

GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 17 DECEMBER 2018



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7. PETITIONS/DEPUTATIONS

None.

COMMUNITY

8. COMMUNITY GRANT PROCESSES

File Reference: Glenorchy City Council Community Grants Program

Reporting Brief:

In August 2016 Council resolved to create a small, one-off, grants process to facilitate community based initiatives, based on the funding saved from discontinuing the Community Precinct Program. This report provides Council with a way to achieve this initiative.

Moved: COMMISSIONER SMITH

Approved by Commissioner Smith:

That Council

1. APPROVE the redirection of the funds previously used to support the Community Precinct Program (\$4,000) to the Glenorchy Community Fund annually for distribution through their funding program for a period of three years
2. APPOINT an officer to the Glenorchy Community Fund allocations committee of the Glenorchy Community Fund to participate in the allocations process, and
3. REVIEW the allocation of funding to the Glenorchy Community Fund after two (2) years to determine the effectiveness of the contribution.

9. DRAFT GLENORCHY PARKING STRATEGY – PUBLIC CONSULTATION

File Reference: Parking Working Group

Reporting Brief:

The purpose of this report is to seek Council's approval to undertake public consultation for the *Draft Glenorchy Parking Strategy 2017 - 2027*.

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Resolution:

FRASER/BULL

That Council:

RECEIVE the announcements about the activities of the Mayor's office during the period from 19 June 2018 to 23 July 2018, inclusive.

The motion was put.

FOR: Aldermen Bull, Dunsby, King, Stevenson, Johnston, Richardson, Fraser, Carlton and Sims.

AGAINST:

The motion was CARRIED.

9. ERIC REECE SCHOLARSHIP

File Reference: Eric Reece Scholarship

Reporting Brief:

To recommend that Council continues to support the Eric Reece Scholarship for the next four years and formalise the selection process and criteria for the next selection round.

Resolution:

BULL/KING

That Council:

1. ENDORSE Council's continued support for the Eric Reece Scholarship for 2019-2022
2. APPROVE Council staff members liaising with the University of Tasmania to arrange for the scholarship to be advertised through the University
3. APPROVE a budget of \$3,000 per annum, to be allocated for the duration of the scholarship term
4. APPROVE that the selection process will now sit with the University of Tasmania's Financial Needs Committee, with endorsement of the preferred applicant (and reserves) by Council, and

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5. ENDORSE that the selection criteria/eligibility for the scholarship being amended to:

"Available to a student who is commencing or continuing in a course in either engineering or earth sciences (geology major) in Semester 1, 2019 and has an interest in working in local government. Applicants must reside in the Glenorchy City Council area at the time of application and need financial support to study."

The motion was put.

FOR: Aldermen Bull, Dunsby, King, Stevenson, Johnston, Richardson, Fraser, Carlton and Sims.

AGAINST:

The motion was CARRIED.

10. DEBT WRITE OFF FOR FIDDES ENTERPRISES PTY LTD

File Reference: Debtor - Write Off

Reporting Brief:

To recommend that Council approve the write-off of a fully provided for \$12,297.68 outstanding debt against the provision for doubtful debts as at 30 June 2018.

Resolution:

KING/CARLTON

That Council:

APPROVE the write-off of an outstanding debt of \$12,297.68 owed by Fiddes Enterprises Pty Ltd against the provision for doubtful debts.

The motion was put.

FOR: Aldermen Bull, Dunsby, King, Stevenson, Johnston, Richardson, Fraser, Carlton and Sims.

AGAINST:

The motion was CARRIED.

GCC Internal Information on Mayor's Sporting and Academic Fund

\$5000 per year is available in the fund, which provides flexibility to make donations at any time during the year to provide opportunities for outstanding Glenorchy residents.

Purposes that may be funded through the Mayor's Sporting and Academic Fund:

- Donations to individuals or teams who are Glenorchy residents to represent their state nationally or their country internationally in significant sporting, academic, cultural or civic events or youth leadership development opportunities.

Funding Criteria

- All requests for funding must be made in writing; and
- The recipient of the grant must be a current resident of the Municipality; and
- All requests must be accompanied by written confirmation of selection from the relevant state or federal sporting/organising body (or equivalent), confirming the bona fide of the application; and
- Only one application will be considered in any financial year from any individual.

Approved applicants will be eligible for a financial contribution based on the following:

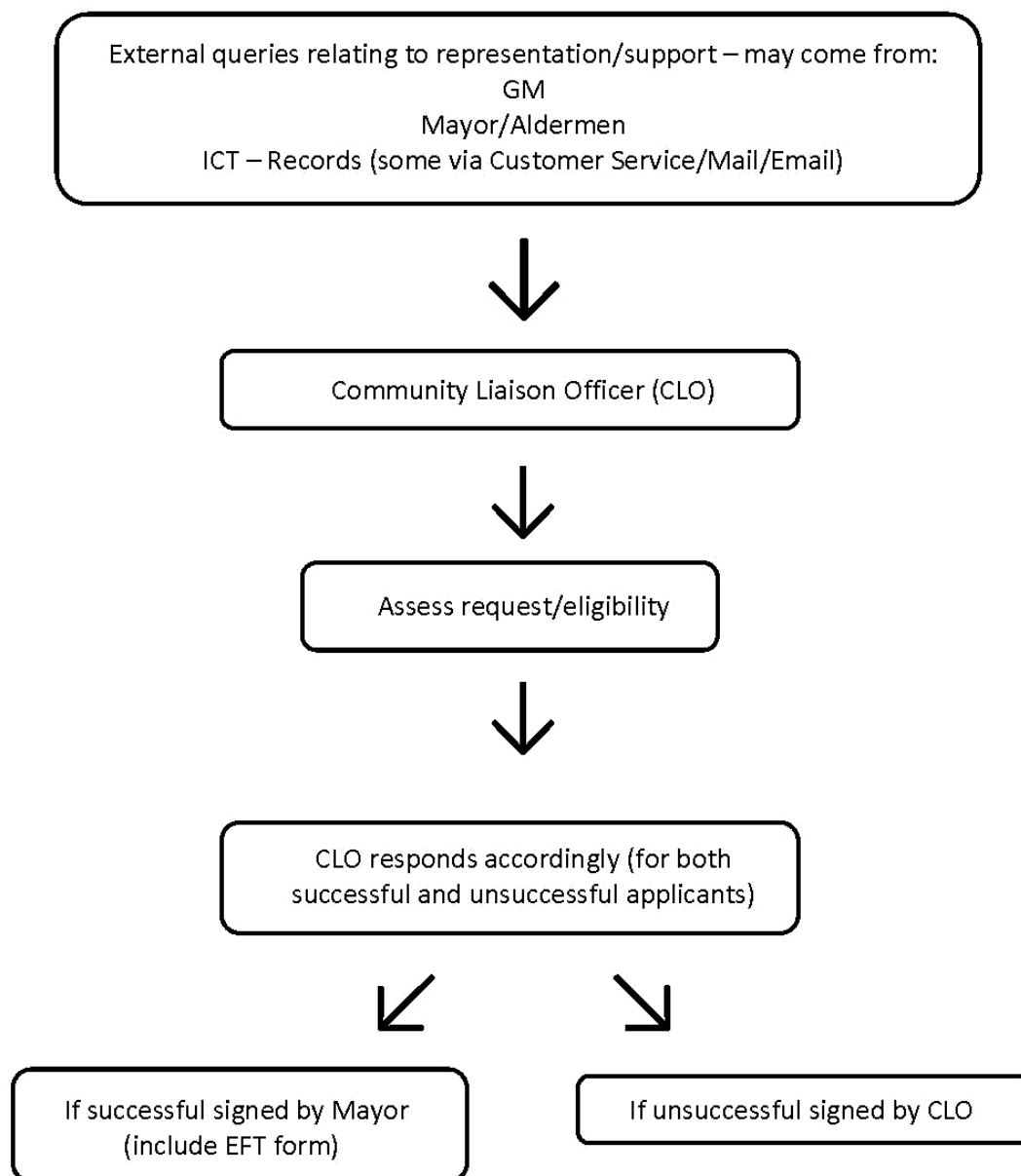
- If the event is held within Tasmania - \$100 maximum grant
- If the event is held outside Tasmanian, but within Australian - \$150 maximum grant
- If the event is held internationally - \$200 maximum grant
- Request made by a team/group of individuals attending the same competition are capped at a maximum of \$500

Applications are received by Council's Information Management area and processed by Council's Community Liaison Officer, in line with the fund criteria, for response by the Mayor.

If requests of this nature are received directly by Mayor, Aldermen, General Manager or staff of Council, they are to be referred to Council's Community Liaison Officer.

Funds will be allocated in the order of applications received. Once the funding allocation has been fully expended, no further Grants may be made under this program within the financial year unless further funds are allocated by Council.

A covering letter will be provided from the Office of the Mayor to successful applicants, including an Electronic Funds Transfer (EFT) form which must be completed and returned to allow the payment to be made. Unsuccessful applicants will receive a response from the Community Liaison Officer.



Glenorchy City Concert Brass Report 2017/18

The Glenorchy Band organisation has continued to provide a community music program across the Youth Program BANDIT, the Community Band, and the Concert Brass.

The Concert Brass is Tasmania's premier brass band and remains the only 'A' Grade brass band in Tasmania. The Community Brass has members from high school age to senior citizens and continues to have strong membership from the community. 2017/18 has seen an increase in membership in the Community band and both senior bands have got good numbers of players attending every week.

Dean Hunt stood down as Musical Director of the Community Brass, December 2017 but continues to lead the popular junior program BANDIT. Dean continues as a player in the band. Thanks to Dean for his past and ongoing work. The Community Brass has been conducted by David Hardstaff, Rolf Miezeitis, Nathaniel Griffiths and Dean during the interim period of appointing a permanent conductor.

Nathaniel Griffiths who is study conducting at the Tasmanian Conservatorium of Music and was appointed permanent musical director of the Concert Brass.

The A Grade band competed at the National band championships which were held in Melbourne during Easter. The A grade band place 8th overall against a strong national field and international field of 15 A grade bands.

The Community Band competed at the state championships held in Latrobe in September 2017. The Community Band gained first place in the C Grade section.

We are proud to be Glenorchy's band, with 2018 marking the 36th year under the Glenorchy City Council. The band enjoys meeting our civic commitments as well as other public performances. Some of the key events which the band performed at during the 2017/18 financial year include:

- Various Sunday afternoon concerts at Moonah Arts centre and New Town High
- Anzac Day ceremonies at Glenorchy, Claremont and Lenah Valley
- Glenorchy Carols by Candlelight
- Tasmanian State Band Championships
- Feast of San Carlo annual parade
- Australia Day Ceremony, Derwent Entertainment Centre

All members of the committee have continued to ensure that the band is administered in accordance with the wishes of the members, and represents the City of Glenorchy with pride. We are always grateful for the strong support received from the Council.

Members of the Committee for 2017/18 were as follows:

President: Noel Hunt
Vice President: Peter Kilpatrick

Treasurer : Nick Featherstone

Secretary : Sam Hunt

General committee members:

Emma Gregory

Damian Jones

John Mieztis

Frances White

Phil Riley



Noel Hunt

President

Glenorchy City Concert Brass



HEALTHY COMMUNITIES ADVISORY COMMITTEE

Committee Terms of Reference

Name of Committee	Healthy Communities Advisory Committee
Type of Committee	Special Committee
Date of Formation	May 2009 (formerly Sports and Recreation Advisory Committee)
Resolution Details	Council meeting, 25 May 2009
Strategic Reference	<u>Leading our Community</u> Objective 4.3 Build Strong relationships to deliver our communities goals. Strategy 4.3.1 Foster productive relationships with other levels of government, other councils and peak bodies to achieve community outcomes.
Responsible Officer	Manager, Community and Customer Service

1.0 Purpose of Committee

1.1 Background

In May 2009 the Glenorchy Sport and Recreation Advisory Committee was established as a Special Committee of Council, to represent community members and provide advice and recommendations to Council on active recreation matters, in line with the 2008 – 2013 Recreation Plan.

In 2014, Council developed the *Glenorchy Healthy Communities Plan 2014 – 2023* to replace the *2008 – 2013 Recreation Plan* and guide Council in its pursuit of “improved health and wellbeing of the people of Glenorchy through increased awareness of, and participation in, physical and wellness activities.” The Healthy Communities Plan added further dimensions to the Recreation Plan, focusing not only active recreation but also on other areas where Council can impact on health issues, such as chronic disease and mental health.

The scope of the Sport and Recreation Advisory Committee was broadened to reflect the scope of the new plan but was still heavily focussed on sport and active recreation.

In August 2018 the Sport and Recreation Committee was renamed the Healthy Communities Committee, with a broader scope and revised structure to reflect the goals of the Healthy Communities Plan and provide strategic alignment to Council.

1.2 Purpose

What do we aim to achieve?

In line with the *Glenorchy Health Communities Plan 2014-2023*, the committee aims to:

- improve health and wellbeing of the people of Glenorchy through increased awareness of, and participation in, physical and wellness activities; and
- contribute to the three specific goals in the *Glenorchy Healthy Communities Plan 2014-2023*:
 - a natural and built environment that encourages active lifestyles and healthy eating
 - a cohesive and inclusive community with well-developed social and community assets and networks, and
 - improved health knowledge, practices and lifestyles.

In addition, the committee may undertake additional activities in response to community need and/or at Council's request. The actions of the committee are listed in an annual action plan.

1.3 Scope

What do we do?

For Council:

- provide advice and recommendations to Council on the implementation of the Healthy Communities Plan, under the three goal areas relating to places, providers/programs and people
- request Council action on matters relating to the Healthy Communities Plan
- respond to Council requests on matters relating to the Healthy Communities Plan

For the community:

- be a point of contact for community members on matters relating to the Healthy Communities Plan
- regularly liaise with sport and recreation service providers
- promote the benefits and importance of healthy lifestyles (physical activity, healthy eating, wellbeing)
- promote healthy lifestyle opportunities and events to the community
- assist with the delivery of healthy lifestyle programs and events
- facilitate relationships between healthy lifestyle providers and encourage collaboration in program and service delivery

Responsibilities

Who are we accountable to/here to serve?

- to Council – advise, request, respond
- To the community – engage, listen, represent

1.4 Extent of Delegated Authority

None.

2.0 Membership

2.1 Composition

- 2 Aldermen
- 6 appropriately skilled community representatives*
- 2 officers, to be appointed by the General Manager – Officer positions are ex officio

** Glenorchy resident (desirable), active recreation organisation affiliation, networks, local knowledge*

2.2 Office Bearers

- Chairperson – the Aldermen have right of first refusal to the position of Chairperson. Should they refuse, the Chairperson shall be elected by the committee
- Secretary – one of the two Council officers appointed by the General Manager

2.3 Current Members

- Alderman Kelly Sims
- Alderman Bec Thomas

Remaining members to be appointed at time of adoption of Terms of Reference.

2.4 Term of Appointment

Terms of committee members are:

- Aldermen – term of Council appointment
- Chairperson – term of Council appointment
- Community members – two years
- Staff – as appointed by the General Manager

At the conclusion of a term of appointment the position will be declared vacant and the position will be publicly advertised.

Committee members shall be eligible for re-appointment for a further term or terms.

A committee member may resign their position at any time (however staff members appointed by the General Manager require the General Manager's approval).

If a committee member resigns the Alderman, Chairperson and the Healthy Communities Development Officer will appoint a replacement

If committee member misses two consecutive meetings without apology their membership will be withdrawn and the position will be deemed vacant.

2.5 Selection and Appointment of Non-Aldermanic Members

Officers will be appointed by the General Manager.

Community members will be appointed by Alderman and the nominated Officer following advertisement for nominations in the local newspaper and on Council's website.

Nominations are to be made in writing. The committee will not be involved in the evaluation or selection process of committee members.

3.0 Meetings

3.1 Frequency

Meetings are to be held every 2 months.

3.2 Quorum

A quorum consists of 5 committee members, one of who must be an Alderman. However, the Chairperson may use their discretion to determine if any item on the agenda should be deferred to a future meeting due to insufficient attendance.

3.3 Meeting Procedures

- Where decisions are required by the committee, the Chairperson will seek to bring committee members to a consensus decision. Where a consensus cannot be reached, the issue will be put to a vote.
- Committee members are entitled to vote at a committee meeting and must be present to vote on an issue. Meeting observers will not have voting rights.
- A majority vote will determine in favour of the matter and will be considered to be the opinion of the committee. A tied vote will result in the proposed decision being defeated.
- A committee member present may request that their dissent be recorded in the Minutes.
- Aldermen may only report to Council that the committee has a view about a matter where there is consensus or a majority vote.

3.4 Minutes

Minutes of the meeting are to be taken by the appointed Council Officer and distributed to committee members no more than ten days after the meeting.

4.0 Reporting Requirements

4.1 To Council

The Aldermen will provide reports to Council as required.

The committee will prepare an annual report for Council in accordance Council's adopted Committees Guide and Procedure.

4.2 To community

The committee is to report to the community through the Healthy Communities newsletter (circulated every two months) and through the Glenorchy Gazette (or other local newspaper) on an as-needs basis.

5.0 Other Information

5.1 Review of Terms of Reference

The terms of reference shall be reviewed every two years.

6.0 Version History

Version	Date	Adoption	Amendments Made
1.0	24 September 2018	24 September 2018, Council meeting (Item 9)	Adopted TORs in new format. Changed committee name from Sports and Recreation Advisory Committee.

**Treasurer
Minister for State Growth
Minister for Local Government**

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-6 NOV 2018

Alderman Kristie Johnston
Mayor
Glenorchy City Council
PO Box 103
GLENORCHY TAS 7010

Dear Alderman Johnston,

Kristie,

As you are aware, through the Hobart City Deal we have been working in partnership with the Australian Government, and the Clarence, Glenorchy, Hobart and Kingborough councils to progress, among other things, the development of a Greater Hobart Act.

Following a request from the previous Lord Mayor, on behalf of the Hobart City Council, you in your capacity as Mayor of Glenorchy City Council and the Mayors of the Clarence and Kingborough councils, the Premier indicated support for the development of a Greater Hobart Act and it was subsequently captured as a key focus area for the Hobart City Deal.

Since work to develop a Hobart City Deal commenced earlier this year, we have made good progress in this area. In particular, this includes through the Greater Hobart Act Working Group, which reports to the Hobart City Deal Senior Officials Group.

The Greater Hobart Act Working Group is Chaired by the Secretary of the Department of State Growth and comprises your General Manager, the General Managers from each of the three other councils, the Chief Executive Officer of Infrastructure Tasmania and the Director, Tasmanian Section, Cities Division, Department of Infrastructure, Regional Development and Cities (Australian Government).

The discussions and work that has been undertaken to date have supported the Tasmanian Government's development of a draft Bill, which is now well advanced and ready for consideration by the Hobart City Deal Joint Ministerial Committee.

The Greater Hobart Bill will create a framework to support collaboration and shared decision making between the Tasmanian Government and councils in the urban Hobart area. Through the drafting process we have also included a mechanism to formally involve other councils in the southern region in those discussions, where appropriate.

Given this scope, I intend to write to the Mayors of all twelve councils in Southern Tasmania in parallel to provide a copy of the draft Bill and seek their input.

Commencing consultation at this time will enable all parties to have the opportunity for input into the formation of the Bill and support the timely implementation of this key focus area after the Hobart City Deal is agreed.

MIG18/1163

Accordingly, I have attached a copy of the draft Greater Hobart Bill and am seeking comments by Friday, 21 December 2018. This will allow for feedback received from Joint Ministerial Committee members, and the other southern councils, to be considered in early 2019 so we can continue to progress the development of the Greater Hobart Act.

Feedback on the draft Bill can be directed to Anne Beach, Director Policy and Coordination in the Department of State Growth at anne.beach@stategrowth.tas.gov.au, to GPO Box 536, Hobart, Tasmania, 7001 or by phone on 6166 3476.

I look forward to continuing to work with you and your council on the development of the Hobart City Deal.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Gutwein', with a long horizontal flourish extending to the right.

Peter Gutwein MP
Minister for State Growth

Drafted in the Office of
Parliamentary Counsel

TASMANIA

GREATER HOBART BILL 2018

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29 October 2018

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consultation draft

GREATER HOBART BILL 2018

*(Brought in by the Minister for State Growth, the Honourable
Peter Carl Gutwein)*

A BILL FOR

An Act to require councils in the Greater Hobart area to better collaborate with each other and the State Government in the making of decisions that will affect the provision of transport, cultural, sporting, recreational, economic and social infrastructure, and affordable housing, in the Greater Hobart area, and for related purposes

Be it enacted by Her Excellency the Governor of Tasmania, by and with the advice and consent of the Legislative Council and House of Assembly, in Parliament assembled, as follows:

PART 1 – PRELIMINARY

1. Short title

This Act may be cited as the *Greater Hobart Act 2018*.

2. Commencement

This Act commences on a day to be proclaimed.

3. Interpretation

In this Act, unless the contrary intention appears –

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Part 1 – Preliminary

activity centre means an area in which services, employment, or retail, commercial or social activity, are concentrated and includes an area that is –

- (a) a community meeting place; or
- (b) a place at which community or government services are or may be provided, or
- (c) an educational facility; or
- (d) a place for sport, recreation, leisure or entertainment; or
- (e) a place where residential use or development occurs in an urban area of mixed land use;

adjunct council means a council that is an adjunct council under section 14(2);

development has the same meaning as in the *Land Use Planning and Approvals Act 1993*;

Director of Housing means the Director of Housing under the *Homes Act 1935*;

draft work program means a draft work program prepared by the Greater Hobart Advisory Group under section 9(1);

Greater Hobart Advisory Group means the Greater Hobart Advisory Group established under section 7(1);

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Greater Hobart area mean the area containing each municipal area of the Greater Hobart area councils;

Greater Hobart area councils means the following councils:

- (a) the Clarence City Council;
- (b) the Glenorchy City Council;
- (c) the Hobart City Council;
- (d) the Kingborough Council;

Greater Hobart Committee means the committee established under section 6(1);

Greater Hobart Objectives means the objectives specified in section 5;

Infrastructure Tasmania means the administrative unit, of the Department of State Growth, known as Infrastructure Tasmania;

mayor has the same meaning as in the *Local Government Act 1993*;

passenger transport means transport, primarily for the purpose of carrying passengers, whether or not on the payment of a fare;

Planning Minister means the Minister responsible for the administration of the *Land Use Planning and Approvals Act 1993*;

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Part 1 – Preliminary

Southern Tasmania Regional Land Use Strategy means the regional land use strategy, in force from time to time under section 5A of the *Land Use Planning and Approvals Act 1993*, that applies to the area of Tasmania that includes the Greater Hobart area;

use has the same meaning as in the *Land Use Planning and Approvals Act 1993*;

work program means the draft work program, approved under section 10(1), as amended from time to time under section 12(3), that has not been revoked under section 12(4).

4. Object of Act

- (1) The object of this Act is to require the Greater Hobart area councils and the State Government to better co-ordinate, across the Greater Hobart area –

- (a) the efficient use of infrastructure; and
- (b) strategic planning, and other actions for the future of land use and development in the Greater Hobart area –

so as to enable the Greater Hobart Objectives to be achieved in the Greater Hobart area.

- (2) The principal way in which the object of this Act is to be achieved is by establishing a process for the formation and implementation of a work

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program that seeks to further the Greater Hobart Objectives in the Greater Hobart area.

5. Greater Hobart Objectives

For the purposes of this Act, the Greater Hobart Objectives are –

- (a) to encourage and promote strategic planning decisions, and decisions about land use, that consider potential benefits and implications across the Greater Hobart area; and
- (b) to facilitate the efficient flow of transport in the Greater Hobart area; and
- (c) to further the maintenance and accessibility of existing, and the development of new, cultural, sporting, recreational and community facilities that complement, link to, and contribute to, the cultural experiences able to be provided in, the Greater Hobart area; and
- (d) to encourage, promote and provide for urban renewal and affordable housing and the creation, through higher density housing, of community clusters that enhance amenity, liveability, ease of access to places and facilities and the provision of passenger transport; and
- (e) to encourage, promote and provide for the development of hubs for specialised purposes such as science, sport,

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Part 1 – Preliminary

recreation, social activity, economic activity, technology, industry, education or the arts; and

- (f) to encourage, promote and provide for, where suitable, the efficient and effective integration and co-location of the transport infrastructure, cultural, sporting, recreational and community facilities, community clusters, and hubs for specialised purposes, referred to in the other paragraphs of these objectives; and
- (g) any other prescribed objectives.

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Part 2 – Administration

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PART 2 – ADMINISTRATION

6. Greater Hobart Committee

- (1) There is established by this subsection the Greater Hobart Committee.
- (2) The Greater Hobart Committee is comprised of the following members:
 - (a) each of the mayors of the Greater Hobart area councils;
 - (b) the Minister with primary responsibility for economic development;
 - (c) the Minister with primary responsibility for infrastructure;
 - (d) the Minister with primary responsibility for housing;
 - (e) the Minister with primary responsibility for community development.
- (3) A Minister who is responsible for more than one of the areas referred to in subsection (2) has as many votes at meetings of the Greater Hobart Committee as he or she has such areas of responsibility.
- (4) The person who is a member of the Greater Hobart Committee under subsection (2)(b) is to be the chairperson of the committee.

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Part 2 – Administration

- (5) The meetings and procedure of the Greater Hobart Committee are, subject to this Act and the regulations, to be as determined by the committee.

7. Greater Hobart Advisory Group

- (1) There is established by this subsection the Greater Hobart Advisory Group.
- (2) The Greater Hobart Advisory Group is comprised of the following members:
- (a) each of the General Managers, within the meaning of the *Local Government Act 1993*, for a Greater Hobart area council;
 - (b) the Secretary of a Department nominated by the Minister for the purposes of this paragraph;
 - (c) the Secretary of the Department responsible to the Planning Minister;
 - (d) the Director of Housing;
 - (e) the Secretary of the Department responsible to the Minister to whom primary responsibility for community development is assigned;
 - (f) the Secretary of the Department of State Growth or, if that department ceases to exist, of a department nominated by the Minister for the purposes of this paragraph;

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- (g) the Chief Executive Officer of Infrastructure Tasmania or, if that unit of administration ceases to exist, another unit of administration nominated by the Minister.
- (3) The person who is a member of the Greater Hobart Advisory Group under subsection (2)(f) is to be the chairperson of the Greater Hobart Advisory Group.
- (4) The meetings and procedure of the Greater Hobart Advisory Group are, subject to this Act and the regulations, to be as determined by the Greater Hobart Advisory Group.
- consultation draft

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Part 3 – Work Program

PART 3 – WORK PROGRAM

Division 1 – Contents of Work Program

8. Contents of work program

- (1) A work program is to set out the specific actions, including actions in relation to the corridors and activity centres set out on the map included in the work program under subsection (3), that are to be taken by, or on behalf of, one or more of the Greater Hobart area councils, or an adjunct council, or the State Government, so as to further the Greater Hobart Objectives.
- (2) Without limiting the generality of subsection (1), a work program may include actions to enable the better coordination between Greater Hobart area councils of decisions about infrastructure, strategic planning decisions, and decisions about land use.
- (3) A work program is to include a map that identifies existing key transport corridors, and activity centres, within the Greater Hobart area.
- (4) A work program –
 - (a) may contain any prescribed matter; and
 - (b) must contain any matter that must, in accordance with the regulations, be included in such programs.
- (5) A work program may include proposed actions that, if carried out, would expand the corridors and activity centres that have been identified in

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the map included in the work program under subsection (3) or establish, within the Greater Hobart area, new transport corridors or activity centres.

- (6) A work program is to identify which persons or bodies, are to be jointly or separately responsible for ensuring that specific actions, identified in the work program, are carried out.
- (7) The Greater Hobart Advisory Group, in preparing a draft work program, must –
 - (a) seek to further the objectives of the Resource Management and Planning System, as set out in Part 1 of Schedule 1 to the *Land Use Planning and Approvals Act 1993*; and
 - (b) consider the Southern Regional Land Use Strategy; and
 - (c) be consistent with any applicable State Policy within the meaning of the *State Policies and Projects Act 1993*.

Division 2 – Preparation and approval of draft work programs, &c.

9. Greater Hobart Advisory Group to prepare draft work program

- (1) The Greater Hobart Advisory Group is to prepare a draft work program as soon as practicable after the day on which this Act

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commences or the day on which a work program is revoked in accordance with section 12(4).

- (2) As soon as practicable after a draft work program is prepared under subsection (1), the Greater Hobart Advisory Group is to submit the draft to the Greater Hobart Committee.

10. Greater Hobart Committee may approve draft work program

- (1) The Greater Hobart Committee, as soon as practicable after a draft work program is submitted to it under section 9(2), must –
- (a) approve the draft work program; or
 - (b) refuse to approve the draft work program; or
 - (c) after consultation with the Great Hobart Advisory Group, approve the draft work program, amended as the Greater Hobart Committee thinks fit.
- (2) If the Greater Hobart Committee approves a draft work program under subsection (1)(a) or (c) otherwise than unanimously, the chairperson of the committee, after consulting with the Greater Hobart area councils, must approve –
- (a) the draft work program, as so approved; or
 - (b) the draft work program approved by the Committee, as amended by the chairperson as he or she thinks fit.

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Part 3 – Work Program

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-
- (3) A draft work program comes into effect as a work program –
- (a) when the draft work program is approved under subsection (1)(a) or (c), except if subsection (2) applies; or
 - (b) if subsection (2) applies, when the draft work program is approved under that subsection by the chairperson of the Greater Hobart Committee.
- (4) The Greater Hobart Committee must provide a copy of a work program to the Greater Hobart area councils as soon as practicable after the work program comes into effect under subsection (3).

Division 3 – Review, amendment and revocation of work programs

11. Review of work programs

- (1) The Greater Hobart Advisory Group, within 3 months after a work program has been in effect for 3 years, is to begin a review of the work program.
- (2) The Greater Hobart Advisory Group is to review a work program by –
- (a) reviewing the extent to which, and the manner in which, the specific actions specified in the work program as required to be taken, were carried out; and

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- (b) considering whether other actions should be specified in the work program as required to be taken.
- (3) The Greater Hobart Advisory Group, within 6 months after beginning a review under subsection (1) or a longer period allowed by the chairperson of the Greater Hobart Committee, must provide to the Greater Hobart Committee a report in relation to the review of the work program.

12. Amendment or revocation of work program

- (1) The Greater Hobart Advisory Group may prepare a draft amendment of a work program or a draft revocation of a work program.
- (2) Division 2 applies in relation to a draft amendment of a work program, or a draft revocation of a work program prepared under subsection (1), as if the draft amendment or draft revocation were a draft work program.
- (3) If, in accordance with Division 2 as applied under subsection (2) to a draft amendment of a work program, the draft amendment of a work program is approved under section 10(1)(a) or (c), or, in a case to which section 10(2) applies, is approved under section 10(2), the work program is amended by the draft amendment of the work program on and from the day of the approval.
- (4) If, in accordance with Division 2 as applied under subsection (2) to a draft revocation of a

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work program, a draft revocation of a work program is approved under section 10(1)(a) or (c), or, in a case to which section 10(2) applies, is approved under section 10(2), the work program is revoked on and from the day of the approval.

13. Implementation of work program

- (1) The Greater Hobart area councils and the State Government must take reasonable steps to ensure that the work program is implemented.
- (2) An adjunct council must take reasonable steps to ensure that it implements any actions that the work program specifies the adjunct council is to implement.
- (3) If the chairperson of the Greater Hobart Committee is of the opinion that amendments to the Southern Tasmania Regional Land Use Strategy are required to be made under section 5A of that Act in order for the Greater Hobart Objectives that are to be implemented in the work program to be consistent with the Strategy, he or she is to give a notice to the Planning Minister.
- (4) The notice under subsection (3) to the Planning Minister is to request the Planning Minister to consider whether amendments to the Southern Tasmania Regional Land Use Strategy are required to be made under section 5A of that Act in order for the work program to be consistent with the Strategy.

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- (5) If the Planning Minister has received a request under subsection (3) and is of the opinion that the work program is not consistent with the Southern Tasmania Regional Land Use Strategy, the Planning Minister may give notice in writing to the chairperson of the Greater Hobart Committee and the Minister –
- (a) setting out the extent, if any, to which the work program is not consistent with the Strategy; and
 - (b) the reasons why, the Minister does, or does not, intend to amend the Southern Tasmania Regional Land Use Strategy under section 5A of that Act so that the Strategy becomes consistent with the work program.
- (6) The chairperson of the Greater Hobart Committee is, as soon as practicable after receiving advice under subsection (5), to provide the advice to the Greater Hobart Committee.
- (7) The Greater Hobart Committee, after receiving advice provided to it under subsection (6), is to consider whether amendments to the work program are required to be made under Division 3 in order for the work program to become consistent with the Southern Tasmania Regional Land Use Strategy.
- (8) A use or development of land is not to be taken to be authorised for the purposes of the *Land Use Planning and Approvals Act 1993* by reason

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only of the use or development being specified
in a work program.

consultation draft

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Part 4 – Adjunct Councils

PART 4 – ADJUNCT COUNCILS

14. Adjunct councils

- (1) The Greater Hobart Committee may invite to become an adjunct council a council to which the Southern Tasmania Regional Land Use Strategy applies.
- (2) A council that receives an invitation under subsection (1) may, by notice to the Greater Hobart Committee, become an adjunct council.
- (3) A work program may, if an adjunct council agrees, allocate to the adjunct council the performance, in the municipal area of the council, of actions specified in the work program.
- (4) A council ceases to be an adjunct council if –
 - (a) the council notifies the Greater Hobart Committee that the council wishes to cease to be an adjunct council; or
 - (b) the Greater Hobart Committee notifies the council that the council is to cease to be an adjunct council.

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Part 5 – Miscellaneous

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PART 5 – MISCELLANEOUS

15. Regulations

- (1) The Governor may make regulations for the purposes of this Act.
- (2) Without limiting the generality of subsection (1), the regulations may be made in relation to one or more of the following:
 - (a) the procedures to be followed by the Greater Hobart Advisory Group or the Greater Hobart Committee in meetings of that advisory group or committee;
 - (b) matters that may be, or that are required to be included, in work programs.
- (3) The regulations may be made so as to apply differently according to matters, limitation or restrictions, whether as to time, circumstance or otherwise, specified in the regulations.
- (4) The regulations may authorise any matter to be from time to time determined, applied or regulated by the Minister, the Greater Hobart Advisory Group or the Greater Hobart Committee.

16. Administration of Act

Until provision is made in relation to this Act by order under section 4 of the *Administrative Arrangements Act 1990* –

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Part 5 – Miscellaneous

- (a) the administration of this Act is assigned to the Minister for State Growth; and
- (b) the department responsible to that Minister in relation to the administration of this Act is the Department of State Growth.

consultation draft

GREATER HOBART BILL 2018

CLAUSE NOTES

Part I – Preliminary

- Clause 1 Short title
- Clause 2 This clause provides for the Bill to commence on the day it receives Royal Assent.
- Clause 3 This clause defines certain terms for the purposes of the Bill.
- The terms used include the governance arrangements and work program as identified in the Bill. It also references the Southern Tasmanian Regional Land Use Strategy as established through the *Land Use Planning and Approvals Act 1993*.
- Of note, the **Greater Hobart area** is defined as capturing the municipal areas of the Clarence, Glenorchy, Hobart and Kingborough councils, however, the Bill also captures **adjunct councils**, which provides an opt-in mechanism for any council in the southern region to be invited to be part of the implementation of specific actions in the agreed work program.
- The draft Bill does not include definitions for broad terms such as infrastructure, urban renewal, affordable housing, or sport and recreation and community facilities.
- The intent is to keep the application of these broad and to enable the Advisory Group and Committee to have flexibility in their application.
- Clause 4 This clause notes the objective of the Act is to support greater collaboration, particularly with regard to the efficient use of infrastructure and strategic planning. The Bill provides a framework to achieve this through prescribed objectives, which will be implemented by all parties through the establishment of an agreed work program. The work program will be developed through the framework established in the Bill, and supported by guidelines.
- Process note – once the framework is agreed through the Bill, the development of regulations will be progressed through the working group with a view to having an initial scope of the work program developed by the time the Bill is tabled.*
- Clause 5 This clause captures the core objectives identified through discussions with the working group established as part of the Hobart City Deal.

These are to apply a whole-of-area lens to:

- strategic planning decisions
- facilitating the efficient flow of transport
- planning and development of new, cultural, sporting, recreational and community facilities
- encouraging urban renewal and affordable housing, that enhances amenity liveability and links to passenger transport systems
- encouraging the development of hubs and precincts such as for science, sport, recreation, social activity, economic activity, industry, education and the arts
- integration of the above with transport infrastructure

There is also capacity to prescribe other objectives.

Part 2 – Administration

Clause 6 Governance arrangements are proposed through the Bill to ensure implementation of the objectives is well planned and executed.

This clause establishes the Greater Hobart Committee. The proposed membership is identified in the Bill.

The Committee will be Chaired by the Minister responsible for economic development. Under the current portfolio arrangements, this will be the Minister for State Growth.

Process note – regulations to guide meeting procedures will be progressed through the existing working group.

Clause 7 This clause establishes the Greater Hobart Advisory Group. The proposed membership is identified in the Bill.

The Group will be Chaired by the Secretary of the Department of State Growth.

Process note – as above, regulations to guide meeting procedures will be progressed through the existing working group.

Part 3 – Work Program

This part requires the development of a work program to identify actions to implement the prescribed objectives. The work program is required through the Bill, but will sit outside of the legislation.

Clause 8 This clause provides some context for the core requirements of the work program.

- 1) The work program is to identify actions to further the objectives prescribed in clause 5.
- 2) This may include actions to support improved coordination around decisions with regard to infrastructure, strategic planning and land use.
- 3) The work program, as a minimum, will include a map identifying existing transport corridors and activity centres.
- 4) Regulations will be developed to guide the specific content of work programs.

Process note – these will be developed in consultation with councils. This level of detail will be captured in regulations to support timely updates and revisions as appropriate.

- 5) The work program will not be limited to the transport corridors and activity centres identified in subclause 3. Expansions and modifications of these may be proposed through the work program.
- 6) Each action is to have a responsible person(s) and/or entity(s) identified to ensure the action is carried out.
- 7) The work program needs to be developed with regard to the existing mechanisms in place. The Bill specifically references the objectives of Schedule 1 of the *Land Use Planning and Approvals Act 1993*, the *State Policies and Projects Act 1993*, and the Southern Regional Land Use Strategy.

Drafting note – this subclause proposes that the work program consider, rather than be consistent with, the Southern Regional Land Use Strategy (SRLUS). This approach has been taken as the work program may purposely deviate from the SRLUS and be used as a mechanism to identify and propose an amendment to existing components of the SRLUS.

Clause 9 This clause commences the process to create the work program. It proposes that the Greater Hobart Advisory Group is to prepare the draft work program as soon as practicable after the Bill comes into effect. Once prepared, the work program is to be referred to the Greater Hobart Committee.

Clause 10 The Greater Hobart Committee is to consider the draft work program and either approve as drafted, engage with the Advisory Group to make

modifications before approving, or the Committee may resolve the work program is not in a suitable form and not support the draft presented to it.

Through this process, if the Committee resolves to approve the work program, amended or otherwise, there could be instances where this decision is not unanimous.

The working group has proposed that should that occur, the Chairperson of the Committee is to make the determination to progress with the version agreed, or after consultation with councils, make amendments the Chair sees fit.

At this point, the work program comes into effect and a copy is to be provided to the four councils as soon as practicable.

Clause 11 The work program is to be reviewed on at least a three yearly basis. This is the prescribed minimum frequency of review. The Advisory Group and/or Committee may resolve to make amendments to the work program within that period.

The review is to consider the status of identified actions, the extent to which they have been implemented and determine if other actions are required.

To ensure the timely management of the work program, a period of six months is provided for the review, or a longer period as agreed by the Committee.

Clause 12 This clause provides for an amendment to an existing work program. The same approval process applies as outlined in clause 10.

Clause 13 This clause requires all parties – Greater Hobart councils, State Government and any adjunct council brought into the process through clause 14 – to take reasonable steps to implement the work program.

This clause also provides a process for where the SRLUS appears to require an update for the approved work program to be implemented. Through this clause, the Chairperson of the Committee is to write to the Minister for Planning seeking his/her consideration of whether amendments are required.

The Minister for Planning is to then advise the extent to which he/she does or does not intent to amend the SRLUS and the reason(s) for this.

This advice is to be referred to the Committee for its consideration as to whether the work program requires amendment, informed by the advice received from the Minister for Planning.

Subclause 8 clarifies that the inclusion of an item in a work program does not preclude it from going through the normal planning processes to be assessed and where appropriate, approved.

Part 4 – Adjunct Councils

Clause 14 This clause provides a mechanism for other councils in the southern region to contribute to the implementation of a work program. This process would be at the invite of the Committee and subject to the council accepting that invitation.

This enables, at the agreement of the adjunct council, actions to be allocated to that council as part of the work program.

Part 5 – Miscellaneous

Clause 15 This clause provides for the making of regulations. As noted in the earlier drafting and process notes, these will be prepared in consultation with councils.

Clause 16 This clause clarifies the responsible Minister is the Minister for State Growth, unless otherwise determined by an order through the *Administrative Arrangements Act 1990*.

It also clarifies that the Department of State Growth is responsible for the administration of the Act.

At the 2016 AGM I moved motion advocating that the GCC institute the concept and use of Citizens Juries into the Rate Setting process

The AGM was more or less close to the end of the period often referred to as “The Troubles” and soon after the commissioner was appointed so no action was taken to introduce the process

At the first meeting of the newly elected Council I tabled a petition suggesting that if time allowed the Citizens Jury process be part of the 2018 rate decision making process, or if not the Rates Workshops be open to the public

A legalistic argument was used to deny the use of a Citizens Jury for the 2018 rate setting process, nor where the Rates Workshops open to citizens

The massive increase of 12.5% on top of previous annual rate increases which had been higher than the CPI, caused upset and anguish throughout the community
Council Rates are now on top of TasWater charges of close to \$1,000 pa

The community remembers well how most if not all alder persons used the terms “transparency “ and “accountability “ as part of their electioneering, so I believe the community will be expecting these words to be expressed by appropriate action during 2019.

Motion

That from the beginning of 2019, starting with the Rates Workshops, progressively all Council Workshops be open to citizens

The community will appreciate the openness and thus the knowledge of the reasons behind the decisions will be better known outside of the inner circle of alderpersons

This almost certainly will be the most effective method of informing a greater number of citizens of the decisions and the supporting reasoning, thus hopefully achieving greater community awareness and support for recommended changes

George Burrows

Beyond the Black Snake

A.7.8 Council workshops

The Board acknowledges that many councils hold regular workshops to enable aldermen to be given information which will serve as background for their decision making, and to provide information on matters which will come to meetings for decision.

The Board notes that workshops are not compulsory and that they are not governed by the same requirements for confidentiality which apply to closed sessions of council. Members of the public are rarely if ever able to attend GCC workshops.

Findings

The Board finds that the reliance on workshops to deal with important council matters behind closed doors contributed to the perception that there was lack of transparency and accountability in council's governance procedures.

The Board finds that the pre-planning for workshops was ad hoc, with no calendar of topics, late provision of workshop material, little or no input from aldermen into workshop topics, and little time allowed for aldermen to prepare.

The Board finds that aldermen would benefit from the timely provision of reports and workshop documentation to enable reasonable preparation; that an annual calendar of workshop topics (subject to topical additions as required) would assist aldermen to understand and prepare for their duties; that aldermen should have more opportunities to propose workshop items; and that development of a council policy regarding purpose, content, attendance, and other relevant matters may bring council and senior staff to a shared understanding of the proper use of workshops and the need for transparent decision making.

Supporting evidence and information

Aldermen asked the general manager several times to provide more information about the program for workshops, so that they could adequately prepare and make better use of the time allocated. Several aldermen noted that little or no information was provided to aldermen before workshops, making it difficult to participate effectively. At the council meeting on 15 March 2016 (Item 16.2) Ald. Dunsby requested that material for workshops be provided before the workshop was held, where possible.²³⁸ Despite the general manager's response, it is apparent from the question that the alderman considered that the information provided was insufficient.²³⁹

²³⁸ Ald. Stevenson told the Board at his second hearing (5 September 2016, Question 5) that he had asked for an annual calendar of workshops. Ref. D.32 and D.33. Ald. Stevenson requested a workshop calendar in a QoN on 15 February 2016 (Item 16.20). Ref. A.22. Ald. Dunsby asked if they could have more information before workshops at the council meeting on 15 March 2016 (Item 16.2). Ref. A.23. The mayor raised a similar issue with the Board at her first hearing (9 February 2016, Question 34). Ref. D.18 and D.19.

²³⁹ The response was that *Council has already a process in place in relation to its Workshops namely: Management sends an Agenda about the Workshop well before the Workshop dates; and*

The Board heard that, despite a request for a workshop calendar of matters which recur annually, this was not made available (with the exception of notification of the proposed dates for budget workshops).

The Board heard several conflicting reports from aldermen and the general manager on the use and content of workshops. Some aldermen asserted that workshops dealt primarily or solely with items which were to be listed on the council meeting agenda; others told the Board that workshops rarely discussed items for the formal council meeting.²⁴⁰

The Board cautions against using workshops to conduct debate on agenda items to come before council. The Board heard no evidence to suggest that council decisions were being made in workshops. However, the Board considers that a common view held by some aldermen, that workshops enabled shorter council meetings and less need for debate, indicates that council as a whole did not take its responsibility for transparent government sufficiently seriously.

Recommendation: that council establishes a calendar of workshops for each calendar year. The calendar should include adequate provision for workshops in setting the annual budget, including determining the capital works program and capital spending.

Recommendation: that aldermen be provided with relevant information at least two days before workshops, to enable effective preparation.

Recommendation: that council develop a policy on workshops, to assist both aldermen and staff to make effective use of the workshop, without detracting from council's need to be transparent in its decision making.

1. The Agenda attaches, where it is possible, the documents about the items to be discussed at the Workshop. Ref. A.23

²⁴⁰ The Board heard various views from aldermen in hearings between 14 January 2016 and 3 February 2016, including: that workshops meant that council meetings were only held to make final decisions on matters already debated in workshops; that workshops allowed insufficient time for discussion; that workshops were 'good' because it meant that aldermen had already been able to consider their vote; that workshop reports could come to aldermen before or after the workshop; that very little came to council without previously being discussed at workshops; that all council debate took place in workshops and meetings were then only needed to record decisions; that workshops allowed other stakeholders to talk about a range of issues sometimes relevant to the agenda items; that there was more discussion at workshops than at council meetings; that workshops were disjointed and did not relate to agenda items. The general manager told the Board at his hearing on 3 February 2016 that the workshops are presentations to aldermen mostly on matters which are not on the agenda. Ref: Ald. Nielsen's hearing (19 January 2016), Ref. D.11; the general manager's first hearing (3 February 2016), Ref. D.20 and D.21; Ald. King's first hearing (18 January 2016), Ref. D.15; the mayor's first hearing (9 February 2016, Question 34), Ref. D.18 and D.19; Ald. Lucas's first hearing (19 January 2016), Ref. D.9; Ald. Pearce's hearing (19 January 2016), Ref. D.10; Ald. Slade's first hearing (19 January 2016), Ref. D.17



Council Meetings and Workshops

Title	Council Meetings and Aldermen Workshops
GM Approval Date	18 September 2018
Responsible Directorate	Corporate Governance
Due for Review	17 September 2022
ECM	Directives

PURPOSE

This internal directive provides direction as to the administration of Council and Glenorchy Planning Authority meetings, and Aldermen workshops.

SCOPE

This internal directive does not apply to the administration of the Audit Panel.

The General Manager retains the sole discretion to terminate, replace or vary this Directive from time to time.

STATUTORY REQUIREMENTS

On 23 January 2018, the Minister for Planning and Local Government (Peter Gutwein MP), having considered the recommendations made to him by the Glenorchy City Council Board of Inquiry (BOI), and in accordance with section 8(1)(b) of the *Glenorchy City of Council (Dismissal of Councillors) Act 2017* and section 225(2) of the *Local Government Act 1993*, made seven (7) Ministerial Directions (the Directions).

Of note, the Directions particularised the following under Direction 3 – Policies and procedures:

... develop an appropriate policy and protocols for Council workshops, to ensure a clear separation between matters considered at Council meetings and workshops, that specifically include:

- *a policy on the attendance of staff at Council workshops (and meetings) to ensure the efficient use of staff time is balanced with assisting Council to make decisions, (and)*
- *a policy on the provision of information to aldermen and attendees including time frames to ensure Aldermen are sufficiently prepared ...*

... developing a calendar of Council meetings and workshops, including adequate provision for workshops on setting the annual budget and determining the capital works and spending program ...

... publishing the calendar of Council meetings and workshops on the Council website ...

Acts	<i>Local Government Act 1993 (Local Government Act)</i>
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015 (Regulations)</i>
Reference Guidance	<i>Good Governance Guide for Local Government in Tasmania (Guide)</i>

COUNCIL AND GLENORCHY PLANNING AUTHORITY MEETINGS, AND ALDERMEN WORKSHOPS

Under the Regulations, a meeting is **not** to start before 5:00 pm unless otherwise determined by the Council by absolute majority (or by the Council Committee by simple majority). After each ordinary election, a council and a council committee are to review the times of commencement of their meetings



(Regulation 6(1) and (2)). By custom, the forward setting of a future calendar year's schedule of Council meetings is considered and approved by Council at its ordinary Council meeting held in November.

The General Manager is required to publish by notice at least annually the times and places of ordinary Council meetings and Council Committee meetings (as known) for the next twelve months in a daily (or prescribed) newspaper circulating in the Glenorchy municipal area (Regulation 7(2)(a) – (b)). The General Manager will also ensure that a similar notice is published on Council's website a calendar of all scheduled Council and GPA meetings and Aldermen workshops to satisfy Regulation 7(3).

Council and Glenorchy Planning Authority (GPA) Meetings are open to the public (except for those meetings or parts of meetings closed sessions as per Regulation 15).

As per regulation 3 of the Regulations, a Council workshop is defined as a 'workshop, seminar or gathering of persons for the purposes of a council, but does not include a meeting or a meeting of a special committee'. Council workshops for Aldermen are not open to the public.

It is emphasised that Council workshops should be used to ensure that Aldermen have all the information they need to develop an opinion on key issues. This information can consist of research, background information and the results of any consultation processes.

Workshops should not be used to debate or develop a collective position on issues. This should happen in Council meetings where the decision-making process is transparent and open: i.e., no Council decisions are made at Council workshops. This is supported by the good decision-making process described within the Guide.

The General Manager is required to include in the agenda for an ordinary Council meeting the date and purpose of any Council workshop held since the last meeting (regulation 2(c)).

ACCESS TO AGENDAS AND WORKSHOP MATERIALS

As per Council's 'Statement of Expectations', the General Manager will prepare an agenda for each Council meeting and Council committee meeting as required under Regulation 8. In doing so, the General Manager (or delegate) will meet with the Mayor to discuss the draft agenda prior to publication. Similarly, the General Manager (or delegate) will liaise with the Mayor in relation to the draft minutes prior to inclusion with the next Council (or Council committee) meeting agenda for confirmation.

In addition, in maximising the commitment to supporting good decision making by Aldermen, the General Manager will ensure that Aldermen are regularly provided with the information they need to fulfil their roles. In doing so, the General Manager will ensure that all Aldermen have equal access to information and resources and are provided appropriate support for good decision-making processes.

The General Manager, in consultation with the Mayor, will ensure that there are appropriate Aldermanic briefing sessions (or workshops) which will provide opportunities for Aldermen to be better informed about strategic or key operational matters of Council. Where possible, Aldermen will be provided with relevant information at least two (2) days before workshops, to enable effective preparation.

If an audio recording has been made of the closed section of a Council meeting, the General Manager (or delegate) will ensure where practicable that a copy will be downloaded to a secured shared environment (e.g., Docs-on-Tap) where all Aldermen can access the confidential recording (but not copy it). This will be for the purposes of confirming the draft minutes of the closed section of that Council meeting. Following confirmation of the closed minutes, the General Manager (or delegate) will destroy the recording as soon as practicable after confirmation.

**STAFF ATTENDANCE AT COUNCIL MEETINGS AND WORKSHOPS**

As per Council's 'Statement of Expectations', wherever possible, the General Manager, Directors and Chief Financial Officer will attend (or be available to attend) Council meetings and Council Committee meetings to provide qualified advice.

Attendance of managers and other staff will be determined on an 'as required' basis, depending on the complexity of, and technical knowledge required to provide advice on agenda reports and workshop matters, with the view to enhance the capacity of Aldermen to make sound decisions.

The numbers of staff and members of the public attending a Council meeting will be recorded in the preamble of that meeting's minutes. This assists in the collation of data for annual reporting to Council purposes.

CATERING

Sandwiches and a fruit platter (or equivalent) will be available for Aldermen before the commencement of Council meetings. In consultation with the Mayor and General Manager, additional catering may be supplied for Council workshops that are likely to finish beyond 6:00 pm.

Management and staff will have access to their contractual meal allowances or equivalent as provided under the prevailing Enterprise Agreement.

SECURITY

If a Council meeting or Council Committee meeting is held after hours at Council Chambers and members of the public are allowed to attend, a security person may be engaged to ensure public safety and security of property.

This should be organised through Council's Facilities Coordinator.

Approved
[Signature]
17/9/2018

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
01	1 – Governance	1(a)	Developing a Statement of Expectations between the General Manager and Aldermen to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	Statement of Expectations adopted by Council at its meeting held on Monday, 26 March 2018	26 Mar 2018	Completed
02		1(b)	Developing a Statement of Expectations between the General Manager and Mayor to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	(see above)	26 Mar 2018	Completed
03		1(c)	Developing a Statement of Expectations between the Mayor and Aldermen to establish clear and agreed protocols for the fulfilment of their mutual and respective roles and functions	(see above)	26 Mar 2018	Completed
04		1(d)	Developing a Statement of Expectations between Aldermen to establish clear and agreed protocols for the fulfilment of their mutual obligations roles and functions	(see above)	26 Mar 2018	Completed
05		1(e)	Within 2 months, ensuring all Aldermen, the Mayor and General Manager sign the Statement of Expectations they are party to	Statement of Expectations signed by all Aldermen, the Mayor and General Manager on Monday, 16 April 2018	16 Apr 2018	Completed
06		1(f)	Publishing the Statement of Expectations on the Council website within 1 month of signing	Signed Statement of Expectations published on Council website on Wednesday, 18 April 2018	18 Apr 2018	Completed
07		1(g)	Publicly committing to engage in ongoing professional development and abide by the principles of good governance, as established in the <i>Good Governance Guide</i>, within a period of three (3) months	Incorporated within the Statement of Expectations	26 Mar 2018	Completed
08		1(h)	Within a period of 9 months, in consultation with the community, developing a communication and consultation plan for all internal and external communications and consultation processes that is consistent with the eight characteristics of good governance outlined in the <i>Good Governance Guide</i>	A Communications Strategy (incorporating the eight characteristics of good governance outlined in the <i>Good Governance Guide</i>) was adopted by Council (Item 13 – 29 October 2018)	29 Oct 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
09	1 – Governance (cont.)	1(i)(i)	Reviewing, and amending if appropriate, within the 2018-19 budget period: the Strategic Plan	Council considered and reconfirmed its satisfaction with the current Glenorchy City Council Plan 2016-2025 (with minor changes being updated organisational structure and Aldermanic photos)(item 13 – 26 November 2018)	26 Nov 2018	Completed
10		1(i)(ii)	Reviewing, and amending if appropriate, within the 2018-19 budget period: the long term financial management plan	Council's ten (10) year long-term financial management plan was adopted by Council (item 2 – 25 June 2018) as per section 70 of the LG Act	25 Jun 2018	Completed
11		1(i)(iii)	Reviewing, and amending if appropriate, within the 2018-19 budget period: the financial management strategy	- Not started - Note that Council's Financial Management Strategy was adopted by Council (item 4 – 15 May 2017) as per section 70A of the LG Act		Not Yet Started (Within Time)
12		1(i)(iv)	Reviewing, and amending if appropriate, within the 2018-19 budget period: long-term strategic asset management plan	- Programmed in Council's Annual Plan for FY 2018-19 (road, stormwater, parks and building assets portfolios) - Note that Council's ten (10) year long-term strategic asset management plan (inclusive of a long-term capital work programme updated annually) was adopted by Council (item 10 – 1 Sep 2014) as per section 70B of the LG Act		Not Yet Started (Within Time)
13		1(i)(v)	Reviewing, and amending if appropriate, within the 2018-19 budget period: asset management policy	Asset Management Plan was considered and readopted by Council (item 15 – 30 July 2018) as per section 70C of the LG Act	30 Jul 2018	Completed
14		1(i)(vi)	Reviewing, and amending if appropriate, within the 2018-19 budget period: asset management strategy	- Programmed in Council's Annual Plan for FY 2018-19 - Noting that Council's asset management strategy for infrastructure assets adopted by Council (item 10 – 1 Sep 2014) as per section 70D of the LG Act		Not Yet Started (Within Time)

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
15	2 – Training	2(a)	Reviewing its induction program for the Mayor and Aldermen within a period of three (3) months of the January 2018 election, to ensure that the induction already undertaken within the three (3) months and planned future induction will provide all Aldermen with the information and knowledge they need to fulfil their roles	- A facilitated workshop for the Mayor and all Aldermen was conducted on Saturday, 3 February 2018. - The workshop covered a range of relevant topics and included presentations from the Director of Local Government, Tasmanian Audit Office, Local Government Association Tasmania, the Mayor, General Manager and Acting Director Corporate Governance	3 Feb 2018	Completed
16		2(b)(i)	Facilitating training within three (3) months for all Aldermen on, though not limited to: their roles and responsibilities under the Act, with specific reference to the Model Code of Conduct, and the <i>Good Governance Guide</i>	A workshop co-facilitated by the Integrity Commission and the Director of Local Government was held on Monday, 7 May 2018	7 May 2018	Completed
17		2(b)(ii)	Facilitating training within three (3) months for all Aldermen on, though not limited to: ethical decision making	A workshop co-facilitated by the Integrity Commission and the Director of Local Government was held on Monday, 7 May 2018	7 May 2018	Completed
18		2(b)(iii)	Facilitating training within three (3) months for all Aldermen on, though not limited to: financial fundamentals, including understanding of financial statements and budget preparation	- A facilitated workshop for all Aldermen was held on Monday, 9 April 2018 - The workshop covered a range of relevant topics and was facilitated by the Mr Ross Byrne	9 Apr 2018	Completed
19		2(b)(iv)	Facilitating training within three (3) months for all Aldermen on, though not limited to: decision-making in reference to the <i>Land Use Planning and Approvals Act 1993</i>	- A facilitated workshop for all Aldermen was held on Thursday, 8 February 2018 - The workshop covered a range of relevant topics and was facilitated by the Registrar of the Resource Management and Planning Appeal Tribunal and Simmons Wofthagen	8 Feb 2018	Completed
20		2(b)(v)	Facilitating training within three (3) months for all Aldermen on, though not limited to: meeting procedures as per the Act and the <i>Local Government (Meeting Procedures) Regulations 2015</i>	A workshop facilitated by the Director of Local Government was held on Monday, 21 May 2018	21 May 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
21	2 – Training (cont.)	2(c)	Implementing a professional development program for all Aldermen as a result of the first annual review as specified in Direction 5(a)	Not started		Not Yet Started (Within Time)
22		2(d)	Development and facilitating, a program of training for all relevant staff in relation to the Act, Regulations, ethics in the work place, and good governance, including in meeting procedure and the proper recording of minutes, within a period of six (6) months	- Relevant staff attended a meeting procedures training workshop was facilitated by the Director of Local Government on Monday, 21 May 2018 - Most Directors and Managers participated in an Ethical Decision Making workshop conducted by the Integrity Committee on Friday, 24 November 2017 - Integrity Commission and Council staff have scoped an ethics in the workplace training module for roll-out through the organisation in early 2019		Actively Progressing
23	3 – Policies and Procedures	3(a)	Ensuring, within four (4) months, there is an appropriate Grievance Policy for Council staff, including referral procedures to an independent party for addressing complaints against the General Manager and senior staff	- Council adopted a new 'Grievances Involving the General Manager Policy' (Item 15 – 26 February 2018) that included referral procedures to an independent party for addressing complaints against the General Manager - The General Manager has issued a Grievance Directive which requires independent investigation of grievances involving Directors or the Manager People and Safety (February 2018)	26 Feb 2018	Completed
24		3(b)	Ensuring, within six (6) months, there is an appropriate policy on the appointment of staff within the Council based on merit	Council approved a Human Resources policy (Item 11 – 20 March 2017) which stated in part: <i>Council recognises that human resource directives provide workplace structure and support equal employment opportunity in giving fair treatment to applicants and employees throughout the recruitment process and the employment experience.</i>	1 Jun 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
25	3 – Policies and Procedures (cont.)	3(c)(i)	Developing, within two (2) months, an appropriate policy and protocols for Council workshops, to ensure a clear separation between matters considered at Council meetings and workshops that specifically include a policy on the attendance of staff at Council workshops (and meetings) to ensure the efficient use of staff time is balanced with assisting Council to make decisions	- In addition, the General Manager approved an internal Recruitment Directive (6 February 2018) which also contains commitments to recruitment and selection decisions being based on merit-based principles. - The General Manager approved an internal Council Meetings and Workshops Directive (14 June 2018) which covers access to agendas and workshop materials, staff attendance, catering and security. - The Directive complements material within the Statement of Expectations	14 Jun 2018	Completed
26		3(c)(ii)	Developing, within two (2) months, an appropriate policy and protocols for Council workshops, to ensure a clear separation between matters considered at Council meetings and workshops that specifically include a policy on the provision of information to Aldermen and attendees including timeframes to ensure Aldermen are sufficiently prepared	- The General Manager approved an internal Council Meetings and Workshops Directive (14 June 2018) which covers access to agendas and workshop materials, staff attendance, catering and security. - The Directive complements material within the Statement of Expectations	14 Jun 2018	Completed
27		3(d)	Developing a calendar of Council meetings and workshops, including adequate provision for workshops on setting the annual budget and determining the capital works and spending program	Calendar of Council meetings and scheduled workshop dates has been published on the Council website	23 Mar 2018	Completed
28		3(e)	Publishing the calendar of Council meetings and workshops on the Council website within two (2) months	(see above)	23 Mar 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
29	3 – Policies and Procedures (cont.)	3(f)	Ensuring the General Manager provides sufficient budget and financial reporting to Council consistent with BOI recommendation 50	- In progress - General Manager has provided to Aldermen three (3) budget workshops (April, May and June 2018) in the lead-up to the FY 2018/19 Council Budget adoption (June 2018) - Aldermen are also provided comprehensive monthly and quarterly financial performance reports	28 May 2018	Actively Progressing
30		3(g)	Developing within three (3) months, an appropriate policy in relation to media statements that is consistent with section 27(1)(e) of the Act and the Model Code of Conduct	Council adopted a new Media Policy (Item 13 – 28 May 2018) that is consistent with section 27(1)(e) of the Act and the Model Code of Conduct	28 May 2018	Completed
31		3(h)	Reviewing, within three (3) months, Council's credit card procedures and policies to ensure consistency, in the use and reporting of credit cards, with the recommendations of the Auditor-General's Report	A revised General Manager's Corporate Credit Card Directive was approved on 10 January 2018. It was drafted taking into account the recent findings and recommendations by the Tasmanian Audit Office and the Glenorchy City Council Board of Inquiry and for consistency with the Code for Contracts and Tendering adopted by Council on 10 July 2017	10 Jan 2018	Completed
32		3(i)(i-iii)	Ensuring, there is a policy, within four (4) months, to address the use of external legal advisers to include guidance on the circumstances in which the General Manager may seek external legal advice, direction on the maximum expense to be incurred before the matter needs to be brought to Council for approval, and clear and transparent reporting of legal expenses to Council	- Council adopted a Legal Services Policy (Item 4 – 12 December 2017) which addressed the use of external legal advisers and reporting of legal expenses - The adoption of a Legal Services Panel via a competitive public procurement process has been completed - A directive and line of authority for the approval of requests for external legal advice (which will specifically address requests for external legal advice by the General Manager) is being considered by the Executive Leadership Team (on-hold due to organisational restructure and recruitment underway)		Actively Progressing (Outside Due Date)

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
33	4 – Committees and Membership	4(a)	Reviewing existing Council committees, including special committees, within 6 months, to determine appropriateness and, where required, the establishment of new committees with appropriate terms of reference	- Council adopted a new Council Committees Framework which included updated Committees Policy, Committees Guide and Procedure and Committee Nominations and Appointments Policy (Item 16 – 30 July 2018) - Council has also directed that all committees and external bodies covered under the Committees Policy adopt updated Terms of Reference in the form required by the Policy and Committees Guide and Procedure by 31 December 2018, and that the first annual committees report to Council is required to be presented to Council in July or August 2019 after the end of the current financial year	30 July 2018	Completed
34		4(b)	Reviewing, within three (3) months, representation procedures for all committees, including elections and nominations and external representatives on special committees, with specific consideration on the suitability and aptitude of Aldermen seeking appointment	- Council adopted a revised Nominations and Appointments to Committees and Other Bodies Policy (Item 4 – 15 January 2018) with specific amendments to reiterate Council's position that where it is intended that the Mayor or Deputy Mayor is a member of a particular committee by virtue of their office, it is inappropriate that that protocol be abandoned and that any Aldermen other than the Mayor or Deputy Mayor (as applicable) be nominated for or appointed to that position - Over the past four (4) months, a number of ballots have been held for Council Committees and the results are available on Council's website - At each committee vote, where there were multiple candidates for limited positions, the candidates provided a statement why they should be the preferred candidate, in effect providing specific consideration on the suitability and aptitude of Aldermen seeking appointment	1 Jun 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
35	4 – Committees and Membership (cont.)	4(c)	Ensuring that all Council representatives on special committees and external bodies report, at a minimum, annually to Council	- Council adopted a Committees Procedure policy (Item 13 – 21 November 2016) which allows for regular reporting of special committees, Council bodies and external bodies on at least an annual basis. - As these committees meet under the new Council, a mechanism will be established to ensure that Responsible Officers under the policy understand their reporting obligations.	1 Jul 2018	Completed
36		4(d)	Developing, if the Council chooses to establish one, appropriate terms of reference for a General Manager's Performance Review Committee, that includes: the right for any alderman who is not a member of the committee, to attend any meetings of the committee as an observer, and that the committee is empowered only to make recommendations to be provided to the full Council for decisions	Council endorsed a revised terms of reference for a General Manager's Performance Review Committee (Item 7 – 26 February 2018) that included the right for any alderman who is not a member of the committee, to attend any meetings of the committee as an observer, and that the committee is empowered only to make recommendations to be provided to the full Council for decisions	26 Feb 2018	Completed
37		4(e)	Ensuring that any committee established to review the General Manager's performance, is established as a Council committee as per section 23 of the Act, and not as a special committee as per section 24 of the Act	Council endorsed a revised terms of reference for a General Manager's Performance Review Committee (Item 7 – 26 February 2018) that established the committee as a Council committee as per section 23 of the Act	26 Feb 2018	Completed
38		4(f)	Reviewing, within six (6) months, the membership of the Council's Audit Panel including considering the merits of all members being independent (non-Aldermen). Where aldermanic appointments are made to the Audit Panel, the Council is to ensure that the appointed Aldermen have relevant professional skills for the effective functioning of the Audit Panel	Council considered and resolved that the current composition of the Audit Panel remains as being constituted of three (3) independent members (of which one (1) is appointed the Chairperson) and two (2) Aldermanic members (Item 15 – 26 November 2018)	26 Nov 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
39	5 – Compliance	5(a)(i)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Act and associated relevant regulations	- At its 28 May 2018 Council Meeting (Item 15), Council - noted the proposed approach by the Audit Panel to accommodate the requirements under Direction 5(b) of the Ministerial Directions, as reported - directed the Audit Panel to undertake an annual review of Council's compliance with the following, in accordance with Direction 5(b) of the Ministerial Directions: - Local Government Act 1993 - Local Government (General) Regulations 2015 - Local Government (Meeting Procedures) Regulations 2015 - Code for Tenders and Contracts - Corporate Credit Card Directive (January 2018) - Statement of Expectations (April 2018) - Council Policies and Procedures, and - Employment policies and merit based selection/appointment, and - noted that the Audit Panel will report back to Council in February 2019 (and annually thereafter to the term of the current Council) as to Council's compliance under Direction 5(b) of the Ministerial Directions.	28 May 2018	Completed
40		5(a)(ii)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Code for Tenders and Contracts	(see above)	28 May 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
41	5 – Compliance (cont.)	5(a)(iii)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: credit card usage in line with the Auditor-General's Report	(see above)	28 May 2018	Completed
42		5(a)(iv)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Code of Conduct	(see above)	28 May 2018	Completed
43		5(a)(v)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Statements of Expectations	(see above)	28 May 2018	Completed
44		5(a)(vi)	Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: Council policies and procedures	(see above)	28 May 2018	Completed
45		5(b)(i)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Act and the <i>Local Government (General) Regulations 2015</i>	(see above)	28 May 2018	Completed
46		5(b)(ii)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the <i>Local Government (Meeting Procedures) Regulations 2015</i> including the appropriate use of closed meetings and accuracy of relevant minutes	(see above)	28 May 2018	Completed
47		5(b)(iii)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Code of Tenders and Contracts	(see above)	28 May 2018	Completed
48		5(b)(iv)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Credit Card Policy	(see above)	28 May 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
49	5 – Compliance (cont.)	5(b)(v)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Code of Conduct	(see above)	28 May 2018	Completed
50		5(b)(vi)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Statements of Expectations	(see above)	28 May 2018	Completed
51		5(b)(vii)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: Council's policies and procedures	(see above)	28 May 2018	Completed
52		5(b)(viii)	Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: Council's employment policies, to ensure the principles of merit-based appointments is upheld	(see above)	28 May 2018	Completed
53	6 – Employment Contracts	6(a)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: the setting of performance indicators, in conjunction with the scheduled time in the General Manager's contract	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018	Completed
54		6(b)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: providing all Aldermen with an opportunity to provide input into the setting of performance indicators	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
55	6 – Employment Contracts (cont.)	6(c)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: considering the merits of including a provision in the General Manager's contract to clarify who approves any leave (annual or personal), noting the usual practice would be the Mayor on behalf of Council	- The General Manager's contract provides for Annual Leave to be taken in agreement between the Mayor and the General Manager, or in the absence of agreement, when the General Manager is directed by Council on at least one (1) months' notice - In addition, the Statement of Expectations provides 'The General Manager will, wherever practicable, ensure that the Mayor is given sufficient notice of this intention to be absent from duty for any reason or that they are otherwise unavailable or unable to perform the functions of the office of General Manager' - Notwithstanding, section 61B of the LG Act provides due process if the General Manager is absent from duty for any reason	26 Mar 2018	Completed
56		6(d)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including: ensuring the review of the General Manager's performance under his or her contract is conducted using best practice, objective processes, including the use of a professional service provider to facilitate the review process	In closed Council under Regulation 15(2)(a) and (g) of the <i>Local Government (Meeting Procedures) Regulations 2015</i>, Council considered and approved a process for the development of the General Manager's Key Performance Indicators in accordance with the General Manager's Contract of Employment and with the Glenorchy City Council Ministerial Directives (Item 26 – 26 February 2018)	26 Feb 2018	Completed

Ministerial Directions Implementation Progress Report – (November 2018)



No	Direction	Item	Ministerial Direction	Progress Comment	Date Completed	Indicator
57	6 – Employment Contracts (cont.)	6(e)	Council undertake a review of the approach to managing performance under the General Manager's contract of employment, including obtaining independent legal advice to assist in matters pertaining to the General Manager's contract of employment	- It is noted that the current General Manager's contract of employment was prepared by an independent legal advisor briefed by the then Commissioner - Furthermore, under Council's Legal Service Policy (adopted by Council Item 11 – 12 December 2017), Council recognises that the engagement of external law firms is appropriate in a number of circumstances including (but not limited to) matters pertaining to the General Manager's contract of employment. This is also recognised within that Council policy that to 'protect the integrity of Council's legal advice from conflicts of interest, loss of privilege and by ensuring the confidentiality of legal advice ... Council directs that any advice required to assist Council in matters pertaining to the General Manager's contract of employment be obtained from independent external lawyers' - To this end, Council expects that when undertaking a review of the General Manager's performance under the General Manager's contract of employment, Council will obtain independent legal advice to assist in matters pertaining to the same - Third quarterly report acknowledged and approved by Council (Item 17 – 29 October 2018) and on-sent by the Mayor to the Minister and the Department of Local Government - The report has been made publicly available on Council's website	18 Apr 2018	Completed
58	7 – Reporting to the Minister	7	Report quarterly for the term of the current Council to the Minister on the progress of actions taken to comply with these Directions, and make the report publicly available on the Council's website	- Third quarterly report acknowledged and approved by Council (Item 17 – 29 October 2018) and on-sent by the Mayor to the Minister and the Department of Local Government - The report has been made publicly available on Council's website	Ongoing	Actively Progressing

**Treasurer
Minister for Local Government
Minister for State Growth**

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30 NOV 2018



Alderman Kristie Johnston
Mayor
Glenorchy City Council
PO Box 103
GLENORCHY TAS 7010

Dear Mayor Johnston

Thank you for your letter of 1 November 2018 enclosing the Glenorchy City Council Ministerial Directions – Third Quarterly Report.

I note your comments in relation to the completion of the Communications Strategy as per Direction 1(h), which was approved by the Aldermen at the Ordinary Meeting held 29 October 2018. I also note that the Communications Strategy will be included in the next Quarterly Report.

I am pleased with the progress the Council has made to date in fulfilling the Ministerial Directions.

Yours sincerely

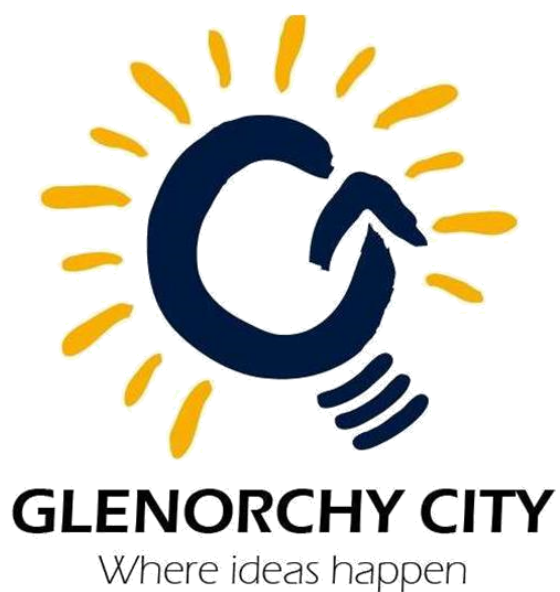
A handwritten signature in blue ink, appearing to read "Peter Gutwein", written over a faint, larger signature.

Peter Gutwein MP
Minister for Local Government

18/113615/3

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Version: 1 Version Date: 04/12/2018

Attachment 1



Monthly Financial Performance Report

For the year-to-date ending 31 October 2018

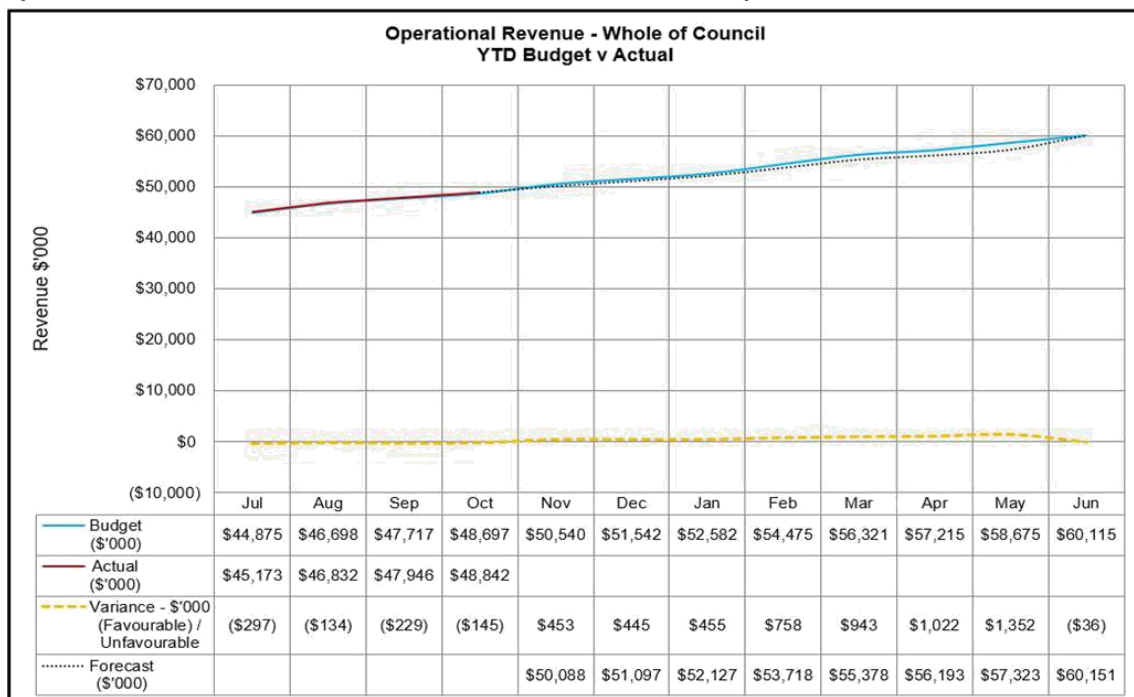
Statement of Comprehensive Income

Glenorchy City Council Financial Report Statement of Comprehensive Income to 31 October 2018				
Year-to-Date (YTD) to 31 October 2018	Note	2019 Budget \$'000	2019 Actual \$'000	2018 Actual \$'000
Income				
Recurrent Income				
Rates	1	39,561	39,699	35,326
User charges and licences	2	7,225	7,179	6,876
Interest	3	128	166	128
Grants	4	885	742	542
Contributions - cash	5	21	13	149
Investment income from TasWater	6	402	356	249
Other income	7	269	444	227
		48,492	48,599	43,497
Capital Income				
Contributions – non-monetary assets	8	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	9	5	(9)	66
Capital grants received specifically for new or upgraded assets	10	200	252	39
Fair value recognition of land under roads	11	-	-	-
		205	243	106
Total Income	12	48,697	48,842	43,603
Expenses				
Employment costs	13	7,038	7,157	6,757
Materials and services	14	5,448	5,667	4,798
Depreciation and amortisation	15	4,606	4,565	4,568
State Fire Commission contribution	16	1,410	1,410	1,333
Finance costs	17	50	56	75
Assets written off	18	-	-	-
Bad and doubtful debts	19	1	-	-
Other expenses	20	218	193	179
Total expenses	21	18,771	19,051	17,711
Surplus/(deficit)	22	29,926	29,792	25,892
Other Comprehensive income				
Items that will not be reclassified to surplus or deficit				
Net gain/(loss) on revaluation of property, plant and equipment		-	-	-
Items that may be reclassified subsequently to surplus or deficit				
Financial assets available for sale reserve				
-Fair value adjustment on available for sale assets		-	-	-
Total other comprehensive income	23	-	-	-
Total comprehensive result	24	29,926	29,792	25,892

Nb: Rounding may be reflected in some subtotals

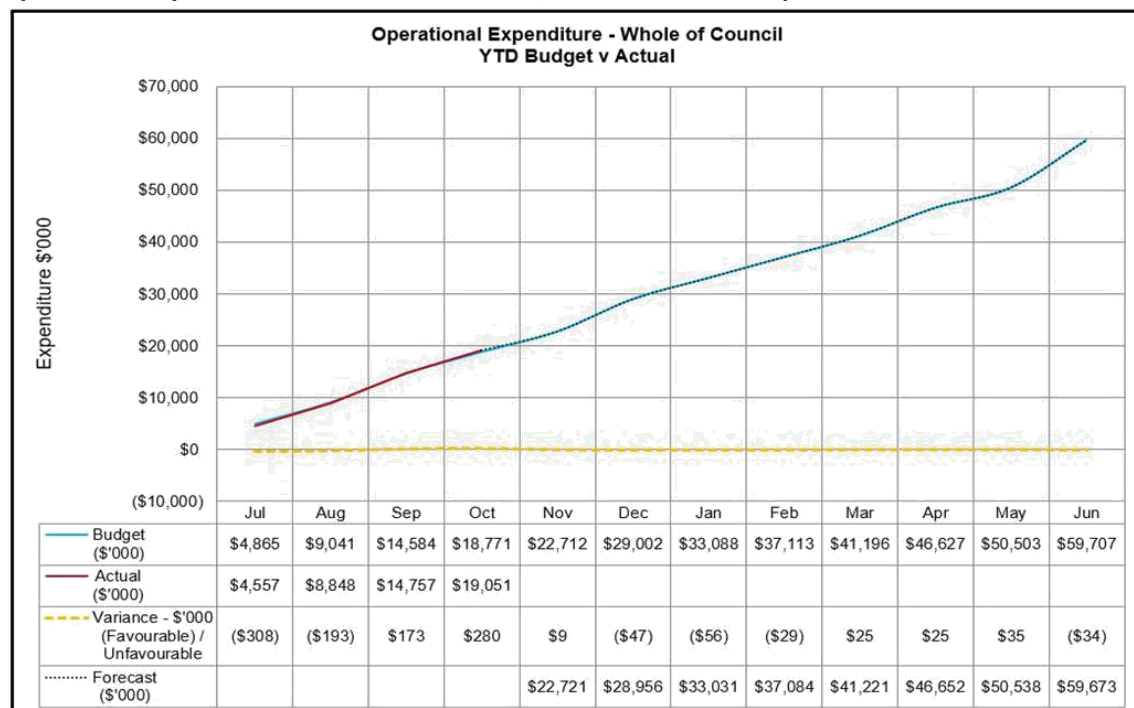
Attachment 1

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



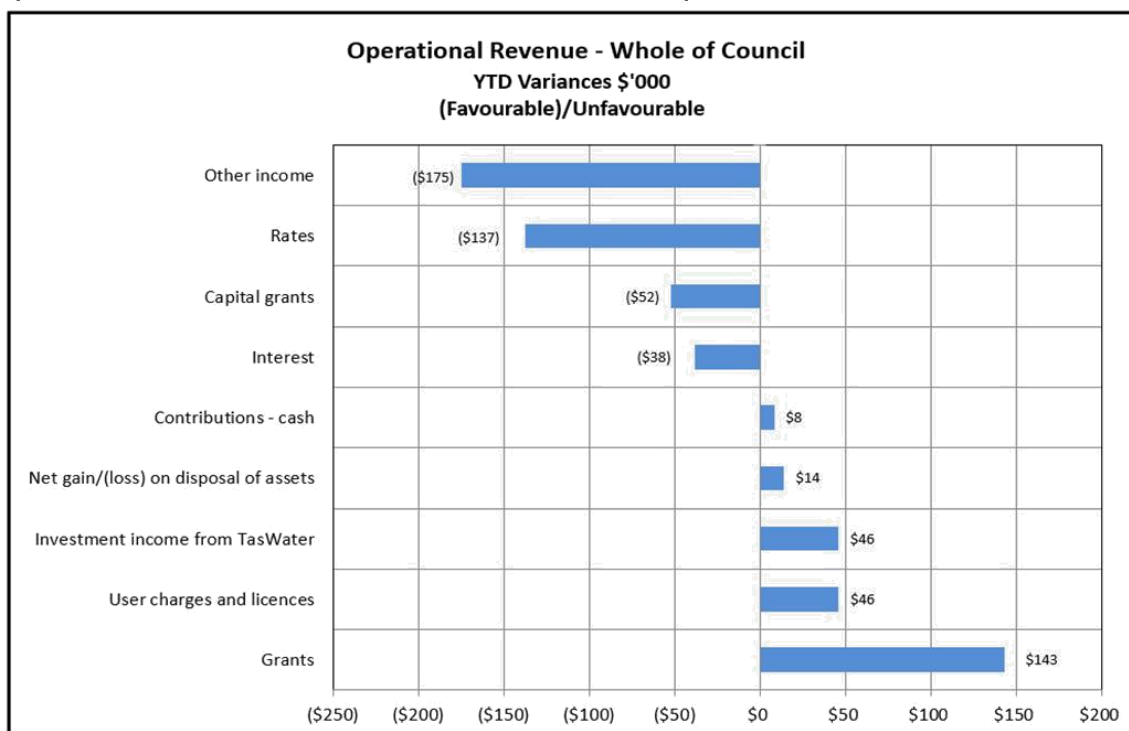
Nb: The cumulative unfavourable variance in the revenue forecast Nov to May represents a total of \$1.280m for the Financial Assistance Grant that was prepaid in June 2018 and recorded in the 2017/18 accounts. An assumption has been made that the Commonwealth will again prepay part of next year's grant in June 2019 and this is reflected in the June forecast to bring the budget back into line.

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

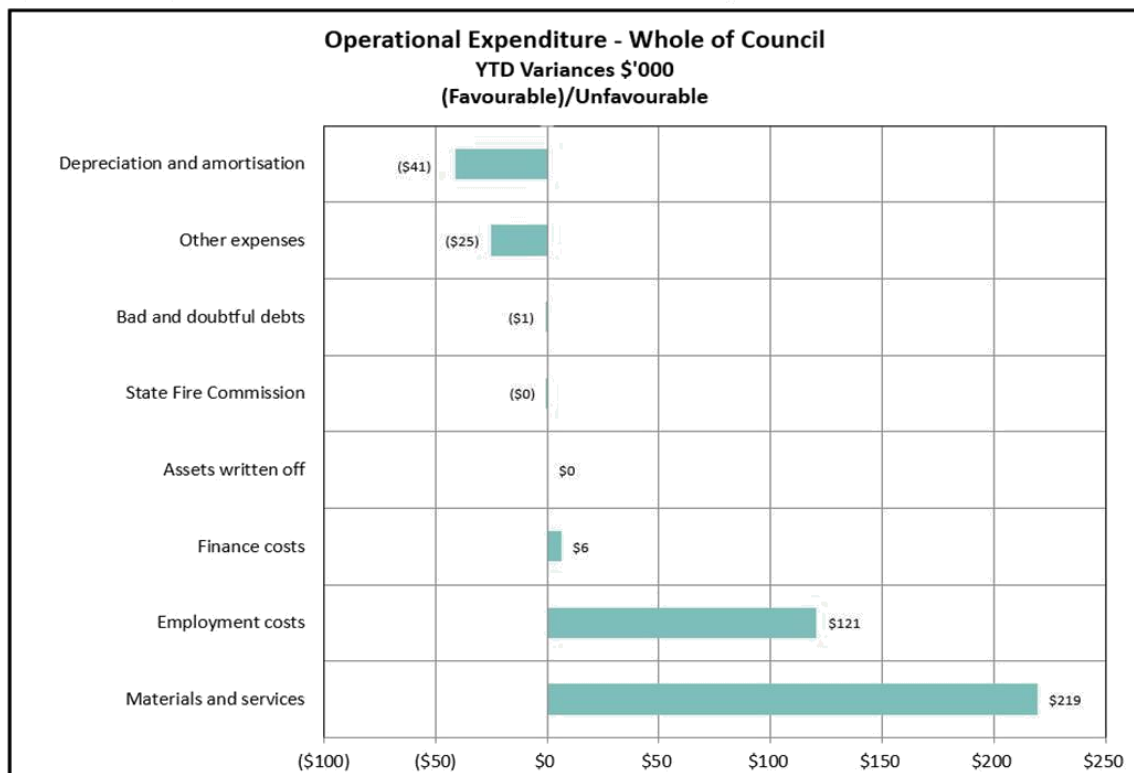


Attachment 1

Operational Revenue – Whole of Council – \$ YTD Variance by Classification

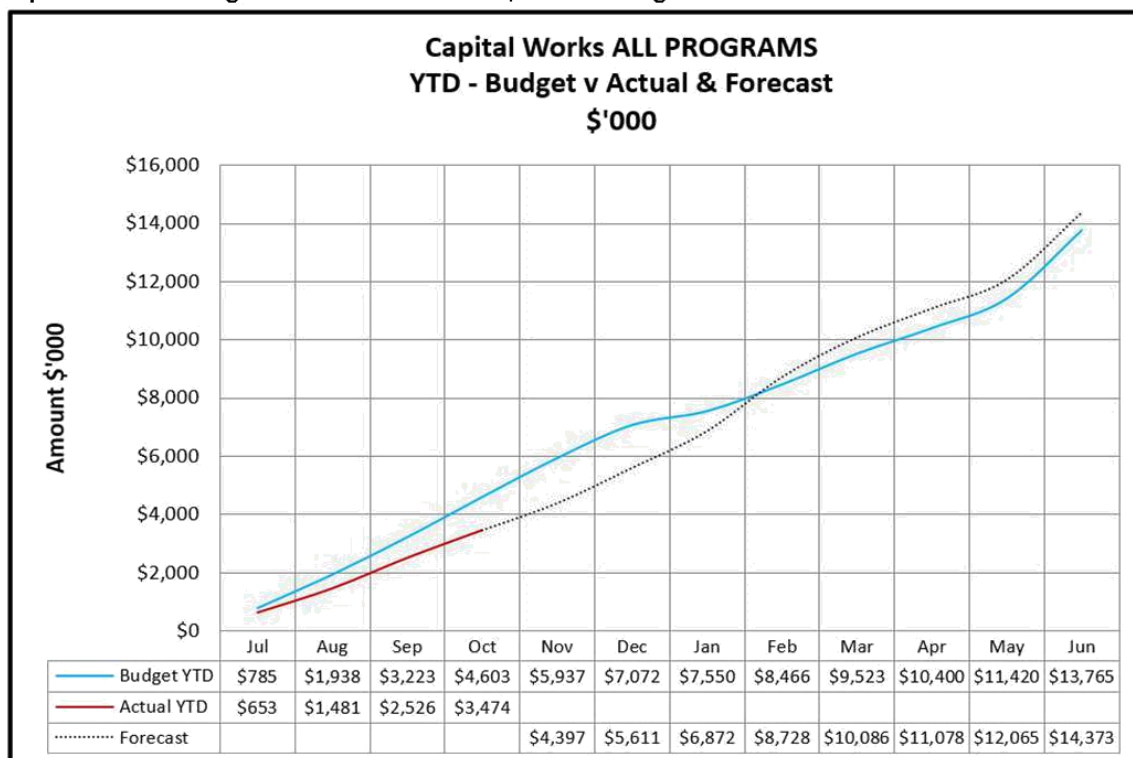


Operational Expenditure – Whole of Council – \$ YTD Variance by Classification

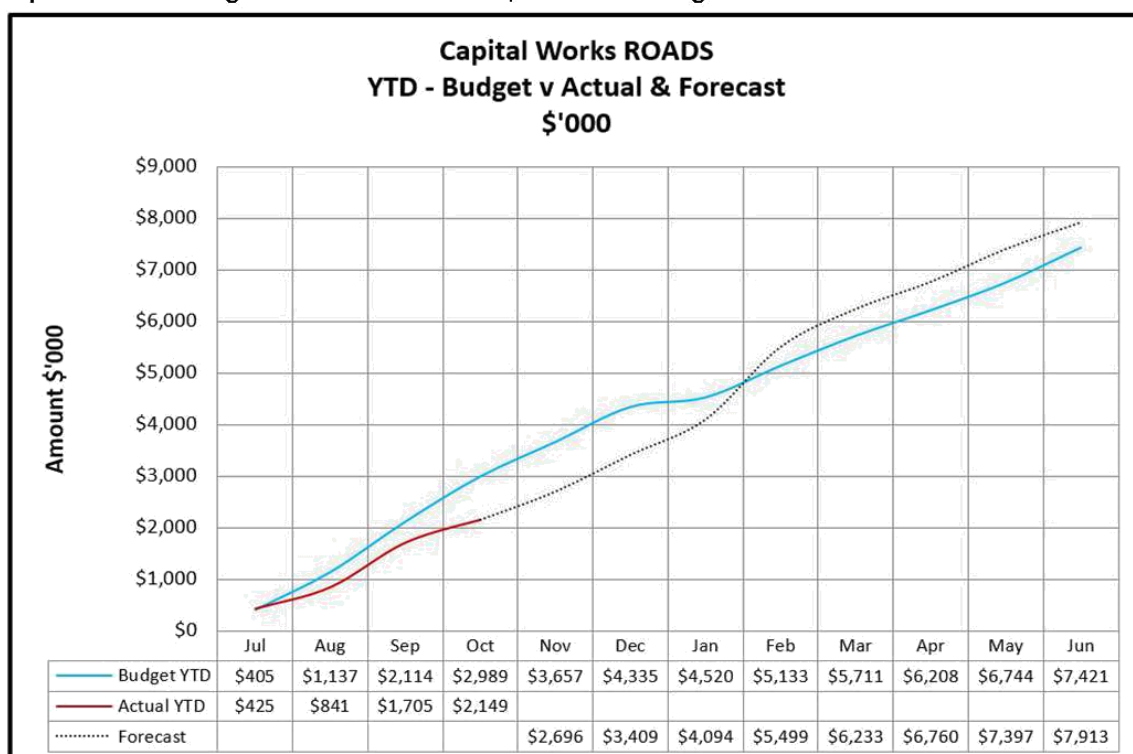


Attachment 1

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

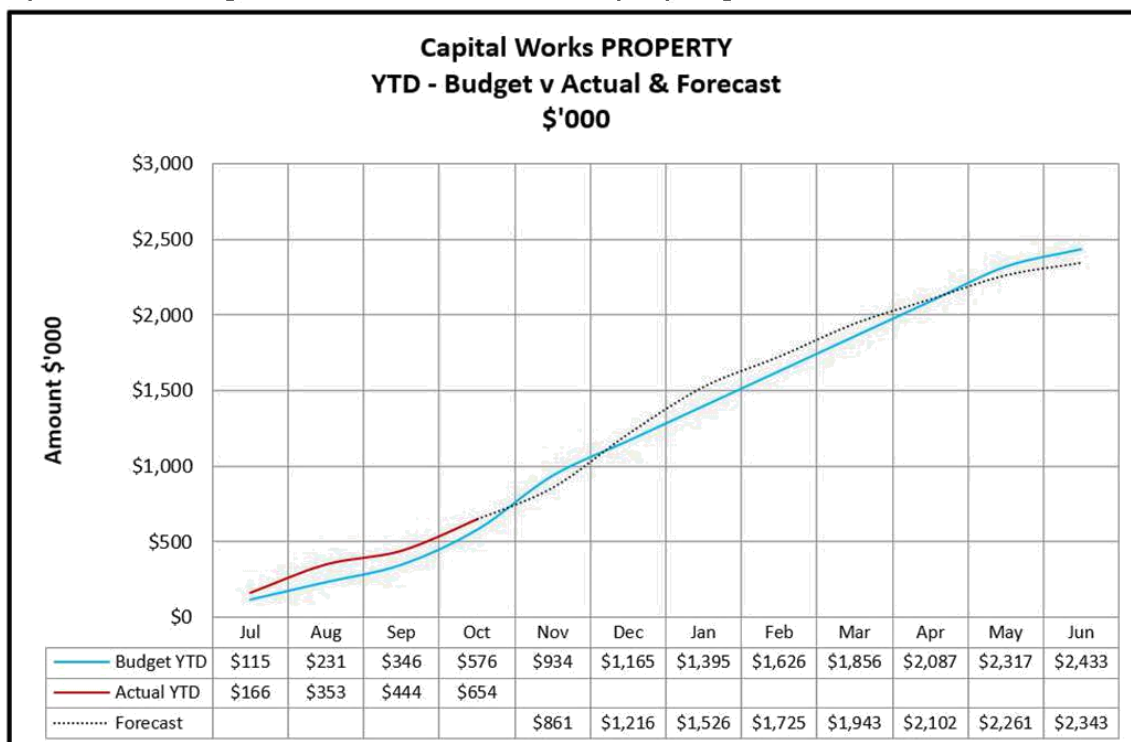


Capital Works - Budget v Actual v Forecast - \$ YTD Roads Program

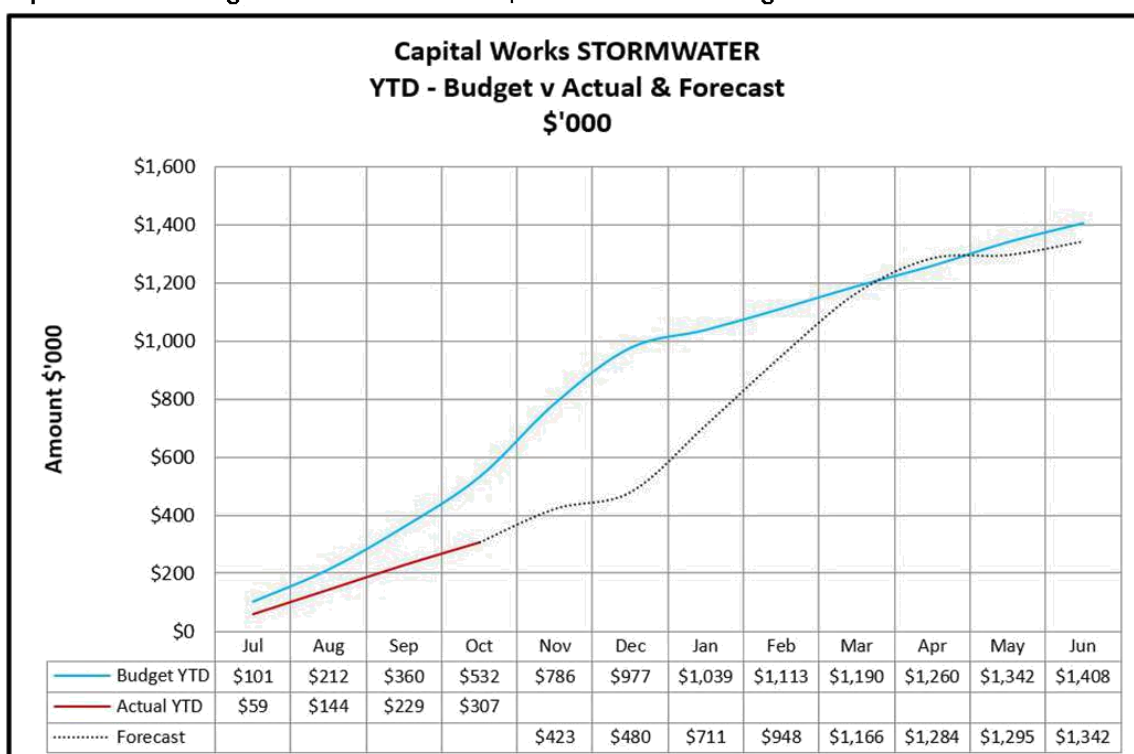


Attachment 1

Capital Works - Budget v Actual v Forecast - \$ YTD Property Program

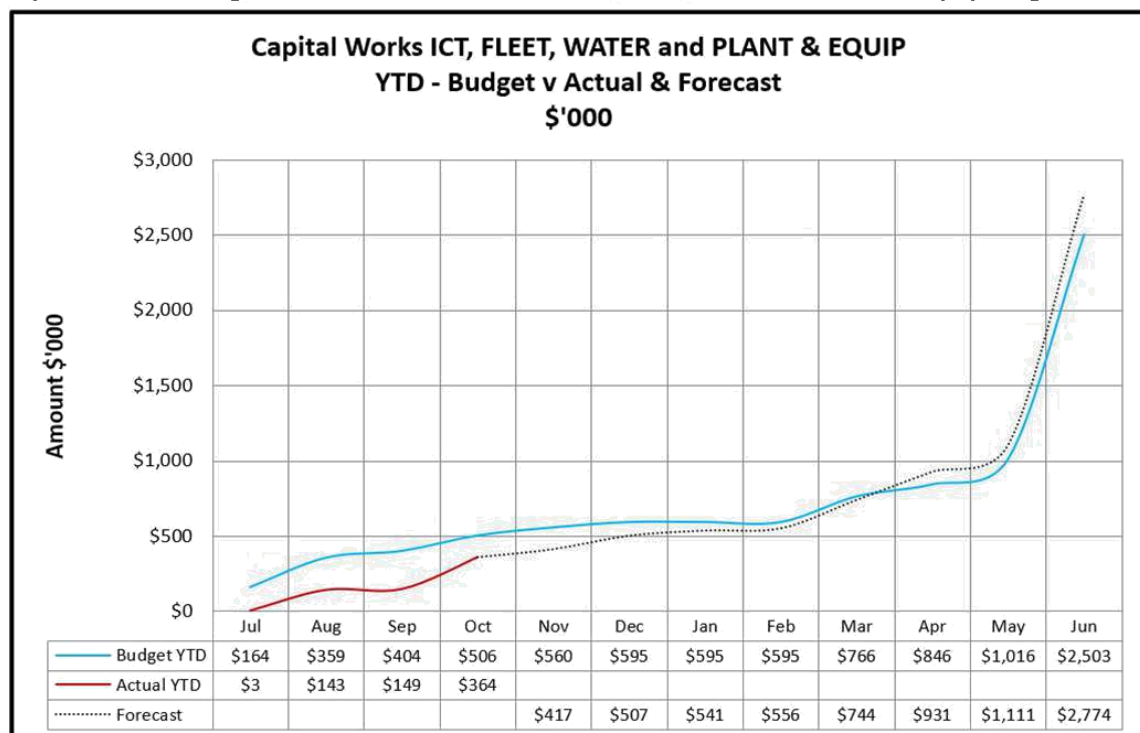


Capital Works - Budget v Actual v Forecast - \$ YTD Stormwater Program



Attachment 1

Capital Works - Budget v Actual v Forecast - \$ YTD ICT, Fleet, Water and Plant & Equip Program



The following budgeted-but-unspent capital expenditure works / purchases largely contribute to the year to date result at 31 October:

Description	Total Budget	Budget Allocated to 31/10/2018	Actual Expenditure to 31/10/2018	Comment
CBD Revitalisation	\$1.178m	\$141k	\$21k	See update report to Council 26 Nov 2018
POW Sports Ground	\$440k	\$110k	\$1k	Preliminary survey works undertaken and awaiting preparation of tender documents
Moss Park Dve	\$400k	\$220k	\$28k	Works anticipated to be awarded in December 2018 and completed in May 2019
Skate Park Relocation	\$215k	\$54k	\$0k	Works forecast to commence December
Molesworth Rd	\$1.008m	\$120k	\$27k	Works forecast to commence January with reduced estimated budget of \$400k
O'Brien's Bridge	\$150k	\$115k	\$6k	Works forecast to commence January
Kenbrae Ave 59-71 SW	\$115k	\$115k	\$24k	Works forecast to commence November
Cadbury Car Park (Tennis Courts)	\$84k	\$84k	\$4k	Awaiting TasNetworks work approval
Proactive Capital Works	\$200k	\$70k	\$0k	Works forecast to occur December and March
Allunga Rd (Karwin to Karambi)	\$70k	\$70k	\$2k	Works forecast to commence November
Christopher Close (Glenhope to End)	\$62k	\$62k	\$0k	Works forecast to commence February
Elmsleigh Rd (Lampton to #20)	\$68k	\$57k	\$1k	Works forecast to commence January
Ashboul Cres (#53 to Reece)	\$100k	\$50k	\$0k	Works forecast to commence November

Attachment 1

Explanatory Notes

These notes are provided where a single or collective variance within the Statement of Comprehensive Income requires explanation because (a) it has materially affected the financial position across multiple prior reporting periods or (b) it will continue to materially affect the financial position in future reporting periods or (c) is of particular relevance to require further explanation. To enable \$ variances to be contextualised, they are also expressed as a % variance (rounded to a whole number).

Notes:

1. The threshold for variance reporting is the combination of +/- \$5k and +/-5% budget to actual.
2. Rounding to the nearest \$1k may be apparent in amounts displayed as totals or sub-totals
3. Arrow indicators represent:

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

Note	Revenue / Expenditure Item		
1	Rates:		
		Variance \$'000	Variance %
	Rates, Interest, Penalty and Fire Levy	↑ 137	<1%
	A favourable YTD variance of \$137k has been recorded representing 0.35% above budget.		
2	User charges and licences:		
		Variance \$'000	Variance %
	Kennel Licences	↓ 5	100%
	Moonah Arts Centre	↑ 8	66%
	Building & Plumbing – Application Fees	↑ 9	6%
	Review of Leases	↓ 10	100%
	Rates - s132 Certificates	↑ 12	32%
	Building Governance – s337 Certificates	↓ 13	18%
	General Infringements	↓ 14	39%
	Child Care Parent Fees - Berriedale	↓ 14	16%
	Animal Registrations	↑ 23	7%
	Planning Services – Application Fees	↑ 26	32
	Landfill – Recycle Fees	↑ 30	>100%
	KGV Facility Outgoings Reimbursement	↓ 34	100%
	KGV Facility Leases	↓ 74	60%
	Landfill -Tip Fees	↓ 79	7%
	Budgets are based on a combination of historical revenue received, increases to the fees charged and allowances for known or anticipated complicating factors. In addition, the actual revenue received from user charges and licences is predominately driven by consumers and can be influenced by external factors outside of Council control. On this basis, variances in some circumstances may occur.		

Attachment 1

3	Interest:			
			Variance \$,000	Variance %
	Interest on Investments	↑	38	30%
	Council invests surplus funds in accordance with the Investment Policy. This results in deposits for varying terms across multiple institutions. An accrual calculation is undertaken monthly to reflect the interest return for that month however this may not always correspond with the budget.			
4	Grants:			
			Variance \$'000	Variance %
	Berriedale Child Care Centre – Fed Govt Subsidy	↑	79	71%
	Benjafield Child Care Centre – Fed Govt Subsidy	↑	80	>100%
	It is common for grants to become available during the year that were not anticipated when the budget was approved. It is also common for the timing of anticipated grant payments to be different than budgeted. On this basis, variances in some circumstances may occur.			
5	Contributions – cash:			
			Variance \$,000	Variance %
	Private Stormwater Connections	↓	7	33%
	Revenue from this source is wholly reliant upon demand from customers.			
6	Investment income from TasWater:			
			Variance \$'000	Variance %
	TasWater Tax Equivalent	↓	46	11%
	Payment from TasWater can vary in both timing and amount which may differ from budget.			
7	Other income:			
			Variance \$,000	Variance %
	Berriedale Child Care Centre	↑	9	100%
	Insurance Refunds	↑	142	100%
	In the Statement of Comprehensive Income, revenue that does not fit the criteria of other classifications is allocated to Other Income by default.			
8	Contributions - non-monetary assets: No reportable variances.			
9	Net gain/(loss) on disposal of property, infrastructure, plant and equipment: No reportable variances.			

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10	Capital grants received specifically for new or upgraded assets: No reportable variances.										
11	Fair value recognition of land under roads: No reportable variances.										
12	Total Income: <table><tr><th>Budget \$'000</th><th>Actual \$'000</th><th></th><th>Variance \$,000</th><th>Variance %</th></tr><tr><td>48,697</td><td>48,842</td><td>↑</td><td>145</td><td>(<1)%</td></tr></table> Total income has returned a favourable variance (additional) of \$145k or 0.30% at the end of the reporting period. This compares to last month's favourable variance of \$286k or 0.60%	Budget \$'000	Actual \$'000		Variance \$,000	Variance %	48,697	48,842	↑	145	(<1)%
Budget \$'000	Actual \$'000		Variance \$,000	Variance %							
48,697	48,842	↑	145	(<1)%							
13	Employment costs: <table><tr><th>Budget \$'000</th><th>Actual \$'000</th><th></th><th>Variance \$'000</th><th>Variance %</th></tr><tr><td>7,038</td><td>7,157</td><td>↑</td><td>119</td><td>2%</td></tr></table> The variance at the end of the reporting period is \$119k or 1.69% over budget compared to a \$1k variance in last month's report. The variance is attributable to timing issues relating to pays periods spanning across months.	Budget \$'000	Actual \$'000		Variance \$'000	Variance %	7,038	7,157	↑	119	2%
Budget \$'000	Actual \$'000		Variance \$'000	Variance %							
7,038	7,157	↑	119	2%							
14	Material and services: <table><tr><th>Budget \$'000</th><th>Actual \$'000</th><th></th><th>Variance \$'000</th><th>Variance %</th></tr><tr><td>5,448</td><td>5,667</td><td>↑</td><td>219</td><td>4%</td></tr></table> The variance at the end of the reporting period represents an overall collective overspend of \$219k or 4.02%. This compares to last month's variance of \$262k or 6.03%. Timing of supplier invoice payments can lead to monthly variances.	Budget \$'000	Actual \$'000		Variance \$'000	Variance %	5,448	5,667	↑	219	4%
Budget \$'000	Actual \$'000		Variance \$'000	Variance %							
5,448	5,667	↑	219	4%							
15	Depreciation and amortisation: <table><tr><th>Budget \$'000</th><th>Actual \$'000</th><th></th><th>Variance \$'000</th><th>Variance %</th></tr><tr><td>4,606</td><td>4,565</td><td>↓</td><td>41</td><td><1%</td></tr></table> Depreciation is budgeted for equally over each of the twelve months of the financial year based on estimated asset value at 30 June. However new assets are commissioned at various times during the year, so the timing of the capitalisation of these assets may contribute to a variance during the year.	Budget \$'000	Actual \$'000		Variance \$'000	Variance %	4,606	4,565	↓	41	<1%
Budget \$'000	Actual \$'000		Variance \$'000	Variance %							
4,606	4,565	↓	41	<1%							
16	State Fire Commission contribution: No reportable variances.										

Attachment 1

17	Finance costs:			
			Variance \$'000	Variance %
	Interest on Loans	↑	6	12%
	An accrual calculation is undertaken monthly to reflect the loan interest for that month however this may not always correspond exactly with the budget. However, actual loan interest is reported in the months of December and June when loan repayments are made.			
18	Assets written off: No reportable variances.			
19	Bad and doubtful debts: No reportable variances.			
20	Other expenses:			
			Variance \$'000	Variance %
	External Audit	↑	19	100%
	Internal Audit	↓	35	78%
	The internal audit program was deferred until the new auditor was appointed and will now commence in December 2018. The first of three instalments for the external audit has been prepaid in September 2018 but the budget is set for March 2019.			
21	Total Expenses:			
	Budget \$'000	Actual \$'000		Variance \$'000
	18,771	19,051	↑	280
	Total Expenses are \$280k or 1.49% in excess of budget at the end of the reporting period. This compares to last month's excess of \$238k or 1.63%.			
22	Surplus/(Deficit):			
	Budget \$'000	Actual \$'000		Variance \$'000
	29,926	29,792	↓	135
	The overall income versus expenditure result records an unfavourable variance of \$135k of budget to actual. For the year to date, this is a combination of increased revenue received of \$145k offset by overspent expenses of \$280k.			
23	Total Other Comprehensive Income: No reportable variances.			

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24	Total Comprehensive Result:			
	Budget \$'000	Actual \$'000		Variance \$'000
	29,926	29,792	↓	135
There is no change to the reported Surplus/(Deficit).				

Attachment 1

Previously reported variances considered permanent until end of year

To avoid repetition of comments in the previous tables, the following table contains variances that (a) are single-instance fixed amounts, (b) have previously been reported and (c) will most likely not alter.

Note	Details		Variance \$'000	Variance %
4	Moonah Taste – State Govt (paid in advance)	↑	10	100%
2	Mobile Phone Tower – Poimena (paid in advance)	↑	12	100%
2	KGV Ground Lease (paid in advance)	↑	16	50%
20	Internal Audit (not yet expended)	↑	20	100%
7	Land Tax Refund	↑	28	100%
7	Heavy Vehicle Motor Tax – State Govt Refund	↑	29	100%
2	Contribution to North Chigwell Oval BBQ Facility	↑	34	100%
4	Multicultural Hub (to be received June 2019)	↓	50	100%
10	Peltro Street Cycle Lane – State Govt	↑	52	100%
4	Specific Purpose Grants (funded from prior year)	↑	71	100%
4	Glenorchy Mountain Bike Trail	↑	100	100%
4	Specific Purpose Grants (unfunded from prior year)	↓	108	100%
4	Federal Assistance Grant (prepaid in 2017/18)	↓	320	52%

Adjustments to amounts previously reported

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

Revenue - Whole of Council \$'000

Variance	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Last Month	(297)	(134)	(287)							
This Month	(297)	(134)	(229)							
Change	0	0	58							

Expenditure – Whole of Council \$'000

Variance	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Last Month	(305)	(192)	238							
This Month	(308)	(193)	173							
Change	(3)	(1)	(55)							

The following adjustments have contributed to the above changes:

Affected Month/s	Comment	Amount	Reason
September Revenue	Reclassification of Proceeds from Sale of Assets	\$58k	(e)
Jul & Sep Expenditure	Reclassification of Proceeds from Sale of Assets	(\$58k)	(e)

Reason Codes:

- (a) audit requirement
- (b) reclassification of amounts between operational and capital
- (c) processing adjustments early or late
- (d) correction of errors
- (e) change to method of reporting

Glossary of Revenue & Expenditure Descriptions in the Comprehensive Statement**Recurrent income**Rates

The main source of Council revenue comprising General rates, interest & penalty on overdue rates, legal costs recovered in the collection of rates and the State Fire Levy collected on behalf of State Fire Commission.

User Charges and Licences

Revenue received from childcare, various registrations and licences, Derwent Entertainment Centre, Derwent Park Water Reuse, development and building, garbage and recycling, general fines & infringements, rental revenue and other fees and charges.

Interest

Revenue received by Council from interest on investments and deposits.

Grants

Any income received by Council for a specific project or purpose for which there is an associated deed outlining the purpose.

Contributions – cash

Any voluntary monetary contribution to Council for a specific purpose that is usually ad-hoc, such as a donation or sponsorship.

Investment Income from TasWater

Council is a shareholder of TasWater along with the other Tasmanian Councils. Council receives revenue in the form of dividends, tax equivalent payments and guarantee fees.

Other Income

Revenue includes fuel tax credits, waste education program, State Fire Commission contribution for collecting the levy and miscellaneous refunds Council may receive from suppliers.

Capital incomeContributions – non-monetary assets

Income received by Council predominately from found or donated capital assets typically Buildings, Land, Stormwater or Roads which are valued for the first time and added to the Council financial accounts. Examples include roads in new subdivisions or identifying previously unknown stormwater pipes.

Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Any item that is at the end of its useful life which has some residual value that is sold or disposed.

Capital grants received specifically for new or upgraded assets

Any grants received by Council specifically for use to improve or construct assets such as Blackspot, Roads2Recovery and Recreation Reserve lighting installation.

ExpensesEmployment costs

Any expenses associated with employee remuneration such as wages, salaries, allowances, redundancies, on-costs (eg payroll tax and workers compensation premiums), superannuation, leave and fringe benefits tax.

Materials and services

This covers the purchase of goods and services Council consumes and uses in providing services to the community. This typically includes materials from retailers, services from providers, contractors, routine plant & equipment maintenance, public utilities (eg water, sewerage, gas and electricity) and consultants.

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives in a manner which reflects consumption of the service potential embodied in those assets. Amortisation is the same process as depreciation except that it is applied to non-tangible assets such as goodwill or intellectual property.

State Fire Commission contribution

As part of the rates billing process, Council collects a fire service levy totalling the amount determined by the State Fire Commission. This is remitted to the Commission four times per annum.

Finance costs

Finance costs include interest on bank overdrafts, interest on borrowings, and unwinding of discounts.

Assets written off

This occurs when Council no longer owns an asset or the value of an asset is declared to be zero or worthless. An asset can lose value through obsolescence, changes in market demand, damage, spoilage, or theft.

Bad and doubtful debts

This is money owed to Council that is unlikely to be collected typically due to bankruptcy, liquidation, disappearance or recovery action is uneconomic.

Other expenses

These are specific expenses to Council including land tax, external auditor costs and the payment of grants such as scholarships and community group contributions.

Other comprehensive incomeNet gain/(loss) on revaluation of property, plant and equipment

Any property that at the end of its use by Council has some residual value and is sold or disposed of but will not be reclassified to surplus or deficit.

Fair value adjustment on available for sale assets

The Fair value reserve includes the net revaluation increments and decrements arising from the revaluation of the relevant available for sale asset.