

# Ministerial Directions Implementation Quarterly Progress Report (Second Quarter 2018)



Summary of Council's progress of actions required to comply with the Directions as at 20 July 2018				
Actions completed		45		
Actions being actively progressed		8		
Actions not yet started but within time		5		
Actions not yet started and outside due date		0		
		<b>58</b>		
Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
1 - Governance	10	<ul style="list-style-type: none"> <li>Reviewing, and amending if appropriate, within the 2018-19 budget period: the long term financial management plan</li> </ul>	<ul style="list-style-type: none"> <li>Council's ten (10) year long-term financial management plan was adopted by Council (Item 2 – 25 June 2018) as per section 70 of the <i>Local Government Act 1993</i> (LG Act) (<a href="#">Attachment 1</a>)</li> </ul>	25 Jun 2018
2 – Training	2(b)(i)	<ul style="list-style-type: none"> <li>Facilitating training within three (3) months for all Aldermen on, though not limited to: their roles and responsibilities under the LG Act, with specific reference to the Model Code of Conduct, and the <i>Good Governance Guide</i></li> </ul>	<ul style="list-style-type: none"> <li>A workshop co-facilitated by the Integrity Commission and the Director of Local Government was held on Monday, 7 May 2018</li> </ul>	7 May 2018
	2(b)(ii)	<ul style="list-style-type: none"> <li>Facilitating training within three (3) months for all Aldermen on, though not limited to: ethical decision making</li> </ul>	<ul style="list-style-type: none"> <li>A workshop co-facilitated by the Integrity Commission and the Director of Local Government was held on Monday, 7 May 2018</li> </ul>	7 May 2018
	2(b)(v)	<ul style="list-style-type: none"> <li>Facilitating training within three (3) months for all Aldermen on, though not limited to: meeting procedures as per the LG Act and the <i>Local Government (Meeting Procedures) Regulations 2015</i></li> </ul>	<ul style="list-style-type: none"> <li>A workshop facilitated by the Director of Local Government was held on Monday, 21 May 2018</li> </ul>	21 May 2018
3 – Policies and Procedures	3(b)	<ul style="list-style-type: none"> <li>Ensuring, within six (6) months, there is an appropriate policy on the appointment of staff within the Council based on merit</li> </ul>	<ul style="list-style-type: none"> <li>Council approved a Human Resources policy (Item 11 – 20 March 2017) (<a href="#">Attachment 2</a>) which stated in part: <i>Council recognises that human resource directives provide workplace structure and support equal employment opportunity in giving fair treatment to applicants and employees throughout the recruitment process and the employment experience.</i></li> <li>In addition, the General Manager approved an internal Recruitment Directive (6 February 2018) (<a href="#">Attachment 3</a>) which also contains commitments to recruitment and selection decisions being based on merit based principles.</li> </ul>	1 Jun 2018
	3(c)(i)	<ul style="list-style-type: none"> <li>Developing, within two (2) months, an appropriate policy and protocols for Council workshops, to ensure a clear separation between matters considered at Council meetings and workshops that specifically include a policy on the attendance of staff at Council workshops (and meetings) to ensure the efficient use of staff</li> </ul>	<ul style="list-style-type: none"> <li>The General Manager approved an internal Council Meetings and Workshops Directive (14 June 2018) (<a href="#">Attachment 4</a>) which covers access to agendas and workshop materials, staff attendance, catering and security.</li> <li>The Directive complements material within the Statement of Expectations</li> </ul>	14 Jun 2018

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Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
		time is balanced with assisting Council to make decisions		
3 – Policies and Procedures (cont.)	3(c)(ii)	<ul style="list-style-type: none"> <li>Developing, within two (2) months, an appropriate policy and protocols for Council workshops, to ensure a clear separation between matters considered at Council meetings and workshops that specifically include a policy on the provision of information to Aldermen and attendees including timeframes to ensure Aldermen are sufficiently prepared</li> </ul>	<ul style="list-style-type: none"> <li>The General Manager approved an internal Council Meetings and Workshops Directive (14 June 2018) which covers access to agendas and workshop materials, staff attendance, catering and security.</li> <li>The Directive complements material within the Statement of Expectations</li> </ul>	14 Jun 2018
	3(g)	<ul style="list-style-type: none"> <li>Developing within three (3) months, an appropriate policy in relation to media statements that is consistent with section 27(1)(e) of the LG Act and the Model Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Council adopted a new Media Policy (Item 13 – 28 May 2018) (<a href="#">Attachment 5</a>) that is consistent with section 27(1)(e) of the LG Act and the Model Code of Conduct</li> </ul>	28 May 2018
4 – Committees and Membership	4(b)	<ul style="list-style-type: none"> <li>Reviewing, within three (3) months, representation procedures for all committees, including elections and nominations and external representatives on special committees, with specific consideration on the suitability and aptitude of Aldermen seeking appointment</li> </ul>	<ul style="list-style-type: none"> <li>Council adopted a revised Nominations and Appointments to Committees and Other Bodies Policy (Item 4 – 15 January 2018) (<a href="#">Attachment 6</a>) with specific amendments to reiterate Council's position that where it is intended that the Mayor or Deputy Mayor is a member of a particular committee by virtue of their office, it is inappropriate that that protocol be abandoned and that any Aldermen other than the Mayor or Deputy Mayor (as applicable) be nominated for or appointed to that position</li> <li>Over the past four (4) months, a number of ballots have been held for Council Committees and the results are available on Council's website</li> <li>At each committee vote, where there were multiple candidates for limited positions, the candidates provided a statement why they should be the preferred candidate, in effect providing specific consideration on the suitability and aptitude of Aldermen seeking appointment</li> </ul>	1 Jun 2018
	4(c)	<ul style="list-style-type: none"> <li>Ensuring that all Council representatives on special committees and external bodies report, at a minimum, annually to Council</li> </ul>	<ul style="list-style-type: none"> <li>Council adopted a Committees Procedure policy (Item 13 – 21 November 2016) (<a href="#">Attachment 7</a>) which allows for regular reporting of special committees, Council bodies and external bodies on at least an annual basis.</li> <li>As these committees meet under the new Council, a mechanism will be established to ensure that Responsible Officers under the</li> </ul>	1 Jul 2018

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Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
			policy understand their reporting obligations.	
5 - Compliance	5(a)(i)	<ul style="list-style-type: none"> <li>Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Act and associated relevant regulations</li> </ul>	<ul style="list-style-type: none"> <li>At its 28 May 2018 Council Meeting (Item 15), Council                             <ul style="list-style-type: none"> <li>noted the proposed approach by the Audit Panel to accommodate the requirements under Direction 5(b) of the Ministerial Directions, as reported</li> <li>directed the Audit Panel to undertake an annual review of Council's compliance with the following, in accordance with Direction 5(b) of the Ministerial Directions:                                     <ul style="list-style-type: none"> <li>Local Government Act 1993</li> <li>Local Government (General) Regulations 2015</li> <li>Local Government (Meeting Procedures) Regulations 2015</li> <li>Code for Tenders and Contracts</li> <li>Corporate Credit Card Directive (January 2018)</li> <li>Statement of Expectations (April 2018)</li> <li>Council Policies and Procedures, and</li> <li>Employment policies and merit based selection/appointment, and</li> </ul> </li> <li>noted that the Audit Panel will report back to Council in February 2019 (and annually thereafter to the term of the current Council) as to Council's compliance under Direction 5(b) of the Ministerial Directions.</li> </ul> </li> </ul>	28 May 2018
	5(a)(ii)	<ul style="list-style-type: none"> <li>Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Code for Tenders and Contracts</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(a)(iii)	<ul style="list-style-type: none"> <li>Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: credit card usage in line with the Auditor-General's Report</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018

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Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
5 – Compliance (cont.)	5(a)(iv)	<ul style="list-style-type: none"> <li>Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(a)(v)	<ul style="list-style-type: none"> <li>Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: the Statements of Expectations</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(a)(vi)	<ul style="list-style-type: none"> <li>Developing an annual review program, within six (6) months, to ensure a program of future compliance with, though not limited to: Council policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(b)(i)	<ul style="list-style-type: none"> <li>Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Act and the <i>Local Government (General) Regulations 2015</i></li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(b)(ii)	<ul style="list-style-type: none"> <li>Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the <i>Local Government (Meeting Procedures) Regulations 2015</i> including the appropriate use of closed meetings and accuracy of relevant minutes</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(b)(iii)	<ul style="list-style-type: none"> <li>Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Code of Tenders and Contracts</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(b)(iv)	<ul style="list-style-type: none"> <li>Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Credit Card Policy</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(b)(v)	<ul style="list-style-type: none"> <li>Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(b)(vi)	<ul style="list-style-type: none"> <li>Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: the Statements of Expectations</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018
	5(b)(vii)	<ul style="list-style-type: none"> <li>Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: Council's policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018

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Summary of completed actions over the Quarter				
Direction	Item	Description	Comment	Date
5 – Compliance (cont.)	5(b)(viii)	<ul style="list-style-type: none"> <li>Directing the Audit Panel to undertake an annual review of Council's compliance with, though not limited to: Council's employment policies, to ensure the principles of merit based appointments is upheld</li> </ul>	<ul style="list-style-type: none"> <li>(see above)</li> </ul>	28 May 2018

### Attachments

1. Long Term Financial Management Plan (25 June 2018)
2. Human Resources Policy (March 2017)
3. Recruitment Directive (6 February 2018)
4. Council Meetings and Workshops Directive (14 June 2018)
5. Media Policy (28 May 2018)
6. Nominations and Appointments to Committees and Other Bodies Policy (15 January 2018)
7. Committees Procedure policy (21 November 2016)