

**GO3 – Adoption of the Draft Code of Meeting Practice**

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234777

TRIM 106

**EXECUTIVE SUMMARY**

- The purpose of this report is to adopt the draft Code of Meeting Practice following public exhibition.
- The exhibition period has closed with no submissions received at this time however the submission period does not close until 6 September 2017 after the Agenda is published. Any submissions received after publication will be reported to Councillors ahead of the meeting for their consideration.
- It is recommended that the Draft Code of Meeting Practice be adopted.

**REPORT**

Council resolved on 17 July 2017 to place the draft Code of Meeting Practice (the Code) on public exhibition for 28 days for community input prior to adoption.

In summary the Code was amended to:

- update the report categories listed in the Order of Business as they no longer aligned with the themes of the Community Strategic Plan 2033 (CSP).
- bring forward the Notice of Motion deadline to noon on the Wednesday prior to the Council Meeting.

Other minor changes were made to update and improve administrative processes. The draft Code amendments are detailed in full in the attached summary of changes document.

The exhibition period closed on Tuesday 22 August 2017 with no submissions received at that time. The submission period however does not end until 6 September 2017 being after publication of this report and agenda. Any submissions received up until this time will be reported to Councillors ahead of the meeting for their consideration.

**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.

Report of Governance to the Ordinary Meeting of Council held on Monday  
18 September 2017

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**FINANCIAL IMPLICATIONS**

This matter has no financial impact on Council's adopted budget or forward estimates.

**ATTACHMENTS INCLUDED IN A SEPARATE BOOKLET**

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

**RECOMMENDATION**

That the Draft Code of Meeting Practice be adopted.