position of Alderman (ten (10) positions), two (2) for Mayor and six (6) for Deputy Mayor.

At the close of poll, 54.79% of the 33,283 eligible Glenorchy electors had returned their postal ballots (an increase of 7.03% and 3.92% from the 2014 and 2011 elections respectively).



(Source: Tasmanian Electoral Commission website:
www.tec.tas.gov.au/Local_Government_Elections/Glenorchy201718/index.html)

An inauguration ceremony was held at the Moonah Arts Centre on Friday, 19 January 2018 where Mr Ingram made a Declaration of Poll (as per section 303 of the LG Act). A certificate of election (section 304) was presented to the General Manager (see [Attachment 1](#)). The final results are tabled below:

Elected Candidates (in order of election)	Remaining in the Count	Excluded Candidates (in order of exclusion)
Kristie JOHNSTON	Harry QUICK	Bill CRANNY
Matt STEVENSON		Scott BERESFORD
Jan DUNSBY		Alan BARNETT
Melissa CARLTON		Andrew FOGARTY
Gaye RICHARDSON		Aaron MAXWELL
Peter BULL		David BROWN
Simon FRASER		Angela RYAN
Bec THOMAS		David SHEPPARD
Kelly SIMS		Alan WHYKES
Steven KING		Michael HANGAN
		Craig (Bumpy) TRIFFETT
		Jenny BRANCH-ALLEN
		Anne LACY

Mrs Kristie Johnston and Mr Matt Stevenson were elected Mayor and Deputy Mayor respectively.

As per section 321 (Declaration of Office) of the LG Act and regulation 40 of the *Local Government (General) Regulations 2015*, all Aldermen completed, read the completed prescribed declaration and signed the same in front of the General Manager (as witness). It is noted that all newly elected Aldermen completed the requisite declaration on Friday, 19 January 2018.

As per section 321(3) of the LG Act, Council is required to acknowledge the making of the respective declarations of office at its meeting and the General Manager is to record that fact in the minutes of that meeting.

It is also noted that Mr Ingram expressed sincere thanks to Council's electoral team for their professionalism and dedication over the election period (the Electoral Officer was ably complemented by Ms King and Gauden, and Mr Hannan).

Consultations:

Nil.

Human Resource / Financial and Risk Management Implications:

There are no human resources or financial implications.

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
If Council does not acknowledge the making of the respective declarations of office at its meeting, then Council is in breach of the LG Act, which would represent a minor legal, regulatory or internal policy failure	Minor (C2)	Unlikely (L2)	Low	Council acknowledges the making of the respective declarations of office at its meeting as per statutory requirements under the LG Act

Community Consultation and Public Relations Implications:

Nil.

Recommendation:

That Council:

ACKNOWLEDGE the making of the respective declarations of office by Aldermen Johnston, Stevenson, Dunsby, Carlton, Richardson, Bull, Fraser, Thomas, Sims and King on Friday, 19 January 2018 as per section 321(3) of the *Local Government Act 1993*.

Attachments/Annexures

- 1  Certificate of Election

4. APPOINTMENT OF ALDERMEN TO COMMITTEES AND STATUTORY BODIES

Author: Acting Manager, Governance and Risk (Bryn Hannan)

Qualified Person: General Manager (Tony McMullen)

ECM File Reference: 2018 Committees

Community Plan Reference:

Leading our Community

We will be a progressive, positive community with strong council leadership, striving to make Our Community's Vision a reality.

Strategic or Annual Plan Reference:

Leading our Community

- 4.1 Govern in the best interests of our community.
 - 4.1.1 Manage Council for maximum efficiency, accountability and transparency.
 - 4.1.2 Manage the City's assets soundly our systems and processes.
- 4.3 Build strong relationships to deliver our communities' goals.
 - 4.3.1 Foster productive relationships with other levels of government, other councils and peak bodies to achieve community outcomes.

Reporting Brief:

The purpose of this report is to recommend that Council appoints Aldermen to Council Committees, Special Committees and other Council and statutory bodies, as required under legislation and Council policy.

Proposal in Detail:

Background

To assist Council to achieve its goals and objectives and comply with its statutory responsibilities, Council has established and maintains representation on a number of internal committees and working groups and other statutory bodies.

By convention, and in accordance with Council policy, Council elects Aldermen to represent Council on the various committees and other bodies at the first meeting of Council following a Council election.

The nomination and appointment process is set out in Council's *Nominations and Appointments to Committees and Other Bodies Policy (the Policy)*, a copy of which is Attachment 1 to this report.

This report identifies the candidates nominated for each available position and provides the information required for Council to consider and determine appointments.

Notice to Aldermen calling for nominations

In accordance with clause 5 of the Policy, a Notice was circulated to Aldermen on 29 January 2018 (**Notice**) calling for nominations to the following committees and other bodies (**the committees**):

1. Glenorchy Planning Authority
2. General Manager's Performance Review Committee
3. Audit Panel
4. Glenorchy Emergency Management Committee
5. Glenorchy CBD Revitalisation Project Steering Committee
6. Wellington Park Management Trust, and
7. Hobart Glenorchy Public Transit Corridor Steering Committee.

A copy of the Notice is [Attachment 2](#).

Nominations received

The nominations received for the committees are set out in the following table:

Committee / Body	Positions Available (not inc. Mayor)	No. of nominees	Ballot Required?	Nominees	Automatic Appointments
Glenorchy Planning Authority	4	4	No	Ald. Thomas Ald. Sims Ald. Dunsby Ald. Stevenson	Mayor
Audit Panel	2	2	No	Ald. Stevenson Ald. Bull	n/a
General Manager's Performance Review Committee	2	5	Yes	Ald. Richardson Ald. Thomas Ald. Sims Ald. Stevenson Ald. Dunsby	Mayor
Glenorchy Emergency Management Committee	1	4	Yes	Ald. King Ald. Richardson Ald. Fraser Ald. Sims	n/a
Glenorchy CBD Revitalisation Project Steering Committee	1	2	Yes	Ald. Fraser Ald. Sims	n/a

Committee / Body	Positions Available (not inc. Mayor)	No. of nominees	Ballot Required?	Nominees	Automatic Appointments
Wellington Park Management Trust	1	2	Yes	Ald. Richardson Ald. Carlton	n/a
Hobart Glenorchy Public Transit Corridor Steering Committee	2 (recommended)	3	Yes	Ald. Dunsby Ald. Sims Ald. Thomas	Mayor (recommended)

Procedural Requirements

Clauses 5(7) and (8) of the policy set out the process for appointing nominees for committees, as follows:

- (7) *Where the number of nominees for a position does not exceed the number of positions available, the Council will decide the nominees in accordance with its ordinary meeting procedures.*
- (8) *If the number of nominees for a position exceeds the number of positions available—*
 - (a) *a ballot will be held to select the nominee or nominees, and*
 - (b) *once the result of the ballot is determined, the chair will call for the nomination to be confirmed in accordance with Council's ordinary meeting procedures.*

In accordance with that the above clauses, ballots are required determine the nominees for all committees other than the Glenorchy Planning Authority and the Audit Panel.

Ballots must be conducted in accordance with Part 4 of the Policy. Ballot papers will be distributed to Aldermen prior to the meeting and will be destroyed as soon as practical after the conclusion of the meeting.

NOMINATIONS TO COMMITTEES

The following information about each committee is provided below, as required under the Policy:

- the information specified in clause 5(2)(b) of the policy, and
- a list of the nominations received for each committee and the statements provided by the nominees in support of each.

Clause 5(6)(b) requires that “the documentation in support” of each nomination is provided in this report. Council is advised that all information relevant to each candidate’s nomination has been included in this report, in lieu of providing copies of the nomination forms themselves.

1. Appointment of Aldermen to Glenorchy Planning Authority

Committee Information

Glenorchy Planning Authority	
Committee type	Council Committee (s. 23, <i>Local Government Act 1993</i>)
Committee composition	Mayor, 4 Aldermen
No. of Aldermanic positions available	4 committee members. By Council resolution of 1 December 2014 (amended on 31 August 2015), the proxy positions are to be rotated among the remaining Aldermen.
Meeting frequency	Once a month
Ex-officio appointments	Mayor (Chairperson)
Proposed term of appointment	Duration of Council term
Role and purpose of Committee	The Glenorchy Planning Authority is a Council Committee established to review applications and make determinations on statutory land use planning matters under the <i>Land Use Planning and Approvals Act 1993</i> and in accordance with the <i>Glenorchy Interim Planning Scheme 2015</i> .
Nature of duties to be undertaken	The duties of a committee member, including (but not limited to): - attending meetings of the committee, and - discharging the roles and functions of a planning authority under the LUPAA 1993 Members of the Glenorchy Planning Authority discharge a critical function of Council in assessing and determining planning permit applications for the municipality in accordance with statutory requirements.
Extent of delegated authority	Delegated power to determine those statutory land use planning matters listed on the Glenorchy Planning Authority meeting agenda.

Nominations Received

Council has received four (4) nominations for the four (4) positions available on the Glenorchy Planning Authority (**GPA**). The nominees for the positions are:

- Ald. Thomas
- Ald. Sims
- Ald. Dunsby, and
- Ald. Stevenson.

The statements provided in support of the nominations are as follows:

Ald. Thomas	I have a keen interest in land use planning matters and a desire to learn more about the execution of Council's role as a Land Use Planning Authority. I believe that the best way for me to do this is by obtaining practical experience to complement the theoretical training. I understand the Council's role as a planning authority is distinct to its role as a Council representing the community and I am committed to making determinations based on the requirements of the <i>Land Use Planning and Approvals Act 1993</i> and the <i>Glenorchy Interim Planning Scheme 2015</i>.
Ald. Sims	I'm pragmatically motivated to support both of the major roles in an Aldermanic position description re: Community Facilitation and as an active and working member of the Planning Authority. I would act in accordance with the law while working towards fairer assessments of applications, better monitoring of business and strategic issues, along with the provision of transparent information to the appropriate stakeholders. I don't own any real estate or property in the GCC precinct; therefore display less risk in regards to a direct or personal conflict of interest that may impact my decision making.
Ald. Dunsby	I can bring experience to the role of committee member of the Glenorchy Planning Authority as I have acted as proxy on a significant number of occasions during the previous term of Council, often providing availability at short notice. I understand the roles and functions of this committee and that I need to act in a strategic and statutory capacity. This role differs from that when I sit as at the Council table. I understand the need to be clear in the role I would be playing, and that the role may not always receive the support of the community when difficult decisions have to be made.
Ald. Stevenson	n/a

Other Considerations

The Notice advertised that the proposed term of appointment was 4 years (which is as provided on the Committee Detail Sheet). However, for practical reasons appointments to this committee will be for the duration of the term of Council.

Recommendations

This report recommends that the above four nominees and the Mayor are appointed to the Glenorchy Planning Authority in accordance with clause 5(7) of the Policy.

2. Appointment of Aldermen to Audit Panel

Committee Information

Audit Panel	
Committee type	Audit panel established under s. 85 of the <i>Local Government Act 1993</i>
Committee composition	2 Aldermen, 3 independent members
No. of Aldermanic positions available	2 committee members, 2 proxy committee members
Meeting frequency	Not less than 4 ordinary meetings per financial year. There are 5 ordinary meetings and 1 special meeting of the Audit Panel scheduled for the 2018 calendar year.
Ex-officio appointments	n/a. Clause 7.3 of the Audit Panel Charter prevents the Mayor from being a member of the Audit Panel.
Proposed term of appointment	Aldermanic members of the Audit Panel hold office from the date of their appointment to the Audit Panel, until the termination or expiry (whichever occurs earlier) of their term as an elected Alderman (Audit Panel Charter, clause 9.5)
Role and purpose of Committee	Part 4 of the Audit Panel Charter (Charter) sets out the functions of the Audit Panel, as follows: 4.1 The Audit Panel is to consider in a review of Council's performance: (a) whether the annual financial statements of Council accurately represent the state of affairs of Council (b) whether and how the Part 7 plans are integrated and the processes by which, and assumptions under which, those plans were prepared (c) Council's financial system, financial governance arrangements and financial management (d) the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that Council has in relation to safeguarding its long-term financial position (e) whether Council is complying with the provisions of the Act and all other relevant legislation (f) whether Council is complying with its internal policies and procedures (g) whether Council has taken any action in relation to previous recommendations provided by the Audit Panel to Council and, if it has so taken action, what that action was and its effectiveness, and (h) any other matters specified in the Order under section 85B of the Act as matters that the Audit Panel is to consider in such a review.

Audit Panel

- 4.2 The Audit Panel is to review the General Manager's corporate credit card expenditure including the relevance and integrity of transactions and the evidence of appropriate and independent authorisation of that expenditure.

Part 5 of the Charter provides:

- 5.1 In fulfilling its functions, under Part 4, the Audit Panel should consider the following key operational areas within Council:
- (a) corporate governance, including legal, compliance, and contractual arrangements
 - (b) human resource and work health and safety management, including policies, procedures and employee agreements
 - (c) information and communication technology governance, including: management of the security, use and storage of data information and knowledge, and
 - (d) internal and external reporting requirements (both financial and non-financial).

Nature of duties to be undertaken

The duties of a committee member, including (but not limited to):

- attending meetings of the committee, and
- discharging the roles and functions of the committee.

In addition, clause 6.2 of the Charter provides that the responsibilities of Audit Panel members are as follows:

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

The Audit Panel does not have any executive powers.

However, the Audit Panel has certain powers in respect to the conduct of meetings and discharging its functions, generally. These are set out in clauses 12.1, 13.4, 13.7, 14.4, 16.5, 16.6 and 16.7 of the Charter.

Nominations Received

Council has received two (2) nominations for the two (2) positions available on the Audit Panel. The nominees for the positions are:

- Alderman Stevenson, and
- Alderman Bull.

The statements provided in support of the nominations are as follows:

Ald. Stevenson	If Council is to regain the trust of the Community, it is vital that our Audit Panel not only has the requisitely skilled external members, but also those internally appointed. The workload for this committee in terms of volume and breadth is large and wide. I have the understanding of the requirements of this panel and also the required skill and experience to ensure the panel operates to support a council with integrity. I have formal project management certifications, a Bachelor of Commerce majoring in Finance, and finance and economic industry experience. I have previously held a position on the former Audit and Risk Committee panel and proxy for the Audit Panel in the last Council. I bring essential understanding of governance, risk and accounting to support a panel that helps to regain trust in our Council.
Ald. Bull	44 years of finance experience with ANZ Bank (Area Manager, Southern Tas) and Finance Broker (Southern Regional Manager), Tassie Home Loans. Dealt with State Government delivering Affordable Housing Scheme and manage State Government Housing Portfolio (e.g. Ag Bank / TDA Loans, etc.). Treasurer for numerous charities including Rotary and Lions. Dealt with governance issues and did a Diploma of Banking (ANZ) and regular training throughout my career. I believe Audit is particularly important given the past few years at GCC.

Other Considerations

Council should note the following:

- Council has not received any nominations for the two (2) proxy memberships on the Audit Panel. It will be recommended that Council call for nominations from the floor for the two proxy membership positions.
- The Notice circulated to Aldermen incorrectly stated that the proposed term of appointment was three (3) years. This was inconsistent with the requirements of clause 9.5 of the Audit Panel charter which provides that appointments are for the Aldermens' term of office.

Recommendations

Under clause 5(7) of the Policy, a ballot is not required to be held to determine the nominees for ordinary membership. Accordingly, this report recommends that Aldermen Stevenson and Bull are appointed as the Aldermanic representatives on the Audit Panel.

3. Appointment of Aldermen to General Manager's Performance Review Committee

Committee Information

General Manager's Performance Review Committee	
Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>) (to be converted to a Council Committee under section 23 of the Act)
Committee composition	Mayor, 2 Aldermen
No. of Aldermanic positions available	2 committee members
Meeting frequency	As required, but at least annually (typically once per quarter)
Ex-officio appointments	Mayor (Chairperson)
Proposed term of appointment	Duration of Council term
Role and functions of Committee	To review the performance of the General Manager on an annual basis and make recommendations to Council.
Nature of duties to be undertaken	The duties of a committee member, including (but not limited to): • attending meetings of the committee, and • discharging the roles and functions of the committee.
Extent of delegated authority	No delegated authority.

Nominations Received

Council has received five (5) nominations for the two (2) positions available on the General Manager's Performance Review Committee (**GMPRC**). The nominees for the positions are:

- Alderman Richardson
- Alderman Thomas
- Alderman Sims
- Alderman Stevenson, and
- Alderman Dunsby.

The statements provided in support of the nominations are as follows:

Ald. Richardson	The review of the General Manager's performance is a critical responsibility of the Council in fulfilling its stewardship role of our organisation. Upon reading the Board of Inquiry report it became obvious that insufficient rigour was applied by some to the task in the last Council which did not allow for proper testing and review of the GM's delegated authorities. It is imperative that the Council devote sufficient time and focused attention to the effectiveness of their delegate and employee. As a Board member of several State-wide organisations I have experience in the oversight of key organisational personnel. I am currently chair of a Chief Executive Officer's Performance Review Committee of a successful Aged Care company with some 750 employees, which has a recurrent expenditure greater than GCC. I have experience in the setting of Key Performance Indicators and the undertaking of performance reviews relating to them. I have an interest in this aspect of management and seek your support to be selected to the committee.
Ald. Thomas	I have experience in managing the performance of employees in State Government, including developing and monitoring performance against agreed work plans, considering training and development needs and pursuing opportunities to meet these and ensuring employee behaviour aligns with organisational values. I understand the importance of setting Key Performance Indicators (KPIs) that align with organisational plans and strategies and implementing a performance review schedule that aligns with the review and evaluation schedule for these plans. KPIs should be set in collaboration with the General Manager. I am committed to implementing the Ministerial Directions in relation to developing appropriate Terms of Reference for the GMPRC ((4(d))) and reviewing the approach to managing the General Manager's performance under the Contract of Employment.
Ald. Sims	I'm pragmatically motivated to support all major components in an Aldermanic position description re: Active and working member of the GMPRC. I would act in accordance with the relevant legislations, including the WH&S law that I'm soundly familiar with in regards to performance managing various level of personnel. It's an opportunity to utilise my well exercised skillsets, past successes and high level experience for the future of not only the council staff, but also the overall community. I have thorough experience in recruiting and performance managing many staff members at once (40+ at one time who were working at various levels) some also held considerably higher qualifications than I at the time. I have not had any legal pursuits or issues in relation to my managing this area professionally and continue to be called upon and provide professional advice to other organisations in relation to HR (P&C) related work issues.
Ald. Stevenson	As an experienced Aldermen, I have a strong understanding of the operations of Council, but also have an excellent grasp of the relationship that the Council must hold with the General Manager. In assisting Council to develop a platform to become a sound and efficient organisation, I have the requisite skills and experience to help assist the GMPRC to guide and develop the General Manager. This includes: • Seven years as an Alderman, having appropriate knowledge of the workings of Council.

	• Performance management experience within both not-for-profit and corporate environments • Management experience, leading diverse teams • Holding an excellent understanding of the underpinning governance requirements of the GMPRC, the need for Council to take ultimate responsibility for the performance management of the General Manager, and an understanding of past strengths and weaknesses in performance review. • Qualifications in commerce, finance and project management.
Ald. Dunsby	I was a member of the GMPRC in the previous term of Council and want to bring to the table how I believe this committee could operate in an effective and improved manner. The Board of Inquiry report has highlighted many deficiencies under the previous chair and I often felt a sense of frustration that my voice could not have been stronger I have undertaken research so as to understand ways in which the functionality of this committee could be taken to a more professional level.

Statutory Requirements

Under section 27 of the Act, the functions of the Mayor include:

“(g) to lead and participate in the appointment, and the monitoring and performance, of the General Manager...”

That provision necessitates the ex-officio appointment of the Mayor to the GMPRC.

Other Considerations

- The terms of reference previously adopted for the GMPRC provide that it is:
 - a Special Committee under section 23 of the Act, and
 - comprised of the Mayor and three (3) Aldermen.
- This report recommends that Council resolve that the Committee becomes a Council Committee under section 24 of the Act, and that the Mayor and two (2) Aldermen are appointed to that committee for the time being.
- In addition, the Ministerial directions which flow from the Board of Inquiry report direct a number of other changes to the GMPRC which will require further amendments to the GMPRC's terms of reference. It is proposed to address the requirements of the Ministerial directions at a future Council meeting.
- The Notice advertised that the proposed term of appointment was 4 years (which is as provided on the Committee Detail Sheet). However, for practical reasons appointments to this committee will be for the duration of the term of Council.

Recommendations

In accordance with clause 5(8) of the Policy, it is recommended that a ballot is held to select the nominees for the two (2) available positions on the General Manager's Performance Review Committee.

4. Appointment of Aldermen to Glenorchy Emergency Management Committee

Committee Information

Glenorchy Emergency Management Committee	
Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>)
Committee composition	1 Alderman, Council Municipal Emergency Management Coordinator, Minister, Deputy Municipal Emergency Coordinator, representatives from emergency services (Police, Fire, Ambulance, SES, DHHS), CEO of Hobart District Nursing Service
No. of Aldermanic positions available	1 committee member
Meeting frequency	At least twice annually (usually once every six months)
Ex-officio appointments	n/a
Proposed term of appointment	Duration of Council term
Role and functions of committee	The committee is responsible for: - the preparation of the Glenorchy Emergency Management Plan for consideration and endorsement by Council and the Director Emergency Services - ongoing review, validation and amendment of the Emergency Management Plan - ensuring risks to the community are assessed in accordance with accepted emergency risk management guidelines - ensuring that the organisation is well prepared to adequately respond to an emergency event - maintaining an effective network to optimise communications with relevant personnel and organisations.
Nature of duties to be undertaken	The duties of a committee member, including (but not limited to): - attending meetings of the committee, and - discharging the roles and functions of the committee.
Extent of delegated authority	The Municipal Emergency Coordinator has delegated authority to commit Council's resources during a proclaimed emergency in Glenorchy in order to implement the Emergency Management Plan. The Committee may appoint additional representatives from organisations shown and may include representation from other organisations if it believes that further representation is warranted.

Nominations Received

Council has received three (3) nominations for the one (1) position available on the Glenorchy Emergency Management Committee (**GEMC**). The nominees for the positions are:

- Alderman King
- Alderman Richardson
- Alderman Fraser
- Alderman Sims

The statements provided in support of the nominations are as follows:

Ald. King	Having previously chaired this committee I would appreciate the opportunity to continue on working with the essential service support agencies that protect our community.
Ald. Richardson	As a keen bushwalker I have an excellent knowledge of the remoter areas of the Glenorchy Municipality and the difficulties of the terrain found there. I have experience in map reading and interpreting relief charts. I have an interest in and am familiar with the Emergency Management Plans of GCC. Our bush areas are prone to fires from time to time, and we have endured significant flooding in recent years. It is vital that we maintain a high state of preparedness for these eventualities. I have been concerned for the past few years that significant corporate (Emergency Management) capabilities and expertise was lost through the last GM's redundancy program, leaving our area at risk. I would be keen to see Council rebuild the human resource capabilities in this area. Throughout my working career I have performed in executive roles with an emphasis on logistics and organisational structure.
Ald. Fraser	I've had experience as a volunteer fire fighter with the Qld Rural Fire Service, and have firsthand experience attending to emergencies including car accidents. I delivered health and safety inductions for Rio Tinto for 3 years covering all aspects of safety management and emergency response in a large, remote mining operation and have designed and delivered safety leadership courses. Although I recognise that I will have much to learn in this role I believe I have the mix of strategic and analytical expertise coupled with pragmatism that will allow me to discharge my duties as a member of this committee competently.
Ald. Sims	I'm pragmatically motivated to support all major components in an Aldermanic position description re: Active and working member of the GEMC. I have thorough experience in supporting communities on a wide, family based scale via tried & proven professional strategies, furthermore by using relatable approaches that speak to all demographics and actively promote a change in view – therefore behaviour.

	My background and the expertise in supporting of analysis of communities holistically would act as a solid foundation when using evidence based best practice for supporting the challenges faced within our community. This along with the relevant legislations and referring bodies strategic plans; would optimise my well exercised skillsets, past successes and high level experience for the future of not only the council organisation (continuous improvement in this area), but also the overall community.
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Other Considerations

The Notice advertised that the proposed term of appointment was 4 years (which is as provided on the Committee Detail Sheet). However, for practical reasons appointments to this committee will be for the duration of the term of Council.

Recommendations

In accordance with clause 5(8) of the Policy, it is recommended that a ballot is held to determine the nominees for the one (1) available position on the Glenorchy Emergency Management Committee.

5. Appointment of Aldermen to Glenorchy CBD Revitalisation Committee

Committee Information

Glenorchy CBD Revitalisation Project Steering Committee

Committee type	Council body (as defined in the Policy)
Committee composition	1 Alderman (Chair), Manager City Strategy and Economic Development, Engineering Project Coordinator, Manager Property Assets, Coordinator, Community Planning and Inclusion, Transport Engineer (Amir Mousavi), Director, City Services and Infrastructure, Strategic Planner
No. of Aldermanic positions available	1 committee member, who will act as chairperson
Meeting frequency	At least once a month.
Ex-officio appointments	n/a
Proposed term of appointment	Duration of Council term
Role and purpose of Committee	The role of the Steering Committee is to: • review the directions report and recommend any changes and/or endorsement by Council • assess the need for any further work/studies to complement the work undertaken before the future direction of the CBD can be agreed upon (e.g. traffic and parking impact assessments) • develop a community engagement strategy • develop a project implementation plan which would include key tasks, time frames etc.

Glenorchy CBD Revitalisation Project Steering Committee

- develop a brief for the proposed detailed urban design of Main Road (Terry St. to Barry St.) and engage a consultant to undertake this work
 - facilitate the detailed civil design of Main Road (Terry St. to Barry St.) and develop budgets and proposed construction timeframes
 - report on project progress to ELT, staff and other stakeholders, and
 - address any issue that may have implications for the success of the project.
- The Committee provides a report in its activities to Council once every 2 months.

Nature of duties to be undertaken

The duties of a committee member, including (but not limited to):

- attending meetings of the committee, and
- discharging the roles and functions of the committee, and

In addition to the above, the Committee Detail Sheet for the committee provides that the role of individual members includes to:

- understand the strategic implications and outcomes of initiatives being recommended in the directions report
- appreciate the significance of the project for some or all major stakeholders and perhaps represent their interests
- be genuinely interested in the initiative and the outcomes being pursued in the project
- be an advocate for the project's outcomes
- have a broad understanding of project management issues and the approach being adopted, and
- be committed to, and actively involved in pursuing the project's outcomes.

In practice, this means that committee members will:

- ensure the requirements of stakeholders are satisfied and are consistent with the projects desired outcomes
- help balance conflicting priorities and resources
- provide guidance to individual Project Teams and users of the project's outputs
- consider ideas and issues raised
- review the progress of the project, and
- check adherence of project activities to standards of best practice, both within the organisation and in wider context.

Extent of delegated authority

No delegated authority.

Nominations Received

Council has received two (2) nominations for the one (1) position available on the Glenorchy CBD Revitalisation Project Steering Committee (**CBD Committee**). The nominees for the positions are:

- Alderman Fraser, and
- Alderman Sims

The statements provided in support of the nominations are as follows:

Ald. Fraser	I have a background in construction both as a tradesman and in a project management role for a commercial fit out company in Brisbane. I have project managed a small residential sub division within Glenorchy City and have extensive experience liaising with multiple stakeholders to deliver projects on time within the construction and mining industry. Although I will have much to learn, and I note that is a chairperson role, I would relish the opportunity to be actively engaged in the redevelopment of our CBD and feel confident that together with the experienced and highly competent people already on this committee I will be able to successfully facilitate the project outcomes described and ensure that our community is actively engaged and heard throughout the project.
Ald. Sims	I'm pragmatically motivated to support all major components in an Aldermanic position description re: Active and working member of the GRPSC. I have thorough experience in supporting communities on a wide, family based scale via tried and proven professional strategies, furthermore by using relatable approaches that speak to all demographics and actively promote a change in view – therefore behaviour. My background and the expertise in supporting of analysis of communities holistically would act as a solid foundation when using evidence based best practice for supporting the challenges faced within our community. This along with the relevant legislations and referring bodies strategic plans; would optimise my well exercised skillsets, past successes and high level experience for the future of not only the council organisation (continuous improvement in this area), but also the overall community.

Other Considerations

The Notice advertised that the proposed term of appointment was 4 years (which is as provided on the Committee Detail Sheet). However, for practical reasons appointments to this committee will be for the duration of the term of Council.

Recommendations

In accordance with clause 5(8) of the Policy, it is recommended that a ballot is held to select the nominee for the one (1) position available on the CBD Committee.

6. Appointment of Aldermen to Wellington Park Management Trust

Committee Information

Wellington Park Management Trust	
Committee type	External body (as defined in the Policy)
Committee composition	Under section 10 of the <i>Wellington Park Act 1993 (WP Act)</i>, the Trust consists of – (a) the chairperson (appointed by the Minister) (b) the Director-General of Lands or a person nominated by the Director-General

Wellington Park Management Trust

	(c) the Director of National Parks and Wildlife or a person nominated by the Director (d) the chief executive officer of Tourism Tasmania or a person nominated by that chief executive officer (e) two persons nominated by the Hobart City Council (f) a person nominated by the Glenorchy City Council, and (g) a person nominated by the Hobart Regional Water Board
No. of Aldermanic positions available	1 committee member
Meeting frequency	As required. The Trust typically meets approximately once every 3-4 months.
Ex-officio appointments	n/a
Proposed term of appointment	3 years
Role and purpose of Committee	The Wellington Park Management Trust is a statutory body established under the <i>Wellington Park Act 1993</i> to oversee and administer the Wellington Park Management Plan. The Trust meets when required to transact business, generally around 5 times per year. The functions of the trust are set out in section 11 of the Act, as follows: (a) to provide for the management and maintenance of Wellington Park in a manner that is consistent with the purposes for which it is set aside; (b) to give effect to any management plan in force for Wellington Park (c) to prepare plans with a view to their submission to the Governor for approval as management plans for Wellington Park and to keep under review the provisions of management plans (d) to ensure that any development undertaken in Wellington Park is consistent with the purposes for which it is set aside and with any management plan (e) when required to do so by the Minister, to advise on any development proposed for Wellington Park (f) to carry out, or arrange for the carrying out of, research and other activities that appear to it to be desirable in connection with the administration of this Act (g) to be the managing authority of Wellington Park, and (h) to perform such other functions as are imposed on it by or under this or any other Act.
Nature of duties to be undertaken	The duties of a committee member, including (but not limited to): • attending meetings of the Trust, and • discharging the roles and functions of the Trust.
Extent of delegated authority	No delegated authority.

Nominations Received

Council has received two (2) nominations for the one (1) position available on the Wellington Park Trust. The nominees are:

- Alderman Richardson, and
- Alderman Carlton.

The statements provided in support of the nominations are as follows:

Alderman Richardson	As a keen and committed bushwalker I have a love of the Wellington Park ranges. I frequently make use of the tracks and trails that cover kunanyi/Mt Wellington. I have for many years taken an active interest in the management plan of the Park both from a user perspective and in relation to Public Policy issues. Significant upgrades by HCC over the past 18 months together with the more controversial aspects of commercial usage have led me to consider greater GCC involvement into linkages with the Park, apart from the current mountain bike trails. We have a significant asset at our doorstep and should be reviewing our input to its management and development. I would like our Council to begin a dialogue with the Trust and other stakeholders to begin that review.
Alderman Carlton	One of the community goals listed in the City of Glenorchy Community Plan is “we value and enhance the natural and built environment.” One of the ways Council can deliver on this goal is to ensure informed and active representation on the Wellington Park Management Trust. I am putting a nomination forward for the Wellington Park Management Trust as Council’s representative as I believe I can provide the active and informed representation on behalf of the Council and the Glenorchy Community. Being informed includes ensuring I have a solid understanding of the Wellington Park Act 1993 and the Welling Park management plan 2013 and the many strategies that are in place guiding the direct management and on-ground work. Active representation means I will be doing my best to ensure there is a strong alignment between the community’s goals, the Council’s activities and strategies and the decisions made by the trust.

Other Considerations

Council has previously appointed an Alderman to the Trust, and a member of the management team as deputy. However, the WP Act does not require that Council appoints an Alderman as its representative on the Trust. Any person may be nominated.

Council may therefore determine that it does not intend to make an Aldermanic appointment to this committee and resolve accordingly.

The appointment of Council’s nominee to the Trust is subject to confirmation by the Minister. As the State Government is currently in caretaker mode, the appointment finalised until after the State election.

Recommendations

Consistent with previous practice, this report recommends that Council appoint an Alderman as its representative on the Trust. In accordance with clause 5(8) of the policy, if Council resolves to appoint an Alderman to the Trust, a ballot will be required to determine the nominee.

7. Appointment of Aldermen to Hobart Glenorchy Public Transit Corridor Steering Committee

Committee Information

Hobart Glenorchy Public Transit Corridor Steering Committee

Committee type	External body (as defined in the Policy)
Committee composition	HCC Lord Mayor, 2 HCC Aldermen, HCC General Manager, Glenorchy City Council General Manager Representative from Infrastructure Tasmania, Representative(s) from Glenorchy City Council
No. of Aldermanic positions available	2 (recommended)
Meeting frequency	As required (meetings may be frequent or infrequent, depending on the nature of work required on the project)
Ex-officio appointments	Mayor (recommended)
Proposed term of appointment	4 years
Role and purpose of Committee	to oversee the implementation of the Hobart Glenorchy public Transit Corridor and prepare a communications strategy.
Nature of duties to be undertaken	The duties of a committee member, including (but not limited to): - attending meetings of the committee, and - discharging the roles and functions of the committee.
Extent of delegated authority	Not applicable

Nominations Received

Council has received three (3) nominations for the two (2) positions which, it is recommended, are available on the Committee. The nominees are:

- Alderman Dunsby
- Alderman Sims, and
- Alderman Thomas.

Alderman Dunsby	I have been a member of the Hobart Northern Suburbs Rail Action Group since its formation and I am well aware of the issues that have been faced over time. I have read all the Government studies, attended lectures and information sessions on the project. The benefits to our City in particular are immense, in that the public transport option will lead to significant urban renewal, creating stimulation for sustained economic growth. These benefits will resonate right through a re-invigorated City of Glenorchy.
Alderman Sims	I'm pragmatically motivated to support all major components in an Aldermanic position description re: Active and working member of the HGPTCSC. I have thorough experience in supporting communities on a wide, family based scale via tried & proven professional strategies, furthermore by using relatable approaches that speak to all demographics and actively promote a change in view – therefore behaviour. My background and the expertise in supporting of analysis of communities holistically would act as a solid foundation when using evidence based best practice for supporting the challenges faced within our community. This along with the relevant legislations and referring bodies strategic plans; would optimise my well exercised skillsets, past successes and high level experience for the future of not only the council organisation (continuous improvement in this area), but also the overall community.
Alderman Thomas	The conversations of this committee are crucial to equity and social connectedness in our community and the economy of our city. It's crucial we make the most of opportunities presenting themselves in relation to improving accessibility between Hobart and Glenorchy to adequately cater for population growth, ensure equitable access to services, improve community connectedness and enhance our economy. My experience in Government liaison, planning and funding processes, combined with my excellent communication and interpersonal skills and capacity to negotiate for the best interests of our community, mean I am well placed to represent the Council on this Steering Committee.

Other Considerations

The Steering Committee has not adopted a formal terms of reference setting out its composition. On 20 February 2018, Council resolved to appoint "Council representative(s)" to the committee. Prior to appointing successful candidates to this Committee, Council will be required to resolve as to how many committee members it wants to appoint. This report recommends that Council's representation on the committee be the same as Hobart's (i.e. the Mayor and 2 Aldermen).

Recommendations

This report recommends that Council appoint the Mayor and two Alderman as its representatives on the committee. In accordance with clause 5(8) of the policy, if Council resolves as recommended, a ballot will be required to determine the nominees for the two (2) available positions.

Consultations:

Mayor
Aldermen
General Manager
Acting Director, Corporate Governance

Human Resource / Financial and Risk Management Implications:

There are no human resource or financial implications.

Risk Identification	Consequence	Likelihood	Rating	Risk Mitigation Treatment
If Council does not appoint Aldermen to the various committees and statutory bodies: - Council will be in breach of the Policy and various legislative requirements, and - Governance control will be less effective and Council's ability to discharge its statutory functions will be jeopardised. The above would represent a significant regulatory and policy breach.	Major (C4)	Unlikely (L2)	Moderate	Council makes considered appointments to the various committees in accordance with the procedural requirements set out in this report.

Community Consultation and Public Relations Implications:

The Board of Inquiry process identified a number of critical issues concerning Council's governance practices, some of which were directly related to representation on, and the activities of, committees administered by Council.

Committees play a vital role in Council's ability to discharge its functions and duties to the community, and in ensuring that appropriate oversight of governance and critical Council functions is maintained.

As part of the process of restoring community faith in Council it is essential that the process of nominating and appointing Aldermen to committees is transparent, considered and conducted in accordance with all relevant legislation, policies and procedures.

Recommendation:

That Council:

Representation on particular committees

1. RESOLVE that Council's representative on the Wellington Park Management Trust is to be an Alderman
2. RESOLVE that Council's representatives on the Hobart Glenorchy Public Transit Corridor Steering Committee are to be the Mayor and two (2) Aldermen
3. CALL for nominations for two (2) proxy positions on the Audit Panel

Ballots

4. CONDUCT ballots in accordance with the procedure in Part 4 of the *Nominations and Appointments to Committees and Other Bodies Policy* to determine the nominees for:
 - (a) the two (2) available positions on the General Manager's Performance Review Committee
 - (b) the one (1) available position on the Glenorchy Emergency Management Committee
 - (c) for the one (1) available position on the Glenorchy CBD Revitalisation Project Steering Committee
 - (d) the one (1) available position on the Wellington Park Management Trust, and
 - (e) the two (2) available positions on the Hobart Glenorchy Public Transit Corridor Steering Committee.

That Council, having received the results of the ballots conducted under resolution 4 (above):

Glenorchy Planning Authority

5. APPOINT the Mayor as a member and the Chair of the Glenorchy Planning Authority
6. APPOINT Aldermen Dunsby, Sims, Thomas and Stevenson as members of the Glenorchy Planning authority
7. NOTE that in accordance with Council's resolution of 1 December 2014 (as amended on 31 August 2015), the proxy positions on the Glenorchy Planning Authority are to be rotated among the remaining Aldermen.

Audit Panel

8. APPOINT Aldermen Stevenson and Bull as the two (2) Aldermanic members of the Audit Panel
9. APPOINT the nominees for the two (2) proxy positions on the Audit Panel as proxy members of the Audit Panel

General Manager's Performance Review Committee

10. RESOLVE that the General Manager's Performance Review Committee is to become a Council committee, established in accordance with section 23 of the *Local Government Act 1993*, and that the relevant Committee Detail Sheet be amended accordingly
11. APPOINT the Mayor as a member and the Chair of the General Manager's Performance Review Committee
12. APPOINT the nominees for the two (2) positions determined by ballot to the General Manager's Performance Review Committee
13. NOTE that the third position on the General Manager's Performance Review Committee is to remain vacant for the time being, pending future consideration by Council as to terms of reference of that committee

Glenorchy Emergency Management Committee

14. APPOINT the nominee for the one (1) available position determined by ballot as a member and the Chair of the Glenorchy Emergency Management Committee

Glenorchy CBD Revitalisation Project Steering Committee

15. APPOINT the nominee for the one (1) position determined by ballot as a member and the Chair of the Glenorchy CBD Revitalisation Project Steering Committee

Wellington Park Management Trust

16. APPOINT the nominee for the one (1) position determined by ballot as Council's representative on the Wellington Park Management Trust, and

Hobart Glenorchy Public Transit Corridor Steering Committee

17. APPOINT the Mayor and the nominees for the two (2) available positions determined by ballot as Council's representatives on the Hobart Glenorchy Public Transit Corridor Steering Committee.

Attachments/Annexures

- 1  Nominations and Appointments to Committees and Other Bodies Policy
- 2  Notice of Nominations for Committees