

GO4 – Code of Meeting Practice Amendment

GO4 **Code of Meeting Practice Amendment**
2347777

TRIM 106

EXECUTIVE SUMMARY

- The purpose of this report is to amend the Code of Meeting Practice (the Code).
- The report categories as listed in the Order of Business no longer align with the themes of the recently adopted Community Strategic Plan 2033 (CSP). To streamline the process for future minor administrative amendments to our report categories, the Order of Business has been simplified so that this can occur by way of Council resolution.
- The Notice of Motion deadline has been brought forward to noon on the Wednesday prior to the Council Meeting.
- The Webcast Notice in the Order of Business has been relocated to Item 2 in the list to match current practice and numbering updated accordingly.
- It is recommended that the draft Code of Meeting Practice be placed on public exhibition prior to coming back to Council for adoption.

REPORT

The Code of Meeting Practice (the Code) sets out the Order of Business for Council Meetings, the current report categories are listed as follows:

- Planning and Economy
- Governance
- Environment
- Community
- Infrastructure

Council's Create Wollondilly - Community Strategic Plan (CSP) 2033 was adopted on 19 June 2017. The CSP centres on the following five themes, which should be the focus of all our reports:

- Sustainable & Balanced **Growth**
- Management & Provision of **Infrastructure**
- Caring for the **Environment**
- Looking after the **Community**
- Effective and Efficient **Council**

In order to align the report categories with the themes of the CSP an amendment to the Code is required.

GO4 – Code of Meeting Practice Amendment

The Local Government Act 1993 requires public notice for any amendment to the Code, even minor administrative changes. As such, this report recommends that the draft Code be placed on public exhibition.

Further, to avoid the need to publically exhibit the Code for this purpose in the future and to streamline this process, the Code has been amended to:

1. Remove the list of report categories from the Order of Business.
2. Simplify Item 10 of the Order of Business to read 'Agenda Reports.'

By modifying the Code in this manner, future changes to the Agenda report categories, like those that can occur when the Corporate Planning Documents are reviewed, can be made by Council resolution, resulting in a more efficient and timely process for making these type of administrative changes.

The Webcast Notice in the Order of Business has been relocated to Item 2 in the list to match current practice and numbering corrected accordingly.

Also amended is the Notice of Motion deadline. This has been brought forward to noon on the Wednesday or fifth calendar day prior to the Council meeting.

The new report categories will be adopted as per the CSP themes when the draft Code is adopted.

CONSULTATION

Consultation occurred with the Acting Executive Director Community Services and Corporate Support, Manager Governance and the Office of Local Government.

FINANCIAL IMPLICATIONS

In adopting the draft Code future cost savings will occur by negating the need for advertising the Code each time a minor administrative change to the report categories is required.

ATTACHMENTS INCLUDED IN A SEPARATE BOOKLET

1. Summary of Changes
2. Draft Code of Meeting Practice

RECOMMENDATION

That the draft Code of Meeting Practice be placed on public exhibition for 28 days with a further 14 days for submissions prior to coming back to Council for adoption.