



CITY OF HOBART

# MINUTES

**GOVERNANCE COMMITTEE MEETING  
(OPEN PORTION OF THE MEETING)  
MEETING HELD TUESDAY, 5 APRIL 2016 AT 5.00PM**

**PRESENT:** The Lord Mayor Alderman S L Hickey, Alderman E R Ruzicka (Chairman), the Deputy Lord Mayor Alderman R G Christie, Aldermen P S Cocker, D C Thomas, A M Reynolds and P T Sexton.

The Lord Mayor left the meeting at 5.55 pm and was not present for items 12 and 15.

Alderman Reynolds left the meeting at 5.45 pm and returned at 5.46 pm.

**APOLOGIES:** Nil.

**LEAVE OF ABSENCE:** Nil.

**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 2  
5/4/2016**

**1. MINUTES OF THE OPEN PORTION OF THE GOVERNANCE COMMITTEE MEETING HELD ON TUESDAY, 1 MARCH 2016 AND SPECIAL MEETINGS HELD ON 22 FEBRUARY 2016 AND 7 MARCH 2016**

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REYNOLDS

That the minutes be signed as a true and correct record.

MOTION CARRIED

VOTING RECORD

AYES

NOES

Ruzicka

Deputy Lord Mayor Christie

Cocker

Thomas

Reynolds

The minutes were signed.

**2. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

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THOMAS

That the recommendation as contained at item 2 on the agenda, as detailed below, be adopted.

“That the Committee resolve to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the Local Government (Meeting Procedures) Regulations 2015.”

MOTION CARRIED

VOTING RECORD

AYES

NOES

Ruzicka

Deputy Lord Mayor

Cocker

Thomas

Reynolds

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

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No pecuniary or conflicts of interest were indicated.

**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 3  
5/4/2016**

**4. TRANSFER OF AGENDA ITEMS**

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No items were transferred.

**5. 2016 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT –  
CALL FOR MOTIONS – FILE REF: 12-1-20**

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REYNOLDS

That the recommendation contained in the report of the General Manager of 23 March 2016, as detailed below:

- That:*
1. *The report be received and noted.*
  2. *The Council determine whether it wishes to nominate national issues of priority for the local government sector which are consistent with the theme of 'Partners in an Innovative and Prosperous Australia' to the 2016 Australian Local Government Association's National General Assembly.*

be adopted, as amended by the following:

1. Clause 2 be endorsed in the affirmative.
2. The following matter be nominated for consideration:
  - (i) The Council call on the Federal Government to support local government renewal energy projects across Australia, including consideration of the introduction of a feed-in tariff to enable funding of these programs.
3. The Council monitor matters arising through the Council of Capital City Lord Mayors' (CCCLM), which may warrant consideration at the 2016 Australian Local Government Association's National General Assembly.

**MOTION CARRIED**

**VOTING RECORD**

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

THOMAS

That item 5 be recommitted.

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**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 4  
5/4/2016**

Item No. 5 continued

MOTION CARRIED

VOTING RECORD

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

THOMAS

That the following matter be added to the nominations or consideration.

“The Federal Government be urged to support the relaxation of the current freeze imposed on the Federal Assistance Grants funding.”

MOTION CARRIED

VOTING RECORD

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

**6. LOCAL GOVERNMENT ASSOCIATION OF TASMANIA – GENERAL MEETING – IDENTIFICATION OF MOTIONS – FILE REF:12-50-1**

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THOMAS

That the recommendation contained in the report of the General Manager of 22 March 2016, as detailed below:

- That:*
1. *The report be received and noted.*
  2. *The Council determine whether it wishes to submit any motions to the Local Government Association of Tasmania General Meeting to be held on 20 July 2016.*
  3. *In considering the submission of motions to the LGAT General Meeting, the Council determine whether it wishes to submit a motion in relation to statewide consistency on the disclosure of Aldermanic expenses.*

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**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 5  
5/4/2016**

Item No. 6 continued

be adopted, as amended by the following:

1. Clause 2 be endorsed in the affirmative.
2. The Council recommend that the Local Government Association of Tasmania (LGAT) develop resource tools to encourage Tasmanian Councils to consider implementation of live-streaming of Council meetings, as a means of ensuring open and transparent governance.
3. The Council endorse the amendment of the current legislation to support compulsory voting in local government elections within Tasmania.

**MOTION CARRIED**

**VOTING RECORD**

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

**7. 2016 AUSTRALIAN GOVERNANCE SUMMIT REPORT – ATTENDANCE  
REPORT – ALDERMAN SEXTON – FILE REF: 13-2-4**

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THOMAS    That the information be received and noted.

**MOTION CARRIED**

**VOTING RECORD**

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

**8. RESPONSE TO QUESTIONS RAISED AT THE 2015 ANNUAL GENERAL  
MEETING – FILE REF: 13-1-14**

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DEPUTY LORD MAYOR                                  That the information be received and noted.

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**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 7  
5/4/2016**

Item No. 10 continued

MOTION CARRIED

VOTING RECORD

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

**11. QUESTIONS WITHOUT NOTICE – FILE REF: 13-1-10**

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**11.1 PROCESS FOR DECISION MAKING**

ALDERMAN REYNOLDS

**Question:** Does the Council have an agreed and consistent decision making process in place?

**Answer:** The General Manager took the question on notice.

Item 13 was then taken.

**12. CLOSED PORTION OF THE GOVERNANCE COMMITTEE MEETING**

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DEPUTY LORD MAYOR                      That the items be noted.

MOTION CARRIED

VOTING RECORD

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

**SUPPLEMENTARY ITEMS**

**13. COUNCIL POLICY – ALDERMANIC DEVELOPMENT AND SUPPORT –  
IMPLEMENTATION REVIEW – FILE REF: 13-2-4**

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REYNOLDS

That the recommendation contained in the report of the General Manager of 31 March 2016, as detailed below:

- That:
1. *The report be received and noted.*
  2. *The six-month progress audit undertaken by Wise Lord and Ferguson in respect to the Council's policy titled Aldermanic Development and Support, shown as Attachment B to this report be received and noted.*
    - 2.1. *The Council note the advice provided within the Wise Lord and Ferguson report, that the commencement of Aldermanic expenses reporting on the City of Hobart website, commencing from 1 July 2015, was the appropriate basis for the reporting process to commence.*
  3. *The following variations to the Council's policy in respect to Aldermanic Development and Support, be approved for incorporation into a revised policy document for submission back to the Governance Committee, prior to presentation to the Council for final approval:*
    - 3.1. *In respect to the submission of reimbursement claims, the wording in the policy be amended for clarification purposes to require that claims are to be submitted within one month of the expense being incurred.*
      - 3.1.1. *Where for good reason, this requirement cannot be met; the approval of the Lord Mayor and General Manager be required to reimburse a claim.*
    - 3.2. *In respect to the Aldermanic Support Program, wording be added to clarify that up to three free counselling sessions are available per annum (financial year in line with other benefits provided in the policy) with further free sessions being available in consultation with the Lord Mayor and General Manager.*
      - 3.2.1. *The policy also note that counselling costs associated with the Aldermanic Support Program are not to be disclosed, given the confidential nature of the service.*
    - 3.3. *In relation to telecommunications:*

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**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 9  
5/4/2016**

Supp. Item No. 13 continued

- 3.3.1. *The historic practice of providing telecommunications connections to Aldermen's private property cease, and any residual connections in existence be transferred immediately into the ownership of relevant Aldermen, who may seek reimbursement of Aldermanic costs, in the usual manner.*
- 3.3.2. *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:*
- 3.3.3. *Where the Lord Mayor, as the Council's principal elected representative and spokesperson, 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*
- 3.3.4. *Where an Alderman may be representing the City as part of a Council approved delegation.*
- 3.3.5. *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 not be included as part of the annual \$2,000 telecommunications cap.*
- 3.4. *For clarification purposes, the following definitions around the determination of discretionary and non-discretionary expenditure relating to Lord Mayoral activities be included in the policy.*

*"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:*

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**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 10  
5/4/2016**

Supp. Item No. 13 continued

*1. 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 cut a ribbon, receive an award on behalf of the Council) and the invitation 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.*

*2. 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 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 Allocation (\$2,500 for the Deputy Lord Mayor and \$1,000 for Aldermen).*

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

*3.5. In respect to personal purchases, the policy provisions be strengthened to include the prohibition of personal purchases of any kind.*

*3.5.1. In terms of use of the Aldermanic credit card, additional wording be provided to the effect that 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.*

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**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 11  
5/4/2016**

Supp. Item No. 13 continued

4. *No change be made to the existing policy provisions in circumstances where an Alderman may resign from Council in advance of the expiry of their term of office, having accessed Professional Development funding during the year in which they resign.*
5. *It be noted that the monthly website reporting on Aldermanic expenses includes reference to the caps and limits in place, together with details of residual balances remaining each month.*
6. *In relation to the format of the website report on Aldermanic expenses, the Council adopt the methodology used by the City of Melbourne whereby non-local travel (international, national and intrastate) is reported separately to local travel.*
7. *As a means of improving the quality of information provided to Aldermen in relation to the processing of expenses, reimbursement claim forms be modified to include each category of expenditure or consumption as provided in the policy. Where caps or maximum allocations apply, these also be noted on the form.*

be adopted, as amended by the following:

1. The words *and spokesperson* be deleted from Clause 3.3.3.
2. Clause 4 be referred to the Risk and Audit Panel for consideration.

MOTION CARRIED

VOTING RECORD

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

**14. TIMELINESS OF RESPONSES TO QUESTIONS WITHOUT NOTICE – FILE REF: 13-1-10**

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REYNOLDS

That the matter be deferred for further consideration, with a further report to be provided which also includes consideration of Notices of Motion and Questions On Notice.

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**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 12  
5/4/2016**

Supp. Item No. 14 continued

**PROCEDURAL MOTION CARRIED**

VOTING RECORD

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

**15. MACQUARIE POINT DEVELOPMENT CORPORATION BOARD  
NOMINATION – FILE REF: 30-1-68**

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THOMAS	That the recommendation contained in the report of the General Manager of 30 March 2016, as detailed below:
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- That:*
1. *The report be received and noted.*
  2. *The Council determine whether it wishes to accept the offer from the Chair of the Macquarie Point Development Corporation Board to nominate a suitable representative for inclusion on the Macquarie Point Development Corporation Board.*

be adopted, as amended by the following:

1. Clause 2 be endorsed in the affirmative.
2. The General Manager prepare a summary of suitable candidates who have a high degree of accreditation in urban design, for further consideration by the Council.

**MOTION CARRIED**

VOTING RECORD

AYES	NOES
Ruzicka	
Deputy Lord Mayor	
Cocker	
Thomas	
Reynolds	

**GOVERNANCE COMMITTEE  
(OPEN PORTION OF THE MEETING)  
MINUTES 13  
5/4/2016**

The Chairman adjourned the meeting at 5.56 pm to conduct the closed portion of the meeting.

The meeting reconvened at 5.58 pm.

Item 12 was then taken.

There being no further business the meeting closed at 5.58 pm.

TAKEN AS READ AND SIGNED AS A  
CORRECT RECORD THIS 3<sup>RD</sup> DAY OF  
MAY 2016.

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**CHAIRMAN**