

*Report by Neale Redman, Director Corporate Services*

**RECOMMENDATION**

- 1. That the proposed amendments to the Code of Meeting Practice be adopted.**
- 2. That the amended Code of Meeting Practice be placed on public exhibition in accordance with the Local Government Act.**
- 3. That a further report be submitted to Council following the public exhibition process.**

**PURPOSE OF REPORT**

Council, at its meeting of 7 April 2009 resolved, (Minute No. 113/09):

*“That the report concerning the Code of Meeting Practice review be DEFERRED and that further information be provided concerning the proposed amendment relating to Notices of Motions”.*

This report is in response to this resolution.

**REPORT**

The report on 7 April 2009 stated the following in relation to Notice of Motions:

*To encourage meeting efficiency, a number of Councils limit the number of questions without notice or notice of motions. Every Council has its own local provisions but in effect, questions or notice of motions can have a similar result eg generate a Council activity such as reports to Council, policy adoption or amendment etc. Limits are placed to ensure the meeting operates efficiently and without unnecessary delays.*

*As examples, Manly and Auburn Councils place limitations on the number of notice of motions proposed by individual Councillors. Auburn has a limitation of 3 motions per councillor per meeting. Manly Council limits notices to 12 motions per Councillor per year with a limit of 2 per meeting.*

*It is recommended that a limit of five (5) notice of motions per councillor per meeting be incorporated into the Code of Meeting Practice to improve efficiency of meeting procedures. This change would allow a total of thirty (30) notice of motions being lodged at an ordinary Council meeting.*

The Council resolved to request further information on the proposed amendment to the Code of Meeting Practice.

Council's Code of Meeting Practice allows Councillors to raise issues at Council meetings through:

- Questions to the Mayor
- Motions Pursuant to Notice
- Matters of Urgency

‘Questions to the Mayor’ allows Councillors to submit questions to the Mayor at Council meetings if prior contact with the General Manager or relevant Director has not resulted in the information being made available and/or the subject matter of the question makes it inappropriate that the General Manager or Director be consulted.

‘Motions Pursuant to Notice’ allows Councillors to raise matters at Council meetings by placing a notice of motion on the agenda for a meeting of council. Notice of motions can not be debated unless it has been seconded by another Councillor. Lack of a seconder will cause the motion to lapse. The proposed amendment to the Code of Meeting Practice limits the number of notice of motions to a maximum of five per councillor with possible maximum of thirty per meeting.

‘Matters of Urgency’ provides Councillors with the ability to raise matters, which have not been notified on the meeting agenda subject to Council resolving that the business is a ‘matter of urgency’.

Notwithstanding any limit on the number of Notices of Motion that may be submitted, Councillors are able to raise any matter without notice under Matters of Urgency.

The previous report outlining the proposed amendments to the Code of Meeting Practice is attached.

#### REFERRAL FROM OTHER DEPARTMENT

No referral was required.

#### FINANCIAL IMPLICATIONS

There are no financial implications.

#### ATTACHMENTS

1. Report - Code of Meeting Practice Review 7 April 2009