

**Report to General Manager**

Attachments:

1. Minutes - 4 November 2019

**SUBJECT:** Governance and Finance Committee – Minutes 4 November 2019**AUTHOR:** Ian Curry, Manager Governance & Committee Services**ENDORSED BY:** Margaret Palmer, Director Corporate Services**EXECUTIVE SUMMARY:**

This report presents the recommendations of the last meeting of the Governance and Finance Committee held on 4 November 2019 for Council adoption. The Minutes are attached for information.

**FINANCIAL IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

- 1. THAT** Council make a submission to the Office of Local Government in respect of the Compliance and Enforcement Review as outlined in this report. (GF01)
- 2. THAT** Council endorse a review of the Precinct System which includes the following:
  - a. an updated Discussion Paper;
  - b. consultation with active Precinct Committees;
  - c. an objective to include all of the LGA within an active Precinct Committee;
  - d. an external consultant to facilitate face-to-face consultation;
  - e. a Community Engagement Strategy; and
  - f. a question included in the next Customer Satisfaction Survey (2020) to enable benchmarking with the 1992, 2006 and 2009 survey findings. (GF02)
- 3. THAT** the *Code of Conduct - Precinct Office Bearers and Members* be reviewed to ensure currency with Council's *Code of Conduct - Councillors and Staff* (adopted April 2019). (GF02)
- 4. THAT** the *Precinct System Guidelines* be updated prior to the commencement of the review to reflect current arrangements. (GF02)
- 5. THAT** on a trial basis, the boundaries of the inactive and "as needed" Precinct Committees be merged with active Precinct areas. (GF02)
- 6. THAT** planning commence in recognition of the upcoming 50<sup>th</sup> Anniversary of the Precinct System, for budget allocation in the next Delivery Program (2021/22-2024/25). (GF02)
- 7. THAT** Councillors note the Auditor's comment regarding the requirements under clause 4.1.13 of the Mayor and Councillor Facilities Policy (Carer's Expenses) and the new arrangements for submitting expense claims. (GF03)
- 8. THAT** a review of the timing obligation for Carer's Expenses in the Mayor and Councillor Facilities Policy be undertaken when all policies are reviewed following the 2020 election. (GF03)

## **LINK TO COMMUNITY STRATEGIC PLAN**

The relationship with the Community Strategic Plan is as follows:

Direction: 5. Our Civic Leadership

Outcome: 5.3 Council is ethical, open, accountable and transparent in its decision making

## **BACKGROUND**

In accordance with Council's Code of Meeting Practice:

*20.24 The minutes of meetings of each Committee of the Council must be confirmed at a subsequent meeting of the committee.*

The Charter of the Governance and Finance Committee states:

*11.3 The recommendations arising at Committee meetings are to be submitted to the next available Council meeting for adoption. Any Councillor, irrespective of whether that Councillor is a member that Committee may be the mover or seconder of such recommendations.*

## **CONSULTATION REQUIREMENTS**

Community engagement is not required.

## **SUSTAINABILITY STATEMENT**

The sustainability implications are of a minor nature and as such did not warrant a detailed assessment.

## **DETAIL**

This report presents the recommendations of the last meeting of the Governance and Finance Committee held on 4 November 2019 for adoption by Council. The Minutes are attached for information.

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**NORTH SYDNEY COUNCIL****REPORT OF GOVERNANCE & FINANCE COMMITTEE**

**SUBJECT: PROCEEDINGS OF COMMITTEE AT MEETING HELD IN THE SUPPER ROOM AT THE COUNCIL CHAMBERS, NORTH SYDNEY, ON MONDAY 4 NOVEMBER 2019 AT 6.00PM**

**PRESENT**

Councillor Gibson in the Chair, Councillors Baker, Barbour, Brodie, Drummond, Keen and Mutton.

**Staff:** Ken Gouldthorp, General Manager  
Margaret Palmer, Director Corporate Services  
Joseph Hill, Director City Strategy  
Jenny Gleeson, Manager Integrated Planning & Special Projects  
Ian Curry, Manager Governance and Committee Services

**Visitors:** Nil

**Apologies** were received from Councillors Beregi and Carr.

At the commencement of business (6.03pm) Councillors present were:  
Councillor Gibson in the Chair, Councillors Baker, Brodie, Drummond, Keen and Mutton.

**Declarations of Interest**

Nil.

**19. Minutes**

The Minutes of the previous meeting held on 9 September 2019, copies of which had been previously circulated, were taken as read and confirmed.

The Motion was moved by Councillor Drummond and seconded by Councillor Brodie.

Voting was as follows:

For/Against 6/0

<b>Councillor</b>	<b>Yes</b>	<b>No</b>	<b>Councillor</b>	<b>Yes</b>	<b>No</b>
Gibson	Y		Barbour	<b>Absent</b>	
Beregi	<b>Absent</b>		Drummond	Y	
Keen	Y		Gunning	<b>Absent</b>	
Brodie	Y		Mutton	Y	
Carr	<b>Absent</b>		Baker	Y	

**20. GF01: Draft Submission - Compliance and Enforcement Review**

Report of Jenny Gleeson, Manager Integrated Planning and Special Projects

The NSW Minister for Local Government released the following final reports on 21 June 2019, prepared by the Independent Pricing and Regulatory Tribunal (IPART), as part of the local government reform process that commenced back in 2011:

- a) Rating System Review (submitted);
- b) Reporting and Compliance Burdens Review (submitted); and
- c) Compliance and Enforcement Review (due 15 November).

The Office of Local Government (OLG) is seeking feedback on IPART's recommendations. Council at its meeting of 22 July 2019 (Min. No. 191) resolved to prepare submissions responding to each review.

This report presents the draft submission (Attachment 1) in response of the Compliance and Enforcement Review for endorsement prior to lodging the submission. This review focuses on reducing costs proposed by local government on business and the community; whereas the Reporting and Compliance Review focused on reducing burdens placed on local government by the NSW Government.

There are no direct financial impacts to Council as a result of the preparation of this draft submission. It is noted by OLG however, that should the NSW Government resolve to implement some or all IPART's recommendations there may be an impact to both Council and possibly to ratepayers. This has not been costed at this time.

**Recommending:**

**1. THAT** Council make a submission to the Office of Local Government in respect of the Compliance and Enforcement Review as outlined in this report.

The Motion was moved by Councillor Brodie and seconded by Councillor Drummond.

The Motion was put and carried.

Voting was as follows:

For/Against 6/0

Councillor	Yes	No	Councillor	Yes	No
Gibson	Y		Barbour	Absent	
Beregi	Absent		Drummond	Y	
Keen	Y		Gunning	Absent	
Brodie	Y		Mutton	Y	
Carr	Absent		Baker	Y	

**Resolved to Recommend:**

**1. THAT** Council make a submission to the Office of Local Government in respect of the Compliance and Enforcement Review as outlined in this report.

Councillor Barbour arrived at the meeting at 6.09pm.

**21. GF02: Response to Notice of Motion No. 58/17: Review and Assessment of the Current Precinct System - Progress Update**

Report of Jenny Gleeson, Manager Integrated Planning and Special Projects

Council at its meeting of 4 December 2017 considered a Notice of Motion (NoM) by Councillors Keen, Barbour and Mutton, requesting a "review and assessment of the current Precinct System". Council unanimously resolved (Min. No. 490):

1. THAT Council revisit the North Sydney Precinct Report presented to Council in December 2012. Can the report be updated to reflect any details that need to be adapted to ensure this is a current and relevant document.

2. THAT Council look at and evaluate again referring to the 2012 report.

The original Discussion Paper (2012) is currently being updated as per the direction provided in the first resolution. The original purpose of the Discussion Paper was to seek stakeholder feedback on components of the North Sydney Community Precinct System to inform a periodic review. It is important to set out the steps required in this review from this point in time onwards, particularly with the next local government election being held in September 2020. It is not considered appropriate to undertake significant community consultation during this election period and the next steps have been developed with this in mind.

The following course of action is recommended:

- a) Council endorse a review of the Precinct System, comprising of:
  - an updated Discussion Paper to inform the scope of the review;
  - consultation with active Precinct Committees to inform the scope of the review, inclusive of the objective to consolidate the total number of current Precinct areas;
  - an external consultant to facilitate face-to-face consultation to ensure impartiality, limited to:
    - analysis of feedback received on the updated Discussion Paper, workshops open to current Precinct Committee office bearers/members, as well as the general community;
    - interviews with a selection of Precinct office bearers and members;
    - interviews with relevant Council staff; and
    - feedback collation, analysis and presentation of findings report, which will be presented to Council in context of staff recommendations.
  - a Community Engagement Strategy; and
  - a question included in the next Customer Satisfaction Survey (2020) to enable benchmarking with the 1992, 2006 and 2009 survey findings.
- b) The *Code of Conduct - Precinct Office Bearers and Members* be reviewed to ensure currency with Council's *Code of Conduct - Councillors and Staff* (adopted April 2019, based on Model Code) and to address issues not covered currently covered, as detailed in this report.
- c) The *Precinct System Guidelines* be updated prior to the commencement of the review, to ensure it reflects current arrangements. The Guidelines were last updated in 2011 and since that time a number of administrative processes have been updated, which have been communicated to Precinct Committees via memorandum.
- d) On a **trial basis**, the boundaries of the inactive Precinct areas be merged with active Precinct areas (to be further detailed in the Discussion Paper) and additional resources provided as required to the Precinct Committees required to assume a greater geographical area, to enable promotion (including flyer distribution) to the new areas. Note: A review of Precinct names is not required for trial period with interim arrangement to be determined.  
Six Precinct areas are currently inactive (Anderson, Bradfield, Bridgeview, CBD, Hayes and Kurraba) plus one which meets on an "as needed" basis (Plateau).
- e) Planning commence in recognition of the upcoming 50<sup>th</sup> Anniversary of the Precinct System, for budget allocation in the next Delivery Program (2021/22-2024/25).

Any materials associated with this review endorsed for public exhibition should be for a minimum 120 days' duration.

Funding for the review has not been allocated in the adopted *Delivery Program 2018/19-202/21*.

Excluding staff costs, the adopted *Delivery Program 2018/19-2020/21* has allocated \$30,000 per annum for “Precinct Support”, which includes operational and event/project funding, venue hire and event insurance (purchased when required) and \$5,000 per annum for printing.

Review costs, including engagement an external consultant/facilitator has not been budgeted for and would need to be considered in preparation of the 2020/21 Operational Plan and Budget.

**Recommending:**

1. **THAT** the report be received.
2. **THAT** Council endorse a review of the Precinct System which includes the following:
  - a. an updated Discussion Paper;
  - b. consultation with active Precinct Committees;
  - c. an objective to include all of the LGA within an active Precinct Committee;
  - d. an external consultant to facilitate face-to-face consultation;
  - e. a Community Engagement Strategy; and
  - f. a question included in the next Customer Satisfaction Survey (2020) to enable benchmarking with the 1992, 2006 and 2009 survey findings.
3. **THAT** the *Code of Conduct - Precinct Office Bearers and Members* be reviewed to ensure currency with Council’s *Code of Conduct - Councillors and Staff* (adopted April 2019).
4. **THAT** the *Precinct System Guidelines* be updated prior to the commencement of the review to reflect current arrangements.
5. **THAT** on a trial basis, the boundaries of the inactive and “as needed” Precinct Committees be merged with active Precinct areas.
6. **THAT** planning commence in recognition of the upcoming 50<sup>th</sup> Anniversary of the Precinct System, for budget allocation in the next Delivery Program (2021/22-2024/25).

The Motion was moved by Councillor Keen and seconded by Councillor Barbour.

The Motion was put and carried.

Voting was as follows:

For/Against 7/0

Councillor	Yes	No	Councillor	Yes	No
Gibson	Y		Barbour	Y	
Beregi	Absent		Drummond	Y	
Keen	Y		Gunning	Absent	
Brodie	Y		Mutton	Y	
Carr	Absent		Baker	Y	

**Resolved to Recommend:**

1. **THAT** the report be received.
2. **THAT** Council endorse a review of the Precinct System which includes the following:
  - a. an updated Discussion Paper;
  - b. consultation with active Precinct Committees;
  - c. an objective to include all of the LGA within an active Precinct Committee;
  - d. an external consultant to facilitate face-to-face consultation;
  - e. a Community Engagement Strategy; and
  - f. a question included in the next Customer Satisfaction Survey (2020) to enable benchmarking with the 1992, 2006 and 2009 survey findings.
3. **THAT** the *Code of Conduct - Precinct Office Bearers and Members* be reviewed to ensure currency with Council’s *Code of Conduct - Councillors and Staff* (adopted April

2019).

**4. THAT** the *Precinct System Guidelines* be updated prior to the commencement of the review to reflect current arrangements.

**5. THAT** on a trial basis, the boundaries of the inactive and “as needed” Precinct Committees be merged with active Precinct areas.

**6. THAT** planning commence in recognition of the upcoming 50<sup>th</sup> Anniversary of the Precinct System, for budget allocation in the next Delivery Program (2021/22-2024/25).

## 22. **GF03: Review of Councillor Carer’s Expenses**

Report of Ian Curry, Manager Governance and Committee Services

As part of the Expense Management Audit conducted in May 2019, the External Auditor reviewed the process whereby Councillors are reimbursed for carer’s expenses. The Audit report recommended that where all expenditure types are exceeded, they should be communicated back to the approver in the first instance for them to take up with the Councillor.

Council has allocated \$1,500.00 for reimbursement of Councillor carer’s expenses in the 2019/20 Budget. To date, \$450.00 has been reimbursed.

### **Recommending:**

**1. THAT** Councillors note the Auditor’s comment regarding the requirements under clause 4.1.13 of the Mayor and Councillor Facilities Policy (Carer’s Expenses) and the new arrangements for submitting expense claims.

**2. THAT** no amendments be made to clause 4.1.13 of the Policy.

A Motion was moved by Councillor Barbour and seconded by Councillor Drummond,

**1. THAT** Councillors note the Auditor’s comment regarding the requirements under clause 4.1.13 of the Mayor and Councillor Facilities Policy (Carer’s Expenses) and the new arrangements for submitting expense claims.

**2. THAT** a review of the timing obligation for Carer’s Expenses in the Mayor and Councillor Facilities Policy be undertaken when all policies are reviewed following the 2020 election.

The Motion was put and carried.

Voting was as follows:

For/Against 7/0

Councillor	Yes	No	Councillor	Yes	No
Gibson	Y		Barbour	Y	
Beregi	Absent		Drummond	Y	
Keen	Y		Gunning	Absent	
Brodie	Y		Mutton	Y	
Carr	Absent		Baker	Y	

### **Resolved to Recommend:**

**1. THAT** Councillors note the Auditor’s comment regarding the requirements under clause 4.1.13 of the Mayor and Councillor Facilities Policy (Carer’s Expenses) and the new arrangements for submitting expense claims.

**2. THAT** a review of the timing obligation for Carer’s Expenses in the Mayor and Councillor Facilities Policy be undertaken when all policies are reviewed following the 2020 election.

The meeting concluded at 6.18pm.

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**CHAIRPERSON**

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**GENERAL MANAGER**