

Report of Governance to the Ordinary Meeting of Council held on Monday 19 December 2016

GO10 – Review of the Code of Meeting Practice

GO10 **Review of the Code of Meeting Practice**
234777

TRIM 106

EXECUTIVE SUMMARY

- The purpose of this report is to advise of an amended Draft Code of Meeting Practice which has been updated to allow for the introduction of Webcasting of Council Meetings.
- Minor administrative amendments have also been made.
- It is recommended that the Draft Code of Meeting Practice be placed on Public Exhibition for 28 days to allow for community input prior to being brought back to the March 2017 Council meeting for adoption.

REPORT

It was resolved at the 21 November Ordinary Meeting of Council:

"That Council implement Webcasting of Ordinary Council Meetings with 1 fixed Camera from the February or March Council meeting in 2017 and that this be funded from the appropriate reserves."

In line with this resolution, Council's Code of Meeting Practice (Code) has been amended to include guidelines regarding Webcasting. The draft Code amendments are detailed in the attached summary of changes document.

The process of setting up the necessary infrastructure to facilitate Webcasting has commenced and is on schedule to be ready in line with the adoption of an updated Code in early 2017.

Once implemented, the proceedings of all Council meetings held in open session will be recorded and webcast live on Council's website for the purpose of facilitating community access to meetings. Access to Webcasts is intended to assist members of the public currently prevented from attending meetings due to physical and geographical barriers.

Separate to the webcasting guidelines is the addition of 'Items to be tabled' to the Order of Business. The change to this process was approved at the Executive Meeting held on Tuesday 30 August 2016. This amendment to the Code now completes this action and allows for the tabling of regular items such as the 449 Register.

Governance

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In accordance with section 361 of the Local Government Act Council is required to give public notice of its draft Code and place it on public exhibition for a period 28 days with a further 14 days to be provided for submissions. In giving public notice the object is to bring attention of the notice to as many people as possible and part of Council's practice to achieve this is to place advertisements in the local papers. Due to the timing with cut-off periods for the Christmas period the first opportunity for advertising in the local newspaper is 18 January 2017 meaning a report to adopt the draft Code cannot be brought back to Council until March 2017.

CONSULTATION

Consultation has been undertaken with the Manager Governance, Manager Technology Information and Corporate Strategy, Information Management Team Leader and members of Council's Executive.

FINANCIAL IMPLICATIONS

This project is being funded from Council's reserves in the next Quarterly Review.

ATTACHMENTS IN A SEPARATE BOOKLET

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

RECOMMENDATION

That the Draft Code of Meeting Practice be placed on Public Exhibition for 28 days to allow for community input prior to being brought back to the March 2017 Council meeting for adoption.