



City of **HOBART**

Memorandum: Lord Mayor
Deputy Lord Mayor
Elected Members

Response to Question Without Notice

COUNCIL MEETING COSTS

Meeting: Finance and Governance Committee **Meeting date: 10 December 2019**

Raised by: Alderman Behrakis

Question:

Could the General Manager please provide the average cost of conducting a Council meeting, with the estimation to include the cost incurred for staff to draft and prepare reports for the consideration of a Council Committee and Council, together with supporting the meetings?

Response:

The average cost of a Council committee and Council meeting is difficult to ascertain, as the preparation of documentation (reports, agendas and minutes), the administration required for each Council committee (organisation of deputations, presentations etc) and the duration of meetings can fluctuate. An indicative estimate of average costs is set out below, based on an average hourly rate of pay of \$40 for those employees responsible for facilitating Council committees and Council meeting preparation and execution):

Council Committee Meeting:

Preparation of say five reports on average per committee (including research, writing, reviewing and approving reports), Committee meeting agenda preparation and administration, committee meeting support and minutes preparation and issuing actions arising:

Average cost per Council committee meeting: \$10,400.00

Council Meeting:

Preparation of any reports delegated directly to Council (including research, writing, reviewing and approving reports), Council meeting agenda preparation and administration, Council meeting support and minutes preparation and issuing actions arising:

Average cost per Council meeting: \$ 1,200.00

Based on the figures above and each Council agenda comprising recommendations from three Council committees, the total average cost of each Council meeting cycle is estimated to be \$32,400.00.

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: 13 February 2020
File Reference: F19/161334; 13-1-10