



CITY OF HOBART

# **AGENDA**

## **Governance Committee Meeting**

### **Open Portion**

**Tuesday, 4 July 2017**

**at 5.00 pm**

**Lady Osborne Room, Town Hall**

## THE MISSION

**Our mission is to ensure good governance of our capital City.**

## THE VALUES

**The Council is:**

<b>about people</b>	We value people – our community, our customers and colleagues.
<b>professional</b>	We take pride in our work.
<b>enterprising</b>	We look for ways to create value.
<b>responsive</b>	We're accessible and focused on service.
<b>inclusive</b>	We respect diversity in people and ideas.
<b>making a difference</b>	We recognise that everything we do shapes Hobart's future.

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## ORDER OF BUSINESS

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**Business listed on the agenda is to be conducted in the order in which it is set out, unless the committee by simple majority determines otherwise.**

### **APOLOGIES AND LEAVE OF ABSENCE**

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**Governance Committee Meeting (Open Portion) held Tuesday, 4 July 2017 at 5.00 pm in the Lady Osborne Room, Town Hall.**

**COMMITTEE MEMBERS**

Ruzicka (Chairman)  
Deputy Lord Mayor Christie  
Cocker  
Thomas  
Reynolds

**Apologies:** Nil.

**Leave of Absence:** Nil.

**ALDERMEN**

Lord Mayor Hickey  
Zucco  
Briscoe  
Sexton  
Burnet  
Denison  
Harvey

**1. CO-OPTION OF A COMMITTEE MEMBER IN THE EVENT OF A VACANCY**

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**2. CONFIRMATION OF MINUTES**

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The minutes of the Open Portion of the Governance Committee meeting held on [Tuesday, 30 May 2017](#) and the Special Governance Committee meeting held on [Monday, 3 July 2017](#), are submitted for confirming as an accurate record.

**3. CONSIDERATION OF SUPPLEMENTARY ITEMS**

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Ref: Part 2, Regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015*.

**Recommendation**

That the Committee resolve to deal with any supplementary items not appearing on the agenda, as reported by the General Manager.

**4. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST**

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Ref: Part 2, Regulation 8(7) of the *Local Government (Meeting Procedures) Regulations 2015*.

Aldermen are requested to indicate where they may have any pecuniary or conflict of interest in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the committee has resolved to deal with.

## **5. TRANSFER OF AGENDA ITEMS**

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Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*.

A committee may close a part of a meeting to the public where a matter to be discussed falls within 15(2) of the above regulations.

In the event that the committee transfer an item to the closed portion, the reasons for doing so should be stated.

Are there any items which should be transferred from this agenda to the closed portion of the agenda, or from the closed to the open portion of the agenda?

## **6     REPORTS**

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### **6.1   Macquarie Point Development Corporation Update File Ref: F17/77770**

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Report of the General Manager of 29 June 2017.

Delegation:    Council

**REPORT TITLE:           MACQUARIE POINT DEVELOPMENT CORPORATION  
UPDATE****REPORT PROVIDED BY:** General Manager**1.     Report Purpose and Community Benefit**

- 1.1.   The purpose of this report is to provide the Council with an update on meetings between officers of the City of Hobart and Macquarie Point Development Corporation.

**2.     Report Summary**

- 2.1.   The Macquarie Point site is strategically significant for the City of Hobart as well as to the future of both Hobart and Tasmania.
- 2.2.   Given this significance, a productive working relationship has been established between the City and Macquarie Point Development Corporation which has enabled the two organisations to collaborate on areas of strategic interest.
- 2.3.   This collaboration has been achieved through monthly officer working group meetings along with recent briefings by the Macquarie Point Development Corporation to the Council.

**3.     Recommendation**

***That the Council receive and note the update on officer meetings between the City of Hobart and Macquarie Point Development Corporation.***

**4.     Background**

- 4.1.   At its 11 April 2016 meeting, the Council considered an item in relation to the Macquarie Point Development Corporation Board (MPDC) and resolved inter alia that:

*The Council request an undertaking from the Macquarie Point Development Corporation Board to increase the level of reporting to the Council.*

- 4.2.   In accordance with the Council's decision, the Lord Mayor wrote to the Chairman of the MPDC, Mr Mark Ryan advising him that the General Manager would discuss with the MPDC Chief Executive Officer the establishment of an appropriate protocol to guide the working relationship between the two organisations.

- 4.2.1 Terms of reference were drafted to provide a basis for a working group consisting of Council and MPDC officers to collaborate for the mutual benefit of both organisations and their stakeholders.
- 4.3 Since the endorsement of the terms of reference by the working group in June 2016, Council and MPDC officers have met on 10 occasions to discuss a range of issues, including:
  - Public realm
  - Environment
  - Events
  - Site Development Plan
  - Joint projects
  - Masterplan
- 4.4 Meetings continue to be held on a monthly basis and have provided an excellent opportunity for officers of the two organisations to get together to discuss topical issues as well as the matters listed above.
- 4.5 On 17 May 2017, Interim Chief Executive Officer, Mary Massina, invited Aldermen to a site visit of Macquarie Point and on 26 June 2017 and briefed the Council on the new vision for the development of Macquarie Point and the proposed changes to the Macquarie Point Development Plan in the *Sullivans Cove Planning Scheme 1997* required to facilitate the implementation of the vision.

## **5. Proposal and Implementation**

- 5.1. It is proposed that the Council receive and note this update.

## **6. Strategic Planning and Policy Considerations**

- 6.1. The Macquarie Point site is of significant strategic importance to Hobart and compliments the Council's overall strategic development plans for the City.

## **7. Financial Implications**

- 7.1. Funding Source and Impact on Current Year Operating Result
  - 7.1.1. Not applicable.
- 7.2. Impact on Future Years' Financial Result
  - 7.2.1. Not applicable.
- 7.3. Asset Related Implications

7.3.1. Not applicable.

**8. Legal, Risk and Legislative Considerations**

8.1. Not applicable.

**9. Delegation**

9.1. This matter is delegated to the Council

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*

A handwritten signature in black ink, appearing to read 'N.D. Heath', is positioned above the printed name and title.

N.D Heath  
**GENERAL MANAGER**

Date: 29 June 2017  
File Reference: F17/77770

**6.2 Aldermanic Development and Support - Review of Council Policy**  
**File Ref: F17/82201; 13-002-004**

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Report of the Group Manager City Government and Customer Relations  
of 29 June 2017 and attachment.

Delegation: Council

**REPORT TITLE: ALDERMANIC DEVELOPMENT AND SUPPORT -  
REVIEW OF COUNCIL POLICY****REPORT PROVIDED BY:** Group Manager City Government and Customer  
Relations**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to present the Council's policy in relation to Aldermanic Development and Support for review by the Governance Committee and Council.
- 1.2. In the interest of transparency and good governance, the Council has adopted a single policy which includes all benefits and entitlements for Aldermen.
- 1.3. The Council publishes its policies on the City of Hobart website.

**2. Report Summary**

- 2.1. All Council policies are subject to an annual review process. This report specifically presents the policy relating to Aldermanic Development and Support to the Governance Committee for general review and consideration of a number of suggested amendments which have arisen since the policy was last updated in November 2016.

**3. Recommendation**

***That: 1 In respect to the Council's policy on Aldermanic development and support, the following amendments and variations be endorsed:***

- (i) Clause 7 5. of the policy relating to the utilisation of business class travel, be varied to provide for the following arrangements:***

***Where Aldermen fly within Australia the following arrangements apply:***

- (i) Where a destination may be reached by a single flight, less than two hours in duration, travel will be economy class.***
- (ii) Where a destination can only be reached by more than one flight, and the combined duration of each flight required to reach the destination is in excess of two hours, Aldermen may elect to travel business class (or the closest available equivalent).***
- (iii) Where an Alderman may be required to visit multiple***

***destinations in one day, and the cumulative duration of flights is in excess of two hours, clause (ii) above would also apply.***

- (iv) The General Manager may determine the travel class in other unforeseen circumstances, in consultation with the Lord Mayor or Deputy Lord Mayor.***
- (ii) The reporting provisions for training and development activities be varied to include the following circumstances:***

***Where the nature of the activity approved under the policy results in some form of examination, assessment and/or accreditation, the timeframe for the report (back to the Council) be varied to be within thirty days of notification of the examination, assessment or accreditation result to the attending Alderman.***
- (iii) The use of the corporate credit card to purchase fuel be excluded on the basis that specific fuel cards are available for use by Aldermen who choose to draw on this benefit, and this is the mechanism utilised to monitor usage limits.***
- (iv) In respect to reimbursements and reconciliations, the policy be varied to provide for the submission of claims where no tax invoice or other invoice can be issued.***
- (v) In respect to reimbursements and reconciliations, including credit card purchases, where there is genuinely no means available to provide the stipulated supporting documentation, a statutory declaration must be submitted, together with an adequate description of the purchase, in support of the expense being claimed.***
- (vi) Where there may be a breach of credit card usage, consistent with the oversight role of the Lord Mayor, the matter be brought to the attention of the Lord Mayor.***
- (vii) Section H of the policy be varied to delete reference to the determination by the Risk and Audit Panel of claims which the General Manager considers to be ineligible, and the following arrangements be included:***

***The General Manager determine such claims and in doing so, take such action as considered appropriate, including seeking advice from Council's internal auditors.***
- (viii) In respect of applications for professional development***

*involving local or domestic travel which are reserved to the Lord Mayor and Deputy Lord Mayor; where they may consider the applications do not meet the criteria for approval, such applications be referred to the Council for consideration and determination.*

- (ix) *Clause C 4 of the policy which relates to professional development be varied to require all applications for professional development to be initially discussed with the Lord Mayor in accordance with her legislated role to oversee the performance of the Aldermen.*
- (x) *The policy be updated to reflect the revised expenses under r 43 of the Local Government (General) Regulations 2015.*

#### 4. Background

- 4.1. As the Committee would recall, the current policy was created after a major review of entitlements and benefits for Aldermen, undertaken in 2015.
- 4.2. Since that time the policy has been reviewed and refined to reflect ongoing needs, together with recommendations arising from Council's internal auditors, to ensure currency and best practice approach.

#### 5. Proposal and Implementation

- 5.1. This report presents the current Council policy in relation to Aldermanic development and support shown as **Attachment A** for review as part of the annual review process.
- 5.2. The Tasmanian Audit Office also recently completed a review of credit card usage for Aldermen of the City of Hobart as part of a statewide probity examination. The recommendations and observations arising from that process are included in this report.
- 5.3. The report also addresses the following resolution from the Council meeting of 5 September 2016;

*That a process be developed for the consideration of professional development requests which the Lord Mayor and Deputy Lord Mayor consider sit outside the criteria.*

- 5.4. The report also includes a number of potential policy refinements which have arisen as part of its ongoing implementation, together with a number of observations from Aldermen which the Committee and Council may wish to enact.
- 5.5. Travel Class:

- 5.5.1. The policy currently provides that:

*Aldermanic travel within Australia is to be economy class, except where flight duration is in excess of two hours, in which case Aldermen may elect to fly business class (or equivalent)*

- 5.5.2. Currently, the reference to flight time is applied/interpreted as relating to an individual flight.

- 5.5.3. There are occasions where a number of individual flights may be involved as part of a journey to a final destination which results in an overall flying time in excess of two hours.

- 5.5.4. In the event that a variation to the current arrangement is considered appropriate, the following revised wording could better manage the situation:

*(i)Where Aldermen fly within Australia the following arrangements will apply:*

*(ii)Where a destination may be reached by a single flight, less than two hours in duration, travel will be economy class.*

*(iii)Where a destination can only be reached by more than one flight, and the combined duration of each flight required to reach the destination is in excess of two hours, Aldermen may elect to travel business class (or the closest available equivalent).*

- 5.5.5. In addition to journeys to single destinations, there may be occasions where an Alderman may be required to conduct business in more than one destination as part of a journey in any one day.

- 5.5.6. Where an Alderman may be required to visit multiple destinations in one day, and the cumulative duration of flights is in excess of two hours, clause (iii) above would also apply.

- 5.5.7. In addition to these provisions, it is suggested that the General Manager have the capacity to determine appropriate alternative interstate travel modes and classes in other unforeseen circumstances, in consultation with the Lord Mayor or Deputy Lord Mayor.

- 5.6. Training and Development Activities – Reporting Provisions:

- 5.6.1. Currently, where an Alderman undertakes an activity approved under the policy, they are required to provide a report on the activity, within thirty days of their return.

- 5.6.2. There are occasions when the activity undertaken may include some form of examination, assessment and/or accreditation, which would make this reporting timeframe unrealistic.

- 5.6.3. It is therefore recommended that this requirement be varied to satisfy circumstances where a one month reporting window cannot be realistically met.

- 5.6.4. The addition of the following sentence would clarify such circumstances:

*Where the nature of the activity approved under the policy results in some form of examination, assessment and/or accreditation, the timeframe for the report (back to the Council) be varied to be within thirty days of notification of the examination, assessment or accreditation result to the attending Alderman.*

5.7. Daily Incidentals Travel Allowance:

- 5.7.1. The policy currently allows for the following:

*a daily travel allowance of \$40 shall be provided to Aldermen who travel away from the City on training and development activities. This allowance is not subject to any acquittal or reconciliation process.*

- 5.7.2. The wording around the payment of the daily allowance currently limits its application to activities involving Aldermanic training and development.

- 5.7.3. There are other however a range of other occasions where Aldermen are required to be away from the City on legitimate Council business as covered under the policy. These include international and Sister City visits, Lord Mayoral activities associated with the Local Government Association of Tasmania and Council of Capital Cities Lord Mayors and other similar events and activities.

- 5.7.4. On this basis, it is proposed to vary the daily allowance provision to reflect that the daily travel allowance will apply in all such circumstances.

5.8. Reimbursements and Reconciliations:

5.8.1. Use of Credit Cards

- 5.8.1.1. As previously mentioned, the Tasmanian Audit Office has completed a probity examination of the use of credit cards by elected representatives and general managers across the State.

- 5.8.1.2. Findings relating to credit card usage by City of Hobart Aldermen are summarised below:

*Council's Aldermanic Development and Support Policy could be improved by providing guidance in relation to:*

- *The use of credit cards for cash advances, entertainment/hospitality transactions, fuel purchases and fines incurred by the cardholder,*
- *The consequences of a breach of policy or misuse of the credit card,*
- *The definition of a tax invoice,*
- *What type of documentation is required when a tax invoice is not available or not provided;*
- *The provision of a description of the goods or services purchased in order to provide a context for the reviewer.*

5.8.1.3. In response to the comments, no Council credit card has the functionality to draw cash.

5.8.1.4. In terms of credit card purchasing guidelines, the following usage is noted within the policy:

*The corporate credit card may be utilised to facilitate the purchase of services which are allowed under the policy on entitlements and benefits for Aldermen, such as taxi travel, pre-payment of community activities registration costs, transport and un-funded meals when participating in training and development activities or international relationship delegations, and child care costs.*

5.8.1.5. It is considered that the use of credit cards to purchase fuel should be an exclusion from the approved purchase list on the basis that fuel cards are available to those Aldermen who elect to draw this benefit, and this facility is used to monitor usage and limits.

5.8.1.6. In respect to claims where tax invoices, invoices or receipts cannot be provided, the Council needs to determine its preferred approach.

5.8.1.7. It is recommended that, in respect to reimbursements and reconciliations, including credit card purchases, where there is genuinely no means available to provide the stipulated supporting documentation, a statutory declaration must be submitted, together with an adequate description of the purchase, in support of the expense being claimed.

- 5.8.1.8. As noted in the audit commentary, there is no mention of a consequence to a breach of policy, other than reference to the mechanism to repay expenditure which has occurred inadvertently.
- 5.8.1.9. In such circumstances, it is suggested that where a breach may occur, consistent with the oversight role of the Lord Mayor, it would be appropriate to have the matter brought to the attention of the Lord Mayor.
- 5.8.1.10. In terms of the observation regarding the provision of descriptions for goods purchased, the claim form is structured to provide for this.

#### 5.8.2. Provision of Tax Invoices

- 5.8.2.1. In support of the reimbursement/reconciliation process, the ATO has suggested the policy include the definition of a tax invoice. Appropriate reference will be included in the policy stating that businesses which issue tax invoices are registered with the ATO to collect the GST.
- 5.8.2.2. Whilst in the minority, there are also instances where Aldermen may use a service provider which is not registered with the ATO to collect the GST. Where this the case, an invoice will be provided bearing no reference to the GST. One such provider is Uber which only issues a receipt to the traveller.
- 5.8.2.3. The policy will be updated to cover these purchasing/provider circumstances.

#### 5.8.3. Expenses for Aldermen

- 5.8.3.1. The Local Government (General) Regulations 2015 have been updated in respect to prescribed expenses which may be reimbursed.
- 5.8.3.2. Telecommunications and travelling are still prescribed expenses within the legislation.
- 5.8.3.3. The changes expand the provisions around child care to reflect the following:

*care of any person who is dependent on the councillor and who requires the care while the councillor is carrying out his or her duties or functions as a councillor*

5.8.3.4. The reasonable reimbursement of stationery and office supplies is an added expense.

5.8.3.5. The policy will be updated to reflect these provisions.

5.8.4. Eligibility of Claims

5.8.4.1. Under clause H of the policy relating to claims processing, the following procedure applies:

*Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is ineligible under these policy provisions, the General Manager shall refer the matter to the Audit Panel for determination.*

5.8.4.2. As part of the Risk and Audit Panel's annual report on its activities for 2016 which was presented to the Council meeting of 6 February 2017, a recommendation was included to devolve the Panel of involvement in disputed claims in favour of an alternate body.

5.8.4.3. At the time this matter was discussed, the General Manager provided advice to the Council that as the organisation's chief executive, it would be appropriate for that officer to deal with such situations.

5.8.4.4. In doing so, the General Manager may take such action as considered appropriate to determine the outcome, including seeking advice from Council's internal auditors.

5.9. Professional Development:

5.9.1. Several policy aspects of the procedures for consideration of professional development (PD) require clarification;

5.9.1.1. A mechanism for considering applications for PD, where the approval rests with the Lord Mayor or Deputy Lord Mayor, in instances where they may consider the applications do not meet the criteria for approval; and

5.9.1.2. The current procedure for consideration of applications involving international travel.

5.9.2. As indicated previously, the Council at its meeting of 5 September 2016, requested that a process be developed for

the consideration of professional development requests which the Lord Mayor and Deputy Lord Mayor consider sit outside the criteria.

- 5.9.3. In the interest of simplicity it is suggested that the most appropriate alternative arrangement in such circumstances would be to forward the application to the Council.
- 5.9.4. The second matter requiring clarification is an anomaly within the policy around the treatment of applications for professional development.
- 5.9.5. The policy acknowledges that the Lord Mayor is responsible for overseeing the performance of the Aldermen under s 27 of the Local Government Act, 1993. (The Act)
- 5.9.6. The policy further notes that the Lord Mayor is responsible for considering and determining applications for professional development, except where applications involve international travel, in which case these are to be considered by the Council.
- 5.9.7. In support of the Lord Mayor's role under the Act, all applications for PD, irrespective of their nature, should be initially presented and discussed with the Lord Mayor and it is proposed to amend the wording in the policy to reflect this.
- 5.9.8. This will not change the existing arrangements around the consideration or approval of applications but clarifies the requirement for all applications, including those involving international travel, to be discussed initially with the Lord Mayor.

## **6. Financial Implications**

- 6.1. Funding Source and Impact on Current Year Operating Result
  - 6.1.1. There are no impacts on the operating result for the current financial year.
- 6.2. Impact on Future Years' Financial Result
  - 6.2.1. Not applicable.

## **7. Legal, Risk and Legislative Considerations**

- 7.1. No legal, risk or legislative considerations arise from this review.

## **8. Delegation**

- 8.1. Variations to Council policies are reserved to the Council.

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*



Margaret Johns  
**GROUP MANAGER CITY  
GOVERNMENT AND CUSTOMER  
RELATIONS**

Date: 29 June 2017  
File Reference: F17/82201; 13-002-004

Attachment A: Aldermanic Development and Support Policy ↴

City of Hobart

# Policy

**Title:** Aldermanic Development and Support

**Category:** Corporate Governance

**Date Last Adopted:** 7 November 2016

## 1. Objectives

This policy sets out the benefits and entitlements available to Aldermen in support of their roles as elected representatives of the City of Hobart.

They are summarised below:

- A. Certificates of service
- B. Insurance
- C. Training and Development
- D. International Relationships
- E. Allowances
- F. Sponsorships
- G. Expenses Reimbursement
- H. Claims Processing
- I. Benefits
- J. Disclosure of Expenses and Benefits
- K. Facilities
- L. Loan of Equipment
- M. Reimbursement of Legal Expenses
- N. Use of Vehicle and Chauffeur – Lord Mayor
- O. Retirement Function – Long Serving Aldermen

## 2. Background

This policy provides a consolidated point of reference for the identification of benefits and entitlements for Aldermen.

### 3. Policy

In the interest of good governance, the Council has resolved to formally endorse its policy in relation to Aldermen's Entitlements and Benefits, on an annual basis, in advance.

Aldermen will also individually attest their compliance with the policy on an annual basis

#### A. CERTIFICATES OF SERVICE

Upon election to the Council the Lord Mayor, Deputy Lord Mayor and each Alderman will be presented with an unframed Certificate of Election signed by the General Manager.

Upon retirement from the Council, each Alderman is to be presented by the Lord Mayor with a framed Certificate of Appreciation under the seal of the Council and the signatures of the Lord Mayor and General Manager.

Upon retirement from the role of Lord Mayor or Deputy Lord Mayor, the General Manager will present a framed Certificate of Appreciation to the retiree on behalf of the Council.

#### B. INSURANCE

Aldermen will be covered, on a 24 hour a day basis by insurance taken out by the Council against the risk of death, disablement or accident whilst Aldermen hold office.

The amount of cover is to be reviewed annually as part of the organisation's review of its insurance portfolio.

#### C. TRAINING AND DEVELOPMENT

The City of Hobart is committed to achieving best practice governance by supporting its Aldermen in the development and enhancement of knowledge and skills necessary to support the performance of their roles and functions as elected representatives of the City of Hobart.

In supporting this commitment, this policy provides the framework for the delivery and management of Aldermanic participation in training and development activities, categorised as follows:

- (i) Induction;
- (ii) Conference attendance;
- (iii) Local government sector development activities;

- (iv) Professional development;
- (v) Study and inspection tours, and
- (vi) Local workshops and seminars

### **1. Induction**

Following election, Aldermen shall be supported in their roles through access to a comprehensive induction program to be offered as soon as possible after joining the Council.

Induction programs may be delivered on a group or individual basis, as required and will cover topics including, but not limited to the following:

- (i) legislative and statutory requirements of the role of Aldermen;
- (ii) roles and responsibilities of Aldermen of the City of Hobart including the provisions of the Aldermen's Handbook;
- (iii) Aldermanic Code of Conduct;
- (iv) organisational structure and operational matters;
- (v) the Council's role as the planning authority;
- (vi) community engagement;
- (vii) strategic business planning including annual plans, policy development, legislative and statutory provisions, delegations, strategic plan, financial management plans, budgetary framework and asset management;
- (viii) briefings on specific issues affecting the City of Hobart at the time; and
- (ix) team building.

### **2. Conference Attendance**

Representation of the City either as a presenter or delegate at conferences which focus on issues of relevance to Hobart's strategic objectives provides valuable opportunities for attendees to learn of the latest trends, developments and thinking by professionals and leaders within their particular field.

Additionally, conferences provide networking and information sharing opportunities across the organisations represented.

Whilst the attendance of Aldermen at such conferences provides benefit to the individual, this is considered as secondary to the value to the organisation derived from having the Council represented and receiving a report on conference outcomes from an attending Alderman.

The Council may approve the attendance of Aldermen at relevant conferences as representatives of the City, in the capacity as a delegate or conference presenter, subject to budget availability.

Particular conferences where Council representation may be considered appropriate may be brought to the notice of the Council by the General Manager or an individual Alderman.

When such conferences are listed on the relevant committee agenda for consideration of representation, the relevance of the conference to the City's strategic objectives is to be addressed as part of the process.

### **3. Local Government Sector Development Activities**

Aldermanic participation in local government sector activities is considered relevant and appropriate in order to benchmark activities against industry standards, maintain knowledge and relativity within the sector and to network and build relationships and capacity within the industry.

Aldermen may attend conferences, seminars, meetings or training events arranged by sector stakeholders such as:

- (i) Local government peak bodies (eg. LGAT, Think South, MAV, ALGA, ALGWA);
- (ii) State, Federal or Local Government authorities;
- (iii) Australian Institute of Company Directors; and
- (iv) The City of Hobart.

Except where clause 6 of this policy is applicable, Aldermanic attendance at these activities is to be approved by the Council.

The Lord Mayor, as the city's civic leader is by virtue of that role a member of the Council of Capital Cities Lord Mayor's. The Lord Mayor also participates on various working parties and special committees operating within the auspices of local government activities. In recognition of the Lord Mayor's specific role as the City's spokesperson and representative, the Lord Mayor's participation in such activities will not be subject to Council approval

### **4. Professional Development**

Professional development involves the undertaking of training and development activities which increase an Alderman's capacity to perform their role as elected representatives of the community, and to maintain and improve their skills and stay in touch with issues relevant to the Council.

Professional development may be delivered through formal and informal training such as relevant seminars, training courses, peer programs, conferences and formal education avenues.

The Council encourages the participation of Aldermen in professional development activities and accordingly Aldermen will be given the opportunity of

attending relevant training programs, activities and conferences which support their individual professional development.

The Lord Mayor in his or her capacity of overseeing the performance of the Aldermen in accordance with s 27 of the Local Government Act 1993, is responsible for considering and determining applications from Aldermen for professional development.

In respect to applications from the Lord Mayor, the Deputy Lord Mayor is responsible.

As an exception to this arrangement, where international travel is involved as part of an application for professional development, the application will be referred directly to the Council for consideration and determination.

An Alderman proposing a professional development activity is to provide the following information in support of their application to the Lord Mayor, the Deputy Lord Mayor or the Council, whichever is appropriate:

- (i) Full details of the activity, including supporting documentation and costs; and
- (ii) Details of the benefit of the activity to the individual Alderman and its relevance to the Council, including contribution to the achievement of the City's strategic objectives

Prior to final approval of a professional development application, the General Manager shall confirm the availability of funds from the individual Alderman's professional development allocation.

No arrangements are to be made in relation to participation in professional development activities until the approval has been obtained in writing.

For professional development applications other than those involving international travel, once approved by the Lord Mayor or Deputy Lord Mayor, the General Manager is to inform the Council at the first available ordinary meeting, for noting purposes only, details of the professional development application, as submitted by the attending Alderman.

The total cost to the Council for individual Aldermanic professional development activities will include all expenses such as registration costs, associated meals, accommodation, travel and travel insurance, where appropriate.

As is the case with all Aldermanic expenses, the General Manager shall maintain appropriate records in respect to Aldermanic professional development activities, for the purpose of capturing details and expenses incurred through professional development.

**Aldermanic Professional Development Funding**

Aldermanic Professional Development will be funded as follows:

- (i) Each Alderman shall receive a professional development allocation up to an amount of \$5,000 per Alderman per financial year ("the PD yearly allocation") to the intent that the total professional development allocation for each Alderman over a four year Council term shall be \$20,000 ("the PD maximum term allocation").
- (ii) The PD maximum term allocation is a ceiling allocation for each Alderman and shall not be exceeded despite any other provisions in this policy.
- (iii) Any unused amount of Alderman's PD yearly allocation shall not accrue and so shall not be carried forward to the benefit of that Alderman, from one financial year to another, consistent with Councils general budget practice.
- (iv) The Lord Mayor, Deputy Lord Mayor, or in the case of proposals involving international travel, the Council shall have a discretion to approve an increase in the PD yearly allocation for an Alderman to a maximum of \$10,000 ("the PD extraordinary yearly allocation").
- (v) The PD yearly allocation for an Alderman in any financial year shall be correspondingly reduced by the amount of an extraordinary allocation paid to that Alderman in the previous financial year.
- (vi) The discretion referred to in Clause iv may be exercised in circumstances where it is deemed appropriate and may take account of expenditure on professional development over that Alderman's term of office, having regard to the intent behind the PD maximum term allocation.
- (vii) The discretion referred to in Clause iv shall not be exercised if the payment of a PD extraordinary allocation to an Alderman would result in the PD maximum term allocation for that Alderman being exceeded.
- (viii) At the time of receiving a PD extraordinary allocation an Alderman shall acknowledge in writing the requirement to reimburse the total of that extraordinary allocation if, that Alderman resigns in accordance with Section 47 of the *Local Government Act 1993* (The Act), or otherwise that Alderman's office is deemed vacated by operation of any of the circumstances set out in Clause 3(1)(b)-(eb) of Schedule 5 of the Act (**Attachment A**).

## **5. Study and Inspection Tours**

The Council may resolve to send one or more Aldermen on a study or inspection tour to examine a particular program or activity operating outside of the City, in order to assess its application or suitability for the City of Hobart.

## **6. Local workshops and seminars**

Aldermen may attend local workshops and seminars held within Tasmania, which relate to Aldermanic induction or local government sector development activities without approval by the Council in the following circumstances:

- (i) When the duration of the event is less than two days; and
- (ii) Where the total cost of attendance does not exceed \$750.

The General Manager shall approve such attendance

## **7. General Training and Development Provisions**

1. Upon return from any activity approved under this policy, the attending Alderman must provide a report in the following format, within thirty days:
  - (i) The name, location and date of the activity, together with a summary of the activity and details of any outcomes which may be considered appropriate for application to the City of Hobart.
  - (ii) The report may be presented verbally or in writing to the relevant Council committee.
2. The Council's administration will make all arrangements including payments, for Aldermanic travel.
3. In extenuating circumstances, the Lord Mayor may approve an Alderman making their own travel arrangements, in which case expenditure is to be reconciled within thirty days of the Aldermen's return, through the submission of receipts and full details in support of any costs claimed, including the presentation of airline boarding passes.
4. Apart from the provisions applying to professional development, there is no specific limit on individual expenditure under this policy, however, in approving Aldermanic participation in all other activities under this policy, the Council will have regard to the available budget.
5. Aldermanic travel within Australia is to be economy class, except where flight duration is in excess of two hours, in which case Aldermen may elect to fly business class (or equivalent).

6. In respect to overseas travel, Aldermen may elect to fly business class (or equivalent).
7. Additional costs associated with a partner accompanying an Alderman undertaking any activity covered under the training and development policy are the responsibility of the individual Alderman and are to be met personally by the Alderman.
8. A daily incidentals travel allowance of \$40 shall be provided to Aldermen who travel away from the City on training and development activities. This allowance is not subject to any acquittal or reconciliation process.
9. Upon return from any training and development activity approved under this policy, an Alderman is to provide a reconciliation of all expenditure incurred in attending the activity, within 30 days.
10. The submission and approval process for travel reconciliations is the same as for the reimbursement of Aldermanic expenses, as provided in section G of the policy.

#### **D. INTERNATIONAL RELATIONSHIPS**

An Alderman may participate in two international relationship delegations, or more, if deemed appropriate by the Council, in a four year term of office, as part of an official Council approved delegation.

As part of any such visit, where appropriate, the Council may advise community representatives, business, State Government and other relevant stakeholders, in order to ascertain their interest in participating in the visit as part of the Council delegation.

In addition to Council delegations, the Council may also approve participation in appropriate delegations conducted by the State Government or other relevant agencies.

The following criteria applies to travel on international delegations:

- (a) The objectives of individual visits should be clearly defined.
- (b) Visits will be timed to coincide with or support:
  - (i) significant events in the life of the City acknowledged by the Council as a City of significance or with which the Council has a formal relationship;
  - (ii) trade missions and delegations;
  - (iii) major cultural events; or
  - (iv) strategic opportunities to build on and reinforce relationships.

In relation to international cities relationships, where the Council may send a delegation to a Sister City or international destination of significance, as resolved by the Council, with the exception of the Lord Mayor's partner, Aldermen's partners shall meet their own costs of travel and accommodation (excluding ordinary travel insurance costs).

Where an Alderman may represent the Lord Mayor on an international delegation, the policy provisions which relate to funding by the Council of travel for the Lord Mayor and their partner, also apply to the representing Alderman.

#### **E. ALLOWANCES**

The Local Government Act 1993 provides that councillors are entitled to prescribed allowances. Mayors and deputy mayors are entitled to additional allowances.

The Local Government (General) Regulations 2015 prescribe those amounts, which are adjusted by the CPI inflationary figure as at 1 November in each year.

Allowances are paid in arrears and Aldermen may elect to receive payments either monthly or fortnightly.

In the interest of transparency and good governance, there is no capacity to debit from Aldermanic allowances.

#### **F. SPONSORSHIPS**

Where the Council resolves to sponsor major events, free tickets are provided to the Council by the organisers as part of the Council's sponsorship package.

Where sponsorship tickets are made available to Aldermen, their value will be advised to Aldermen at the time in order to enable Aldermen to make an informed choice as to whether or not they wish to accept tickets.

Where Aldermen elect to accept free sponsorship tickets, the details of the event and the estimated value will only appear in the Aldermanic Gifts Register, to be recorded by the Manager City Government on behalf of the Alderman concerned. Confirmation of the details entered into the Register will then be provided in writing for the information of the Alderman.

#### **G. EXPENSES REIMBURSEMENT**

This section of the policy covers prescribed expenses in relation to travel, telecommunications and childcare, as provided in the Local Government (General) Regulations 2015.

The Council will reimburse Aldermen for reasonable out-of-pocket expenses incurred in relation to travel, telecommunications and child care, provided that such expenses

are incurred whilst they are carrying out the functions of office, pursuant to Section 28 of the Local Government Act 1993.

The following arrangements will apply in respect to the prescribed expenses:

### **1. Local Travel**

For the purposes of this policy, travel is defined as modes of transport utilised by Aldermen for local travel which attract costs, such as, fuel, taxi and bus services etc.

Aldermen may claim the cost of travel incurred by means other than private vehicle use such as taxis and other public transport by the lodgement of a reimbursement claim to be accompanied by appropriate tax invoices and receipts indicating proof of payment along with details of the travel undertaken including date, cost, destination and details of the Council activity being undertaken.

Where Aldermen utilise private vehicles, they will be requested to nominate one (only) of the following options in any financial year:

- (i) seek the reimbursement of costs through the submission of kilometre claims, which will be paid at the relevant rate per km, as set by the State Public Service, (as also applying to City of Hobart employees), subject to the provision of supporting information including travel date, destination, and details of the Council activity undertaken.
- (ii) as an alternative to kilometre claims, Aldermen may nominate to use a fuel card which enables a maximum of 1,500 litres of fuel to be drawn in each year. Under this option there is no requirement for Aldermen to submit travel details.

### **Non-Local Travel**

Travel for purposes other than local transport will be approved and funded by the Council as part of its policy on Aldermanic training and development activities under section C, or as part of travel associated with international relationships under section D.

### **2. Telecommunications**

Aldermen are entitled to claim costs incurred as part of their roles for the use of telecommunications services, including landline connection, mobile phone and internet.

Claims may only be made for Aldermanic costs incurred on a phone, fax or internet service which is available for public contact.

In respect to mobile phone services, Aldermen may make their own arrangements in terms of the selection of a call and data service provider of their own choice and claim reimbursement of costs incurred.

Alternatively, they may elect to use the Council's provider, in which case individual plans are required for individual Aldermen to enable the identification of individual usage for transparency purposes.

In order to avoid excessive mobile phone accounts, and where required, the Council purchase relevant mobile phone data packs, for use by Aldermen who are travelling overseas in the following circumstances:

- (i) Where the Lord Mayor, as the Council's principal elected representative may be overseas on leave from Council, and considers it appropriate to retain contact in respect to Council issues; with the agreement of the General Manager, and
- (ii) Where an Alderman may be representing the City as part of a Council approved delegation.

Under such circumstances the cost of data pack(s) be attributed and disclosed as an expense to the Lord Mayor or individual Alderman, however the cost of the pack(s) not be included as part of the annual telecommunications cap.

An annual expenditure cap of \$2,000 per Alderman per financial year applies for Aldermanic telecommunications expenses.

The Council not be involved in the provision of telecommunications connections to Aldermen's private property.

### **3. Childcare**

Aldermen may claim reimbursement for child care costs associated with Council activities.

Child care claims must be accompanied by either a receipt from a licensed child care provider or, a document with dual signatures of the claiming Alderman and the service provider detailing the following:

- (i) The name, address and phone contact details of the care provider;
- (ii) The date and time of the service, including the hours involved;
- (iii) The hourly rate paid; and
- (iv) Details of the Council event attended by the Alderman.

A maximum hourly rate of \$20 applies for child care, unless otherwise approved by the Lord Mayor.

Council funding of child care relates only to Council meetings and Council attended events.

Aldermen may seek the Lord Mayor's approval of reimbursement for additional child care arrangements in extenuating circumstances.

#### **H. CLAIMS PROCESSING**

Claims for the reimbursement of expenses incurred, as provided in this policy must be submitted directly to the Manager City Government together with tax invoices and receipts indicating proof of payment along with the full details of the nature of the expenditure.

The Manager City Government will verify that claims are in accordance with the policy and will subsequently follow the approval/authorisation process by seeking the approval of claims by the Lord Mayor and authorisation for payment from the General Manager.

The Deputy Lord Mayor will approve claims submitted by the Lord Mayor.

In the interest of good governance claims are to be submitted within sixty (60) days of the expense being incurred.

Where for good reason, this requirement cannot be met; the approval of the Lord Mayor and General Manager be required to reimburse a claim.

Where, in the opinion of the General Manager, a question arises as to whether a claim for reimbursement of expenses is ineligible under these policy provisions, the General Manager shall refer the matter to the Audit Panel for determination.

Forms for use for claiming reimbursement and reconciling expenditure are located on the Aldermanic Webpage.

Upon submission of the appropriate paperwork to the Manager City Government, claims will be paid within a 30 day period.

Under no circumstance should an Alderman transact a purchase of any nature which is subsequently claimed as an Aldermanic expense, where the goods or services purchased are intended for personal use. (Refer also to clause I 6 below relating to the Aldermanic credit card facility.

#### **I. BENEFITS**

The Council has resolved to make the following benefits available to Aldermen:

## 1. Parking Permits

In order to provide parking for Aldermen in Council controlled areas whilst they are undertaking their duties of office, the following arrangements will apply.

Aldermen must provide the details (including make, model, colour and registration number) of a maximum of two vehicles to the Manager City Government for inclusion in the Council's parking database as Aldermanic vehicles. Aldermen must ensure that these details remain current at all times.

Aldermen will subsequently be provided with one transferrable parking permit (which is issued in each financial year) which must be displayed on the windscreen of their nominated vehicle(s) whilst they are on Council business.

The display of the permit will enable Aldermen to park in the following Council controlled areas only:

- (i) in the space designated for Aldermanic parking on the Town Hall parking deck, without any time limit;
- (ii) in the Council's Argyle Street, Centrepont, and Hobart Central multi-storey car parks, without any time limit; and
- (iii) in on-street metered parking spaces and in the Council's Dunn Place and Salamanca Square voucher car parks, for the maximum time allowable, without the need to pay the required fee\*

\*In respect to clause (iii) above, it should be noted that the permit does not cover overstaying beyond the maximum parking time allowed.

In consideration of the provisions outlined in this policy, where an Alderman believes that an infringement has been issued in error and subject to adherence to the following requirements.

- (i) the Council's records verifying that the vehicle details match the those appearing on the parking database, and
- (ii) the Aldermen's parking permit being appropriately displayed on the vehicle, thereby verifying that the Alderman was on Council business at the time of the infringement,

Aldermen may submit an application to the General Manager to have the infringement withdrawn.

The General Manager will seek the endorsement of the Lord Mayor in determining such applications.

**2. Doone Kennedy Hobart Aquatic Centre Access**

In line with the Council's commitment to health and wellbeing, Aldermen are permitted access to the Doone Kennedy Hobart Aquatic Centre at no cost.

Aldermen are required to identify to the Manager City Government their preferred membership category or casual entry preference from the Centre's approved schedule of fees and charges, to enable costs associated with Aldermanic usage of the Centre to be accurately identified.

**3. Community Activities Participation Allocation**

In order to facilitate the participation of Aldermen in community functions and activities which contribute to the advancement of the Council's strategic objectives, funding will be provided for such purposes subject to the following annual cap (per financial year):

The Lord Mayor \$5,000;

The Deputy Lord Mayor \$2,500; and

Aldermen \$1,000

Aldermen may elect to have their partner accompany them to an event, in which case the cost of attendance will also be allocated to their individual cap.

Arrangements for attendance at such functions, including payment, where applicable, are to be made by individual Aldermen.

Where Aldermen attend functions and activities involving a cost, they are requested to submit a reimbursement form to the Manager City Government, including the name and date of the function, the tax invoice outlining the cost of attendance and proof of payment.

**4. Office of the Lord Mayor – Determination of Discretionary and Non-Discretionary Funding**

There are two arrangements related to funding for ticketed events where the Lord Mayor attends or where the Lord Mayor is represented by an Alderman:

(i) Non-Discretionary Activities:

Where an invitation/request is received for the Lord Mayor to be a special invited guest or to take on a participatory role (ie; to speak, to make a presentation, to open an event or unveil a plaque, or to receive an award on behalf of the Council) and the event contributes to the advancement of the Council's strategic activities and/or where the presence of a Council representative is deemed to be required, the costs associated with the event for either the Lord Mayor or their representative be charged to the Lord Mayor's civic Activities Function and not recorded against the attendee's Community Activities Participation allocation.

(ii) Discretionary Activities:

Where an invitation/request is received for the Lord Mayor with no participatory role, but the invitation contributes to the advancement of the Council's strategic activities, should the Lord Mayor choose to attend, the costs associated with the event will be noted against the Lord Mayor's \$5,000 community Activities Participation Allocation for discretionary activities, and be included in the Aldermanic expenses report and disclosed accordingly.

If an Alderman has agreed to represent the Lord Mayor at a discretionary event, then the cost of the event will be noted against the relevant Alderman's Community Activities Participation allocation (\$2,500 for the Deputy Lord Mayor and \$1,000 for Aldermen).

In determining what may be discretionary or non-discretionary in relation to specific invites, the Group Manager Executive and Economic Development will provide clarification on a case by case basis, as required.

**5. Funded Business and Topical Issues Events**

From time to time the Council receives invitations to business functions which the Lord Mayor and General Manager may deem to be of specific relevance and interest to the City of Hobart. Examples include budget briefings and forums on topical issues.

In such circumstances, all Aldermen will be invited to attend the function which will be paid for by the Council, with the cost being subsequently attributed as an expense to those Aldermen who attend.

**6. Aldermanic Credit Card Facility**

Corporate Credit cards will be made available to those Aldermen who wish to utilise them.

Aldermen electing to be issued with a credit card are required to adhere to the application process, and terms and conditions of use which are applied by the financial institution engaged by the Council to provide the credit card facility.

Where Aldermen are issued with credit cards, they will be provided with the full documentation issued with the credit card:

- (i) The corporate credit card may be utilised to facilitate the purchase of services which are allowed under the policy on entitlements and benefits for Aldermen, such as taxi travel, pre-payment of community activities registration costs, transport and un-funded meals when participating in training and development activities or international relationship delegations and child care costs.
- (ii) Under no circumstance should an Alderman transact a purchase of any nature which is subsequently claimed as an Aldermanic expense, where the goods or services are intended for personal use.
- (iii) Where an Alderman may mistakenly make a personal transaction using their Aldermanic credit card, they should seek to have the purchase immediately reversed. If this is not possible, the Alderman should notify the Manager City Government and make arrangements for the purchase cost to be repaid to the Council.
- (iv) All credit card statements must be reconciled within one month of receipt of statements, and be supported by the details of all expenditure and the provision of tax invoices and receipts. A form for credit card reconciliations is situated on the Aldermen's Webpage.
- (v) The approval and authorisation of Aldermanic credit card expenditure is the same as all reconciliations, with the Lord Mayor approving Aldermanic expenses, and the Deputy Lord Mayor approving the Lord Mayor's expenses. The General Manager is responsible for authorising all expenditure.
- (vi) The General Manager is to ensure that appropriate expenditure limits are applied to credit cards to accommodate requirements where Aldermen may participate in activities such as international travel as approved by the Council.

#### **7. Aldermanic Assistance Program**

In support of the health and wellbeing of Aldermen they are entitled to utilise the services of the Council's contracted counselling service.

The Aldermanic Assistance Program will provide up to three, free (and totally confidential) counselling sessions per annum (financial year) to assist Aldermen with personal, family or work issues that may be affecting their personal wellbeing.

Further free sessions may be approved in consultation with the Lord Mayor and General Manager.

Counselling costs associated with the program are not to be disclosed, given the confidential nature of the service.

#### **J. DISCLOSURE OF EXPENSES AND BENEFITS**

In the interests of transparency and accountability, the Council has resolved to publicly report information pertaining to allowances, entitlements and expenses for individual Aldermen.

Accordingly, information is made available on a monthly basis on the City of Hobart website.

The Manager City Government will provide details of the information to be published on the Website to each individual Alderman two business days prior to publication to enable any queries to be addressed.

#### **K. FACILITIES**

The Council makes a number of facilities and services available to Aldermen in support of their roles.

##### **1. Aldermen's Lounge**

The Deputy Lord Mayor is responsible for the administration of the Aldermen's Lounge, in order to ensure that the room is adequately serviced and operational matters are satisfactorily attended to.

The use of the Aldermen's Lounge is confined to Aldermen who may, from time to time, extend an invitation to those persons who are in the Town Hall on Council business or municipal affairs to join them.

In addition to this general usage, individual Aldermen may, if they so desire, host a private function in the Aldermen's Lounge, subject to the following procedures and conditions:

- (i) Aldermen wishing to host such a function shall book the room with the Manager City Government
- (ii) All refreshments provided at functions hosted by individual Aldermen will be funded by the hosting Alderman.
- (iii) Functions are not to be conducted immediately prior, during or directly after a scheduled Council or committee meeting.
- (iv) Aldermen who host functions are to be responsible for admitting any guests arriving outside normal office hours, seeing their guests off-site and securing the premises when they leave.

- (v) No Council employee is to be involved in Town Hall security or in the serving of food or drink during such functions.

## **2. Office Facilities**

As the City's civic leader, the Lord Mayor is provided with a suite of rooms in the Town Hall in which to conduct day-to-day business and host civic functions and activities.

Aldermen are provided with a furnished and equipped office space in the Town Hall for use for Council business at their convenience.

The Aldermen's office area includes a furnished communal space provisioned with standard office equipment. A kitchen facility is also provided.

## **L. LOAN OF EQUIPMENT**

As a means of supporting the Aldermen in their roles, the Council will make the following equipment available:

- (i) Mobile phone
- (ii) Tablet (iPad)
- (iii) Notebook computer
- (iv) Printer

Equipment will be replaced in line with the Council's standard replacement schedules.

Retiring Aldermen may make application to the General Manager to purchase equipment which has been issued to them as an Alderman, subject to their agreement to pay the market/valuation price, as determined by the General Manager.

## **M. REIMBURSEMENT OF LEGAL EXPENSES**

This section of the policy specifies the circumstances under which Aldermen are entitled to reimbursement of legal expenses in accordance with Clause 1(2)(b) of Schedule 5 of the Local Government Act 1993.

Clause 1(1) of Schedule 5 of the Local Government Act 1993, requires the Council to adopt a policy with respect of payment of expenses incurred by Aldermen in carrying out the duties of office.

Sub-clause (2) entitles an Alderman to be reimbursed for reasonable expenses in accordance with the policy adopted under Sub-clause (1) in relation to any expenses prescribed in the Local Government (General) Regulations 2015, and any other expenses the Council determines appropriate.

Pursuant to Clause 1(2)(b) of Schedule 5 of the Local Government Act 1993, an Alderman will be reimbursed their reasonable legal expenses in the following circumstances:

- (i) Where the Alderman is defending or responding to a claim, action or demand made by a third party against the Alderman;
- (ii) Where the Alderman is acting as a plaintiff in a claim, action or demand against a third party to the extent that the Alderman may obtain initial advice regarding the merits of their claim.

Any reimbursement provided in accordance with this policy is subject to:

- (i) The Alderman acting in accordance with the functions of an Alderman as specified in Section 28 of the Local Government Act 1993;
- (ii) The Alderman acting in good faith; and
- (iii) The quantum of costs sought to be reimbursed being reasonable.

In determining whether an individual Alderman is entitled to reimbursement in accordance with this policy, the General Manager is authorised to approve initial legal consultation and to obtain professional external legal advice that the circumstances of an Alderman's claim satisfy the criteria listed above.

No reimbursement for legal expenses will be provided to an Alderman in relation to any claims, actions or demands made against another Alderman or the Council itself.

For the purposes of this policy, the term "third party" excludes another Alderman, the Council as an organisation and any single or joint authorities that the Council has established pursuant to the provisions of the Local Government Act 1993.

Where:

- (i) an Alderman is entitled to reimbursement of legal expenses in accordance with this policy;
- (ii) that Alderman is successful in the proceedings; and
- (iii) in those proceedings that Alderman receives an award of costs and/or damages;

any reimbursement in accordance with this policy is to be discounted by the value of any sum awarded as part of the proceedings.

The Council is to provide final approval of any reimbursement.

**N. USE OF VEHICLE AND CHAUFFEUR – LORD MAYOR**

A Council vehicle and chauffeur will be made available for use by the Lord Mayor and their partner in the following circumstances:

- (i) For civic and ceremonial occasions where the Lord Mayor and their partner are representing the City. The vehicle will be available for pickup and delivery from the Town Hall or the Lord Mayor's principal place of residence, or from their place of employment when time constraints would otherwise preclude their attendance at a civic or ceremonial function.
- (ii) This policy does not preclude the Lord Mayor or their partner being accompanied by other dignitaries or staff or other persons and family members on those occasions when the Lord Mayor and their partner have attended a civic function and family members may be picked up if he or she is between the function location and the home address; and
- (iii) When the Lord Mayor is representing the Council on matters involving the Council (e.g. Think South and LGAT meetings).
- (iv) This policy also applies to any other Alderman and their partner who may be representing the Lord Mayor on civic and ceremonial occasions.

The General Manager or their nominee may authorise the use of the vehicle and Chauffeur on such other occasions as deemed appropriate.

The vehicle will not be available for the following use:

- (i) Attending to normal duties at the Town Hall including Council or Committee meetings or for use in the role as an Alderman, other than on those occasions when the Lord Mayor or their partner has had civic responsibilities to attend to immediately prior to or after Council and Committee meetings; and
- (ii) Personal or family use.

**O. RETIREMENT FUNCTION - LONGSERVING ALDERMEN**

The Lord Mayor is to extend an invitation to arrange a farewell dinner on behalf of the Council, to honour any retiring Alderman who has given three (3) terms of service to the Council

Where the retiring Alderman accepts the Lord Mayor's offer, invitations to this function are to be extended to serving Aldermen and their partners, together with the General Manager, Divisional Directors and their partners.

Any retiring Alderman may invite four other persons to attend the dinner as their personal guests, should they so wish.

The Certificate of Appreciation of their service as an Alderman, Lord Mayor or Deputy Lord Mayor, as appropriate and as provided under clause A of this Policy will be presented at the farewell function, wherever possible.

#### 4. Legislation, Terminology and References

*Local Government Act 1993*

*Local Government (General) Regulations 2015*

<b>Responsible Officer:</b>	Director Corporate Services
<b>Policy first adopted by the Council:</b>	25/3/1985
<b>History</b>	
Amended by Council	15/12/1986
Amended by Council	27/1/1987
Amended by Council	26/9/1994
Amended by Council	13/12/1999
Amended by Council	13/3/2000
Amended by Council	12/6/2001
Amended by Council	11/2/2003
Amended by Council	14/6/2005
Amended by Council	14/8/2006
Amended by Council	13/11/2006
Amended by Council	17/12/2007
Amended by Council	15/12/2008
Amended by Council	9/6/2009
Amended by Council	12/7/2010
Amended by Council	12/9/2011
Individual policy documents amalgamated into a single consolidated policy	31/10/2011
Amended by Council	13/4/2014
Amended by Council	14/7/2014
Amended by Council	9/6/2015
Amended by Council	22/6/2015
Amended by Council	13/7/2015
Amended by Council	7/3/2016
Amended by Council	9/5/2016
Amended by Council	7/11/2016
<b>Next Review Date:</b>	March 2017

**6.3 Quorums for Council Committees**  
**File Ref: F17/82665; 13-1-2**

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Memorandum of the Manager Legal and Governance of 29 June 2017.

Delegation: Council



City of **HOBART**

## MEMORANDUM: GOVERNANCE COMMITTEE

### Quorums for Council Committees

The purpose of this report is to seek an amendment to the Council's Policy titled Meetings: Procedures and Guidelines in relation to the requirements of quorums at Council committee meetings.

The Policy currently states that:

*Unless already an appointed member, the Lord Mayor, or in his/her absence, the Deputy Lord Mayor, be an "ex-officio" member of all committees for the purpose of establishing and maintaining a quorum. Where the required number of committee members needed to maintain the quorum is deficient.*

*To ensure the Council is able to meet its statutory obligations, an Alderman who is in attendance at a City Planning Committee meeting, who is not an appointed member, will be an ex-officio member of the Committee for that meeting for the purpose of establishing and maintaining a quorum.*

As the Council would be aware, there have been a number of recent issues with attempting to establish and maintain a quorum for committee meetings with the number of Aldermen being on leave or absences for both Council business and private purposes. This resulted in some committee meetings being cancelled.

It is likely that this issue will arise again later this year with the Council's delegation to Yaizu. Given the successful implementation of changes to the quorum requirements for the City Planning Committee, it is proposed that this be broadened for all Council committees such that any Alderman present at a committee meeting who is not an appointed member of that committee will be an *ex-officio* member of the committee for that meeting for the purpose of establishing and maintaining a quorum.

It is considered that this change will allow the Council to continue to conduct its business in this particular instance but also allow greater flexibility in normal situations.

The terms of reference for each individual committee will be amended in addition to the Policy should the Council resolve as recommended.

**RECOMMENDATION*****That:***

1. ***The Council's Policy titled Meetings: Procedures and Guidelines be amended by deleting part 3(A)(2) and replacing it with the following:***
  - (i) ***Unless already an appointed member an Alderman who is in attendance at a Council committee meeting will be an ex-officio member of that committee for that meeting for the purpose of establishing and maintaining a quorum at that meeting.***
2. ***The terms of reference for each Council committee be amended to reflect the above change.***

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*



Paul Jackson  
**MANAGER LEGAL AND  
GOVERNANCE**

Date: 29 June 2017  
File Reference: F17/82665; 13-1-2

**6.4 The Ninth General Conference of Mayors for Peace - Nagasaki City**  
**File Ref: F17/84050**

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Report of the Group Manager Executive & Economic Development of 29 June 2017 and attachments.

Delegation: Council

**REPORT TITLE: THE NINTH GENERAL CONFERENCE OF MAYORS  
FOR PEACE - NAGASAKI CITY****REPORT PROVIDED BY:** Group Manager Executive & Economic Development**1. Report Purpose and Community Benefit**

- 1.1. The purpose of this report is to seek the Council's approval for the Lord Mayor to attend the ninth General Conference of Mayors for Peace from 7 to 10 August 2017 in Nagasaki, Japan.
- 1.2. The Lord Mayor would combine this conference attendance with the planned Yaizu Sister City 40 year Anniversary visit to Yaizu from 11 August to 15 August 2017.

**2. Report Summary**

- 2.1. This report seeks the Council's approval for the Lord Mayor to attend the ninth General Conference of Mayors for Peace in Nagasaki, Japan between 7 to 10 August 2017.
- 2.2. The dates of the conference fortuitously coincide with the Lord Mayor leading the Council delegation to Yaizu, Japan to celebrate the Hobart-Yaizu Sister City 40 year anniversary between 11 to 15 August 2017.
- 2.3. The Mayors for Peace is a world-wide network with 7,355 member cities across 162 countries and regions. The City of Hobart has been a member since 2007.
- 2.4. The proposal is consistent with the Council's Capital City Strategic Plan 2015-2025 goals and strategic objectives and would aid in the fostering of our international relations.
- 2.5. The cost of the proposal is approximately \$2,100, being accommodation costs for three nights and conference registration.

**3. Recommendation**

***That the Council approve the attendance of the Lord Mayor and General Manager, or his nominee, at the 9<sup>th</sup> General Conference of Mayors for Peace in Nagasaki, Japan from 7 to 10 August 2017 at a cost of approximately \$2,100 to be funded evenly from budget functions 110 – Lord Mayoral Support and 125 – Office of the General Manager in 2017/2018.***

#### 4. Background

- 4.1. The Mayors for Peace is a world-wide network started by the Mayors of Hiroshima and Nagasaki after World War II in an attempt to eliminate nuclear weapons.
- 4.2. Today, this network has grown to 7,355 cities in 162 countries and regions around the world.
- 4.3. Its mission is:  
  
*Mayors for Peace, through close cooperation among the cities, strives to raise international public awareness regarding the need to abolish nuclear weapons and contributes to the realisation of genuine and lasting world peace by working to eliminate starvation and poverty, assist refugees fleeing local conflict, support human rights, protect the environment and solve the other problems that threaten peaceful co-existence within the human family.*
- 4.4. The Lord Mayor of the City of Hobart has been a member of Mayors for Peace since December 2007 but in recent times, the City has not actively participated in activities nor has there been any recent direct approach for assistance or contribution from the City of Hobart.
- 4.5. In 2012, the City of Hobart was involved in facilitating the *Mayors for Peace Art Exhibition* at the Council's Youth Arts and Recreation Centre to commemorate the anniversaries of the 1945 atomic bombings of Hiroshima and Nagasaki.
- 4.6. The conference program (**Attachment A**) sets out the themes of the conference as:
  - 4.6.1. A plenary session on Mayors for Peace "2020 Vision" of the elimination of all nuclear weapons by the year 2020 and an exchange of views on other pressing issues of poverty, refugees, terrorism and climate change.
  - 4.6.2. Role of Local Government. Reports from member cities in Japan and around the world on their activities as Mayors for Peace.
  - 4.6.3. Roles of Youth. Group discussions between youth from Nagasaki and Hiroshima and member city mayors.
- 4.7. Given the Lord Mayor will be leading a delegation to Yaizu to celebrate the 40 year anniversary of the Hobart-Yaizu Sister City relationship on dates that fortuitously coincide with this conference, it is seen as a good opportunity for the City to re-engage with the Mayors for Peace movement and aid in the fostering of our international relations.
- 4.8. A key benefit of this proposal is also of course that it would afford the Lord Mayor the opportunity to network with and draw on the expertise,

knowledge and experience of Mayors across the globe to optimise City of Hobart programs and initiatives.

## **5. Proposal and Implementation**

- 5.1. It is proposed that the Council approve the attendance of the Lord Mayor and General Manager, or his nominee, at the 9<sup>th</sup> General Conference of Mayors for Peace in Nagasaki, Japan and subsequently fund the cost of conference registration and accommodation for three nights, at an estimated cost of \$2,100.
- 5.2. Should the Council approve this proposal, Mayors for Peace would be advised of the Lord Mayor and General Manager's attendance and the appropriate travel arrangements would be made.

## **6. Strategic Planning and Policy Considerations**

- 6.1. This proposal is consistent with the Council's Capital City Strategic Plan 2015-2025 goals and strategic objectives.
- 6.2. The plenary and thematic sessions are also relevant to opportunities and challenges the City of Hobart is addressing or will likely face in the future.

## **7. Financial Implications**

- 7.1. Funding Source and Impact on Current Year Operating Result
  - 7.1.1. The Lord Mayor and General Manager will be travelling to Yaizu as part of the 40 year anniversary of the Hobart-Yaizu Sister City Relationship in August, the dates of which coincide with this conference.
  - 7.1.2. Therefore, provision for return airfares to Japan has already been made. Consequently, the impact on the budget for this proposal would be approximately \$2,100, being for accommodation costs for three nights (approx. \$1800) and conference registration (approx. \$280).
  - 7.1.3. Travel costs for the Lord Mayor will be met by budget function 110 – Lord Mayoral Support and reported in accordance with Council policy.
  - 7.1.4. Travel costs for the General Manager will be met by budget function 125 – Office of the General Manager.

## **8. Legal, Risk and Legislative Considerations**

- 8.1. None foreseen.

## 9. Delegation

9.1. This matter is delegated to the Council.

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*



Tim Short  
**GROUP MANAGER EXECUTIVE &  
ECONOMIC DEVELOPMENT**

Date: 29 June 2017  
File Reference: F17/84050

Attachment A: Conference Program ↓  
Attachment B: Mayors for Peace Australian Member Cities ↓

**The 9th General Conference of Mayors for Peace  
Advance Program**



**Period: August 7 (Mon.) to August 10 (Thurs.), 2017**

**Venue: Nagasaki City**

## Conference Outline

Name: The 9th General Conference of Mayors for Peace

Dates: August 7 (Monday) to August 10 (Thursday), 2017

Venue: Nakabe Hall at Nagasaki University (1-14 Bunkyo-machi, Nagasaki City), etc.

Sponsored by: Mayors for Peace, the City of Nagasaki

Participants: Representatives from Mayors for Peace member cities

\*Representatives from non-member cities, national governments and NGOs are welcome to attend part of the meetings as observers.

Conference Languages: Simultaneous interpretation in Japanese, English, and French

\*Other languages may be added depending on the participants' languages.

Keynote Theme: Toward a World without Nuclear Weapons - What We Can Do Toward 2020 -

### ■ Schedule:

August 7 (Mon.)	PM:	<b>Executive Conference (Executive Cities only)</b> <b>Registration</b> <b>Offering of flowers at the hypocenter</b> <b>Tour of the A- bomb Museum and the Peace Memorial Hall</b>
	Evening:	<b>Welcome Reception</b>
August 8 (Tue.)	AM :	<b>Opening Ceremony, Keynote Speech, A-bomb Survivor Testimony</b>
	PM :	<b>Session I</b> Theme: Plenary Session Content: Deliberation and decision of action plans and other future plans toward nuclear weapons abolition by 2020. Also, exchange of views on other pressing issues such as poverty, refugees, terrorism, and climate change. <b>Session II</b> Theme: Roles of Local Governments Content: Reports from member cities in Japan and around the world on their activities as Mayors for Peace. Exchange of views on future plans of peace and disarmament activities.
August 9 (Wed.)	AM :	<b>Attend the Nagasaki Peace Ceremony</b>
	PM :	<b>Session III</b> Theme: Roles of Youth Content: Group discussions between youth from Nagasaki, Hiroshima, etc. and member city mayors on topics such as the movement for a nuclear weapons ban treaty, peace education, and peace activities. <b>The 7th Japanese Member Cities Meeting</b>
August 10 (Thurs.)	Evening:	<b>Nagasaki Appeal Drafting Committee (Executive Cities only)</b>
	AM :	<b>Session IV</b> Theme: Roles of NGOs, Citizens' Groups, and A-bomb Survivors' Groups, etc. Content: Exchange of views among representatives of governments, NGOs, citizens' groups, and A-bomb survivors' groups, etc. <b>Session V</b> Theme: Summary and Adoption of the Nagasaki Appeal Content: Reports on sessions and adoption of the Nagasaki Appeal
	PM :	<b>Closing Ceremony</b> <b>Press Conference (Executive Cities only)</b>

Note: Information in this schedule is subject to change.

Note: Participation to the Executive Conference, the Nagasaki Appeal Drafting Committee, and the Press Conference are for Executive Cities only. Please also refer to Page 3.

■ **Registration:**

Please refer to Page 4. Registration starts on Monday, April 10, 2017.

■ **Sharing of Expenses:****1. Sponsor expenses**

Welcome Reception on Monday, August 7, and lunch on Tuesday, August 8, and lunch on Wednesday, August 9

**2. Participant expenses** (to be paid by representatives from member cities, non-member cities, national governments or NGOs)

- 1) Registration fee: 12,000 JPY per participant
- 2) Travel cost between your municipality and Nagasaki
- 3) Transportation cost within Nagasaki  
Please note that free shuttle bus will be provided between the conference venue and the hotels arranged on the conference registration website.
- 4) Accommodations
- 5) Meals not covered by the sponsor, as stated in **1. Sponsor expenses** above.
- 6) Application for passports and visas
- 7) Private interpreters (if you intend to bring or hire an interpreter)
- 8) Shopping, sightseeing, etc.

■ **Presentations:**

Please inform us as to whether you wish to speak during the conference (Session II / Session III) by entering information on the conference registration website. Please note that member cities will be given priority, and due to time constraints, we may limit the number of speakers and time allotted to each speech.

■ **Others:****1. City and NGO Booths**

Booths will be set up for introduction of peace activities by cities and NGOs. Participants who are interested in setting up a booth, please register from the conference registration website. Please note that we may not be able to accommodate booths for all applicants due to the limited space.

- 1) Exhibition fee: Free of charge
- 2) Booth space: For the details, please refer to the conference registration website .

**2. Arrangements for Hotel/Sightseeing Tours** (for those who are interested):

You can apply for these arrangements from the conference registration website.

For inquiries about the 9th General Conference, please contact:

**Mayors for Peace Secretariat**  
E-mail: [mfp-gc9@pcf.city.hiroshima.jp](mailto:mfp-gc9@pcf.city.hiroshima.jp)

\*Please include the name of your municipality in the subject of your email.

## Tentative Schedule for the 9th General Conference of Mayors for Peace

	Monday, August 7	Tuesday, August 8	Wednesday, August 9	Thursday, August 10
8:00				
9:00				
9:30		Attraction	Arrival & Seating for Peace Ceremony	Session IV (Nakabe Hall at Nagasaki University)
9:45		Opening Ceremony & Keynote Speech (Nakabe Hall at Nagasaki University)		
10:00			Nagasaki Peace Ceremony (Peace Park)	
11:00		A-bomb Survivor Testimony (Nakabe Hall at Nagasaki University)		Session V (Nakabe Hall at Nagasaki University)
12:00		Lunch (Meeting Room at Nagasaki University)		Closing Ceremony
13:00			Lunch (Meeting Room at Nagasaki University)	
13:30	Executive Conference (HOTEL NEW NAGASAKI)	Session I (Nakabe Hall at Nagasaki University)	Session III (Nakabe Hall at Nagasaki University)	Press Conference (Nakabe Hall at Nagasaki University)
14:00				
15:00		Session II (Nakabe Hall at Nagasaki University)	The 7th Japanese Member Cities Meeting (Nakabe Hall at Nagasaki University)	
16:00	Offering of flowers at the hypocenter Tour of the A-bomb Museum and the Peace Memorial Hall			
17:00				
18:00				
18:30	Welcome Reception (HOTEL NEW NAGASAKI)			
19:00		Candles for Peace Ceremony (Peace Park)	Appeal Drafting Committee (HOTEL NEW NAGASAKI)	
20:00				
21:00				

  Events related to the General Conference (for all participants)

  Other peace-related events

  Events related to the General Conference (for Executive Cities only)

\* Please note that venues and schedules are subject to change.

## Registration Guide

The 9th General Conference registration website is available from **Monday, April 10, 2017.**

**Online registration website:** <https://amarvs-jtb.jp/peacenagasaki9/?&g=1>

\*A link to this website will also be added to the Mayors for Peace website  
(<http://www.mayorsforpeace.org>)

Please register your attendance online including information on application for issuance of documents for visa applications, City/NGO booths, and presentations. You can also make reservations for hotels and sightseeing tours through the conference registration website.

If your city has confirmed its intention to participate in the General Conference before the website is launched, please kindly inform us by email, to the Mayors for Peace Secretariat, as it would facilitate our preparation for the conference. Your kind cooperation is appreciated.  
Mayors for Peace Secretariat E-mail: [mfp-gc9@pcf.city.hiroshima.jp](mailto:mfp-gc9@pcf.city.hiroshima.jp)

### **1. HOW TO REGISTER**

Please register your information (city name, participant's name, necessity of the issuance of documents for a visa application, etc.) and proceed to pay the registration fee **by Friday, JUNE 9, 2017.**

Payment can be made by credit card or on-site cash payment in Japanese yen.

Documents for visa applications will be issued after the payment has been confirmed.

Therefore, please complete the registration fee payment by credit card at the earliest possible date.

Visa applications may take some time to be processed.

### **2. REGISTRATION FOR CITY AND NGO BOOTHS**

Please register information regarding the exhibition **by Friday, JUNE 9, 2017.** Please note that we may not be able to accommodate booths for all applicants due to the limited space.

### **3. REGISTRATION FOR PRESENTATIONS**

Please inform us along with the registration for the conference **by Friday, JUNE 9, 2017.**

The speakers will be asked to submit their speech draft in advance to aid with translations. More details about the presentations will be sent out later by the Mayors for Peace Secretariat.

### **4. REGISTRATION FOR HOTEL/SIGHTSEEING TOURS**

Please make reservations for hotel/sightseeing tours **by Friday, JUNE 9, 2017**

Accommodation for General Conference participants can be arranged from August 6 (Sun.) to August 10 (Thurs.). A free shuttle bus will be provided between the conference venue and the hotels, so we kindly ask you to stay at the hotels we have arranged.

### **5. APPLICATION FOR VISA APPLICATION DOCUMENTS**

Participants who need visa application documents are asked to first complete their online registration, download and fill out the designated application forms on the registration website, and send them by email to:

**<VISA Support Office for the 9th General Conference of Mayors for Peace>**

**JTB Business Support Kyushu, ICS Sales Division PIC: Masaru Eguchi (Mr.)**

**TEL: +81-92-751-3244 / FAX: +81-92-751-3250 / E-mail: [bskics@kys.jtb.jp](mailto:bskics@kys.jtb.jp)**

**Office Hour: 9:30-17:30 JST (weekdays only)**

**\*Inquiries accepted after Monday, March 6, 2017**

For inquiries about registration, accommodation, and sightseeing tours, please contact

**<Accommodation and Tour Desk**

**for the 9th General Conference of Mayors for Peace JTB convention Support Center>**

**TEL: +81-92-751-2102 / FAX: +81-92-751-4098 / E-mail: [peacenagasaki9@kys.jtb.jp](mailto:peacenagasaki9@kys.jtb.jp)**

**Office Hours: 9:30-17:30 JST (weekdays only)**

**\*Inquiries accepted after Monday, April 10, 2017**

V2.0

***Mayors for Peace*****[ Mayors for Peace Secretariat ]**

c/o: Peace and International Solidarity Promotion Division, Hiroshima Peace Culture Foundation

1-5 Nakajima-cho, Naka-ku, Hiroshima 730-0811 Japan

TEL: +81-82-242-7821 FAX: +81-82-242-7452 E-mail: mfp-gc9@pcf.city.hiroshima.jp

Website: <http://www.mayorsforpeace.org>

**[ Mayors for Peace General Conference Organizing Secretariat ]**

c/o Peace Promotion Division, Nagasaki Atomic Bomb Museum

7-8 Hirano-machi, Nagasaki City, 852-8117 Japan

TEL: +81-95-844-9923 FAX: +81-95-846-5170 E-mail: mfp@city.nagasaki.lg.jp

**Mayors for Peace – Australian Member Cities**

## ○ AUSTRALIA (86 cities)

## &gt; A-L

Adelaide Hills ('07.6)Albany ('05.4)

Ararat ('11.9)

Ballarat ('08.5)Bankstown ('91.4)

Bass Coast Shire ('10.7)

Blacktown ('83.12)Baw Baw Shire ('09.9)

Bowen Shire ('05.4)

Break O' Day ('10.7)

Bridgetown-Greenbushes

('05.2)

Buloke Shire ('10.6)

Busselton ('16.12)

Byron Shire ('05.11)

Cabonne ('10.7)

Cairns ('10.4)Campbelltown ('88.1)Canada Bay ('98.4)

Canberra (ACT) ('13.7)

Canterbury ('85.1)

Christmas Island ('11.9)

Cockburn ('11.9)

Darebin ('83.9)

Denmark Shire ('10.5)

Derwent Valley ('05.5)  
Devonport ('99.1)  
Dubbo ('13.9)  
East Gippsland Shire  
('10.7)  
Frankston ('11.11)  
Fremantle ('05.9)  
Executive City  
Lead City  
Geelong ('10.9)  
Glenelg Shire ('10.9)  
Gold Coast ('08.8)  
Gosford ('89.7)  
Greater Shepparton  
('10.6)  
Griffith ('11.9)  
Hindmarsh ('10.7)  
Greater Bendigo ('08.9)  
Hobart ('08.1)  
Holdfast Bay ('11.9)  
Hume ('08.4)  
Hurstville ('11.9)  
Inner West ('17.1)  
Ipswich ('11.9)  
King Island ('10.7)  
Lane Cove ('05.6)  
Launceston ('07.8)

Lismore ('83.9)

Lithgow ('98.2)

> M-Z

Macedon Ranges Shire

('08.6)

Manly ('93.7)

Marion ('98.7)

Maroondah ('11.9)

Melbourne ('85.3)

Melton Shire ('11.9)

Moonee Valley ('05.8)

Moreland ('83.4)

Mount Alexander Shire

('10.6)

Mount Barker ('09.8)

Mount Remarkable

('09.12)

Narrabri ('09.9)

Newcastle ('93.7)

Norwood Payneham & St

Peters ('07.12)

Palmerston ('10.7)

Parramatta ('98.4)

Port phillip ('04.8)

Randwick ('05.1)

Redland City ('11.11)

Rockhampton ('09.9)

Ryde ('11.9)

Salisbury ('98.3)  
Shellharbour ('98.4)  
Strathbogie Shire ('10.6)  
Subiaco ('05.3)  
Swan Hill ('10.7)  
Sydney ('83.3)  
Unley ('98.6)  
Victoria Park ('11.9)  
Warringah ('93.7)  
Warrnambool ('10.10)  
West Torrens ('07.10)  
Wollondilly Shire ('09.9)  
Wollongong ('85.7)  
Wyndham ('11.7)  
Wyong Shire ('09.10)  
Yarra ('07.7)

**6.5 Conference Reporting - 2017 Future of Local Government National Summit - Municipal Association of Victoria -25 to 26 May 2017  
File Ref: F17/30072**

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Report of the General Manager of 29 June 2017 and attachment.

Delegation: Committee



City of **HOBART**

**MEMORANDUM: GOVERNANCE COMMITTEE**

**Conference Reporting - 2017 Future of Local Government  
National Summit - Municipal Association of Victoria -  
25 to 26 May 2017**

Alderman Ruzicka has submitted the attached report in accordance with Clause C(7)(i) of the Council's policy titled *Aldermanic Development and Support*.

***RECOMMENDATION***

***That the information be received and noted.***

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*

N.D Heath  
**GENERAL MANAGER**

Date: 29 June 2017  
File Reference: F17/30072

Attachment A: 2017 Future of Local Government National Summit - Municipal Association of Victoria Report ↴

**Report: 2017 Future of Local Government National Summit, Municipal Association of Victoria, 25-26 May, 2017****Provided by: Alderman Dr Eva Ruzicka****Date: 26 June, 2017****1. Overview**

1.1 The Municipal Association of Victoria has run this annual national forum on current local government issues and thinking for around ten years, attempting change and by all accounts in the introductory comments, getting increasingly frustrated with the rate of change that it is able to effect.

The 2017 theme considers the consequences and opportunities at a time when Alvin Tofler's "Future Shock" timeframe is happening. The case was to be put that while systems of governance are failing at State and national levels, local government has the opportunity to lead Australian political development with community-led governance by putting people and place first.

The conference was a mix of speakers with plenary sessions devoted to developing a "manifesto" that the presenters pleaded with attendees to take back to their Councils to support. Overall, the forum started with the disastrous funding cuts in the UK as some sort of warning for Australian Councils and continued on with this theme and then attempted to argue a position with further presentations for more devolution. In effect, it is timely for duly elected councils to be overtaken or even replaced by the people taking over various Council's roles as some form of "new localism" - a further devolution away from the post-WW2 regulatory model.

This report will cover the introductory ideas setting the forum and provide a number of web links for further reading/perusal of ideas.

Pre-reading included the document "Australia in a Century of Transformative Government: A Federation for Communities and Places 2016", found at <http://www.mav.asn.au/about-local-government/governance-in-local-government/Documents/Australia%20in%20a%20century%20of%20transformative%20governance%20-%20Launch%20paper%20-%20Mar%202016.pdf> arguing for a higher profile for local government in the Australian Federation. Other documents and presentations can be found at the link <http://www.mav.asn.au/events/event-presentations/Pages/future-local-government-presentations.aspx#folg2017>

**2. Introductory ideas setting the forum:**

Recognising that past attempts to mobilise widespread support and action for recognition of local government, this summit aimed to create a groundswell of support for a summit-developed Manifesto and legitimization by gathering public support. The overall theme was the lack of ability of higher levels of government to deal with community issues with top down policy approaches, and therefore the need for localist responses designed with not for communities, enabling not engaging, focusing on people and places.

Key questions were posed:

- Is the Council community-led?
- Does Council take into account in its decision-making that the wisdom of its communities exceeds the knowledge of its experts?

- Is the culture of regulation and control any longer relevant - does it continue the attitudes of local government as always being "done to"?

It was argued that tapping into Millennial and Gen-Y attitudes and their capacities for risk creates an understanding of how local government can re-invent itself to service its now and future communities. Reclaiming of the commons, co-housing, rejection of consumption, a return to ritual and celebration culture, digital options for platforms owned by communities rather than a few (Barcelona kicking out AirBnB in favour of locally generated), crowdfunding main streets, public places with streets as assets (night markets, farmers markets, etc), co-working, start-ups, participatory and citizen-led owners and urban commoning - all these are world-wide trends with tipping points grounded in local, experiential and ethically responsible values.

Equity, inclusion, dignity and access in just communities is the now and future for Australia is the message from the presenters. The post WW2 twentieth century business, church and government models are all equally under attack and found wanting by current generations not willing to sit in committee meetings, and if they do, are more likely to be on FB/SMS/Twitter/etc at the same time and just go away and do what they want to get what they want.

A particular interest in attending was the opportunity to hear about the New Zealand devolution of power to the community with allocation of services to local elected Community Boards. The relevance to Hobart City Council might well be a model for management of Community Halls or another assets or indeed in the discussion over resource sharing, are there opportunities on a wider regional basis to involve the next generations in taking responsibility for the city?

- What relevance has this for Council both within Hobart and for Tasmania's local government more widely, given the current State-demanded reforms of the local government sector?
- What fresh thinking can create value and capture new ideas?
- What fresh thinking with new groups of people can create value and capture new ideas?

Unfortunately, two presentations were quite brief however the same presenter will be at the LGAT conference this year and there is the opportunity to explore the relevance for Hobart further. More on this can be found with the presentation link: <http://www.mav.asn.au/events/event-presentations/Pages/future-local-government-presentations.aspx#folg2017> The key issue, of course, is whether culture and circumstances translate "over the ditch" to Tasmania's local government.

The forum heard that statistically, innovation needs spaces where mixtures of people can collaborate on problems, think about opportunities, be allowed to fail at resolving problems (first attempts at learning), compete for resources with problem providers and problem solvers, and create stories.

If culture consists of connections rather than separations, how can we hack local government to create innovation in governance? What digital tools exist to create governance, not government, leadership not control, solutions not problems. [http://www.mivote.org.au/what\\_is](http://www.mivote.org.au/what_is) (Go visit the site to see the opportunity). Digital voting, using blockchain technology, takes the step of asking "as a community, where do you want to go" is argued for rather than responding to political pre-sets. What opportunities are there here for the Council in consulting and working with its communities as a new form of democracy?

Graham Sansom presented the ideas of a "new Australian localism". He argued local government needs to stop repeating the phrase of "local government closest to the people". The reality is that local government is continuously place-based, multi-functional and directly accountable to local communities. Yet as a general statement, is it "of the people"? It is only marginally more trusted than federal and state governments. If "all politics is local", how do we respond to a local political territory congested and contested with federal and state political activity?

It still fails to build on the innovations of 500 plus local government units in Australia, to talk amongst each other about new ideas and solutions and remains in the mendicant mindset for resourcing, it has by and large failed to shape and sell a convincing story about its broader role and potential - being good at service delivery is not enough.

So what must local government do? His prescription was reading "Australia in a Century of Transformative Governance: A Federation for Communities and Places".

### 3. Standout Presentations

#### *"Transforming Local Government", Jonathan Carr-West, CEO, The Local Government Information Unit, UK*

"Municipalism" in the context of UK cities and towns did the work of clean water, health, education, roads in the 19th and 20th century rather than the central government. In the context of 30-50% budget cuts in the UK after the 2008 crash, austerity packages in 2010, and Council authorities still only 2/3rds of the way through in the budget cuts makes the Australian local government issues of rate capping and problems of growth pale into significance. Now that the UK has a burning platform for change, it doesn't have the resources for community engagement and change, and can only focus on "core statutory responsibilities".

Since attending the forum, the Grenfell Tower disaster and the aftermath of cost cutting is evidence that cutting programs that will come back to haunt local government in the UK in future - stacking up costs for the future, a prediction made by the presenter. The presenter was also in lockstep with the pre-sets of the forum in that he argued in the UK there is a collapse of trust in political institutions, not delivering or representing effectively is rife in the UK as it is in Europe - the earthquake no one considers that the major parties who have swapped government post WW2 are increasingly irrelevant and disappearing off the ballot papers. He argued for a synaptic approach to public service, moving from doing things to making things happen - a fundamental shift in the idea of what public service does. Local government really needs to be about aligning public services with what is present in the community and tapping into this, rather than building structures next to it. So how does local government do it differently?

1. The importance of narrative - telling the story - culture meets strategy for breakfast - telling, telling, telling the story of what we want to be.
2. Map what is out there - do we really know our community - have we mapped out where the energy is, the assets, the means, the people?
3. Change your location - move to where people sit and move people around and get people working together in a strategic way, out in the community, from cafes, from businesses, change the structures that block innovation and change.
4. Change the performance management and appraisals - get rid of the ways we manage people that stamps out entrepreneurial, that does not reward failure. We need to ask of people failed and learnt and if yes, reward them - don't just manage to perform.

5. Forget about services - always think about services, plans, etc. Think about outcomes, place, community capacity, desires and then wrap services around these. Make the institution service the needs of the community, rather than the current reverse.

In this sense, much of his talk was about a huge rethink of how he thinks we need to see the public realm in Australia, largely to avoid the disasters now occurring in the UK since the 2010 financial downturns. Not the magic structural change, but an aggregate of many changes, as a synaptic network. It may mean a new language of narrative, culture, political vision, of shared space to debate and reform local government.

***"The Importance of Learning how to be Community-Led and Place-Based", Lucinda Hartley, Co-founder CoDesign Studio, Tracey O'Connor, Whitehorse City Council***

If 80% of strategic plans never get implemented, and if it's clear that self-determination over your life is one of the greatest contributors to happiness, and if change is really, really hard to implement, what practical ways can we consider to do more with less? Why can't active citizens, community groups, do more? Would "community-led" actually change the ways cities and towns are lived? Place making is more than food trucks and AstroTurf. Knowing and mapping the community is more about who is in the lane way, what do they want to do, and what can we do to help this make happen? Understanding by asking and informing, by providing and manage it, what then is the role of facilitating community leadership to get the relationship between people and place?

So, low cost projects, quick turn around, active community - does it work?

The need for permissions, the capacity to find a bucket of money in which to do projects - these kill. There is a need for a new culture of permissions in Councils if you want to get things done.

The need to be creative meant that trying to get public spaces such as parklets resulted in utilizing skip bins and trailers to provide spaces that were legal.

Series of slides on people, place and community learnings: <http://www.mav.asn.au/events/event-presentations/Pages/future-local-government-presentations.aspx#folg2017>

An example:

City of Whitehorse, "The Neighbourhood Project".

Urban Realm Vision as the underlying internal working document specific to the Whitehorse Council, as a response to the increasing urbanization of the City, and the siloing problems in Council. Three projects to engage community with a realisation that the processes of Council stopped saying "yes" and barriers needed removing.

***"The Better Way: Less Local Government and More Local Governance, A new way: The Community-led Council", David Hammond (Former CEO Thames-Coromandel Council, New Zealand)***

The number of 29 - 29/100 is what New Zealand score some years ago by the public - not a PR issue or something for marketing to solve. In 1992 the Coromandel Council had a respect and reputation that was well earned with high trust. Today it is just as good as the next Council's stuff up. In New Zealand, Councils are being fitted with one size fits all and losing community identity. The water supply funded by the community is now being taken away to more anonymous regional authorities. Council's reputation is suffering.

It is worth noting that the presenter is working with Waratah-Wynyard to work on the place of community governance. The Council is worried on what to spend monies on and asked his advice. Council has a reference board but lacks in the leadership space to work with and by the community on a raft of community plans, to priorities, to give confidence to the Council on where to spend and when next. He will be working with them advocating for a community board, with community-led sustainable outcomes. He will also be presenting at the LGAT Conference 2017.

The learnings from Coromandel: see <http://www.mav.asn.au/events/event-presentations/Pages/future-local-government-presentations.aspx#folg2017> to read in context with the slides mentioned.

*Pillar 1: The right approach to community leadership*

How the ABCD world translates to the council world- one of the most frequent questions in the world today is: can I help you? Forms of help are good, or not so good, and cultures of dependency being built between communities and council are not so good. Resilience and sustainability are built when people are able to build their own solution. Avoid building and thickening the umbilical cord of dependency - can't be top down, has to be enabling, alongside, and even better, enables people to explore, do things, and even fail, alongside local government leadership. Council comes with a basket of knowledge and skills and resources the community cannot match. The strongest way of working with the community is of and by the community. (co-design, co-production, etc). With over 90 years of control over purchasing decisions for consumers, this is not the case with local government, a source of stress that is not going away.

Slide: Resilient and Sustainable communities illustrating the relationship between the weakest and strongest communities.

Slide: Taumarunui - government process that defined the community in terms of the problems how the government saw it, with a social sector trial; rather than seeing the community as assets. Policy failure was the consequence with the community no further forward after the trial was withdrawn.

*Pillar 2: The Community Board (see slide)*

Key role is leading place-shaping and a key platform is the Community Plan which captures all the areas local groups' planning and projects and gives priority to them. The relationship with council is one of equals and formalized through a conversation to develop a Community Board Charter. Outcomes focused. The public were sick of the top down approach, threw out the Council and the new elected members came into the room with the Community Board members to converse as equals. The conversation started off with a decision that everything that could be delivered locally would be and then anything that could not be, was pushed back up to the Council. 14 services were devolved. The first point of conversation was not you need this and how do you pay; it is defining the issues, how it can be delivered and so on.

Coromandel results slide: Localism has not been fully supported but it has survived another election round. 2016 survey results. Find the model that works for your population. (As a side comment, Professor Graham Sansom commented that people's satisfaction improved with rates spending - ratecapping in NSW has meant a shift in culture such that ratepayers are willing to pay more when seeing the improvement). Note that no reduction in services is acceptable in order to reduce rates.

*Pillar 3: The Community Plan is the Community's Plan.*

Who owns it - the community, and who pays owns.

*Pillar 4: The Community Charter is a conversation of equals.*

In a later private conversation with the presenter and Professor G Sansom; the NZ model as a means of the next steps in Tasmania. Cultural issues that impact on reform changes in Tasmania may be similar to New Zealand.)

***"How Greater Devolution can Enhance Place-Based and Community-Based Governance", Dr Mike Reid, Principal Policy Advisor, Local Government, New Zealand.***

This presentation was an argument for decentralization and community governance as partners at a time when the nation state is not necessarily the best scale on which to run a community. Smaller scale governance as suiting people better. Centralized government is increasingly irrelevant in an age of tailoring and customization and worse, kills innovation. The small digital business, the knowledge economy, needing customized responses, is not met by centralized mass production government. The current questioning of government and governance arrangements means a loss of legitimacy, especially in the face of loss of growth, social breakdown. The neo-liberal framework fallout has left people asking, what did we get out of it?

In short, it was a philosophical argument for accepting the shift from the meritocracy of solid strong bureaucracy with a state behind it a state of devolution where changing the supervision regime is needed. He argued for applying the principles of involvement in decision making or actual decision making by citizens. There are a range of tools to do this. Decision making by citizens - how can we design structures and rules to create a sense of ownership and development of skills. In effect, a return to the post-Westphalian model - a return to a village model but now digitalised, non-class, better educated.

***"Sharing is caring. The New Digital Age Can Deliver for Communities But It Needs Collaboration and Innovation", Martin Schroeder, City of Ballarat.***

Local government as a delightful entity with people working for the heart of a city. So much aspiration, but done in an area of skills and funding shortages and demands to meet the roads, rates and rubbish of every day.

The presenter's experience in the Dutch Army taught him to sort out challenges by finding the skills of the team through sitting down and talking, realising what was possible within the capabilities of a group. His experience in local government has taught him the lack of communication within an organisation means setting a baseline is difficult and the practices within an organisation are often all different. While his talk covers road maintenance, the ideas and concepts cover all of local government activities.

What are the key questions? What is the purpose of the customer? How is the system designed to optimize practice?

Local government is one of the most complex organisations he has ever worked in. Council business is diverse and complex. It runs a number of different business models. It has many more and diverse stakeholders. It has limited funding and it has often limited access to skills. It becomes reactive, shooting from the hip. Design of local government business, good service design, good shared practice design is the key. His presentation was an argument for shared practice as a sector norm, for getting rid of the barriers that prevent shared practice across the sector. (There are echoes here for what happened with TasWater's start, and indeed for shared services across Tasmania between Councils). The slow process of gaining trust and building relationships to try to get shared design practice and shared practices that he has been working on over a number of Victorian

Councils has echoes for working with the community as other presenters have argued. See his thinking at <http://www.mav.asn.au/events/event-presentations/Pages/future-local-government-presentations.aspx#folg2017>

#### **4. Conclusions:**

The event intention was to develop a "manifesto" for all local government in Australia, almost pre-written before commencing by the MAV organisation, John Hennessy. The process of developing it through this "national summit" was heavily influenced by the language used throughout by presenters chosen by the MAV, hurriedly contributed to by conference participants in half hour workshops over the two days and then undemocratically voted on as to what would be in and what would be out.

A co-presenter then commented he'd be working on the wording of it after a diminishing number of participants had voted to take items in or add to it! Certainly any "manifesto" produced in this manner has to be read as no one size fits all of the diversity of local government in Australia. Ownership, or the lack of it, of the document by local government across Australia will certainly ensure it fails to endure.

No counter-case or positivity was argued for where Councils are going well in Australia, a point that other attendees privately expressed quite some disappointment about over the two days or during the "manifesto" sessions. This I believe found its culmination in the increasingly disengaged manifesto development and voting process.

Some aspects of the event were indeed hours of my life that will never be returned, much like waiting for a bus or watching paint dry. The "charette" session was a case in point as was indeed the plenary sessions spent on the so-called "manifesto".

Noting what has been reported on compared to the attached final event agenda, it becomes clear that the motivating urgency for this event were shifts in legislative policy in Victoria as part of the ongoing rippling effects of the Kennett-era changes. The consequences have been mixed at best; some the the community appears to be dividing to the point of any sense of community vanishing. Having used the networking sessions to discuss the state of Victorian local government with Victorian elected and employed people both within the forum and without it also became clear that the ideas of locality, community and sense of place are being deeply challenged by the effects of conurbation such as is evident in its spread from the Melbourne CBD. Is it the future of local government in Australia overall that is really of concern for the forum or is it the future of Victorian urban/suburban society that was underlaying the drive to create the "manifesto"?

My driving intention of attending was to hear about New Zealand's community-led councils presentations and to consider whether there is application for this for Hobart, let alone councils around Tasmania. This is an initiative that I will be following up at the LGAT conference later this year and then discussion with our Council officers as to opportunities for our Council. The presenter, David Hammond, may have much to assist this Council with in designing workable resource-sharing policies and processes, especially if they are combined with the logic of Martijn Schroeder from the City of Ballarat.

The forum was worth attending for the ideas presented from the UK (although this was not new information, it already have been presented last year at the LGAT by another UK presenter) and the

City of Ballarat (which if contrasted with the experiences of TasWater, confirms the need for process design in delivering services before amalgamating them, again, not new information but reinforcement of the need for good processes). Given the recent UK election outcomes where years of cost cutting has resulted in a social revolt by both elderly and the young, it will be interesting to see firstly how long the cost cutting policies remain, or, indeed, whether any government in Australia (who seem to slavishly follow UK policy - City Deal anyone?) will follow suit having seen now the UK voting outcomes.

As with all conference or forum attendances, a lot has to be waded through to get to the good ideas and this forum was no different. Nonetheless, as always, I thank the ratepayers of Hobart for enabling me to attend and the Council officers who so professionally ensured my travel there and back was a pleasure.

Alderman Eva Ruzicka  
Chair, Governance Committee  
Hobart City Council

## **7 COMMITTEE ACTION STATUS REPORT**

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### **7.1 Committee Actions - Status Report**

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A report indicating the status of current decisions is attached for the information of Aldermen.

***RECOMMENDATION***

***That the information be received and noted.***

Delegation: Committee

Attachment A: Status Report (Open)

## GOVERNANCE COMMITTEE – STATUS REPORT

### OPEN PORTION OF THE MEETING

June 2017

Ref	Meeting	Report / Action	Title	Comments
1	<b>COUNCIL AND COMMITTEES REVIEW AND GOVERNANCE ARRANGEMENTS</b> Special Joint Meeting, 10/3/2015. Council, 12/10/2015, item 10 Council, 19/9/2016, item 11 GC, 4/10/2016, Supp. Item 6.4, Council 29/11/2016, item 16	<ol style="list-style-type: none"> <li>1. The Council endorse its preference for a governance framework which facilitates the flow of business through committees which are established in alignment with the City's Strategic Plan.               <ol style="list-style-type: none"> <li>(i) The following strategic priority areas be utilised as the basis for the reporting structure:                   <ul style="list-style-type: none"> <li>• Economic Development, Vibrancy and Culture;</li> <li>• Urban Management;</li> <li>• Environment and Natural Resources;</li> <li>• Strong, Safe and Healthy Communities;</li> <li>• Governance and Finance.</li> </ul> </li> <li>(ii) Terms of Reference be prepared to reflect this structure for consideration at a Council workshop.</li> </ol> </li> <li>2. The delivery of the framework and other governance matters, as addressed in the report be also considered at the Council workshop, with a further report to be prepared for consideration by the Committee and Council.</li> <li>3. The scheduling of Aldermanic workshops be deferred for further discussion at an Aldermanic workshop in the new year.</li> </ol>	Deputy General Manager	Draft Terms of Reference for committees aligned to the Strategic Plan have been developed for consideration at a workshop which is being scheduled in July.

Ref	Meeting	Report / Action	Title	Comments
2	<b>CITY OF HOBART COMMUNITY ENGAGEMENT</b> Council, 13/7/2015, item 21, Council 6/6/2016, item 21, Council 29/11/2016, item 15	The role of the Council's Traffic Committees be considered following the conclusion of the engagement process for the draft Local Retail Precinct Plan.	Director Community Development	A report in relation to Traffic Committees will be considered in relation to the Community Engagement Framework following the conclusion of the engagement process for the draft Local Retail Precinct Plan.
3	<b>SHAPING THE CITIES OF HOBART AND GLENORCHY – DETERMINING THE BENEFITS OF ENHANCED LAND VALUE THROUGH INVESTMENT IN A PUBLIC TRANSIT SYSTEM</b> Council 9/2/2016, supp. item 16	The Council initiate a Public Transit Corridor Urban Utilisation and Economic Benefit project for the current rail corridor, based on the proposal titled 'Shaping the Cities of Hobart and Glenorchy – Determine the Benefits of Enhanced Land Value through Investment in a Public Transit System', subject to the matched support of the Glenorchy City Council.	General Manager	A joint Steering Committee with representatives from both Councils has met on a number of occasions to progress this matter. A report and presentation will be provided to the Council following further consideration of the final report by the Steering Committee.

Ref	Meeting	Report / Action	Title	Comments
4	<b>MACQUARIE POINT DEVELOPMENT CORPORATION BOARD NOMINATION</b> Council 21/4/2016, item 21	<ol style="list-style-type: none"> <li>1. The Council decline the invitation to nominate a representative to the Board.</li> <li>2. The Council request an undertaking from the Board to increase the level of reporting to the Council.</li> </ol>	General Manager	A report on this item is included on the agenda for today's meeting. i.
5	<b>RECORDING AND PUBLISHING OF DEPARTURE TIMES FROM COUNCIL AND COMMITTEE MEETINGS</b> Council 6/6/2016, item 10	That a report be prepared exploring the benefits of recording and publishing the departure times of Aldermen from Council and committee meetings.	Deputy General Manager	A report in relation to this matter will be provided to the next meeting.
6	<b>LAUNCESTON CITY COUNCIL – MEMORANDUM OF UNDERSTANDING</b> Council 6/6/2016, item 19	<ol style="list-style-type: none"> <li>1. The Council endorse a biannual meeting between the Lord Mayor of Hobart, the Mayor of Launceston and the General Managers of the Hobart City Council and Launceston City Council and that the arrangement replace the protocol which was adopted by the Council on 13 April 2015.</li> <li>2. Aldermen receive copies of the agendas and minutes of these meetings and a six-monthly progress update.</li> </ol>	General Manager	Given the recent announcement of the resignation of the Launceston City Council General Manager, it is suggested that the next meeting take place once a new General Manager has been appointed.

Ref	Meeting	Report / Action	Title	Comments
7	<b>ALDERMANIC PROFESSIONAL DEVELOPMENT</b> Council, 5/9/2016, closed item 9	That a process for the consideration of professional development requests which the Lord Mayor and Deputy Lord Mayor consider sit outside the criteria.	Deputy General Manager	This matter has been included in the report on the review of the Aldermanic Development and Support policy, which is attached to the agenda. Complete
8	<b>TASMANIAN MUSEUM AND ART GALLERY BILL 2016</b> Council 7/11/2016, item 19	1. The Lord Mayor and General Manager meet with the Director of the Tasmanian Museum and Art Gallery (TMAG) to discuss their governance structures and avenues available for the Council to continue to engage with the TMAG.	Director Community Development	A meeting between the General Manager and Director Community Development with senior TMAG and Department of State Growth staff was held on 22 February 2017. A further report will be submitted to the Council after the Bill has been presented to Parliament.

9	<b>UNIVERCITIES CONFERENCE  AND STUDY TOUR</b> GC 31/1/2017, item 6.3, Council 6/2/2017, item 17	<ol style="list-style-type: none"> <li>1. The Council participate in regular meetings with the University Council and pursue an amendment to the existing memorandum of understanding with the University of Tasmania that seeks to strengthen the strategic relationship between the parties and focus on: <ol style="list-style-type: none"> <li>a) Joint research initiatives, including the socio-economic impacts of the University's move into the City and the movement of people in and around the City;</li> <li>b) Public realm improvements, and;</li> <li>c) City activation.</li> </ol> </li> <li>2. The development of the new vision for the City of Hobart involve extensive consultation with the University of Tasmania as well as other key stakeholders and acknowledge the importance of higher education in the City.</li> <li>3. When contemplating a possible City Deal for the Greater Hobart region, the following be taken into consideration:</li> </ol>	<p style="text-align: center;">General Manager</p>	<ol style="list-style-type: none"> <li>1. The Lord Mayor has met with Vice Chancellor Peter Rathjen and subsequently written in relation to Clauses 1 &amp; 2.</li> </ol>
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		<p>(i) The City Deal be well thought through and recognise what it is hoping to achieve; identify the issues it is seeking to address; is well resourced with appropriate, qualified staff; has a strong leadership structure and appropriate communication and PR support, and involve regional cooperation as well as commitment from the State and Australian Governments.</p> <p>4. The Council pursue a submission to the Smart Cities and Suburbs Program to gather data to assist the community with travel to work information, address congestion and improve the wider movement of people in the City.</p> <p>5. A further report be provided to investigate extending an invitation to Gehl Architects to visit the City for the purposes of reviewing the urban transformation work the City has done to date and to provide a public lecture.</p> <p>6. On receipt of the details of European Union's 'Twin Cities Urban Sustainability' project that a further report be prepared for the Council that considers the cost benefit of the project and identifies potential partner cities, including Freiburg, with whom the Council may partner.</p> <p>7. A visual presentation of the city design learnings from Bristol and Freiburg be provided to the Council, in conjunction with the University of Tasmania.</p> <p>(i) The Governor of Tasmania, or her delegate, be invited to attend the presentation.</p> <p>8. The General Manager be delegated the authority to reimburse appropriate officer travel expenses incurred in attending the UniverCities Conference and Study Tour.</p>		<p>3. The General Manager will action this through discussions with the Secretary – Department of Premier and Cabinet and the head of Infrastructure Tasmania.</p> <p>4. Smart Cities and Suburbs program is not open for submissions at this time, however Officers are beginning to prepare necessary information.</p> <p>5. An invitation will be sent to Gehl Architects.</p> <p>6. A report was considered by the Council at its meeting of 20 February 2017 and an application has been submitted and we are awaiting an outcome.</p> <p>7. A presentation will be arranged as soon as practicable and the Lord Mayor will invite the The Governor of Tasmania.</p>
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Ref	Meeting	Report / Action	Title	Comments
10	<b>CONDUCT OF COUNCIL WORKSHOPS</b> GC 31/1/2017, item 12, Council 6/2/2017, item 20	<p>1. The City of Hobart utilise the council workshop forum as allowed under the <i>Local Government (Meeting Procedures) Regulations 2015</i> as a mechanism to receive information in relation to specific matters, and adopt the following rules in relation to the conduct of workshops:</p> <ul style="list-style-type: none"> <li>(i) Aldermen may utilise and participate in council workshops to receive information on specific matters, so that they may gain maximum understanding and appreciation of the subject matter.</li> <li>(ii) As informal meetings conducted for the purpose of providing Aldermen with information, attendance is optional.</li> <li>(iii) Decisions may not be taken on any matter at Council workshops as qualified advice is required in accordance with section 65 of the <i>Local Government Act 1993</i> before any decisions can be made.</li> <li>(iv) Council workshops will not be used with the intent to gain consensus on matters, but it is reasonable that Aldermen will discuss issues and exchange views.</li> <li>(v) Where the General Manager deems appropriate, external parties may be used to facilitate or assist with the conduct of Council workshops.</li> <li>(vi) These rules will be published on the cover page of documentation provided for all workshops.</li> </ul> <p>2. A report be prepared to consider the following additional rules:</p>		<p>The policy provisions in relation to workshops have been updated. A report in relation Clause 2 will be provided to the August meeting.</p>

Ref	Meeting	Report / Action	Title	Comments
		<ul style="list-style-type: none"> <li>(i) <ul style="list-style-type: none"> <li>(a) A report being provided from each workshop consisting of:</li> <li>(b) Copies or details of any presentation made;</li> <li>(c) Any major points raised by Aldermen and presenters;</li> <li>(d) A list of points arising from the workshop to be discussed at a subsequent formal meeting of the Council.</li> </ul> </li> <li>(ii) Where possible workshops be recorded and made available to Aldermen.</li> <li>(iii) To avoid misinterpretation, any reporting of Aldermanic attendance at workshops displayed on the Council's website be clearly differentiated from reporting of attendance at Council and committee meetings.</li> </ul>		
11	<b>ANNUAL REPORT ON THE RISK AND AUDIT PANEL ACTIVITIES 2016</b> GC 6/2/2017, Council 6/2/2017 item 21	<ul style="list-style-type: none"> <li>1. The Council endorse the Risk and Audit Panel's recommendation that the Governance Committee review Section H of the Council policy titled <i>Aldermanic Development and Support</i>, in order to provide for the referral of disputed claims for reimbursement of expenses, to a body other than the Risk and Audit Panel.</li> <li>2. A report be provided assessing the remuneration of the independent Risk and Audit Panel members, with comparable sized Councils who operate similarly structured Panels.</li> </ul>	Deputy General Manager	<ul style="list-style-type: none"> <li>1. This matter has been addressed as part of the report on the Aldermanic Development and Support policy which appears on the agenda.</li> <li>2. Complete</li> <li>3. A report in relation to this matter will be provided in due course.</li> </ul>

Ref	Meeting	Report / Action	Title	Comments
12	<b>HOBART 2025: NEXT STEPS</b> GC 28/2/2017, Council 6/3/2017 item 15	<ol style="list-style-type: none"> <li>1. The Council reaffirm its commitment to creating a new vision or long-range strategy for the City of Hobart.</li> <li>2. The process to create the new vision commence in early 2017.</li> <li>3. The process to create the new vision involve broad-scale community engagement, including:               <ol style="list-style-type: none"> <li>(i) Both online and offline methods, including web and social media presence and a range of in-person interactions.</li> <li>(ii) Incorporating techniques of relevance to long-range strategy, such as strategic foresight, systems thinking and participatory democracy.</li> <li>(iii) Building vision-specific partnerships with key stakeholders, such as the University of Tasmania and metropolitan local government entities.</li> <li>(iv) Wherever practicable, entering into direct dialogue with leading cities in relation to the development and measurement of individual and aspirational visions, to assist the process.</li> </ol> </li> <li>4. The process to create the new vision involve comprehensive pre engagement planning, including:               <ol style="list-style-type: none"> <li>(i) A dedicated communications strategy, including provisions for project branding, marketing and messaging</li> <li>(ii) A dedicated research and evaluation strategy, including provisions for data collection and analysis.</li> </ol> </li> <li>5. Regular updates on progress be provided to ELT and the Council.</li> </ol>	General Manager	This matter is being actioned at present and the Council will be provided with regular updates.

Ref	Meeting	Report / Action	Title	Comments
13	<b>TASWATER OWNERSHIP AND GOVERNANCE ISSUES</b> GC 28/2/2017, Council 6/3/2017 item 16, Special Council 14/3/2017 item 2.	That the Council: <ol style="list-style-type: none"> <li>1. Reject the State Government taking over water and sewerage systems across the State, in the interests of the ratepayers of Hobart.</li> <li>2. Seek a meeting with the Treasurer and Taswater representatives to discuss the issue of Taswater ownership and governance issues further.</li> <li>3. Seek to engage with the Upper House, other political parties and its communities to explore the potential value of these assets in the long term, and recommend to the Upper House that the legislation be referred to committee.</li> <li>4. Communicate its decision to the Local Government Association of Tasmania and the owner representatives and invite them to participate in the briefing with the Treasurer and Taswater representatives.</li> <li>5. Reaffirm the importance of the financial asset represented by the water and sewerage assets and the need to preserve these assets in any developing agenda.</li> <li>6. Issue a media release stating its position on this issue.</li> </ol>	General Manager	A briefing was provided by the Taswater Chairman on 10 May and a briefing with the Treasurer was scheduled for 3 July however has now been cancelled at the Treasurer's request.

Ref	Meeting	Report / Action	Title	Comments
14	<b>kunanyi/MOUNT WELLINGTON - STATE GOVERNMENT'S PROPOSED LAND ACQUISITION</b> GC 28/3/2017, Council 3/4/2017 item 13	<p>That the Council notes that:</p> <ul style="list-style-type: none"> <li>The Hobart City Council is an active and important caretaker of kunanyi/Mt Wellington, spending significant resources every year on management of the park;</li> <li>Hobart City Council is working proactively to improve and enhance the visitor experience on kunanyi/Mt Wellington and has recently approved the development of three exciting new visitor experiences set out in the <i>One Mountain</i> prospectus;</li> <li>Hobart City Council has approved and is currently developing a major upgrade of the Organ Pipes track and will be spending over \$1 million in the next two years to create a world class visitor experience on par with the Wineglass Bay walking track;</li> </ul> <p>And resolves to:</p> <ol style="list-style-type: none"> <li>Consider a draft letter to the Premier and Minister Groom in respect to the following matters:               <ol style="list-style-type: none"> <li>Clarification of the facts regarding the Council's dealings with the cable car proponent in respect to any request for landowner consent and the lodgement of a development application for the proposal.</li> <li>The Government's failure to consult with the City of Hobart as landowner of the site, prior to announcing its plans in the media.</li> </ol> </li> </ol>	General Manager	<p>A report was provided to the closed Council meeting held on 5 June 2017, with the Council resolving to write to the Minister for State Growth, opposition parties and members of the Legislative Council regarding the status of this item. A letter was forwarded to the Minister on 9 June. At the time of writing, it was anticipated that the letters to the opposition parties and members of the Legislative Council would be dispatched during the week commencing 26 June.</p> <p>It is considered that actions associated with this item have now been completed.</p>

Ref	Meeting	Report / Action	Title	Comments
		<p>1.3 The legal basis upon which the government is proposing its action to forcibly acquire City of Hobart land.</p> <p>1.4 Advice as to the exact area which is to be the subject of the acquisition.</p> <p>1.5 Details regarding the proposed management of the acquired land.</p> <p>1.6 The reasons why the cable car project has not been deemed to be a project of state significance by the government.</p> <p>2. The Council requests a report from the Acting General Manager prior to the proposed meeting with the Minister on the legal basis for and potential precedent created by the state government's forcible acquisition of Council land. The report also provide advice about issues that a forcible acquisition may raise for Hobart City's assets, day-to-day management and for the current Council projects on kunanyi/Mt Wellington, and all other related matters.</p>		

Ref	Meeting	Report / Action	Title	Comments
15	<b>GREATER HOBART: LOCAL GOVERNMENT REFORM FINAL FEASIBILITY STUDY</b> GC 28/3/2017, Council 3/4/2017 item 18	<ol style="list-style-type: none"> <li>1. Advice be provided to the Committee after the meeting planned with Commissioner Sue Smith of the Glenorchy City Council, currently scheduled for 4 April 2017, has occurred.</li> <li>2. The Council then conduct a workshop to facilitate questions and discussion around the Greater Hobart: Local Government Reform Final Feasibility Study, prior to formal consideration of its position in respect to the Report, going forward.</li> </ol>	General Manager	A meeting was held between Commissioner Sue Smith, the Lord Mayor and General Manager on 10 May 2017 where at the Commissioner advised that she is unable to discuss any matters associated with local government reform until the final report of the Board of Inquiry into the Glenorchy City Council is publically released
16	<b>TARGETED REVIEW OF THE LOCAL GOVERNMENT ACT 1993</b> GC Special 24/4/2017, Council 24/4/2017 item 22	<ol style="list-style-type: none"> <li>1. The Council notes the changes proposed as part of the Local Government Amendment (Targeted Review) Bill 2017 and resolves its position in relation to the proposed amendments.</li> <li>2. The Council make a submission as part of the consultation on the draft Bill in accordance with the summary table and indicate disappointment that a number of issues raised by this Council, as part of the initial consultation, were not addressed.</li> </ol>	General Manager	<p>The Council's submission was provided to the Local Government Office on Wednesday 3 May 2017.</p> <p>The Local Government Office has advised that submissions have been made publicly available upon the Department of Premier and Cabinets Local Government Division website.</p>

Ref	Meeting	Report / Action	Title	Comments
17	<b>CITY OF HOBART EMPLOYEE TRAVEL PLAN</b> GC 30/5/2017 Council 5/6/2017, item 18.	<ol style="list-style-type: none"> <li>1. The Council undertake a launch of the City of Hobart Employee Travel Plan with the consultant at an approximate cost of \$2,000 and arrange for a suitable media release to be issued together with an opinion piece.</li> <li>2. The City of Hobart Employee Travel Plan be published on the Council's website and include the implementation of working from home options and flexible working times as part of the Action Plan.</li> <li>3. The application of employee travel plans be discussed with major employers within the City.</li> </ol>	General Manager	The General Manager is negotiating with the consultant regarding a date for the launch.
18	<b>ONLINE PETITIONS</b> GC 30/5/2017 Council 5/6/2017, item 19	<ol style="list-style-type: none"> <li>1. That the Council write to the Minister for Local Government seeking an amendment to s57 of the Local Government Act 1993 to cater for online petitions.</li> <li>2. The Council note that the petition relating to Dark Mofo 2017 has been sent to the Tasmanian Government in accordance with the Council decision of 22 May 2017.</li> </ol>	Deputy General Manager	A letter to the Minister has been sent.

Ref	Meeting	Report / Action	Title	Comments
19	<b>STATE GOVERNMENT ELECTION LOBBYING TOPICS</b> GC 30/5/2017 Council 5/6/2017, item 20	1. The Council endorse the following issues to lobby the major parties on in the lead up to the next State Election: The Statewide Planning Scheme City Deal Capital City Act Introduction of legislation to acquire public land on kunanyi / Mount Wellington TasWater Increased funding for public transport including Derwent River transportation to reduce congestion Funding for infrastructure, including the Doone Kennedy Hobart Aquatic Centre Major projects – planning legislation Macquarie Point development associated works Cruise ship port facilities.  2. The Council determine whether it has any additional issues it wishes to lobby the major parties on in the lead up to the next State Election.	General Manager	These will be communicated as the opportunity presents.

Ref	Meeting	Report / Action	Title	Comments
20	<b>REVIEW OF BY LAWS</b> GC 30/5/2017 Council 5/6/2017, item 21	<ol style="list-style-type: none"><li>1. The Council note the following draft by laws – Public Spaces; Infrastructure; Car Parks; Environmental Health; and Waste Management, prior to a public consultation process, noting that drafts will not be finalised until the review process is fully undertaken.</li><li>2. The Council lobby the State Government for a review of the Urban Drainage Act 2013, in order for a number of deficiencies in the Act identified in the staff consultation process, to be addressed.</li></ol>	Deputy General Manager	The public consultation process has been commenced and submissions received will be considered in due course.

**8. RESPONSES TO QUESTIONS WITHOUT NOTICE**

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Regulation 29(3) *Local Government (Meeting Procedures) Regulations 2015*.  
File Ref: 13-1-10

**The General Manager reports:-**

"In accordance with the procedures approved in respect to Questions Without Notice, the following responses to questions taken on notice are provided to the Committee for information.

The Committee is reminded that in accordance with Regulation 29(3) of the *Local Government (Meeting Procedures) Regulations 2015*, the Chairman is not to allow discussion or debate on either the question or the response."

**8.1 Inter City Cycleway - Anti Social Behaviour**  
**File Ref: F17/63690; 13-1-10**

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Memorandum of the Director Parks and City Amenity of 26 June 2017.

Delegation: Committee

*That the information be received and noted.*



City of **HOBART**

**Memorandum:** Lord Mayor  
Deputy Lord Mayor  
Aldermen

## **Response to Question Without Notice**

### **INTER CITY CYCLEWAY - ANTI SOCIAL BEHAVIOUR**

**Meeting: Governance Committee**

**Meeting date: 30 May 2017**

**Raised by:** Lord Mayor Hickey

**Question:**

Could the General Manager make enquiries of the Glenorchy City Council regarding the occurrence of menacing behaviour along the Inner City Cycleway within the Claremont area?

Could the General Manager ascertain whether there is any surveillance undertaken by the Glenorchy City Council and are Tasmania Police aware of any issues within the area?

**Response:**

Tasmania Police and the Glenorchy City Council have advised that they are aware of the anti-social behaviour along the Claremont section of the Intercity Cycleway.

Tasmania Police further advise that they undertake regular patrols of the area. There is however no CCTV coverage of the cycleway.

*As signatory to this report, I certify that, pursuant to Section 55(1) of the Local Government Act 1993, I hold no interest, as referred to in Section 49 of the Local Government Act 1993, in matters contained in this report.*

Glenn Doyle  
**DIRECTOR PARKS AND CITY  
AMENITY**

Date: 26 June 2017  
File Reference: F17/63690; 13-1-10

## **9. QUESTIONS WITHOUT NOTICE**

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Section 29 of the *Local Government (Meeting Procedures) Regulations 2015*.  
File Ref: 13-1-10

An Alderman may ask a question without notice of the Chairman, another Alderman, the General Manager or the General Manager's representative, in line with the following procedures:

1. The Chairman will refuse to accept a question without notice if it does not relate to the Terms of Reference of the Council committee at which it is asked.
2. In putting a question without notice, an Alderman must not:
  - (i) offer an argument or opinion; or
  - (ii) draw any inferences or make any imputations – except so far as may be necessary to explain the question.
3. The Chairman must not permit any debate of a question without notice or its answer.
4. The Chairman, Aldermen, General Manager or General Manager's representative who is asked a question may decline to answer the question, if in the opinion of the respondent it is considered inappropriate due to its being unclear, insulting or improper.
5. The Chairman may require a question to be put in writing.
6. Where a question without notice is asked and answered at a meeting, both the question and the response will be recorded in the minutes of that meeting.
7. Where a response is not able to be provided at the meeting, the question will be taken on notice and
  - (i) the minutes of the meeting at which the question is asked will record the question and the fact that it has been taken on notice.
  - (ii) a written response will be provided to all Aldermen, at the appropriate time.
  - (iii) upon the answer to the question being circulated to Aldermen, both the question and the answer will be listed on the agenda for the next available ordinary meeting of the committee at which it was asked, where it will be listed for noting purposes only.

## **10. CLOSED PORTION OF THE MEETING**

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The following items were discussed: -

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| Item No. 1   | Minutes of the last meeting of the Closed Portion of the Council Meeting |
| Item No. 2   | Consideration of supplementary items to the agenda                       |
| Item No. 3   | Indications of pecuniary and conflicts of interest                       |
| Item No. 4   | Reports  |
| Item No. 4.1 | Town Hall Security Audit<br>LG(MP)R 15(2)e(i)                            |
| Item No. 5   | Committee Action Status Report   |
| Item No. 5.1 | Committee Actions - Status Report<br>LG(MP)R 15(2)(g)                    |
| Item No. 6   | Questions Without Notice   |