

GLENORCHY CITY COUNCIL
ATTACHMENTS
MONDAY, 25 SEPTEMBER 2023



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GOVERNANCE

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COUNCIL POLICY

CONFLICT OF INTEREST



PURPOSE

The purpose of this policy is to set out a framework for managing and monitoring conflicts of interest, not to restate legislated and Code of Conduct requirements. Resources, including decision making tools and templates are also available in the annexure to assist persons to deal with conflicts of interest.

SCOPE

This policy applies to all persons administered by, or working for, Glenorchy City Council, including the General Manager and all employees (including full-time, fixed-term, part-time, and casual workers). It also applies to Elected Members and Members (such as the board of a council authority).

RELATED DOCUMENTS

- Elected Member Code of Conduct
- Audit Panel Code of Conduct
- Good Governance Framework
- Code of Tenders and Contracts
- Receipt of Gifts and Benefits
- Committee Guide and Procedures
- Meeting Procedures
- Related Party Disclosures Directive
- Sponsorship
- Legal Services Policy
- Committee Nominations and Appointments
- Fraud Control and Corruption Prevention
- Counselling and Discipline Directive

STATUTORY REQUIREMENTS

Acts	Local Government Act 1993
Regulations	N/A
Australian/International Standards	N/A

DEFINITIONS

Act means the Local Government Act 1993;

Actual Conflict of Interest means a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest(s) exists.

Elected Member means a councillor or Alderman;

Member has the same meaning as in Section 3 of the Act;



Non-Pecuniary Interest means an interest that is not financial or monetary in nature but arises from such things as personal relationships, beliefs or involvement in social, cultural, religious or sporting activities.

Pecuniary Interests means an actual or potential financial gain or loss for the person, their family, friends or close associates.

Perceived Conflict of Interest means when a reasonable person, knowing the facts, would be likely to consider that a conflict of interest may exist, whether this is the case or not.

Potential Conflict of Interest means a personal interest that could conflict with their official duties at some later point in time.

POLICY STATEMENT

Background

The management of conflict of interest situations is both a requirement of legislation and an ethical decision with broader consequences, including for the reputation of Council. The Local Government Act 1993, prescribes the minimum obligation for Elected Members and Members and the Audit Panel. The Elected Members and employees also have to follow Codes of Conduct that require the appropriate management of conflicts of interest.

A conflict of interest may affect a person's judgement as to what is in public interest, or it may lead to a bias in their decision making. It is not always possible to avoid a conflict of interest, but all conflicts of interest must be managed appropriately. A conflict of interest is not necessarily unethical or wrong, if managed appropriately.

It is important that any Actual, Perceived or Potential conflict of interest is identified, disclosed and effectively managed (including avoided if possible). Management of conflicts of interest must be fair, transparent, accountable and free from bias.

Persons to whom this policy applies must:

- disclose any actual, perceived or potential conflict of interest;
- seek independent advice about how a conflict will be managed; and
- be encouraged to report any actual, perceived or potential conflict of interest that they observe.

The Conflict of Interest Procedures (outlined below) specify:

- how and to whom disclosures or reports must be made;
- the roles and responsibilities of various persons;
- steps or processes that may be used to avoid or manage a conflict of interest; and
- how a conflict of interest is to be recorded or reported.

Considerations

A person's ethics must always guide them regarding declaring and managing a conflict of interest. This is because a conflict of interest is essentially derived from business and personal relationships. Decision making in these relationships is a matter of judgement based on the context and potential perception of third parties "looking in".



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This policy requires that all employees (including the General Manager) lead with integrity and by example. This process is assisted through good decision making. It is recommended that the following guide provided by the Integrity Commission is used to inform decision making:

Is it legal?

- What laws apply in the workplace and how do they relate to your decision? Is my decision in accordance with the law? If you are in doubt, please seek advice.

Is it informed?

- How does Council's Code of Conduct apply to your decision? Is it aligned?
- How does the relevant professional body code of conduct and ethics apply to your decision? Is it aligned?
- How do other workplace policies and directives apply (see Related Supporting Documentation section below)? Have you complied with them?
- How does my decision sit with the values of Council? Are they aligned?

Is it fair?

- What would a work colleague think of your decision? Would they agree?
- What would an informed person think about your decision? Would they agree?
- Do you have any self-interest in the decision?
- You should be able to answer yes to all the above questions.

What is a Conflict of Interest?

A conflict of interests arises when the private interests of a person (or of a close associate of the person) conflict with the person's activities that they are involved with on behalf of Council. A conflict of interest can be *potential, actual or perceived* in nature.

The Act defines an *interest* as:¹

A councillor or member has an interest in a matter if the councillor or member or a close associate would, if the matter described in a particular manner, have an expectation of receiving or be likely to receive a pecuniary benefit or pecuniary detriment.

A *Close Associate* can be any one or more of the following: ²

"...A person is a close associate of a Councillor or Member if that person is –

- (a) A body corporate of which the councillor or member is a director or a member of the governing body; or
- (b) a proprietary company in which the councillor or member is a shareholder; or
- (c) a public company in which the councillor or member is directly or indirectly a substantial shareholder; or

¹ Section 49

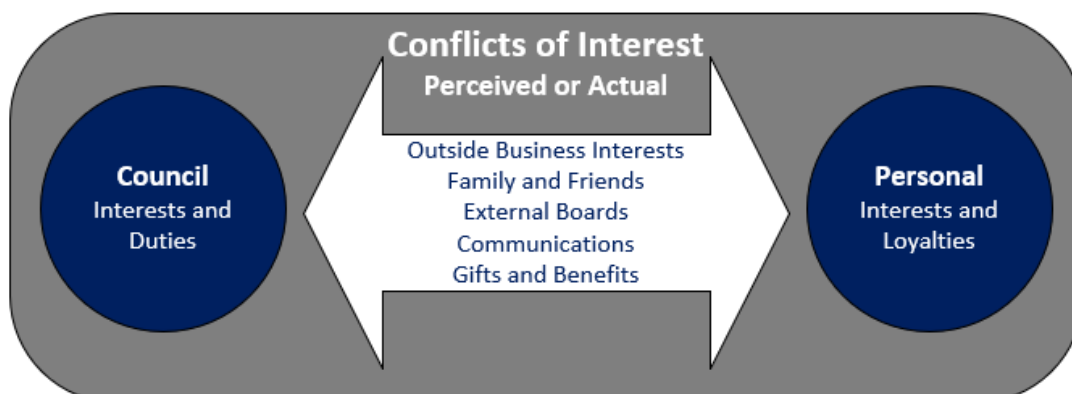
² Section 51

- (d) a beneficiary under a trust or an object of a discretionary trust of which the councillor or member is a trustee; or
- (e) a business partner of the councillor or member; or
- (f) the employer or an employee of the councillor or member; or
- (g) a person from whom the councillor or member has received, or might reasonably be expected to receive, a fee, commission or other reward for providing professional or other services in relation to a matter being dealt with (or to be dealt with) by the council, council committee, special committee, controlling authority, single authority or joint authority; or
- (h) the spouse or partner of the councillor, member, councillor's son or daughter or member's son or daughter; or
- (i) the son, daughter, brother, sister, mother or father of the councillor or member, or of their spouse or partner.

A conflict of interest is often further defined as pecuniary or non-pecuniary in nature. That depends on whether the interest involves potential, perceived or actual gains or losses that are financial (involve money) or otherwise. Examples of non-pecuniary interests include, but are not limited to:

- you are a member of a club, organisation or association likely to be impacted by the Council decision; and
- other emotional or social ties (eg. friends, religious, philosophical) that might influence your decision.

Non-pecuniary interests are generally not dealt with in detail by the legislation. They are regulated through the various Codes of Conduct that apply to Council roles.



All conflicts of interest must be managed whether they are pecuniary or non-pecuniary, or if regulated by explicit legislation or not.

Examples - Where could a conflict of interest exist?

Planning Meetings

Examples of where a conflict of interest could occur are listed below. This list is non-exhaustive.

- Attending Committee meetings as a decision maker or as a person making a recommendation;
- Undertaking a complaints (internal and external) investigation;



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- Undertaking a procurement, including:
 - developing the evaluation criteria;
 - reviewing tenders and quotes;
 - inviting / contacting parties to quote / tender; and
 - negotiating with staff of a prospective contractor.
- Dealing with customer requests;
- Dealing with contractors and consultants.

Examples - When does a conflict not arise?

There are some situations when a person is not required to declare a pecuniary interest. This includes:³

- (a) *the benefit or detriment is one received in common with all or a substantial proportion of the electors of the municipal area; or*
- (b) *the matter relates to an insurance policy or an indemnity policy being considered or taken out by the council, single authority or joint authority to insure or indemnify councillors or members or their spouses or partners unless the matter relates to, or is a claim made by, the councillor or member; or*
- (c) *in relation to the consideration of an application or request for approval, authorisation, licence, permit, exemption or other right under this or any other Act, the extent of the interest of the councillor, member or close associate is no greater than that of any other member of the public; or*
- (d) *the matter relates to the making of a rate or charge under [Part 9](#); or*
- (e) *the matter relates to any allowances or expenses payable to all councillors or members; or*
- (f) *the interest is a beneficial interest in shares of a company or other body where the total nominal value of those shares does not exceed whichever is the lesser of the following amounts:*
 - i. *an amount of \$10,000;*
 - ii. *an amount which is 1% of the total nominal value of the issued share capital of the company or body.*

Please obtain advice from Corporate Governance if you are unsure. Please refer to Section 52 for further information. Where there is any doubt, it is appropriate to declare such actual, potential or perceived pecuniary interests and follow the procedure outlined in this policy.

What if the rules are unclear?

A person's ethics must always guide them regarding declaring and managing a conflict of interest. This is because a conflict of interest is essentially derived from business and personal relationships. Decision making in these relationships is a matter of judgement based on the context and potential perception of third parties "looking in".

³ Section 52



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This policy requires that all employees (including the General Manager) lead with integrity and by example. This process is assisted through good decision making. It is recommended that the guide provided by the Integrity Commission (see "Considerations" above) is used to inform decision making:

Procedure

The Act determines the procedure that applies for pecuniary conflicts of interests, whether actual, potential or perceived in nature. Non-pecuniary interests are also required to be declared in a similar manner. The process to be followed is relevant to the role of the individual at Council.

The General Manager may also provide further advice on the way in which the conflict of interest is to be managed.

Elected Members

Where an Elected Member identifies that they have an actual, potential or perceived interest (both pecuniary and non-pecuniary), they must adhere to the following procedure in all circumstances:

Process Flow	Steps	Legislative or Other Requirement	Responsible Person
Interest Identified	1 Actual, Perceived or Potential conflict of interest is identified by the Elected Member relating to any interest of themselves, or that of a close associate	<u>Elected Members and Members</u> Sections 49 and 51 of the Local Government Act. Elected Member Code of Conduct. Local Government (Model Code of Conduct) Order 2016, Part 2. (Employee Members also see s.55A and GCC Staff Code of Conduct.) <u>Audit Panel</u> Sections 51, 52 and 55B of Local Government Act. Audit Panel Code of Conduct. Local Government (Model Code of Conduct) Order 2016, Part 2	Relevant Elected Member/Member/Audit Panel Member
Declare the interest	2 The Elected Member declares an interest before any further discussion on the matter commences.	<u>Elected Members and Members</u> Section 48(2) (Members -Section 48A (2)) <u>Audit Panel</u> Section 55C(2)	Relevant Elected Member/Member/Audit Panel Member
Exit discussion relating to the interest	3 The Elected Member must exclude themselves from the meeting and leave the room in which the discussion is taking place.	<u>Elected Members and Members</u> Section 48(1) and 48(3) <u>Audit Panel</u> Section 55C(2)	Relevant Elected Member/Member/Audit Panel Member

Process Flow	Steps	Legislative or Other Requirement	Responsible Person
Declare interest in writing.	4 The Elected Member must, by notice of writing, advise the General Manager of the details of the interest that the Elected Member has declared within 7 days of so declaring (A Member declares it to the SEO of the relevant body).	<u>Elected Members and Members</u> <u>Section 48(4) (Members Section 48A(4))</u>	Relevant Elected Member/Member/ Audit Panel Member
Interest recorded in meeting minutes	5 The General Manager must ensure that the declaration of interest is recorded in the minutes of the meeting in which the declaration was made.	<u>Elected Members and Members</u> Section 48(5)(a) (Members see Section 48A(5)) <u>Audit Panel</u> Section 55C(4)	General Manager/ Audit Panel Chairperson
Interest recorded in register	6 The General Manager must record the details of the interest declared in register of interests kept by Council	<u>Elected Members and Members</u> Section 48(5)(b) (Members see Section 48A(6)(a)) <u>Audit Panel</u> Section 48A(6)(b) and 55(4)(a)	General Manager

The declaration of interest form is attached in **Annexure 1** of this policy.

The Act enables any Elected Member to inspect the register that relates to the declared interests of any Audit Panel Member.⁴

Employees (Including the General Manager)

Where an employee has an interest in any matter in which they:

- (a) provide advice; or
- (b) make a decision or determination; or
- (c) makes a recommendation to the council or council committee;

they must provide written notification to the General Manager (or where the interest relates to the General Manager, the Mayor), of the particulars of the interest. Whilst there is no timeframe associated with notification to the General Manager (Or Mayor), the employee, as soon as reasonably practicable is required to make the declaration to the General Manager and before any advice, decisions, determinations or recommendations are made.

⁴ Section 55D(3)

Process Flow	Steps	Legislative or Other Requirement	Responsible Person
Interest Identified by Employee	1 The employee or General Manager identifies that they have an interest in a matter which he or she: (a) provides advice to the Council or Council Committee; or (b) makes a decision or determination; or (c) makes a recommendation to the Council or Council Committee	Sections 49 and 51 of Local Government Act GCC Staff Code of Conduct.	Sections 49 and 51 of Local Government Act See Code of Conduct.
Employee declares interest in writing	2 The Employee must notify the General Manager, in writing, of the interest. Where the General Manager has an interest, the declaration of interest in writing must be to the Mayor	Section 55(1) of Local Government Act Relevant Code of Conduct	Employee or General Manager
Interest managed	3 Appropriate steps are to be made by the employee and their supervisors to manage the situation (see "Managing Conflict of Interest" below)		Employee, Employee's manager and General Manager
General Manager / Mayor advises of interest to Council	4 The General Manager is to advise the Council of the existence of any interest notified by an Employee	Section 55(2)(a) of Local Government Act	General Manager
Interest recorded in register	5 The General Manager must keep a register of the interests of all employees	Section 55(2)(b)	General Manager

Noticing a Conflict of Interest in Others

Process Flow	Steps	Legislative or Other Requirement	Responsible Person
Conflict of interest identified by any person	1 Any person who considers that an Elected Member, Audit Panel Member, Member, or Employee has an interest in a matter under consideration.	Section 49 and 51 of Local Government Act. Relevant Code of Conduct. Local Government (Model Code of Conduct) Order 2016, Part 2.	Any Person
The details of the interest are put in writing	2 The person who identifies the actual, potential or perceived conflict of another, must place in writing to the General Manager (or if a Member Chief Executive Officer of that authority), details of that actual, potential or perceived interest of another.	Section 53 of Local Government Act. Members - Section 53A (1) of Local Government Act.	Any Person
Notification of affected persons	3 The General Manager, upon receipt of the notification, will advise: (a) the person, subject of the notification, the particulars of the declaration; and (b) all relevant Elected Members, Audit Panel Members, Members of Special Committees. If a Member, the Chief Executive Officer, upon receipt of the notification will notify: (a) the Chairperson of the relevant body; and (b) The Member who is subject of the notification.		General Manager
Interest recorded in register	4 The General Manager (or relevant Chief Executive Officer of a Single Authority or Joint Authority) is to keep a register of all interests.	Members - Section 53B	General Manager/ Chief Executive Officer

The declaration of interest form is attached in **Annexure 3** of this policy.

Managing Conflict of Interest

The 5 Rs for Managing Employee Conflicts of Interest:

REGISTER: (discuss and record) all actual and potential or perceived conflicts of interest with your supervisor, and then, together plan and carry out actions to manage the issue. Register this interest per the process outlined in this document.



RESTRICT: your exposure to any actual, perceived or potential conflict of interest.

RECRUIT: someone to oversee the process that is completion neutral and has no direct involvement or interest in the situation.

REMOVE: yourself from the situation nor the issue.

RELINQUISH: (give up or suspect) the private interest that is causing the conflict of interest.

Whilst there is no timeframe associated with notification to the General Manager (Or Mayor), the employee, as soon as reasonably practicable is required to make the declaration to the General Manager and before any advice, decisions, determinations or recommendations are made.

The conflict of interest form is attached in **Appendix 2** of this policy.

Notification of an Interest of Another

Elected Member, Special Committee Member, Audit Panel Member, Employee and General Manager

Any person who considers that another person has an actual, potential or perceived interest in a matter being dealt with by Council, Council Committee, Special Committee, Controlling Authority, or Audit Panel must notify the General Manager in writing of that interest.

Registers

Council must maintain a register of all interest of its Aldermen, members of Committees, Audit Panel members and employees (including the General Manager).

The register is maintained by the Corporate Governance Department on behalf of the General Manager.

Inspecting a Register of Interests

Any person, by notice in writing to the General Manager, apply to inspect the register of interests of any/all Aldermen. Upon receipt of this application, the General Manager is to allow the applicant to inspect the register of interests of Aldermen.

An Elected Member of Council that has established a special committee or controlling authority may inspect the register of interests of that body. The Register of Interests of Members is exempt from the provisions of the *Right to Information Act 2009*.

An Elected Member of Council may inspect the part of the register that relates to the members of the audit panel established by the Council they have established. The Register of Interests of Member of an Audit Panel are exempt from the provisions of the *Right to Information Act 2009*.

Non-Disclosure of a Conflict of interest

In accordance with Council's relevant Codes of Conduct (as listed in the *Related Supporting Documentation* section below) non-disclosure of a potential, perceived or actual conflict of interest may be subject to disciplinary action.

Unmanaged conflicts of interest can also have severe reputational impact on individuals and the Council, even it is only a perceived or potential conflict of interest.



June 2023

DOCUMENT CONTROL

Version:	2.0	Commencement Date:	
Minutes Reference			
Previous Versions:			
Responsible Directorate	Corporate Services	Controller:	Manager People & Governance
ECM Document No.:	Policies by Directorate		

ANNEXURE 1**DECLARATION OF INTEREST - FORM**

Alderman, Audit Panel Members, Members of Special Committees

**Interest Declared**

Full Name:

Meeting of:

Meeting Date:

Item Number:

Type of Interest Declared (Tick appropriate box)
☐

I have an interest in the above item

☐

I am aware that a close associate has an interest in the above item

Details of Interest

Please provide details of the interest that you have declared. Please also advise on how you plan to manage this conflict of interest. If there is insufficient room, please attach a separate sheet.

Signature

Signed:

Date:

Where do I submit this form?

Completed forms are to be submitted to the office of the General Manager, **within 7 days** of the declaration.

Where can I get further information?

Please direct any queries to Corporate Governance.

Office Use Only:**General Manager:**

Signed:

Date Received:

Corporate Governance:

Date Received:

Date Registered:

ANNEXURE 2

DECLARATION OF INTEREST - FORM Employees and General Manager	
Interest Declared	
Full Name:	
Position Title:	
Position Number:	
Type of Interest Declared <i>(Tick appropriate box)</i>	
☐	I have an interest in:
☐	I am aware that a close associate has an interest in:
A matter in respect of which I: <i>(Tick appropriate box)</i>	
☐	Provide advice to Council or a Council Committee
☐	Make a decision or determination
☐	Make a recommendation to Council or Council Committee
Details of Interest	
Please provide details of the interest that you have declared. Please also advise on how you plan to manage this conflict of interest. Please attach a separate sheet if there is insufficient room for all details.	

Where do I submit this form?

Completed forms are to be submitted to the office of the General Manager.

Where can I get further information?

Please direct any queries to Corporate Governance.

Office Use Only:

General Manager:			
Signed:		Date Received:	
Corporate Governance:			
Date Received:		Date Registered:	

ANNEXURE 3

NOTIFICATION OF AN INTEREST OF ANOTHER - FORM			
Details of Person Notifying the Interests of Another			
Full Name:			
Date of Notification:			
Position & Number: <i>(if applicable)</i>			
Details of Person Considered to Have a Pecuniary Interest in a Matter:			
Name of the Person:			
Please Select the Appropriate Role of the Person Considered to have a Pecuniary Interest:			
☐	An Elected Member, Member of a Special Committee or Audit Panel Member has an interest in a matter to be, or being, dealt with by Council, Council Committee, Special Committee, Controlling Authority or Audit Panel		
☐	A Member of a board of a single authority or joint authority has an interest in a matter to be, or being, dealt with by a single authority or joint authority		
Has an interest in the following matter:			
Meeting Date:			
Item No:			
Meeting of: (e.g. Council)			
Details of Interest			
Please provide the details of the pecuniary interest that you consider the person has in the matter (attach separate sheet if required):			
Signature			
Signed:		Date:	

Where do I submit this form?

Completed forms are to be submitted to the office of the General Manager.

Where can I get further information?

Please direct any queries to Corporate Governance.



June 2023

Office Use Only:

General Manager:			
Signed:		Date Received:	
Corporate Governance:			
Date Received:		Date Registered:	

CONFLICT OF INTEREST DECLARATION FORM - PROCUREMENT

Employees and General Manager



If you have not already made a declaration covering all procurement matters in the course of your employment with Council, you must complete this form and send it to Corporate Governance.

Council's Code for Tenders and Contracts and the Local Government Act require you to disclose and take reasonable steps to avoid any conflict of interest in connection with any Council procurement processes you are involved in. Additionally, if you have a role in evaluating tenders and quotes you must confirm that you do not have a conflict of interest before evaluating any submissions.

For procurement a conflict of interest can include any financial, personally beneficial, business, family or close personal relationship with a tenderer or bidder or having received or been offered gifts or hospitality by a tenderer or bidder.

If you have an actual, perceived or potential conflict of interest in undertaking your duties as they relate to a procurement process that you are involved in, you must complete the disclosure below and detail any actions you will take to manage or resolve the conflict of interest in the conflict management plan.

If you do have a conflict of interest, you should also make the person in charge of the procurement process aware of the perceived or potential conflict of interest immediately and seek advice on the appropriate action to take. Do not continue to participate in the evaluation tenders or bids.

Disclosed conflicts of interest will be included on the Conflicts of Interest Register and reported to the General Manager's office.

EMPLOYEES DETAILS

Full Name:	
Position Title:	
Procurement details or brief description of the purchase:	
Role in the procurement process or purchase:	
Declaration date:	
Signature of declaring officer or employee:	

CONFLICT OF INTEREST DETAILS			
Please provide a brief outline of the nature of the conflict of interest. If left blank there are no conflicts of interest.			
Conflict Management Plan: If you can, propose any actions that you think may help to manage or resolve the conflict without compromising the procurement process.			
I declare that the above details are correct to the best of my knowledge, and I make this conflict of interest declaration in good faith. I agree to update this disclosure if anything changes throughout the period of this specific procurement or until such a time as the conflict ceases to exist.			
Signature:		Date:	
Received and registered by:			
Corporate Governance			
Date Received		Date Registered	

COUNCIL POLICY COMMITTEES



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PURPOSE

This policy provides direction on the purpose, formation, constitution and procedures of committees and Council groups established by Council and Council management. It is also intended to ensure- adequate monitoring of External Groups on which Council is represented. This policy provides the framework in which committees, Council Groups and External Groups will operate.

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SCOPE

This policy applies to Council Committees (s. 23 LG Act) ~~and~~ Special Committees (s. 24 LG Act), ~~and other Council groups~~ ~~Internal Committees~~. It also applies to ~~External groups/committees~~ ~~Bodies~~ to the extent that it is necessary to record key details Council's representation on, and the purpose of, those groups.

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This policy does not apply to:

- (a) a working group, steering group or other Group established by Council management that does not include Aldermanic representation, irrespective of whether that group reports back to Council, and
- (b) Council's Audit Panel established under Part 8, Division 4 of the LG Act.

STRATEGIC PLAN ALIGNMENT

Making Lives Better

Objective 1.1 ~~Know our communities and what they value~~

Strategy 1.1.1 ~~Guide decision making through continued community engagement based on our community plan~~

Leading Our Community

Objective 4.1 ~~Govern in the best interests of our community~~

Strategy 4.1.1 ~~Manage Council for maximum efficiency, accountability and transparency~~

Strategy 4.1.3 ~~Maximise regulatory compliance in Council and the community through our systems and processes~~

Objective 4.2 ~~Prioritise our resources to achieve our community's goals~~

Strategy 4.2.1 ~~Deploy the Council's resources effectively to deliver value~~

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Strategy 4.2.2 Partner with community groups, business and not for profit organisations to achieve community outcomes

Strategy 4.3.3 Partner with other councils and regional organisations to achieve community outcomes

RELATED DOCUMENTS

- [Elected Member Code of Conduct Policy](#)
- [Social Media Policy](#)
- [Media and Communications Policy](#)
- [Election Caretaker Period Policy](#)

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STATUTORY REQUIREMENTS

Acts	Local Government Act 1993 Archives Act 1983
Regulations	Local Government (Meeting Procedures) Regulations 2015
Australian/International Standards	N/A

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DEFINITIONS

LG Act	the Local Government Act 1993
Committee	a Council Committee, a Special Committee, or a Council Group, as applicable
Committees Officer	the officer appointed under clause 3.2 of this policy
Committees Register	the register described in clause 3.1 of this policy
Council Committee	See clause 2.1
Council Group	See clause 2.3
Council Staff	an employee of the Council acting in their capacity as a Council officer
External Group	See clause 2.4
General Manager	the General Manager of Council, or delegate

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Regulations	<u>the Local Government (Meeting Procedures) Regulations 2015</u>
Responsible Officer	<u>See clause 3.2</u>
Special Committee	<u>See clause 2.2</u>

Chair means the person chairing a council committee meeting.

Committee means any committee or other body established by Council over which Council has control, whether comprised of Elected Member, independent person, or both and includes, but not limited to:

(a) A Council Committee

(b) A Special Committee

An Internal Committee

An Audit Panel established under Section 85 of the Act.

Council Committee means Committees established by a Council resolution made under section 23 of the Act. Council Committees assist Council in carrying out its functions under the Act or any other Act. Council Committees are constituted by Elected Member only.

Council meeting means an ordinary council meeting or special council meeting, unless expressly specified otherwise.

External body means Committees or other bodies that are established and administered by an external organisation to which representatives of Council have been appointed and with which Council has a formal and ongoing relationship.

Internal Committee means Committees or other bodies established by Council over which Council has control. An Internal Committee is formed to oversee and implement a project, plan, strategy, or event. Internal Committees may be working groups, steering groups, organising committees, taskforces, and other groups. Internal Committees can be constituted by Elected Members, Council staff and external representatives.

General Manager means the General Manager of Council, or delegate.

Regulations means the Local Government (Meeting Procedures) Regulations 2015.

Special Committee means Committees established by a Council resolution made under section 24 of the Act. A Special Committee is established to oversee or implement a project, plan, strategy, or event. These may also include working groups, steering groups, organising committees, taskforces and other groups. Special Committees can be constituted by anyone, including Elected Members.

POLICY STATEMENT

1. INTRODUCTION

1.1 Role of Committees

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1 June 2021

Committees and other ~~Council Groups~~ External Bodies play a critical role ~~in the in implementing delivery of the Council's Strategic and Annual plans outcomes within budget, strategies, policies, procedures and to improve decisions of Council representation and decision making. They also serve to facilitate communication by Council to the Community.~~

~~Committees ensure an effective and efficient process, given the opportunity cost and the limited resources of Council.~~

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

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

1.2 Objectives of this Policy

This policy provides the framework for the management of committees ~~and other Council Groups~~ established by Council. Its object is to facilitate an effective, efficient and valuable ~~committees~~ committees' program for Council. It does this by:

- (a) defining the various types of committees ~~and Council Groups~~ established by Council and their respective roles
- (b) establishing standard requirements for each type of committee ~~/ Council Group~~
- (c) providing for:
 - (i) an effective reporting system for committees, ~~Council Groups~~ and External ~~Groups~~ Bodies, so that Council is properly informed as to their ongoing activities to aid in its decision making about each committee's ongoing role, and
 - (ii) the centralisation of the administration of committees within Council by providing for a ~~Committees and Council Groups~~ Register and providing a single point of contact within Council.

It is also an object of this policy that the number of committees that Council oversees ~~and~~ is monitored with a view to reducing the total number of committees within the program, and that any committee that is not providing value for Council is abolished or its terms of reference reviewed.

~~1.3 Reference Group Toolkit~~

~~This policy is supported by a Toolkit which aids in selecting the most appropriate Council Group to use. It also provides sample terms of reference and a meeting minutes template.~~

2. TYPES OF COMMITTEES

Committees established and administered by Council fall into three categories:

- (a) Council Committees, ~~and~~
- (b) Special Committees, ~~and~~
- ~~(c) Council Groups~~ Internal Committees.

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Separate to committees established by Council are External ~~Groups~~Bodies on which Council is represented.

Each serves a different purpose and has different requirements in ~~in~~ terms of the way that they are established, comprised and report back to Council on their activities.

2.1 Council Committees

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

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

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

2.2 Special Committees

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

Special Committees are usually formed for a particular purpose or to oversee a particular plan or strategy. Special Committees also include working groups, steering groups, organising committees, taskforces and other groups.

They are not subject to the same strict conditions as Council Committees. However, they should still have formal procedures and reporting requirements and the Council approved terms of reference are met. Special Committees are, at times, allocated funds from Council's budget.

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~~2.3 Council Groups~~Internal Committees

~~Council Groups~~Internal Committees are committees or other groups established by Council over which Council has control, whether comprised of Aldermen, independent persons or both, (and whether or not it also includes Council staff members). ~~Council Groups~~Committees include reference groups, working groups, steering groups, organising committees, taskforces and other groups.

~~Like Special Committees, Council Groups~~Committees are also usually formed for a particular purpose or to oversee a particular plan, strategy, or event. ~~They do not necessarily need operate with the same formality as Special Committees. However, they must still ensure that record keeping and reporting requirements under this policy and the Council approved terms of reference are met.~~

~~Council has implemented a Council Reference and Working Groups Toolkit which should be used as a guide in defining which type of group is most suitable.~~

~~2.4.2.3~~ External Groups~~Bodies~~

External ~~Groups~~Bodies are committees or other groups that are established and administered by an external organisation and to which representatives of Council have been appointed.

Council should only appoint representatives to External ~~Groups~~Bodies whose purpose is related to the functions of Council, relates in some way to assisting Council to achieve its strategic goals, and/or generally aligns with Council's strategic direction.

Ordinarily Council does not have ~~ordinarily~~ any direct control over External ~~Groups~~Bodies, other than appointing (or nominating) representatives to them. Nevertheless, given the mutual interests of Council and External ~~Groups~~



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Bodies and the time cost to Council of sending representatives to them, it is important that Council remains informed of their constitution, purpose and activities.

Where Council appoints an Alderman-Elected Member or Council Officer to an external group, the appointment is to be reported to Council's insurance section for inclusion in the Council's liability insurance cover.

2.5.2.4 Nominations and Appointments to Committees and Groups

Nominations and appointments of Aldermen-Elected Members to Council Committees ~~(including Internal Committees)~~, groups and External Groups-Bodies must be made in accordance with Council's Committee Nominations and Appointments Policy.

3. ADMINISTRATION OF COMMITTEES

3.1 Committees Register

Council will establish and maintain a central Committees' Register.

The purpose of the Committees' Register is to provide an easily accessible record of the current status of the committees ~~and Council Groups~~ under Council's direction and details of relevant External Bodies. It will contain key information about each committee and External group-Body such as name, composition, membership and terms of reference.

Each committee, through its responsible officer, is to be accountable for advising Corporate Governance of any updates that are required to the Committees Register as soon as possible after they arise.

3.2 Committees Officers

The General Manager will appoint a Council employee as the relevant Committee / Council Group Officer. The Committees Officer will normally be the Chair-Secretariate of that cCommittee or Council Group and will be responsible for the administration and oversight of that committees.

The Committees Officer will be the central point for any inquiries about that cCommittee or Council Group.

3.3 Committee Terms of Reference

Every Committee operating under this policy must adopt-develop a terms of reference which is approved by Council.

Terms of reference (TOR) are documents which record the critical information about the committee, including its type, purpose, membership, reporting requirements and meeting procedures (as applicable). Council approved terms of reference templates are appended to this policy. Appendix 1 contains s.24 Special Committee TOR.

Appendices 2 and 3 contains the TOR for Core Reference Groups and Targeted Reference Groups respectively Internal Committees. ~~Further details are also available in the Reference and Working Group Toolkit.~~

3.4 -External Groups-Bodies

When seeking nomination of an Alderman-Elected Member or Council Officer, must supply Council with a copy of their TOR for Council records and for insurance purposes.

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3.5.3.4 Retention of Committee Records (ECM)

A template for ~~C~~Committee ~~and Council Group~~ minutes is included in Appendix ~~4.2~~ for reference.

All documents relating to committees and Council Groups are to be stored in a central location in Council's document management system ~~(currently Technology One's 'ECM' system)~~.

4. REPORTING REQUIREMENTS

4.1 Council Committees

This policy does not impose any mandatory reporting requirements for Council Committees. However, it should be noted that

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

4.2 Special Committees ~~and Council Groups~~ Internal Committees

Each Special Committee ~~and Council Group~~ Internal are to provide ~~quarterly~~ regular reports to Council summarising their recent activities and containing any other information set out in their approved TOR.

The regular reports will be provided by the Committees Officer who will summarise the key information ~~in an annual Officer's Report to Council~~. The Committees Officer will also make specific recommendations to Council about the recent activities of each committee ~~/ Council Group~~, consistent with the objects of this Policy and the related TOR of that committee ~~/ Council Group~~.

~~The form, frequency and information to be included in these reports (and other informal reports) will be specified in the related TOR. Further details are also available in the Reference and Working Group Toolkit.~~

4.3 External ~~Groups~~ Bodies

Council representatives on External ~~Groups~~ Bodies will also be required to regularly report back to Council on the committee's activities.

The form, frequency and information to be included in these reports will be specified in the relevant TOR produced to Council.

5. REVIEW OF COMMITTEES

~~All Special Committees ~~and Internal Committees~~ are subject to review and potential amendment or abolition after each Local Government election and upon the completion of a review of Council's Strategic Plan.~~

5.6. ABOLITION OF COMMITTEES

5.6.1 Resolution required

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A committee will ~~only~~ cease to exist upon the resolution of Council to abolish that committee. Council should ordinarily only vote to abolish a committee on the recommendation of that committee or the General Manager.

A committee may effectively cease to operate if it is no longer required, however a recommendation should be made to Council that the committee be abolished at the first regular report of the committee (under clause 4 of this policy) after its operation ceases.

Committees will also cease to operate upon the start of an Election Caretaker Period as defined in Council's Election Caretaker Policy.

~~5.2 Time limitations on Council Groups~~

~~Council Groups are subject to limited timeframes before further Council approval must be sought.~~

~~Core Reference Groups are subject to either:~~

- ~~a) Four years; or~~
- ~~b) Termination upon the declaration of Local Government election results, whichever is the soonest.~~

~~Targeted Reference Groups are subject to a maximum one year timeframe before further Council approval must be obtained.~~

~~Working Groups are short term (under 12 months) and focussed on delivery of a specific outcome. Working Groups related to significant projects may extend with ELT and Council approval beyond the 12 month term.~~

~~6.7. WORKPLACE HEALTH AND SAFETY~~

~~To avoid any doubt, all persons present at committee meetings, or performing any other committee business, are bound and protected by Council's policies relating to workplace health and safety, bullying and harassment.~~

~~Members of committees may not subject others to bullying, harassment or any other behaviour which may endanger personal health and safety.~~

~~7.8. BACKGROUND~~

~~To assist in carrying out its functions under the LG Act, Council establishes and oversees several different committees and Council Groups.~~

~~To ensure that it obtains maximum value from the use of committees and that committees continue to operate efficiently, and from a good governance perspective, Council must remain informed as to the activities and composition of each committee.~~

DOCUMENT CONTROL

Version:	3.0	Commencement Date:	DD Month YYYY
Minutes Reference	Council meeting, DD Month YYYY, Item ##		
Previous Versions:	v. 2.0 30 July 2018 (Council meeting, Item 16)		
	v. 1.0 21 November 2016 (Council meeting, Item 13)		
Responsible Directorate	Corporate Services	Controller:	Manager Corporate Governance

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<u>ECM Document No.:</u>	#####				
<u>Version:</u>	<u>3.0</u>	<u>Adopted</u>	<u>DD Month YYYY</u>	<u>Commencement Date</u>	<u>DD Month YYYY</u>
<u>Minutes Reference</u>	<u>Council meeting, DD Month YYYY, Item ##</u>		<u>Review Period</u>	<u>4 Years from adoption</u>	
<u>Previous Versions:</u>	<u>1.0 adopted 30 July 2018 (Council meeting, item 16)</u> <u>2.0 adopted 28 September 2020 (Council meeting, item 17)</u>				
<u>Responsible Directorate</u>	<u>Corporate Services</u>	<u>Controller:</u>	<u>Executive Officer</u>		
<u>ECM Document No.:</u>	<u>Council Policies by Directive</u>				

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Appendix 1: Special Committee Terms of Reference

NAME OF COMMITTEE

Committee Terms of Reference

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Name of Committee	Committee Name
Type of Committee	e.g. Special Committee / Internal Committee
Date of Formation	e.g. 3 November 2016
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Strategic Reference	[SPECIAL AND COUNCIL COMMITTEES ONLY]
Responsible Officer	

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1.0 Purpose of Committee

1.1 Purpose of Committee and Area of Focus

Brief statement about of the reason that the committee exists and its key objectives. This should be aligned to the current Council Strategic Plan and Annual Plan actions, and in alignment with the approved Council budget. Example (Clauses 1.1 and 1.2 use the Glenorchy Youth Task Force as an example). There should be a very clear purpose for the Committee / Group.

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

[This aligns to Strategic Plan 4 Leading our Community.](#)

[Objective 4.1 We are a leader and partner that acts with integrity and upholds our community's best interests.](#)

[Strategy reference 4.1.1 Listen to our Community to understand their needs and priorities.](#)

[Annual Plan Action 4.1.1 Seek community feedback to guide our decision-making, using the Community Engagement Framework.](#)

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1.2 Terms of Reference

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

(a) Term of reference 1

(b) Term of reference 2, and

(c) Etc.

Example:

~~The Glenorchy Youth Task Force will have responsibility for:~~



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- ~~(a) Consulting with young people in the Glenorchy Municipality and determining the needs and issues relating to them;~~
- ~~(b) Representing the identified needs, issues and views of young people to Council;~~
- ~~(c) Working with Council to identify strategies to respond to the needs and issues of young people in Glenorchy; (etc...)~~

1.3 Extent of Delegated Authority

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

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

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

2.0 Membership

2.1 Composition

How the committee is constituted. Example:

- ~~Mayor/Elected Member~~ (Chairperson)
- ~~3-1 Aldermen/Elected Member (Deputy Chairperson), and~~
- ~~Council Officers, and~~
- 2 Independent persons

2.2 Current Members

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

- ~~Alderman #####~~
- ~~Alderman #####~~

2.3 Term of Appointment

Identify how long each member is appointed for Examples:

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

~~Independent persons are appointed for 2 years~~

2.4 Selection and Appointment of Non-Aldermanic Members

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

3.0 Meetings

3.1 Frequency

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

Meetings are to be held once every three months

Or:

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

Or:

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

3.2 Quorum

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

4 members, one of whom must be [the Mayor an Elected Member](#).

3.3 Meeting Procedures

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

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

3.4 Minutes

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

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

Or:

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

Or:

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

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4.0 Reporting Requirements

4.1 Frequency of Reports

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

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

Or:

In addition to the reporting requirements in Council's Committees Policy, Quarterly Reports are to be provided to the Director, City Services and Infrastructure and an Annual Report presented to Council any actions identified by Committees are to be brought to the next practicable meeting of Council for decision.

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4.2 Content of Reports

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

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

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

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

5.0 Other Information

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

6.0 Version History

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

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

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Appendix 2: ~~Core Reference Group Terms of Reference~~ Internal Committee Terms of Reference

~~(NAME OF CORE REFERENCE GROUP)~~

~~Terms of Reference: Core Reference Group~~

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Name of Core Reference Group	
Date of Formation	
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Strategic Reference	Include Strategic Plan and any relevant strategies / frameworks
Responsible Officer	
Reference Group Review Date (if prior to next LG election)	(Insert date – maximum of 4 years) NOTE: All core reference groups will be subject to Council review and possible amendment or cessation after the Local Government elections and Council mandated review of its strategic plans (s. 70E Local Government Act 1993).

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~~7.0 Principles~~

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~~Core Reference Groups are committed to the following principles:~~

~~**Community:** Encouraging the development of a strong and inclusive community that advances access, equity, connections and participation in decision-making and shapes a better community for everyone.~~

~~**Creativity:** Encouraging diversity and creative expression in the community, nurturing innovation and always seeking opportunities for continuous improvement.~~

~~**Sustainability:** Ensuring that all decisions and future planning considers a balance of economic, environmental, cultural and social factors to enhance the quality of life in our local community.~~

~~**Community engagement:** Promoting ideas for actions, initiatives, events and programs that are authentic and fit the future vision and needs of our local Community.~~

~~8.0 Purpose~~

~~8.1 Purpose of Core Reference Group and Area of Focus¹~~

~~8.2 Specific Terms of Reference² (objectives) as approved by Council~~

¹ To be derived from the situation analysis and community assessment (profile of likely community stakeholders, assets and benefit)

² Detailed objectives to be addressed by this reference group



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

~~(c) — Term of reference 1~~

~~(d) — Term of reference 2, and~~

~~(e) — Etc.~~

~~8.3 — Extent of Authority~~

~~Unless otherwise explicitly stated in the Council resolution forming the Core Reference Group, the Group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities.~~

~~9.0 — Membership~~

~~9.1 — Composition~~

~~Membership is by invitation of Glenorchy City Council and expressions of interest are advertised via social media channels and on the Council's website.~~

~~Describe the Group's membership (i.e. relevant positions):~~

~~* — Staff (likely to be Chair, Convenor, minute taker, etc)~~

~~* — Core members (subject matter experts, representatives of key stakeholders, etc)~~

~~* — Aldermanic representation (to enable Council to understand the views presented and provide insight into Council's strategic direction).~~

~~* — Remaining persons~~

~~9.2 — Current Members~~

~~List the names of the current core members and their Capacity.~~

~~* — Convenor / Chair~~

~~* — Minute Taker~~

~~9.3 — Term of Appointment~~

~~Identify how long each member is appointed for.~~

~~Applications for convenors, minute takers, etc will be invited (annually, 2 yearly, etc.)~~

~~10.0 Meetings~~

~~10.1 — Frequency~~

~~Identify how often meetings are to be held and, if applicable, where and when~~



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10.2 Quorum

Identify the number of reference group members that makes up a quorum, including any specific office bearers. Example: 5 members one of whom must be the Chair

10.3 Meeting Procedures

Identify any specific procedures that apply to the meeting. This might be by reference to Council's Meetings Policy (if formal meeting arrangements are desired) or can simply be in bullet point form. Example:

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

10.4 Conflict Resolution

- * The Reference Group is not a decision making group, however if a vote is required in order to seek the opinion of the group on a particular issue then the majority vote will be taken as the group's position. This may be done informally (show of hands) or formally (ballot box voting) depending upon the issue.
- * While a collaborative approach to resolving issues and identifying opportunities of interest will always be preferred, overall responsibility for all decisions for Glenorchy City Council's adopted strategy and action plans strategy remains with the Council.
- * It is acknowledged that parties will at times differ in their views and may agree to disagree. While every attempt will be made to reach common ground, this may not always be possible. In such cases, individual member views will be documented in the meeting notes subject to the approval of the relevant member(s).

10.5 Minutes

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

- * Minutes are to be recorded.
- * Minutes are required to be in a particular format as contained in Appendix 3.
- * Draft Minutes are to be circulated to members within 10 working days of a meeting.

11.0 Reporting Requirements

11.1 Frequency of Reports

How often formal reports are required and who they are to be provided to.

Quarterly Reports are to be provided to the sponsoring Manager / Director and circulated to Council outside of the formal Council meeting agenda. An Annual Report must be presented to Council through the formal Council meeting agenda. The reports are to be prepared by the Chair of the Reference Group.

11.2 Content of Reports



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

The report, at a minimum, is to provide:

* A one page report from the Chairperson of the Reference group summarising:

- attendance;
- the key outcomes of the year;
- any recommendations for the following year;
- an outline of how the outcomes have been communicated to internal stakeholders in the formulation of related strategies, frameworks and plans; and
- details of any budgetary requirements for the following financial year and reasons for each request.

12.0 Other Information

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

13.0 Version History

This section is intended to capture when and why amendments were made to the Reference Group Terms of Reference. The table below should be used. Examples are provided.

Version	Date	Adoption	Amendments Made
1.0	3 November 2016	Council Meeting (Item 15)	Council approval of Reference Group creation and TOR
2.0	5 January 2017	Reference group resolution	Change to reporting requirements
3.0	23 December 2018	Council resolution (item 12)	Dissolution of Reference Group

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Appendix 3: Targeted Reference Group – Terms of Reference

(NAME OF REFERENCE GROUP)

Terms of Reference: Targeted Reference Group

Name of Reference Group	
Briefly state the Group's Purpose	
Date of Formation	
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Strategic Reference	Include Strategic Plan and any relevant strategies / frameworks
Responsible Officer	
Reference Group Review Date (14 prior to next LG election)	(Insert date) NOTE: All Targeted Reference Groups will be subject to: 1. A maximum term of 1 year; or 2. Council review and possible amendment or cessation after the Local Government elections and Council mandated review of its strategic plans (s. 70E Local Government Act 1993). (Whichever date is the soonest)

1.0 Principles

Targeted Reference Groups are committed to the following principles:

Community: Encouraging the development of a strong and inclusive community that advances access, equity, connections and participation in decision-making and shapes a better community for everyone.

Creativity: Encouraging diversity and creative expression in the community, nurturing innovation and always seeking opportunities for continuous improvement.

Sustainability: Ensuring that all decisions and future planning considers a balance of economic, environmental, cultural and social factors to enhance the quality of life in our local community.

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~~Community engagement: Promoting ideas for actions, initiatives, events and programs that are authentic and fit the future vision and needs of our local Community.~~

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~~2.0 Purpose~~

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~~2.1 Purpose of Targeted Reference Group and Area of Focus³~~

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~~Describe:~~

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~~What will a “successful” outcome look like?~~

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~~What were the understandings gathered from your situation assessment?~~

~~Who are the stakeholders?~~

~~What specific resources will be allocated?~~

~~To what extent are “subject matter experts” required and where will they be sourced?~~

~~What internal alignments / interests are there (strategies, frameworks, policies, etc.)?~~

~~Who does the Group report their outcomes to?~~

~~2.2 Detailed Terms of Reference⁴ (objectives) as approved by Council~~

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~~Describe:~~

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~~Specific stakeholder engagement methodology.~~

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~~What level of public participation will be used?~~

~~How often are progress reports required?~~

~~What are the key steps and timing?~~

~~How will decision criteria be established and addressed by the Group?~~

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~~2.3 Extent of Authority~~

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³ Describe the outcomes derived from the situation assessment

⁴ Include the detailed objectives designed as a result of the situation assessment



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Unless otherwise explicitly stated in the Council resolution forming the Targeted Reference Group, the Group does not have the authority to instruct or bind the Council (including Council officers with the relevant delegated duties) in its decision making or activities.

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3.0 Membership

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3.1 Composition

Membership is by invitation of Glenorchy City Council and expressions of interest are advertised via social media channels and on the Council's website.

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Which Council staff will be involved in this group and what are their roles?

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Who has overall control of the Group to direct its outcomes?

Who has day to day management of the Group?

Are communications a key role of this group?

Staff

Core members

Aldermanic representation (to enable Council to understand the views presented and provide insight into Council's strategic direction).

Other persons (stakeholders, community, subject matter specialists)

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4.0 Meetings

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4.1 Frequency

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

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4.2 Quorum

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Identify the number of reference group members (Core, Chair, minute taker) that makes up a quorum, including any specific office bearers. Example: 5 members one of whom must be the Chair.

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4.3 Meeting Procedures

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~~Identify any specific procedures that apply to the meeting. This might be by reference to Council's Meetings Policy (if formal meeting procedures are required) or can simply be in bullet point form.~~

~~• Meetings are to be conducted formally.~~

~~• Meetings agendas and minutes must include apologies, confirm minutes of previous meeting, deal with each item of business separately, and take formal votes about any resolution~~

~~• Agendas for the meetings are to be circulated to members at least 24 hours in advance of the meeting.~~

~~• Items not on the agenda may be considered with the consent of the Chair.~~

~~4.4 Conflict Resolution~~

~~• The Reference Group is not a decision making group, however if a vote is required to seek the opinion of the group on a particular issue then the majority vote will be taken as the group's position. This may be done informally (show of hands) or formally (ballot box voting) depending upon the issue.~~

~~• While a collaborative approach to resolving issues and identifying opportunities of interest will always be preferred, overall responsibility for all decisions for Glenorchy City Council's adopted strategy and action plans strategy remains with the Council.~~

~~• It is acknowledged that parties will at times differ in their views and may agree to disagree. While every attempt will be made to reach common ground, this may not always be possible. In such cases, individual member views will be documented in the meeting notes subject to the approval of the relevant member(s).~~

~~4.5 Minutes~~

~~Identify how and by whom minutes are to be recorded, and the degree of formality.~~

~~• Minutes are to be recorded using the template contained in Appendix 3.~~

~~• Draft Minutes are to be circulated to members within 10 working days of a meeting.~~

~~5.0 Reporting Requirements~~

~~5.1 Frequency of Reports~~

~~How often formal reports are required and who they are to be provided to.~~

~~Quarterly reports must be provided to the sponsoring Manager /Director and drafted by the Chair of the Reference Group.~~

~~A report is to be presented to Council via Council's formal meeting agenda at the conclusion of the Targeted Working Group, but not less than annually by the Chair of the Reference Group.~~

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5.2 ~~Content of Reports~~

~~Set out the exact requirements that reports are required to capture.~~

~~The report is to provide:~~

- ~~• A one page report from the Chair of the Reference Group summarising:~~
 - ~~• attendance;~~
 - ~~• the key outcomes and achievements of the Group matched to the objectives contained in the terms of reference;~~
 - ~~• an outline of how the outcomes have been communicated to internal stakeholders in the formulation of related strategies, frameworks and plans; and~~
 - ~~• any recommendations for future consideration.~~

6.0 ~~Other Information~~

~~In this section, any other relevant details of the reference group can be recorded. Subheadings should be used where appropriate.~~

7.0 ~~Version History~~

~~This section is intended to capture when and why amendments were made to the Reference Group Terms of Reference. The table below should be used. Examples are provided.~~

Version	Date	Adoption	Amendments Made
1.0	2 November 2016	Council Meeting (Item 15)	Council approval of Reference Group creation and TOR

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1 June 2021

Appendix 2 TEMPLATE: Committee Minutes

<u>(a) Name of Committee</u> MINUTES OF MEETING <u>(DD Month YYYY)</u>		 GLENORCHY CITY COUNCIL	
<u>Venue:</u>		<u>Time:</u>	

<u>In attendance:</u>	<u>Present</u>	<u>Apology</u>	<u>Absent</u>
<u>Chairperson</u>	✓		
<u>Members</u>			
<u>Officers</u>			

<u>Item</u>	<u>Action</u>
<u>1</u>	<u>Acknowledgement of Country</u> =
<u>2</u>	<u>Minutes (approve / changes) and actions from previous meeting:</u>
<u>3</u>	<u>Correspondence:</u> <u>3.1</u> <u>3.2 etc</u>
<u>4</u>	<u>Business arising:</u>
<u>5</u>	<u>Update on projects:</u>
<u>6</u>	<u>Other Business:</u>
<u>7</u>	<u>Agenda items for next meeting:</u>
<u>Next Meeting:</u>	



1 June 2021

TEMPLATE: Internal Committee Minutes

(Name of Committee) MINUTES OF MEETING (DD Month YYYY)	
Venue:	Time:

In attendance:		Present	Apology	Absent
Chairperson		✓		
Members				
Staff				

Item		Action
1	Acknowledgement of Country	-
2	Minutes (approve / changes) and actions from previous meeting:	
3	Correspondence: 3.1 3.2 etc	
4	Business arising:	
5	Update on projects:	
6	Other Business:	
7	Agenda items for next meeting:	
Next Meeting:		

Appendix



1 June 2021

4: Committee and Reference Group Minutes Template

(Name of group) MINUTES OF MEETING (DD-Month-YYYY)		
Venue:	Time:	

In-attendance:	Present	Apology	Absent
Chairperson	✓		
Members			
Staff			

Item	Action
1 Acknowledgement of Country	
2 Minutes (approve / changes) and actions from previous meeting:	
3 Correspondence:	

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3.1		
3.2 etc		
4	Business arising:	
5	Update on projects:	
6	Other Business:	
7	Agenda items for next meeting:	
Next Meeting:		

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COUNCIL POLICY COMMITTEES



PURPOSE

This policy provides direction on the purpose, formation, constitution and procedures of committees and Council groups established by Council and Council management. It is also intended to ensure adequate monitoring of External Groups on which Council is represented. This policy provides the framework in which committees, Council Groups and External Groups will operate.

SCOPE

This policy applies to Council Committees (s. 23 LG Act) and Special Committees (s. 24 LG Act). It also applies to External Bodies to the extent that it is necessary to record key details Council's representation on, and the purpose of, those groups.

This policy does not apply to:

- (a) a working group, steering group or other Group established by Council management that does not include Aldermanic representation, irrespective of whether that group reports back to Council, and
- (b) Council's Audit Panel established under Part 8, Division 4 of the LG Act.

RELATED DOCUMENTS

- Elected Member Code of Conduct Policy
- Social Media Policy
- Media and Communications Policy
- Election Caretaker Period Policy

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i> <i>Archives Act 1983</i>
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015</i>
Australian/International Standards	N/A



DEFINITIONS

Chair means the person chairing a council committee meeting.

Committee means any committee or other body established by Council over which Council has control, whether comprised of Elected Member, independent person, or both and includes, but not limited to:

- (a) A Council Committee
- (b) A Special Committee

Council Committee means Committees established by a Council resolution made under section 23 of the Act. Council Committees assist Council in carrying out its functions under the Act or any other Act. Council Committees are constituted by Elected Member only.

Council meeting means an ordinary council meeting or special council meeting, unless expressly specified otherwise.

External body means Committees or other bodies that are established and administered by an external organisation to which representatives of Council have been appointed and with which Council has a formal and ongoing relationship.

General Manager means the General Manager of Council, or delegate.

Regulations means the *Local Government (Meeting Procedures) Regulations 2015*.

Special Committee means Committees established by a Council resolution made under section 24 of the Act. A Special Committee is established to oversee or implement a project, plan, strategy, or event. These may also include working groups, steering groups, organising committees, taskforces and other groups. Special Committees can be constituted by anyone, including Elected Members.

POLICY STATEMENT

1. INTRODUCTION

1.1 Role of Committees

Committees and other External Bodies play a critical role in the delivery of Council's Strategic and Annual plan outcomes within budget, policies, procedures and to improve Council representation and decision making. They also serve to facilitate communication by Council to the Community.

Committees ensure an effective and efficient process, given the opportunity cost and the limited resources of Council.

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



To achieve maximum value from the use of committees, Council must be properly informed of the purpose, constitution and activities of any committee under its direction.

1.2 Objectives of this Policy

This policy provides the framework for the management of committees established by Council. Its object is to facilitate an effective, efficient and valuable committees' program for Council. It does this by:

- (a) defining the various types of committees established by Council and their respective roles
- (b) establishing standard requirements for each type of committee
- (c) providing for:
 - (i) an effective reporting system for committees and External Bodies, so that Council is properly informed as to their ongoing activities to aid in its decision making about each committee's ongoing role, and
 - (ii) the centralisation of the administration of committees within Council by providing for a Register and providing a single point of contact within Council.

It is also an object of this policy that the number of committees that Council oversees is monitored with a view to reducing the total number of committees within the program, and that any committee that is not providing value for Council is abolished or its terms of reference reviewed.

2. TYPES OF COMMITTEES

Committees established and administered by Council fall into three categories:

- (a) Council Committees, and
- (b) Special Committees

Separate to committees established by Council are External Bodies on which Council is represented.

Each serves a different purpose and has different requirements in terms of the way that they are established, comprised and report back to Council on their activities.

2.1 Council Committees

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

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

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

2.2 Special Committees

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

Special Committees are usually formed for a particular purpose or to oversee a particular plan or strategy. Special Committees also include working groups, steering groups, organising committees, taskforces and other groups.

They are not subject to the same strict conditions as Council Committees. However, they should still have formal procedures and reporting requirements and the Council approved terms of reference are met.



2.3 External Bodies

External Bodies are committees or other groups that are established and administered by an external organisation and to which representatives of Council have been appointed.

Council should only appoint representatives to External Bodies whose purpose is related to the functions of Council, relates in some way to assisting Council to achieve its strategic goals, and/or generally aligns with Council's strategic direction.

Ordinarily Council does not have any direct control over External Bodies, other than appointing (or nominating) representatives to them. Nevertheless, given the mutual interests of Council and External Bodies and the time cost to Council of sending representatives to them, it is important that Council remains informed of their constitution, purpose and activities.

Where Council appoints an Elected Member or Council Officer to an external group, the appointment is to be reported to Council's insurance section for inclusion in the Council's liability insurance cover.

2.4 Nominations and Appointments to Committees and Groups

Nominations and appointments of Elected Members to Council Committees, and External Bodies must be made in accordance with Council's Committee Nominations and Appointments Policy.

3. ADMINISTRATION OF COMMITTEES

3.1 Committees Register

Council will establish and maintain a central Committees' Register.

The purpose of the Committees' Register is to provide an easily accessible record of the current status of the committees under Council's direction and details of relevant External Bodies. It will contain key information about each committee and External Body such as name, composition, membership and terms of reference.

Each committee, through its responsible officer, is to be accountable for advising Corporate Governance of any updates that are required to the Committees Register as soon as possible after they arise.

3.2 Committees Officers

The General Manager will appoint a Council employee as the relevant Committee / Council Group Officer. The Committee Officer will normally be the Secretariate of that committee and will be responsible for the administration and oversight of that committee.

The Committee Officer will be the central point for any inquiries about that committee.

3.3 Committee Terms of Reference

Every Committee operating under this policy must develop a terms of reference which is approved by Council.

Terms of reference (**TOR**) are documents which record the critical information about the committee, including its type, purpose, membership, reporting requirements and meeting procedures (as applicable). Council approved terms of reference templates are appended to this policy. Appendix 1 contains s.24 Special Committee TOR.



4. External Bodies

When seeking nomination, an Elected Member or Council Officer, must supply Council with a copy of their TOR for Council records and for insurance purposes.

4.1 Retention of Committee Records

A template for committee minutes is included in Appendix 2 for reference.

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

5. REPORTING REQUIREMENTS

5.1 Council Committees

This policy does not impose any mandatory reporting requirements for Council Committees. However, it should be noted that

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

5.2 Special Committees

Each Special Committee are to provide regular reports to Council summarising their recent activities and containing any other information set out in their approved TOR.

The reports will be provided by the Committees Officer who will summarise the key information. The Committees Officer will also make specific recommendations to Council about the recent activities of each committee, consistent with the objects of this Policy and the related TOR of that committee.

5.3 External Bodies

Council representatives on External Bodies will also be required to regularly report back to Council on the committee's activities.

The form, frequency and information to be included in these reports will be specified in the relevant TOR produced to Council.

6. REVIEW OF COMMITTEES

All Special Committee are subject to review and potential amendment or abolition after each Local Government election and upon the completion of a review of Council's Strategic Plan.

7. ABOLITION OF COMMITTEES

7.1 Resolution required

A committee will cease to exist upon the resolution of Council to abolish that committee. Council should ordinarily only vote to abolish a committee on the recommendation of that committee or the General Manager.



A committee may effectively cease to operate if it is no longer required, however a recommendation should be made to Council that the committee be abolished at the first regular report of the committee (under clause 4 of this policy) after its operation ceases.

Committees will also cease to operate upon the start of an Election Caretaker Period as defined in Council's Election Caretaker Policy.

8. WORKPLACE HEALTH AND SAFETY

To avoid any doubt, all persons present at committee meetings, or performing any other committee business, are bound and protected by Council's policies relating to workplace health and safety, bullying and harassment.

Members of committees may not subject others to bullying, harassment or any other behaviour which may endanger personal health and safety.

9. BACKGROUND

To assist in carrying out its functions under the LG Act, Council establishes and oversees several different committees and Council Groups.

To ensure that it obtains maximum value from the use of committees and that committees continue to operate efficiently, and from a good governance perspective, Council must remain informed as to the activities and composition of each committee.

DOCUMENT CONTROL

Version:	3.0	Adopted	DD Month YYYY	Commencement Date	DD Month YYYY
Minutes Reference	Council meeting, DD Month YYYY, Item ##			Review Period	4 Years from adoption
Previous Versions:	1.0 adopted 30 July 2018 (Council meeting, item 16) 2.0 adopted 28 September 2020 (Council meeting, item 17)				
Responsible Directorate	Corporate Services	Controller:	Executive Officer		
ECM Document No.:	Council Policies by Directive				



Appendix 1: Special Committee Terms of Reference

NAME OF COMMITTEE

Committee Terms of Reference

Name of Committee	Committee Name
Type of Committee	e.g. Special Committee
Date of Formation	e.g. 3 November 2016
Resolution Details	e.g. Council Meeting on 24 October 2016, Item 15
Strategic Reference	
Responsible Officer	

DELETE ALL RED TEXT AND ITS BORDERS

1.0 Purpose of Committee

1.1 Purpose of Committee and Area of Focus

Brief statement about the reason that the committee exists and its key objectives. This should be aligned to the current Council Strategic Plan and Annual Plan actions, and in alignment with the approved Council budget. There should be a very clear purpose for the Committee / Group.

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

This aligns to Strategic Plan 4 Leading our Community.

Objective 4.1 We are a leader and partner that acts with integrity and upholds our community's best interests.

Strategy reference 4.1.1 Listen to our Community to understand their needs and priorities.

Annual Plan Action 4.1.1 Seek community feedback to guide our decision-making, using the Community Engagement Framework.

1.2 Terms of Reference

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

(a) Term of reference 1

(b) Term of reference 2, and

(c) Etc.

Example:

1.3 Extent of Delegated Authority



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

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

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

2.0 Membership

2.1 Composition

How the committee is constituted. Example:

- Elected Member (Chairperson)
- 1 Elected Member (Deputy Chairperson),
- Council Officers, and
- 2 Independent persons

2.2 Current Members

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

2.3 Term of Appointment

Identify how long each member is appointed for Examples:

2.4 Selection and Appointment of Non-Aldermanic Members

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

3.0 Meetings

3.1 Frequency

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

Meetings are to be held once every three months

Or:

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

Or:

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

3.2 Quorum

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

4 members, one of whom must be an Elected Member.



3.3 Meeting Procedures

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

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

3.4 Minutes

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

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

Or:

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

Or:

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

4.0 Reporting Requirements

4.1 Frequency of Reports

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

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

Or:

In addition to the reporting requirements in Council's Committees Policy, any actions identified by Committees are to be brought to the next practicable meeting of Council for decision.

4.2 Content of Reports

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



5.0 Other Information

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

6.0 Version History

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

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



Appendix 2: Internal Committee Terms of Reference

Appendix 2 TEMPLATE: Committee Minutes

(a) Name of Committee MINUTES OF MEETING (DD Month YYYY)	 GLENORCHY CITY COUNCIL
Venue:	Time:

In attendance:	Present	Apology	Absent
Chairperson	✓		
Members			
Officers			

Item	Action
1	Acknowledgement of Country
2	Minutes (approve / changes) and actions from previous meeting:
3	Correspondence: 3.1 3.2 etc
4	Business arising:
5	Update on projects:
6	Other Business:
7	Agenda items for next meeting:
Next Meeting:	



COUNCIL POLICY

COMMITTEE NOMINATIONS AND APPOINTMENTS**PURPOSE**

This policy sets out the procedures which Council will follow when making nominations and appointments to ~~a~~ ~~committees~~**Committees** and ~~external bodies~~**External Bodies**.

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

SCOPE

This policy applies to all nominations and appointments to ~~committees~~**Committees** and ~~external bodies~~**External Bodies**, other than the appointment of independent persons to Council's Audit Panel (the procedure for which is as set out in the Audit Panel Charter).

STRATEGIC PLAN ALIGNMENTMaking Lives Better

Objective 1.1 — Know our communities and what they value

Strategy 1.1.1 — Guide decision-making through continued community engagement based on our community plan

Leading Our Community

Objective 4.1 — Govern in the best interests of our community

Strategy 4.1.1 — Manage Council for maximum efficiency, accountability and transparency

Strategy 4.1.3 — Maximise regulatory compliance in Council and the community through our systems and processes

Objective 4.2 — Prioritise our resources to achieve our community's goals

Strategy 4.2.1 — Deploy the Council's resources effectively to deliver value

STATUTORY REQUIREMENTS

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

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

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

Acts	Local Government Act 1993
Regulations	Local Government (Meeting Procedures) Regulations 2015
Australian/International Standards	N/A
Related Documents	Committees Committees Policy

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~~DD Month 20##~~September 2023

	GCC Reference Groups Toolkit Media & Communications Policy Social Media Policy
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DD Month 20##September 2023

DEFINITIONS

Ballot means a ballot conducted in accordance with Part 3 of this Policy.

Chair means the person chairing a council meeting in accordance with the Regulations.

Committee means any ~~committee~~ or other body established by Council over which Council has control, whether comprised of ~~Alderman~~ Elected Member, independent person, or both and includes, but not limited to:

- (a) A Council ~~Committee~~
- (b) A Special ~~Committee~~
- ~~(c) An Internal Committee~~
- ~~(d)(c)~~ An Audit Panel established under Section 85 of the Act.

Council ~~Committee~~ means ~~Committees~~ established by a Council resolution made under section 23 of the Act. Council ~~Committees~~ assist Council in carrying out its functions under the Act or any other Act. Council ~~Committees~~ are constituted by ~~Alderman~~ Elected Member only.

Council election means an election held under Part 15 of the Act.

Council meeting means an ordinary council meeting or special council meeting, unless expressly specified otherwise.

External body ~~External Body~~ means ~~Committees~~ or other bodies that are established and administered by an external organisation to which representatives of Council have been appointed and with which Council has a formal and ongoing relationship.

~~**GCC Reference Groups Toolkit** means a Toolkit which aids in selecting the most appropriate Council Group to use. It also provides sample terms of reference and a meeting minutes template.~~

~~**Internal Committee** means ~~Committees~~ or other bodies established by Council over which Council has control. An ~~Internal Committee~~ is formed to oversee and implement a project, plan, strategy, or event, but do not necessarily align with a strategic objective. ~~Internal Committees~~ may be working groups, steering groups, organising committees, taskforces, and other groups. ~~Internal Committees~~ can be constituted by ~~Aldermen~~ Elected Members, Council staff, reference groups, targeted reference groups, working parties, and external representatives.~~

General Manager means the General Manager of Council, or delegate.

Regulations means the *Local Government (Meeting Procedures) Regulations 2015*.

Special ~~Committee~~ means ~~Committees~~ established by a Council resolution made under section 24 of the Act. A Special ~~Committee~~ is established to oversee or implement a project, plan, strategy, or event, ~~and will ordinarily be directly aligned with a strategic objective of Council. These may also include working groups, steering groups, organising committees, taskforces and other groups.~~ Special ~~Committees~~ can be constituted by anyone, including ~~Aldermen~~ Elected Members.

POLICY STATEMENT

From time to time, Council is required to appoint ~~Aldermen~~ Elected Members and independent persons to ~~Committees~~ and ~~External b~~ Bodies. ~~Council is also occasionally required to nominate or appoint representatives to external bodies~~ External Bodies.

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DD Month 20##September 2023

~~This policy sets out the procedures which Council will follow when making nominations and appointments to a committeesCommittees and external bodiesExternal Bodies.~~

~~It aims to ensure that nominations and appointments are fair, democratic and transparent.~~

PART 1 – NOMINATIONS AND APPOINTMENTS OF ~~ALDERMEN~~ELECTED MEMBERS

1. Appointments following Council election

Council will appoint and re-appoint (and, where necessary, nominate or re-nominate) ~~Aldermen~~Elected Members to ~~committees~~Committees and ~~external bodies~~External Bodies at the first ordinary meeting of council following a council election (or at a special meeting of Council if a special meeting for that purpose is called).

2. Procedure

1. Where it is necessary to appoint ~~Aldermen~~Elected Members to ~~committees~~Committees (including as a result of a casual vacancy), the General Manager will circulate a notice to ~~Aldermen~~Elected Members which—
 - (a) notifies ~~Aldermen~~Elected Members that appointments, re-appointments, and nominations for appointment to ~~committees~~Committees and ~~external bodies~~External Bodies are to be made at the relevant meeting, and
 - (b) lists the appointments and nominations to be made, and, for each, identifies—
 - i) the ~~committee~~Committee or ~~external body~~External Body,
 - ii) the position available (including, for an ~~external body~~External Body, whether Council will be making a nomination only)
 - iii) the nature of the duties to be undertaken
 - iv) the proposed term of the appointment
 - v) whether the position is to be held ex-officio by the Mayor or Deputy Mayor, and
 - vi) any other information the General Manager considers relevant.
 - (c) requests that ~~Aldermen~~Elected Members submit nominations for the available positions one (1) week before the next council meeting.
2. ~~(2)~~—The notice is to be circulated to all ~~Aldermen~~Elected Members by email no later than five days before nominations close (or as soon as practicable if it is not possible to circulate the notice five days before nominations close), and
3. Nominations may contain a statement in support of the nomination, to a maximum of 150 words.
4. Nominations may be for a position or a proxy position.
5. ~~The~~ General Manager will present a report to Council for consideration at the relevant council meeting which will contain, for each available position—
 - (a) the information specified in clause 2(1)(b), and
 - (b) a list of the nominations received, and the documentation provided in support of each.

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DD Month 20##September 2023

6. Where the number of nominees for a position does not exceed the number of positions available, the Council will determine the appointment in accordance with its ordinary meeting procedures.
7. ~~(7)~~ — If the number of nominees for a position exceeds the number of positions available —
 - (a) a ballot will be held to select the appointee or appointees (or nominees for a position on an ~~external body~~ External Body, if applicable), and
 - (b) once the result of the ballot is determined, the chair will call for the appointment to be confirmed in accordance with Council's ordinary meeting procedures.
8. Where Council's nominee for a position on an ~~external body~~ External Body is required to be confirmed by the ~~external body~~ External Body, the General Manager is to write to the ~~external body~~ External Body advising it of Council's decision.
9. For the avoidance of doubt, where a ~~committee~~ Committee detail sheet that has previously been adopted by Council provides for a position to be held ex officio by the Mayor or the Deputy Mayor, the appointment of the Mayor or Deputy Mayor to that position is automatic, and no other ~~Aldermen~~ Elected Members are entitled to nominate for that position.

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PART 2 – NOMINATIONS AND APPOINTMENTS OF INDEPENDENT PERSONS ~~OR~~ SUBJECT MATTER EXPERTS

3. Procedure

1. Where there is a vacancy for the position of an independent person ~~or subject matter expert~~ on a ~~committee~~ Committee or ~~external body~~ External Body, the General Manager is to circulate a notice calling for expressions of interest for appointment, containing the information specified in clause 2(1)(b) —
2. — The notice is to be circulated by —
 - (a) publishing the notice on Council's website
 - (b) sending an email to all Council staff, and
 - (c) if the General Manager considers it necessary, publishing the notice in a local newspaper.
3. The General Manager must circulate the notice under 3(1) no later than five days before nominations close (or as soon as practicable if it is not possible to circulate the notice five days before nominations close).
4. Following the receipt of nominations, the appointment of the independent person is to be determined in accordance with the procedure set out in the ~~committee~~ Committee's Terms of Reference.
5. For nominations or appointments to ~~external bodies~~ External Bodies, or if no procedure is specified in the ~~committee~~ Committee detail sheet, the General Manager will assess each nomination on its merits and will make a recommendation to Council seeking Council's endorsement and nomination or appointment (as applicable) of the preferred nominee.

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PART 3 – BALLOTS

4. Application

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

5. Rules for ballots



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

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6. Proxies

1. Where proxy positions for ~~committees~~Committees or ~~external bodies~~External Bodies are available, unsuccessful candidates will be offered the position of proxy in the order in which they placed in the ballot.
2. Where a proxy is required but there are not sufficient candidates for a proxy after positions have been filled, or if all unsuccessful candidates decline the proxy appointment, the chair may call for nominations for proxy positions.
3. Where the chair has called for nominations in accordance with subclause (2), the selection of the nominees is to be determined in accordance with Council's ordinary meeting procedures.

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PART 4 – MISCELLANEOUS

7. Vacation of positions on leaving office

An ~~Alderman~~Elected Member's appointment to a ~~committee~~Committee or ~~external body~~External Body will cease immediately upon the person ceasing, for any reason, to be an ~~Alderman~~Elected Member.



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8. Nominations need not be personal

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

9. Refusal of nominations or appointments

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

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10. Inconsistency with meeting procedures regulations

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

11. Attendance and performance

If an ~~AldermanElected Member~~'s attendance record at ~~committeeCommittee~~ or ~~external-bodyExternal Body~~ meetings is unsatisfactory, or if Council receives notification from a ~~committeeCommittee~~ or ~~external-bodyExternal Body~~ that the ~~AldermanElected Member~~ is not properly discharging the duties required of the position, Council may resolve to withdraw the ~~AldermanElected Member~~'s appointment and appoint another ~~AldermanElected Member~~ as a replacement.

BACKGROUND

Council has established and maintains control over ~~a number of multiple committeesCommittees~~, special ~~committeesCommittees~~, working groups, steering ~~committeesCommittees~~, task forces and other bodies to assist in discharging its role and functions. Council is also, required to appoint (or nominate) representatives to ~~external bodiesExternal Bodies~~.

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

DOCUMENT CONTROL

Version:	3.0	Adopted	DD Month YYYY	Commencement Date	DD Month YYYY
Minutes Reference	#####			Review Period	4 Years from adoption
Previous Versions:	v 1.0 adopted 19 December 2016 (Council meeting, Item 17) 2.0 adopted 19 December 2022 (Council meeting, Item 8)				
Responsible Directorate	Corporate Services Community and Customer Services		Controller:	Manager Customer Services Executive Manager Stakeholder Engagement	
ECM Document No.:	##### Council Policies				

COUNCIL POLICY

COMMITTEE NOMINATIONS AND APPOINTMENTS



PURPOSE

This policy sets out the procedures which Council will follow when making nominations and appointments to Committees and External Bodies.

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

SCOPE

This policy applies to all nominations and appointments to Committees and External Bodies, other than the appointment of independent persons to Council's Audit Panel (the procedure for which is as set out in the Audit Panel Charter).

STATUTORY REQUIREMENTS

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

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

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

Acts	<i>Local Government Act 1993</i>
Regulations	<i>Local Government (Meeting Procedures) Regulations 2015</i>
Australian/International Standards	<i>N/A</i>
Related Documents	Committees Policy Media & Communications Policy Social Media Policy

DEFINITIONS

Ballot means a ballot conducted in accordance with Part 3 of this Policy.

Chair means the person chairing a council meeting in accordance with the Regulations.

Committee means any Committee or other body established by Council over which Council has control, whether comprised of Elected Member, independent person, or both and includes, but not limited to:

- (a) A Council Committee
- (b) A Special Committee
- (c) An Audit Panel established under Section 85 of the Act.

Council Committee means Committees established by a Council resolution made under section 23 of the Act. Council Committees assist Council in carrying out its functions under the Act or any other Act. Council Committees are constituted by Elected Member only.

Council election means an election held under Part 15 of the Act.

Council meeting means an ordinary council meeting or special council meeting, unless expressly specified otherwise.

External Body means Committees or other bodies that are established and administered by an external organisation to which representatives of Council have been appointed and with which Council has a formal and ongoing relationship.

General Manager means the General Manager of Council, or delegate.

Regulations means the *Local Government (Meeting Procedures) Regulations 2015*.

Special Committee means Committees established by a Council resolution made under section 24 of the Act. A Special Committee is established to oversee or implement a project, plan, strategy, or event. These may also include working groups, steering groups, organising committees, taskforces and other groups. Special Committees can be constituted by anyone, including Elected Members.

POLICY STATEMENT

From time to time, Council is required to appoint Elected Members and independent persons to Committees and External Bodies.

Committees External Bodies PART 1 – NOMINATIONS AND APPOINTMENTS OF ELECTED MEMBERS

1. Appointments following Council election

Council will appoint and re-appoint (and, where necessary, nominate or re-nominate) Elected Members to Committees and External Bodies at the first ordinary meeting of council following a council election (or at a special meeting of Council if a special meeting for that purpose is called).

2. Procedure

1. Where it is necessary to appoint Elected Members to Committees (including as a result of a casual vacancy), the General Manager will circulate a notice to Elected Members which—
 - (a) notifies Elected Members that appointments, re-appointments, and nominations for appointment to Committees and External Bodies are to be made at the relevant meeting, and
 - (b) lists the appointments and nominations to be made, and, for each, identifies—



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- i) the Committee or External Body
 - ii) the position available (including, for an External Body, whether Council will be making a nomination only)
 - iii) the nature of the duties to be undertaken
 - iv) the proposed term of the appointment
 - v) whether the position is to be held ex-officio by the Mayor or Deputy Mayor, and
 - vi) any other information the General Manager considers relevant.
- (c) requests that Elected Members submit nominations for the available positions one (1) week before the next council meeting.
- 2. The notice is to be circulated to all Elected Members by email no later than five days before nominations close (or as soon as practicable if it is not possible to circulate the notice five days before nominations close), and
- 3. Nominations may contain a statement in support of the nomination, to a maximum of 150 words.
- 4. Nominations may be for a position or a proxy position.
- 5. The General Manager will present a report to Council for consideration at the relevant council meeting which will contain, for each available position—
 - (a) the information specified in clause 2(1)(b), and
 - (b) a list of the nominations received, and the documentation provided in support of each.
- 6. Where the number of nominees for a position does not exceed the number of positions available, the Council will determine the appointment in accordance with its ordinary meeting procedures.
- 7. If the number of nominees for a position exceeds the number of positions available—
 - (a) a ballot will be held to select the appointee or appointees (or nominees for a position on an External Body, if applicable), and
 - (b) once the result of the ballot is determined, the chair will call for the appointment to be confirmed in accordance with Council's ordinary meeting procedures.
- 8. Where Council's nominee for a position on an External Body is required to be confirmed by the External Body, the General Manager is to write to the External Body advising it of Council's decision.
- 9. For the avoidance of doubt, where a Committee detail sheet that has previously been adopted by Council provides for a position to be held ex officio by the Mayor or the Deputy Mayor, the appointment of the Mayor or Deputy Mayor to that position is automatic, and no other Elected Members are entitled to nominate for that position.

PART 2 – NOMINATIONS AND APPOINTMENTS OF INDEPENDENT PERSONS OR SUBJECT MATTER EXPERTS

3. Procedure

- 1. Where there is a vacancy for the position of an independent person or subject matter expert on a Committee or External Body, the General Manager is to circulate a notice calling for expressions of interest for appointment, containing the information specified in clause 2(1)(b)—
- 2. The notice is to be circulated by—

Corporate Governance

Committee Nominations and Appointments Policy

Page 3



- (a) publishing the notice on Council's website
 - (b) sending an email to all Council staff, and
 - (c) if the General Manager considers it necessary, publish the notice in a local newspaper.
3. The General Manager must circulate the notice under 3(1) no later than five days before nominations close (or as soon as practicable if it is not possible to circulate the notice five days before nominations close).
 4. Following the receipt of nominations, the appointment of the independent person is to be determined in accordance with the procedure set out in the Committee's Terms of Reference.
 5. For nominations or appointments to External Bodies, or if no procedure is specified in the Committee detail sheet, the General Manager will assess each nomination on its merits and will make a recommendation to Council seeking Council's endorsement and nomination or appointment (as applicable) of the preferred nominee.

PART 3 – BALLOTS

4. Application

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

5. Rules for ballots

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



10. All ballot papers and other ballot material are to be destroyed as soon as practicable after the conclusion of the ballot.

6. Proxies

1. Where proxy positions for Committees or External Bodies are available, unsuccessful candidates will be offered the position of proxy in the order in which they placed in the ballot.
2. Where a proxy is required but there are not sufficient candidates for a proxy after positions have been filled, or if all unsuccessful candidates decline the proxy appointment, the chair may call for nominations for proxy positions.
3. Where the chair has called for nominations in accordance with subclause (2), the selection of the nominees is to be determined in accordance with Council's ordinary meeting procedures.

PART 4 – MISCELLANEOUS

7. Vacation of positions on leaving office

An Elected Member's appointment to a Committee or External Body will cease immediately upon the person ceasing, for any reason, to be an Elected Member.

8. Nominations need not be personal

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

9. Refusal of nominations or appointments

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

10. Inconsistency with meeting procedures regulations

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

11. Attendance and performance

If an Elected Member's attendance record at Committee or External Body meetings is unsatisfactory, or if Council receives notification from a Committee or External Body that the Elected Member is not properly discharging the duties required of the position, Council may resolve to withdraw the Elected Member's appointment and appoint another Elected Member as a replacement.

BACKGROUND

Council has established and maintains control over multiple Committees, special Committees, working groups, steering Committees, task forces and other bodies to assist in discharging its role and functions. Council is also, required to appoint (or nominate) representatives to External Bodies.

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

DOCUMENT CONTROL



September 2023

Version:	3.0	Adopted	DD Month YYYY	Commencement Date	DD Month YYYY
Minutes Reference	#####			Review Period	4 Years from adoption
Previous Versions:	v 1.0 adopted 19 December 2016 (Council meeting, Item 17) 2.0 adopted 19 December 2022 (Council meeting, item 8)				
Responsible Directorate	Corporate Services		Controller:	Executive Manager Stakeholder Engagement	
ECM Document No.:	Council Policies				

COUNCIL POLICY

Media and Communications and Communications**PURPOSE**

The purpose of this policy is to provide clarity around the role of the Mayor as the official spokesperson of Council and ensure the quality, consistency and timeliness of all media communications on behalf of Council.

SCOPE

This policy applies to all Glenorchy City Council ~~Aldermen~~Elected Members, management and staff members.

STRATEGIC PLAN ALIGNMENTLeading Our Community

~~Objective 4.1 – Govern in the best interests of our community~~

~~Strategy 4.1.1 – Manage Council for maximum efficiency, accountability and transparency~~

~~Strategy 4.1.3 – Maximise regulatory compliance in Council and the community through our systems and processes~~

~~Objective 4.2 – Prioritise our resources to achieve our community's goals~~

~~Strategy 4.2.1 – Deploy the Council's resources effectively to deliver value~~

RELATED DOCUMENTS

- ~~Ministerial Directions to Glenorchy City Council, 23 January 2018~~
- ~~Glenorchy City Council Statement of Expectations, 16 April 2018~~
- ~~Aldermanic Elected Member Code of Conduct Policy (adopted 29 January 2019 May 2023, item 12)~~
- ~~Committee Policy 2021~~
- ~~Social Media Policy 2020~~

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993, section 27</i>
Regulations	<i>n/a</i>

POLICY STATEMENT**Role of the Mayor**

Section 27 of the *Local Government Act 1993* provides that the Mayor is the official spokesperson of Council.



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This function is not co-shared with other ~~Aldermen~~Elected Members or the General Manager other than at the Mayor's discretion. The Mayor is the only person authorised to speak on behalf of Council.

The Mayor may authorise the General Manager, other ~~Aldermen~~Elected Members or Council officers to communicate on behalf of Council on certain technical or factual matters as the Mayor considers appropriate. This will ordinarily be done by way of an express authorisation to make a comment on a particular topic. However, the Mayor may provide a standing authorisation to make comments on particular matters to other persons, as the Mayor sees fit.

Any authorisation by the Mayor to communicate on behalf of Council is provided on the basis that all communications must deliver a consistent message, must not be contrary to any official position adopted by Council and must portray Council's position accurately, irrespective of whether that position has been previously expressed in public.

Role of Committee Chairs & Co-Chairs

Elected Members appointed by Council as Committee Chairs ~~or Co-Chairs~~ are responsible for reporting Committee minutes, recommendations and events back to Council for discussion and, if necessary, resolution. Committee matters are regarded as Council business. The appointment to chair a committee does not convey any authorisation to engage with media regarding committee matters.

The Mayor may authorise a committee chair to communicate on behalf of the Council on matters relevant to the committee. This authorisation must be in writing and detail the subject matter to be communicated as well as a date by which the authorisation ceases.

All such communications are to be aligned to any official position adopted by Council and must portray Council's position accurately (eg. Strategic and Annual Plans, Council strategies, previous Council media statements).

Council's Senior Communications Advisor must be engaged to assist with all external communications activities.

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Role of ~~Senior Communications Advisor~~Coordinator Communications and Engagement

Council's ~~Senior Communications Advisor~~Coordinator Communications and Engagement (or equivalent) is responsible for coordinating and monitoring Council's external communication activities. In practice, this includes dealing with the media and overseeing all media communication made on behalf of Council.

The position reports directly to the ~~General Manager~~Manager Stakeholder Engagement and liaises with and provides advice on day to day communications matters with the General Manager and the Mayor. The position also has a broader role in providing high level strategic advice on media and communication issues to the Mayor and the General Manager.

The ~~Senior Communications Advisor~~Coordinator Communications and Engagement may, in practice, be the first point of contact for media inquiries. However, the position is not able to authorise a person to communicate on behalf of Council, unless the Mayor has given that authorisation.



DD Month 20##September 2023

Where staff are involved in the preparation of an event which may attract media attention, staff are required to liaise with the ~~Senior Communications Advisor~~Coordinator Communications and Engagement who will coordinate any media activity associated with that event. Staff must not contact media at their own initiative, except with the express authorisation of the Mayor or the ~~Senior Communications Advisor~~Coordinator Communications and Engagement.

Media Statements

The Mayor will be responsible for the final approval of any Council media statements.

The Mayor may consult with ~~Aldermen~~Elected Members, the General Manager or Council staff when preparing a media release but is not required to.

The Senior Communications Advisor will liaise regularly with the Mayor and General Manager to ensure that Council media releases are properly drafted and communicated.

The Senior Communications Advisor will also support the Mayor and General Manager in drafting responses to media requests.

Copies of all media statements released by Council will be provided to ~~Aldermen~~Elected Members, the General Manager, Directors and Managers as soon as practicable after they are released (with the expectation that this will be within 24 hours other than in exceptional circumstances).



DD Month 20##September 2023

Media Requests

All staff members who receive media requests must pass the information on to the [Senior Communications Advisor](#)~~Coordinator Communications and Engagement~~, who will advise the Mayor and support the Mayor in preparing a response.

Staff who receive unsolicited media inquiries should:

- inform the outlet that they are not authorised to speak on Council's behalf
- obtain basic information about the topic of the inquiry and of the contact details of the person making the request
- ask the caller when their deadline is, and
- relay the request and the above information to the [Senior Communications Advisor](#)~~Coordinator Communications and Engagement~~, or, where the [Senior Communications Advisor](#)~~Coordinator Communications and Engagement~~ is unavailable, the Mayor.

Under no circumstances are staff to provide:

- any verbal or written comment or digital information to the media (unless expressly authorised by the Mayor), or
- any Council documents, unless publicly available and authorised by the Mayor,

to any media outlet.

~~Aldermen~~Elected Members and media

This policy does not take away the right of any [Aldermen](#)~~Elected Members~~ to engage in public debate or speak with or appear in the media. However, [Aldermen](#)~~Elected Members~~ must advise and have sought permission from the Mayor if they are representing Council and must not purport to speak on behalf of Council unless the Mayor has expressly authorised them to do so.

Whenever speaking with or appearing in media [Aldermen](#)~~Elected Members~~ must:

- when asked to comment on Council's position on any matter, portray Council's position accurately, and
- when asked for their opinion on a matter, clearly and unambiguously indicate when they are putting forward their personal views and do so in a way that does not bring Council into disrepute. For example, if an [Alderman](#)~~Elected Member~~ is being interviewed in their official capacity, but during the interview is asked to express an opinion, the [Alderman](#)~~Elected Member~~ must indicate that their opinion is personal and not the official position of Council.

Background

To ensure that Council delivers clear and consistent messages to the media and the public, Council must ensure that clear guidelines and expectations are in place to govern Council's interactions with the media and that these are communicated to both [Aldermen](#)~~Elected Members~~ and staff members.

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~~DD Month 20##~~September 2023



DD Month 20##September 2023

Additionally, a policy is required to ensure compliance with:

- section 27 of the *Local Government Act 1993*, which provides that the Mayor is the official spokesperson of Council and
- ~~direction 3 of the Ministerial Directions issued by the Minister for Local Government on 23 January 2018, and~~
- Council's ~~Alderman~~Elected Member Code of Conduct, which adopts the Model Code of Conduct prepared in accordance with the Act.

DOCUMENT CONTROL

Version:	4.0	Adopted	DD Month YYYY	Commencement Date	DD Month YYYY
Minutes Reference	Council meeting, DD Month YYYY, Item ##			Review Period	4 Years from adoption
Previous Versions:	1.0 adopted 28 May 2018 (Council meeting, item 13)				
	2.0 adopted 28 September 2020 (Council meeting, item 17)				
Responsible Directorate	Corporate Services		Controller:	Executive Officer/Manager Stakeholder Engagement	
ECM Document No.:	Council Policies by Directive #####				

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COUNCIL POLICY

Media and Communications**PURPOSE**

The purpose of this policy is to provide clarity around the role of the Mayor as the official spokesperson of Council and ensure the quality, consistency and timeliness of all media communications on behalf of Council.

SCOPE

This policy applies to all Glenorchy City Council Elected Members, management and staff members.

RELATED DOCUMENTS

- Elected Member Code of Conduct Policy
- Committee Policy
- Social Media Policy

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993, section 27</i>
Regulations	<i>n/a</i>

POLICY STATEMENT**Role of the Mayor**

Section 27 of the *Local Government Act 1993* provides that the Mayor is the official spokesperson of Council.

This function is not co-shared with other Elected Members or the General Manager other than at the Mayor's discretion. The Mayor is the only person authorised to speak on behalf of Council.

The Mayor may authorise the General Manager, other Elected Members or Council officers to communicate on behalf of Council on certain technical or factual matters as the Mayor considers appropriate. This will ordinarily be done by way of an express authorisation to make a comment on a particular topic. However, the Mayor may provide a standing authorisation to make comments on particular matters to other persons, as the Mayor sees fit.

Any authorisation by the Mayor to communicate on behalf of Council is provided on the basis that all communications must deliver a consistent message, must not be contrary to any official position adopted by Council and must portray Council's position accurately, irrespective of whether that position has been previously expressed in public.

Role of Committee Chairs

Elected Members appointed by Council as Committee Chairs are responsible for reporting Committee minutes, recommendations and events back to Council for discussion and, if necessary, resolution. Committee matters are regarded as Council business. The appointment to chair a committee does not convey any authorisation to engage with media regarding committee matters.

The Mayor may authorise a committee chair to communicate on behalf of the Council on matters relevant to the committee. This authorisation must be in writing and detail the subject matter to be communicated as well as a date by which the authorisation ceases.

All such communications are to be aligned to any official position adopted by Council and must portray Council's position accurately (eg. Strategic and Annual Plans, Council strategies, previous Council media statements).

Council's Senior Communications Advisor must be engaged to assist with all external communications activities.

Role of Coordinator Communications and Engagement

Council's Coordinator Communications and Engagement (or equivalent) is responsible for coordinating and monitoring Council's external communication activities. In practice, this includes dealing with the media and overseeing all media communication made on behalf of Council.

The position reports directly to the Manager Stakeholder Engagement and liaises with and provides advice on day-to-day communications matters with the General Manager and the Mayor. The position also has a broader role in providing high level strategic advice on media and communication issues to the Mayor and the General Manager.

The Coordinator Communications and Engagement may, in practice, be the first point of contact for media inquiries. However, the position is not able to authorise a person to communicate on behalf of Council, unless the Mayor has given that authorisation.

Where staff are involved in the preparation of an event which may attract media attention, staff are required to liaise with the Coordinator Communications and Engagement who will coordinate any media activity associated with that event. Staff must not contact media at their own initiative, except with the express authorisation of the Mayor or the Coordinator Communications and Engagement.

Media Statements

The Mayor will be responsible for the final approval of any Council media statements.

The Mayor may consult with Elected Members, the General Manager or Council staff when preparing a media release but is not required to.

The Senior Communications Advisor will liaise regularly with the Mayor and General Manager to ensure that Council media releases are properly drafted and communicated.

The Senior Communications Advisor will also support the Mayor and General Manager in drafting responses to media requests.



Copies of all media statements released by Council will be provided to Elected Members, the General Manager, Directors and Managers as soon as practicable after they are released (with the expectation that this will be within 24 hours other than in exceptional circumstances).

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All staff members who receive media requests must pass the information on to the Coordinator Communications and Engagement, who will advise the Mayor and support the Mayor in preparing a response.

Staff who receive unsolicited media inquiries should:

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- obtain basic information about the topic of the inquiry and of the contact details of the person making the request
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- any verbal or written comment or digital information to the media (unless expressly authorised by the Mayor), or
- any Council documents, unless publicly available and authorised by the Mayor,

to any media outlet.

Elected Members and media

This policy does not take away the right of any Elected Members to engage in public debate or speak with or appear in the media. However, Elected Members must advise and have sought permission from the Mayor if they are representing Council and must not purport to speak on behalf of Council unless the Mayor has expressly authorised them to do so.

Whenever speaking with or appearing in media Elected Members must:

- when asked to comment on Council's position on any matter, portray Council's position accurately, and
- when asked for their opinion on a matter, clearly and unambiguously indicate when they are putting forward their personal views and do so in a way that does not bring Council into disrepute. For example, if an Elected Member is being interviewed in their official capacity, but during the interview is asked to express an opinion, the Elected Member must indicate that their opinion is personal and not the official position of Council.

Background

To ensure that Council delivers clear and consistent messages to the media and the public, Council must ensure that clear guidelines and expectations are in place to govern Council's interactions with the media and that these are communicated to both Elected Members and staff members.

Additionally, a policy is required to ensure compliance with:

- section 27 of the *Local Government Act 1993*, which provides that the Mayor is the official spokesperson of Council, and
- Council's Elected Member Code of Conduct, which adopts the Model Code of Conduct prepared in accordance with the Act.

DOCUMENT CONTROL

Version:	3.0	Adopted	DD Month YYYY	Commencement Date	DD Month YYYY
Minutes Reference	Council meeting, DD Month YYYY, Item ##			Review Period	4 Years from adoption
Previous Versions:	1.0 adopted 28 May 2018 (Council meeting, item 13) 2.0 adopted 28 September 2020 (Council meeting, item 17)				
Responsible Directorate	Corporate Services	Controller:	Manager Stakeholder Engagement		
ECM Document No.:	Council Policies by Directive				



Instrument of Delegation

We, the **Glenorchy City Council Planning Authority**, pursuant to our powers under section 6 of the *Land Use Planning and Approvals Act 1993* (Tas) ('the Act'), delegate only the following powers and functions under the Act to each of the Graduate Planner, Planning Officer and Strategic Planner positions.

Provision/s	Items Delegated	Restrictions or Conditions Applied
Sections 57 (6) and (6A); and 58 (2) and (2A)	The power to negotiate an extension of time for determination of a permit application.	Nil.

We, the **Glenorchy City Council Planning Authority**, pursuant to our powers under section 6 of the Act, delegate all our powers and functions under the Act to each of the positions listed below, subject only to the restrictions and conditions as specified in the table below.

Positions delegated to:

Coordinator Planning Services
Coordinator Strategic Planning
Senior Statutory Planner

Provision/s	Items Delegated	Restrictions or Conditions Applied
Section 38(2)	The power to prepare an amendment to the Local Provisions Schedule in force at the time.	Only where the amendment relates to the correction of any error in the Local Provisions Schedule in force at the time.
Sections 40K(1) & 42	The power to forward a report about a draft amendment following exhibition to the Tasmanian Planning Commission.	Only where a certified draft amendment and any associated planning permit has been placed on public exhibition period and no representations have been received during the public exhibition period and no changes are recommended to the original form of the draft amendment (or permit issued) by Council.



Section 43(2)	The power to amend or refuse to amend a permit.	Not permitted to amend conditions imposed, or amended motions made, by the Glenorchy Planning Authority which were not part of the recommendation from the Planning Department.
Section 56(2)	The power to amend or refuse to amend a permit.	Not permitted to amend conditions imposed, or amended motions made, by the Glenorchy Planning Authority which were not part of the recommendation from the Planning Department.
Section 57	The power to determine applications for discretionary permits.	Only in the following circumstances: 1. If the time in which the planning authority must grant or refuse a permit will expire prior to the next scheduled meeting of the Glenorchy Planning Authority, and the applicant has refused to grant an extension to that time period. 2. To refuse to grant a permit where the intended use or development is prohibited. 3. To grant a permit where three (3) or fewer opposing representations have been received except for the following: (a) Use and development is for six (6) or more multiple dwellings. (b) Residential uses are relying on a discretion to the use standards for car parking requirements. (c) The proposal is for subdivisions creating five (5) lots or more. (d) The estimated cost of new development, except for multiple dwelling development, exceeds \$2,000,000.
Sections 71, 74(3) & 75	The power to enter, amend, or bring to an end agreements.	Not permitted to amend conditions imposed, or amended motions made, by the Glenorchy Planning Authority which were not part of the recommendation from the Planning Department.

Each delegation is further subject to:

- (a) such policies, policy guidelines and directions as the Council may from time to time approve, and
- (b) Council's By-laws or the provisions of any Act.

These delegations supersede any which have previously been made to the above positions by the Glenorchy City Council Planning Authority.



Monthly Financial Performance Report

For the year-to-date ending 31 August 2023

Statement of Comprehensive Income

Glenorchy City Council Financial Report Statement of Comprehensive Income to 31 August 2023					
Year-to-Date (YTD)	Note	2024 Budget \$'000	2024 Actual \$'000	2023 Actual \$'000	2024 Variance Actual to Budget
Operating Revenue					
Rates	1	49,131	49,053	45,343	↓
User charges and licences	2	8,466	8,602	8,117	↑
Interest	3	148	89	17	↓
Grants	4	641	1,030	1,450	↑
Contributions - cash	5	7	5	27	↓
Investment income from TasWater	6	-	-	-	↔
Other income	7	22	45	9	↑
Total Operating Revenue		58,415	58,824	54,964	↑
Operating Expenditure					
Employment costs	8	3,934	3,700	3,544	↓
Materials and services	9	3,629	3,501	2,993	↓
Depreciation and amortisation	10	3,129	2,770	2,659	↓
Finance costs	11	22	(1)	(2)	↓
Bad and doubtful debts	13	-	-	-	↔
Other expenses	14	74	288	278	↑
Total Operating Expenditure		10,789	10,257	9,473	↓
Total Operating Surplus/(Deficit)		47,626	48,567	45,491	↑
Non-Operating Revenue					
Contributions – non-monetary assets	15	-	-	-	↔
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	16	-	(16)	(48)	↓
Capital grants received specifically for new or upgraded assets	17	3,416	4,571	2,768	↑
Total Non-Operating Revenue		3,416	4,555	2,720	↑
Non-Operating Expense					
Assets written off	12	320	-	-	↓
Total Non-Operating Expense					
Total Surplus/(Deficit)		50,722	53,121	48,210	↑

Operating Revenue

Year-to-date operational revenue is \$58.824m compared to budgeted operational revenue of \$58.415m. This represents a favourable result of \$0.409m or 0.7% against budget.

Note 1 – Rates Revenue

Unfavourable to budget by \$78k, noting new charitable exemptions result in an extra \$64k expense, instalment one penalty \$50k budgeted for in August will be calculated in September in line with the revised recovery processes, and there is a net gain on general rates of \$43k due to supplementary valuations.

Note 2 – User Charges and Licences Revenue

Favourable to budget by \$136k, noting higher revenue for property leasing/licencing \$136k and planning applications \$68k, offset by lower dog registration fees \$37k.

Note 3 – Interest on Investments

Unfavourable to budget by \$58k, noting actual interest received year-to-date is \$215k, however accrued interest to 30 June 2023 of \$126k was returned to the 2022/23 year. The average investment rate across all of Councils investment accounts is currently 4.75%.

Note 4 – Operating Grants

Favourable to Budget by \$388k, noting \$396k in unspent grants from last year were carried forward into this year.

Note 5 – Contributions

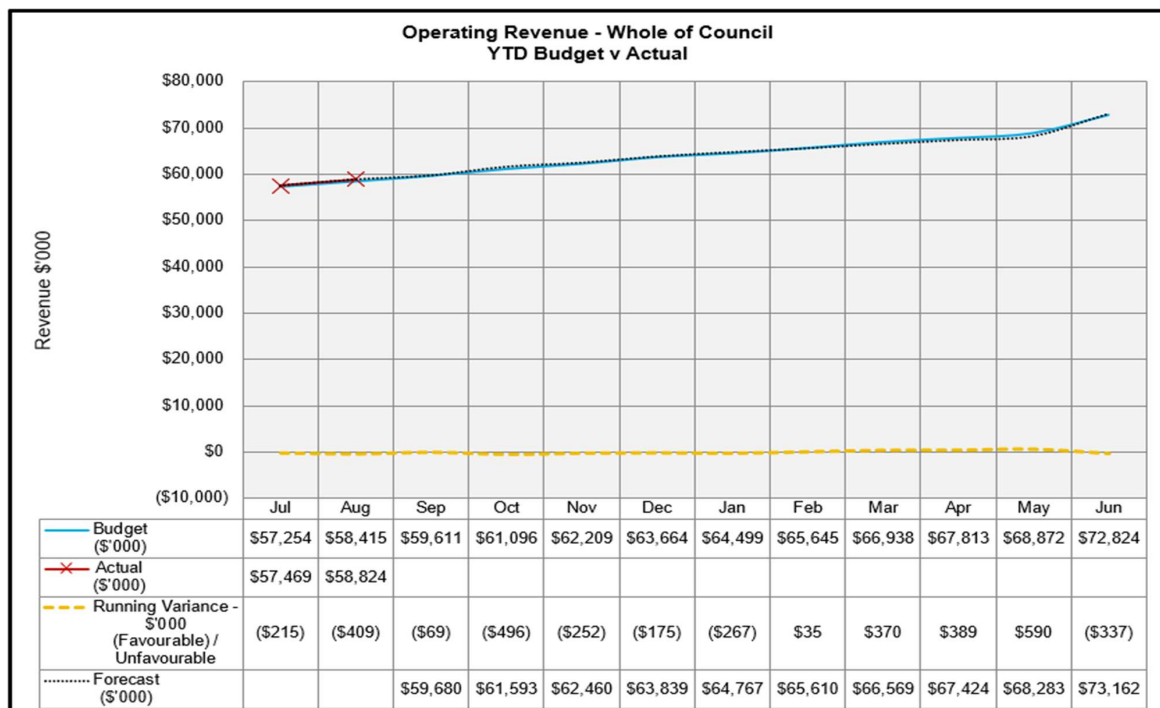
Unfavourable to Budget by \$2k, noting three private stormwater connection applications.

Note 6 – TasWater Income

The first dividend payment is scheduled to be received in October.

Note 7 – Other Income

Favourable to Budget by \$23k, noting Inclusion Support Subsidy childcare receipts.



Operating Expenditure

Year-to-date operational expenditure is \$10.257m compared to budgeted expenditure of \$10.789m. This represents a favourable result of \$0.531m or 4.9% against budget.

Note 8 – Employment Costs

Favourable to Budget by \$233k for the year to date, noting current vacancy savings in Roads & Stormwater Maintenance \$92k, Landfill \$47k, Recreation & Environment \$39k and Urban Services \$36k.

Note 9 – Materials and Services Expenditure

Favourable to budget by \$128k, noting invoice timing savings in waste management \$134k and property services \$88k, offset by software expense accruals from 2022/23.

Note 10 – Depreciation and Amortisation

Favourable to Budget by \$359k, noting amortisation of year-to-date fleet operating leases \$266k against Other Expenses is yet to occur.

Note 11 – Finance Costs

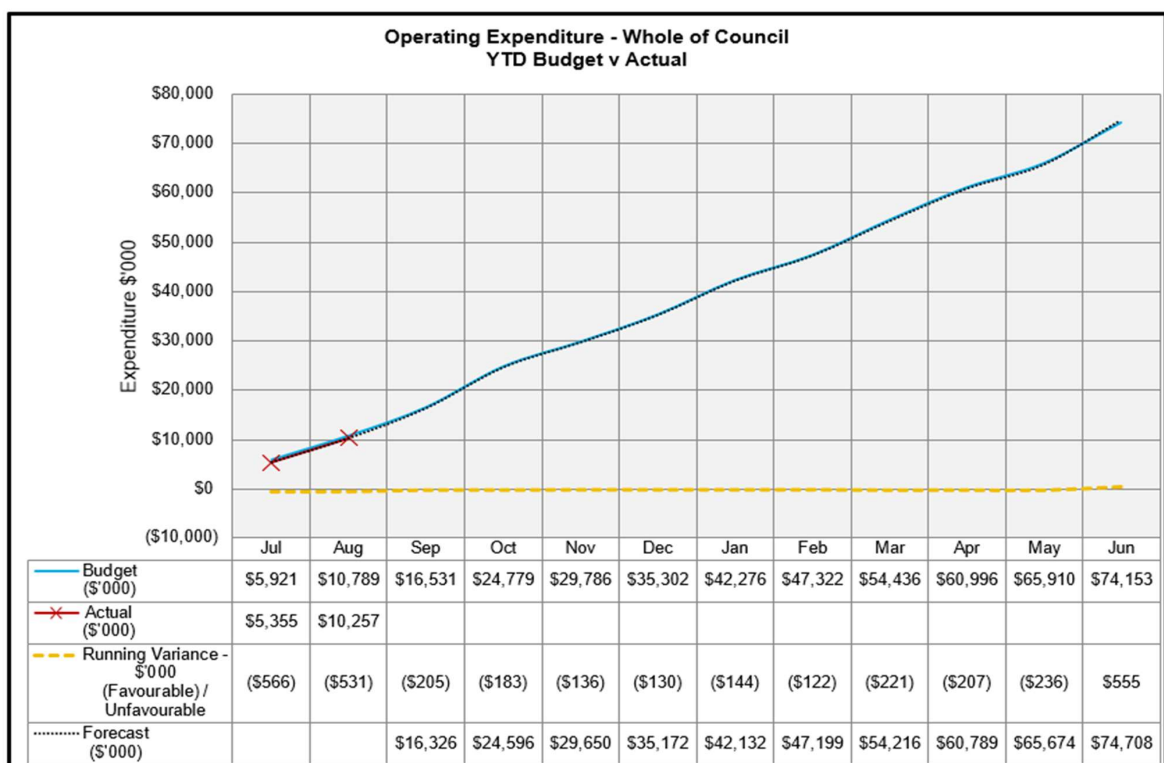
Favourable to Budget by \$23k, noting amortisation of year-to-date fleet operating leases interest \$22k against Other Expenses is yet to occur.

Note 13 – Bad and Doubtful Debts

No bad debts have been identified to date.

Note 14 – Other Expenses

Unfavourable to Budget by \$213k, noting amortisation of year-to-date fleet operating leases \$227k against Depreciation & Amortisation is yet to occur.



Non-Operating Revenue

Note 15 – Contributions – Non Monetary Assets

No non-monetary assets have been received to date against an annual budget of \$3.500m.

Note 16 – Gain or Loss on Disposal of Assets

Unfavourable to Budget by \$16k, noting pre-sale expenditure on Council land sale program.

Note 17 – Capital Grants

Favourable to budget by \$1.155m, noting \$606k in unspent grants from last year were carried forward into this year, plus Blackspot & VRUP funding of \$513k and \$131k in Local Roads & Community Infrastructure has been received.

Non-Operating Expenditure

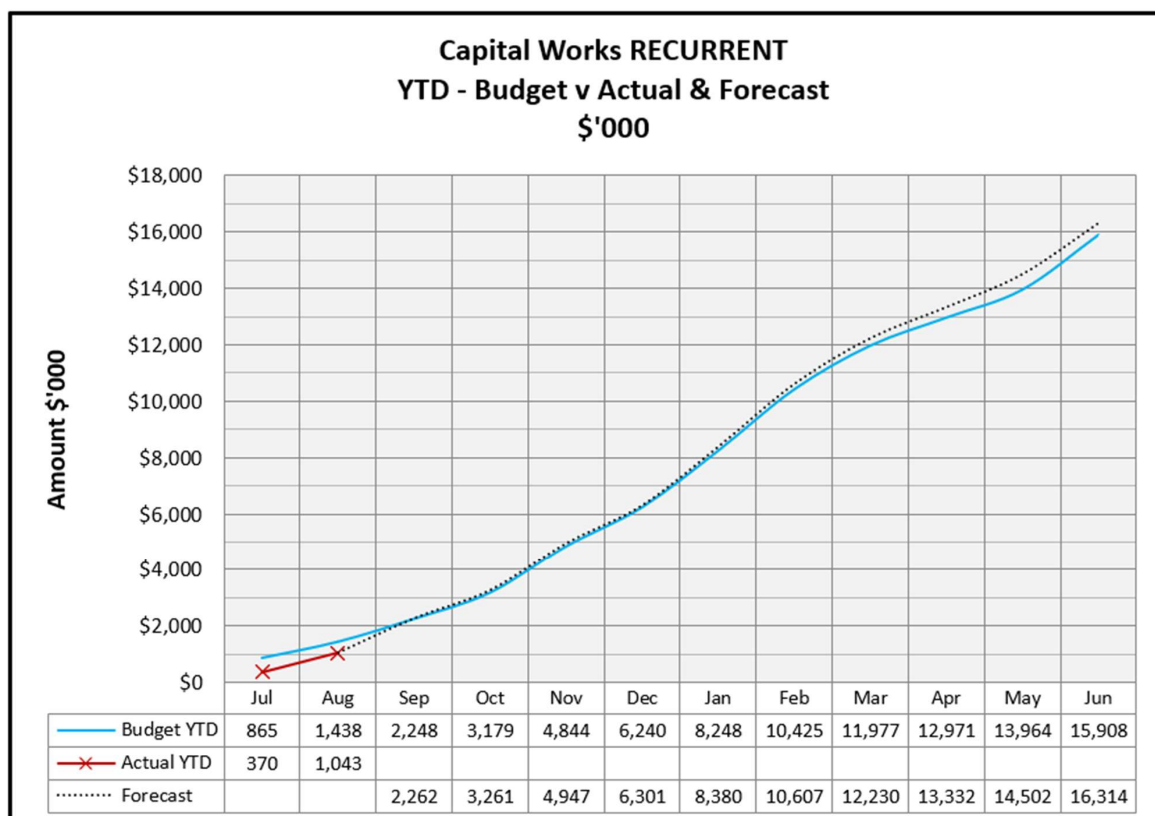
Note 12 – Assets Written Off

Favourable to budget by \$320k in August against an annual budget of \$1.920m, noting no assets have been provisionally written off to date.

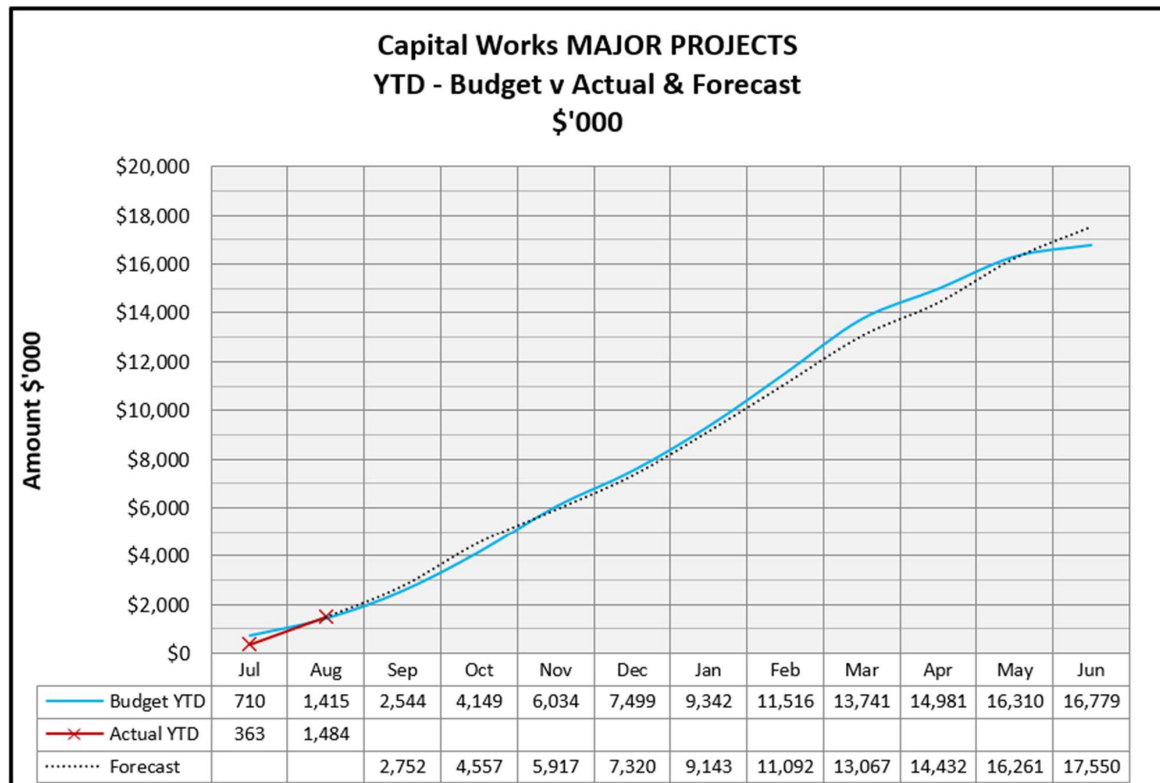
Capital Works

Year-to-date Capital Works expenditure is \$2.527m against a combined annual budget of \$32.686m and a combined annual forecast spend of \$33.864m. At the end of August, \$1.043m has been expended on Council funded Recurrent projects and \$1.484m for Major Projects.

Capital Program – Recurrent



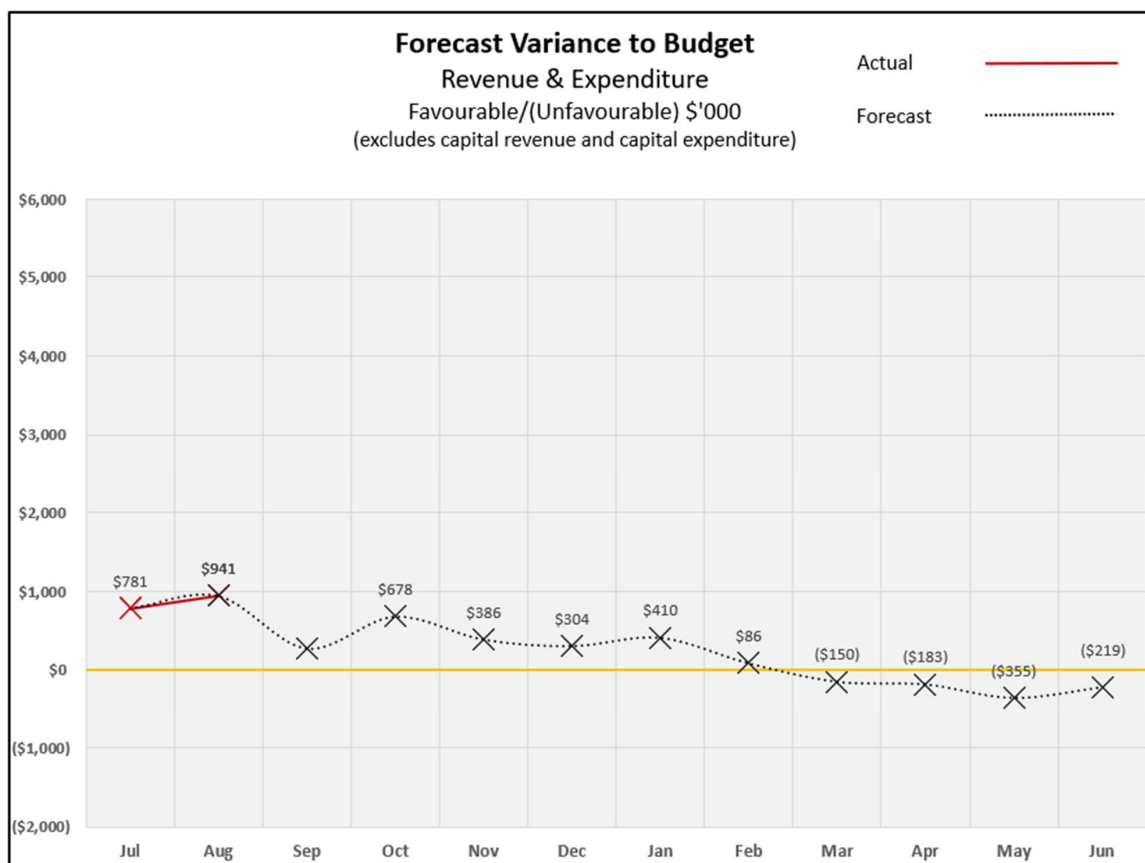
Capital Program – Major Projects*



*The following projects form the Major Projects capital works program:

Project	YTD Actual	ANNUAL Budget	ANNUAL Forecast
101059 - CSR - KGV Soccer - Design & Construction	\$124,681	\$2,500,000	\$2,974,681
101246 - Grant - Giblins Reserve Play Space	\$745,928	\$2,500,000	\$2,445,928
101250 - Grant - North Chigwell Football and Community Facility	\$32,813	\$4,000,000	\$3,532,813
101282 - Grant - Montrose Foreshore Park Skatepark	\$1,371	\$0	\$258,146
101517 - Upgrade Interchange Facilities at KGV Oval for GDFC	\$2,328	\$145,000	\$147,328
101519 - New Lighting at Cadbury Oval	\$686	\$0	\$686
101536 - Tolosa Park Dam Rehabilitation	\$2,005	\$2,995,000	\$2,992,005
101767 - Relocation of Terry Street to Chambers	\$254,596	\$200,000	\$404,596
101914 - MP - Benjafield Playground Renewal	\$226,363	\$1,000,000	\$1,000,000
101915 - Grant - Playground Renewal - Federal	\$0	\$1,500,000	\$1,500,000
101916 - Benjafield Childcare Centre Stage 1 - Sleep Area	\$3,300	\$700,000	\$703,300
101917 - Benjafield Childcare Centre Stage 2 - Amenities	\$0	\$580,000	\$580,000
101930 - Eady St Sportsfield Lighting	\$686	\$0	\$127,686
101931 - Mountain Bike Renewal	\$86,221	\$0	\$241,221
101953 - Municipal Revaluation 2024	\$0	\$395,000	\$375,250
101954 - Multicultural Kitchen	\$0	\$164,000	\$164,000
101956 - Cadbury Changerooms	\$2,550	\$100,000	\$102,550
TOTALS	\$1,483,527	\$16,779,000	\$17,550,188

Operating Forecast to 30 June 2024



Note 1: The data in this chart is a compilation of actual, budget and forecast revenue / expenditure. It is recalculated each month to ensure it represents the most up-to-date analysis of Councils financial position which may result in differences to previously reported charts.

Adjustments to amounts previously reported

There are instances where ledger adjustments are required in respect of amounts reported in prior periods. These adjustments will be visible when comparing this report against previously presented Financial Performance Reports.

Procurement Exemptions September 2023

Supplier's / Contractor's name	Description	Justification for engaging the contractor or supplier without undertaking the usual procurement process	Value (or estimated value) of the purchase (excluding GST)	Requesting Officer (Manager or Coordinator)	Approving Officer (Director or General Manager)	Award date
Blacktac No3 Pty Ltd	Supply and install Plexipave resurfacing to lower courts 1, 2 and 3 at the AYC Netball Centre Bayswater Road Moonah	Due to an absence of competition for technical reasons. Blacktac No 3 is the only Tasmanian contractor authorised to supply and install the required product. An alternative product cannot be used for the repairs as it would be incompatible with the existing and potentially unsafe.	\$ 45,973.00	Property Assets Coordinator	Director Infrastructure and Works	4/09/2023
Optimal Stormwater Pty Ltd	Upgrade 3 proprietary stormwater quality treatment devices managed by Council at Bethune Street and Wesley Place, Chigwell	Due to an absence of competition for technical reasons. No locally based supplier has the knowledge or the experience on scoping the proposed works.	\$ 25,750.00	Senior Civil Engineer	Director Infrastructure and Works	31/08/2023
Hazell Bros Group Pty Ltd	Tolosa Park Fire Trail earth and civil works for removal and disposal of asbestos containing ground materials.	Because asbestos containing materials are involved removal is required as a matter of urgency. Hazell Bros is the only civil works contractor with a class A asbestos removal licence holder listed on the WorkSafe Tasmania directory for southern Tasmania.	\$ 40,338.30	Project Manager Property Environment and Waste	General Manager	28/08/2023