

GLENORCHY CITY COUNCIL
ATTACHMENTS
THURSDAY, 8 FEBRUARY 2018



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GOVERNANCE

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2018 LOCAL GOVERNMENT ELECTIONS

Certificate of Election

Glenorchy City Council

In accordance with the Local Government Act 1993 I have declared the following candidates elected to the positions shown below.

Mayor

Elected for a period of 4 years

Kristie JOHNSTON

Deputy Mayor

Elected for a period of 4 years

Matt STEVENSON

Councillors (Aldermen)

Elected for a period of 4 years

Kristie JOHNSTON

Matt STEVENSON

Jan DUNSBY

Melissa CARLTON

Gaye RICHARDSON

Peter BULL

Simon FRASER

Bec THOMAS

Kelly SIMS

Steven KING

A handwritten signature in blue ink, appearing to read "G. Ingram", written over the name "Graeme Ingram".

Graeme Ingram RETURNING OFFICER

Thursday 18 January 2018



Nominations and Appointments to Committees and other Bodies

Title	Nominations and Appointments to Committees and other Bodies
Council Resolution	Item 11, 15 January 2018
Responsible Directorate	Corporate Governance
Due for Review	Four (4) years from Council resolution date
Strategic Plan Reference	<u>Leading our Community</u> 4.1.1 Provide leadership and advocacy to address issues facing our communities 4.1.2 Ensure Council is open and transparent in its communication and dealings with our communities
ECM	Council policies

PURPOSE

This policy sets out the procedures to be followed by Council when it nominates or appoints Aldermen or independent persons to council bodies and external bodies.

SCOPE

This policy applies to:

- (a) Council management and elected Aldermen in facilitating appointments and nominations, and
- (b) Aldermen and independent persons seeking nomination or appointment by Council to council bodies and external bodies.

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.

Acts	<i>Local Government Act 1993</i>
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015</i>
Australian/International Standards	Not applicable

DEFINITIONS

ballot	a ballot conducted in accordance with Part 4 of this policy.
chair	the person chairing a council meeting in accordance with the Regulations.
council body	any committee or other body established by Council over which Council has control, whether comprised of Aldermen, independent persons, or both, and includes, but is not limited to— (a) a council committee established under section 23 of the Act



	(b) a special committee established under section 24 of the Act (c) an audit panel established under section 85 of the Act (d) a steering committee (e) a working group, or (f) a taskforce.
council election	an election held under Part 15 of the Act.
council meeting	an ordinary council meeting or a special council meeting, unless expressly specified otherwise.
external body	a committee or other body established by an organisation other than Council on which Council may be represented by persons either appointed by Council or nominated for appointment by Council and includes, but is not limited to— (a) a panel (b) a board (c) a steering committee (d) a working group, or (e) a task force.
General Manager	the General Manager of Council, or the General Manager's delegate.
Regulations	the <i>Local Government (Meeting Procedures) Regulations 2015</i>

POLICY STATEMENT

From time to time, Council is required to appoint Aldermen and independent persons to various committees, boards, working groups, steering committees, taskforces or other bodies. Council is also occasionally required to make appointments or nominations for appointment of Council representatives to external bodies.

This policy sets out the procedures which Council will follow when making an appointment or nomination to a council body or external body.

The policy aims to ensure that nominations and appointments are fair, democratic and transparent.

PART 1 – NOMINATION AND APPOINTMENT TO EXTERNAL BODIES

1. Application

This part applies where Council has received a request from an external body to—

- (a) appoint Aldermen or independent persons (or both) to represent Council on the external body, or
- (b) nominate Aldermen or independent persons (or both) for appointment by the external body.



2. Procedure

- (1) Following the receipt of a request for nominations or appointments from an external body, the General Manager will circulate a notice, which—
 - (a) identifies—
 - (i) the external body
 - (ii) the position available
 - (iii) whether the request is for an appointment or a nomination
 - (iv) the nature of the duties to be undertaken
 - (v) the proposed term of the appointment, and
 - (vi) any other information the General Manager considers relevant.
 - (b) calls for expressions of interest for nomination or appointment.
- (2) The notice required under clause 2(1) is to be circulated—
 - (a) if the request calls for the nomination of Aldermen, to all Aldermen by email; or
 - (b) if the request calls for the nomination of independent persons, by—
 - (i) publishing the notice on Council's website
 - (ii) sending an email to all Council staff, and
 - (iii) if the General Manager considers it necessary, publishing the notice in a local newspaper.
- (3) The General Manager will circulate the notice under clause 2(1) as soon as is reasonably practicable after the General Manager receives the request and, where possible, no more than a week before nominations close.
- (4) Expressions of interest may be accompanied by—
 - (a) a statement of no more than 150 words in support of the person's nomination, and
 - (b) if the nominee is not an Alderman, a further statement, of no more than two typed A4 pages, listing the nominee's qualifications relevant to the position.
- (5) Following the close of nominations, the General Manager will present a report to Council for consideration at the relevant council meeting, which must include—
 - (a) particulars of the position to which nomination or appointment has been requested, and
 - (b) a list of the nominations received and the documentation provided in support of each.
- (6) Where the number of nominees for a position does not exceed the number of positions available, the Council will decide the nominees or appointees (as applicable) in accordance with its ordinary meeting procedures.
- (7) If the number of nominees for a position exceeds the number of positions available—
 - (a) a ballot will be held to select the appointee or nominee, 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.
- (8) The General Manager will inform the external body of Council's appointment or nomination (as applicable) as soon as is reasonably practicable after the council meeting finishes.

**3. Exceptions to procedure**

- (1) Where a request for nomination or appointment calls for a separate nominations or appointments of Aldermen and independent persons, separate processes (including ballots) will be held to select Aldermen and independent persons.
- (2) Where a request for nomination does not place a limit on the number of nominees that can be received from Council, the General Manager may, at the General Manager's discretion, circulate a notice (in accordance with clause 2(2), above), notifying that nominations are to be made directly to the external body.

PART 2 – NOMINATIONS AND APPOINTMENTS FOLLOWING A COUNCIL ELECTION**4. Application**

This part applies to appointments, re-appointments and nominations for appointment of Aldermen to council bodies and external bodies following a council election.

5. Procedure

- (1) Council will appoint and re-appoint (and, where necessary, nominate or re-nominate) Aldermen to council bodies and external bodies at the first ordinary meeting of council following a council election (or at a special meeting of Council if a special meeting for that purpose is called).
- (2) As soon as practicable after the publication of a copy of the certificate of election under section 304(2) of the Act, the General Manager will circulate a notice to Aldermen which—
 - (a) notifies Aldermen that appointments, re-appointments and nominations for appointment to council bodies and external bodies are to be made at the relevant meeting, and
 - (b) lists the appointments and nominations to be made, and, for each, identifies—
 - (i) the council body or external body
 - (ii) the position available (including, for an external body, whether Council will be making a nomination only)
 - (iii) the nature of the duties to be undertaken
 - (iv) the proposed term of the appointment
 - (v) whether the position is to be held ex-officio by the mayor or deputy mayor, and
 - (vi) any other information the General Manager considers relevant.
 - (c) requests that Aldermen submit nominations for the available positions one (1) week before the next council meeting.
- (3) The notice is to be circulated to all Aldermen by email.
- (4) Nominations may contain a statement in support of the nomination, to a maximum of 150 words.
- (5) Nominations may be for a position or a proxy position.
- (6) the General Manager will present a report to Council for consideration at the relevant council meeting which will contain, for each available position—
 - (a) the information specified in clause 5(2)(b), and
 - (b) a list of the nominations received and the documentation provided in support of each.



- (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.
- (9) For the avoidance of doubt, where a committee detail sheet that has previously been adopted by Council provides for a position to be held ex officio by the Mayor or the Deputy Mayor, the appointment of the Mayor or Deputy Mayor to that position is automatic, and no other Aldermen are entitled to nominate for that position.

PART 3 – NOMINATION AND APPOINTMENT TO COUNCIL BODIES OTHER THAN FOLLOWING A COUNCIL ELECTION

6. Application

This part applies where Council is required to appoint Aldermen or independent persons (or both) to council bodies, other following a council election.

7. Procedure

- (1) Where the appointment is—
 - (a) to a new council body, the General Manager will submit a report to Council for consideration at a council meeting—
 - (i) identifying—
 - (A) the council body and
 - (B) the position available and
 - (C) the nature of the duties to be undertaken
 - (D) the proposed term of the appointment, and
 - (E) any other information the General Manager considers relevant, and
 - (ii) recommending that Council resolves to call for expressions of interest from Aldermen or independent persons (as applicable), to be considered at a future council meeting.
 - (b) to an existing council body, General Manager will circulate a notice calling for expressions of interest for appointment, containing the information specified in subclause 7(1)(a)(i), above.
- (2) If clause 7(1)(b) applies, the notice is to be circulated—
 - (a) if the request calls for the nomination of Aldermen, to all Aldermen by email, or
 - (b) if the request calls for the nomination of independent persons, by—
 - (i) publishing the notice on Council's website
 - (ii) sending an email to all Council staff, and
 - (iii) if the General Manager considers it necessary, publishing the notice in a local newspaper.



- (3) The General Manager must circulate the notice under 7(1)(b) no later than one week before nominations close (or as soon as practicable if it is not possible to circulate the notice one week before nominations close).
- (4) the procedure outlined in clauses 2(4) to (8) (above) will then be followed, as if those clauses applied to an appointment to a council body.

PART 4 – BALLOTS

8. Application

Where the provisions of this policy require that a ballot is held, the ballot is to be conducted in accordance with this part.

9. Rules for ballots

- (1) When a ballot is required under this policy, the chair of the council meeting will call a ballot.
- (2) Ballots are to be secret unless Council resolves otherwise.
- (3) Votes are to be cast on ballot papers distributed to Aldermen by the General Manager. Ballot papers may be distributed either prior to or at the relevant council meeting.
- (4) Aldermen are to place completed ballot papers in a ballot box displayed in a prominent and visible position in the place the council meeting is being held.
- (5) The ballot box must not be opened until all Aldermen who intend to vote have cast their votes.
- (6) Votes will be counted by a council officer nominated by the General Manager, with another council officer acting as a scrutineer.
- (7) Where there are—
 - (a) two or more candidates for a single position, the candidate with the most votes will be the appointee, or
 - (b) more than two candidates for multiple positions (for example, two member spots on a council committee), the successful candidates will be the candidates with the most votes, in descending order until the number of positions have been filled. For example, if there are 2 positions and 4 candidates, the successful candidates will be those with the highest and second highest number of votes.
- (8) The officer who counts the votes will advise the chair of the council meeting by writing the name of the successful candidate/s on a piece of paper and delivering it to the chair.
- (9) In the event of a tie, the chair (at their discretion) may determine the winner by:
 - (a) the toss of a coin (conducted by the chair), or
 - (b) a further ballot, in which the only candidates are those which were tied in the first ballot.
- (10) All ballot papers and other ballot material are to be destroyed as soon as practicable after the conclusion of the ballot.

10. Proxies

- (1) Where proxy positions for council bodies or external bodies are available, unsuccessful candidates will be offered the position of proxy in the order in which they placed in the ballot.
- (2) Where a proxy is required but there are not sufficient candidates for a proxy after positions have been filled, or if all unsuccessful candidates decline the proxy appointment, the chair may call for nominations for proxy positions.



- (3) Where the chair has called for nominations in accordance with subclause (2), the selection of the nominees is to be determined in accordance with Council's ordinary meeting procedures.

PART 5 – MISCELLANEOUS

11. Vacation of positions upon leaving office

Where a position held by an Alderman's on a council body or external body is required to be held by an Alderman, the Alderman's appointment to that position will cease immediately upon the person ceasing, for any reason, to be an Alderman.

12. Nominations need not be personal

To avoid any doubt, a person may nominate another person for a position the subject of this policy, and the nomination need not be made by the person seeking nomination.

13. Refusal of nominations or appointments

- (1) An Alderman or independent person may refuse any nomination or appointment made under this policy, including nomination or appointment as a proxy.
- (2) Council may refuse to appoint or nominate a person (including an Alderman) to a position if it considers that the person is not suitably qualified for or is otherwise unable to provide satisfactory representation on the council body or external body.

14. Inconsistency with meeting procedures regulations

In the event that a provision of this policy is inconsistent with the Regulations, the Regulations will prevail to the extent of the inconsistency.

15. Attendance and performance

- (1) Reports are to be provided quarterly to Council detailing the attendance record of Aldermen at meetings of council bodies and external bodies to which they have been appointed.
- (2) If an Alderman's attendance record at a Council body or an external body (where Council has appointed the Alderman) is unsatisfactory, or if Council receives a written report from a council body that the council body is not satisfied that the Alderman is properly discharging the duties required of the position, Council may resolve to withdraw the Alderman's appointment and appoint another Alderman as a replacement.

BACKGROUND

Council has established and maintains control over a number of committees, special committees, working groups, steering committees, task forces and other bodies to assist in discharging its role and functions. Council is also, required to appoint persons (or nominate persons for appointment) to external bodies which carry out functions relevant to Councils functions and powers.

In making any nomination or appointment, Council must to ensure that the process for determining appointees and nominees is fair, democratic and transparent.



Notice of Nominations for Appointments to Committees and Other Bodies

Nominations and Appointments to Committees and Other Bodies Policy

Background

1. Clause 5 of Council's *Nominations and Appointments to Committees and Other Bodies Policy (the Policy)* relevantly provides:

"PART 2 – NOMINATIONS AND APPOINTMENT FOLLOWING A COUNCIL ELECTION

5. Procedure

- (1) *As soon as practicable after the publication of a copy of the certificate of election under section 304(2) of the Act, the General Manager will circulate a notice to Aldermen which—*
 - (a) *notifies Aldermen that appointments, re-appointments and nominations for appointment to council bodies and external bodies are to be made at the relevant meeting, and*
 - (b) *lists the appointments and nominations to be made, and, for each, identifies—*
 - (i) *the council body or external body*
 - (ii) *the position available (including, for an external body, whether Council will be making a nomination only)*
 - (iii) *the nature of the duties to be undertaken*
 - (iv) *the proposed term of the appointment*
 - (v) *whether the position is to be held ex-officio by the mayor or deputy mayor, and*
 - (vi) *any other information the General Manager considers relevant.*
 - (c) *requests that Aldermen submit nominations for the available positions one (1) week before the next council meeting."*

Call for Nominations

2. This notice is issued under clause 5 of the Policy.
3. In accordance with clause 5 of the Policy:
 - (a) Aldermen are invited to nominate for positions on the Council Committees, Special Committees and other council bodies that are listed below.
 - (b) Nominations must be submitted by close of business on **Thursday, 1 February 2018** for consideration at the Special Council Meeting to be held on 8 February 2018 (see 'Submission of nominations, below, for details).
 - (c) Candidates may provide a statement in support of their nomination, to a maximum of 150 words.
 - (d) Nominations may be for a position or for a proxy position.

- (e) Where the number of nominees for a position does not exceed the number of positions, the Council will decide the nominees in accordance with its ordinary meeting procedures
- (f) If the number of nominees for a position exceeds the number of positions available, a ballot will be held in accordance with the procedure set out in the policy.

Open Positions

Glenorchy Planning Authority

Committee type	Council Committee (s. 23, <i>Local Government Act 1993</i>)
Committee composition	Mayor, 3 Aldermen
No. of Aldermanic positions available	3 committee members. By Council resolution of 1 December 2014, 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	4 years
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 various planning instruments, including 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 the committee Members of the Glenorchy Planning Authority discharge a critical function of Council in assessing and determining planning and development 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.

General Manager's Performance Review Committee

Committee type	Special Committee (s. 24, <i>Local Government Act 1993</i>) Note: In accordance with the relevant Ministerial Directive, it will be recommended that Council resolve to make this 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	4 years
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, and
Extent of delegated authority	No delegated authority.

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	3 years (in accordance with Committee Detail Sheet)
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: - whether the annual financial statements of Council accurately represent the state of affairs of Council; - whether and how the Part 7 plans are integrated and the processes by which, and assumptions under which, those plans were prepared; - Council's financial system, financial governance arrangements and financial management; - 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; - whether Council is complying with the provisions of the Act and all other relevant legislation; - whether Council is complying with its internal policies and procedures; - whether Council has taken any action in relation to previous recommendations provided by the Audit Panel to Council and, if it has so taken action, what that action was and its effectiveness; and

- (h) any other matters specified in the Order under section 85B of the Act as matters that the Audit Panel is to consider in such a review.

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

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.

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	4 years

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.

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	4 years
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. - 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 • 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 • 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 • 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.

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); and (b) the Director-General of Lands or a person nominated by the Director-General; and (c) the Director of National Parks and Wildlife or a person nominated by the Director; and (d) the chief executive officer of Tourism Tasmania or a person nominated by that chief executive officer; and (e) two persons nominated by the Hobart City Council; and (f) a person nominated by the Glenorchy City Council; and (g) a person nominated by the Hobart Regional Water Board
No. of Aldermanic positions	1 committee member

available	Note: - The WP Act requires Council to nominate 'a person' to the Trust. Council is not required under the Act to appoint an Alderman, and may instead elect to nominate a Council employee as its representative. Council has previously appointed an Alderman to the committee and a member of the management team as a deputy. - 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, no appointment will be made until sometime after the State election.
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; (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.

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) Note: 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. It will be recommended that Council's representation be the same as Hobart's (the Mayor and 2 Aldermen).
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

Submission of Nominations

4. Please submit your nominations using the form which is Attachment 1 to this Notice (use a separate form for each nomination).
5. Nominations forms are to be submitted to the General Manager through Council's Acting Manager, Governance and Risk, Bryn Hannan:
 - (a) by email to bhannan@gcc.tas.gov.au (please attach each completed nomination form as a separate file), or
 - (b) in-person at Mr Hannan's office, located in the General Manager's unit.
6. Please direct any queries to Mr Hannan on 6216 6752 / 0438 149 371.

Future Committee Nominations

7. Aldermen are advised that this Notice does not call for nominations to all committees or council bodies to which Council appoints representatives.
8. It is anticipated that a further call for nominations to committees will be made following a review and determination of Council's committee representation requirements.

Signed:

Date: 29 January 2018



Tony McMullen
General Manager



ATTACHMENT 1

Nomination Form*Nominations and Appointments to Committees and Other Bodies Policy*
Clause 5**Details****Alderman:** _____**Nominating for:**
(committee name) _____**As:** ☐ Committee member
☐ Proxy**Council meeting at which nomination will be considered:** _____
Special Council meeting, 8 February 2018**Statement in Support of Nomination**

Please provide a statement in support of your nomination to a maximum of 150 words (attach a separate sheet if necessary):

Signature**Signed:** _____ **Date:** _____