

Code of Meeting Practice Review April 2024 – Summary of Proposed Changes

Changes made to the Policy as a result of the review are summarised below:

Part	Type	Description	Reason
	Update	<p>Throughout the document applied minor administrative corrections, including:</p> <ul style="list-style-type: none"> • As the CoMP applies to Council Meetings and Committees of Council Meetings (not Advisory Committees or Statutory Committees), general updates have been made for clarity. Corrected reference to "Committees of Council". • Applied capitalisation of defined terms. • Minor phrasing clarification. • Renumbered clauses when clauses as added or deleted. 	
Part 2 – Meeting Principles			
2	Update	<p>Deleted former clauses 2.6 to 2.10:</p> <p>2.6 <i>A Delegated Authority Meeting will be held for any matter to be considered under joint delegation.</i></p> <p>2.7 <i>Notice of a Delegated Authority Meeting will be provided to all Councillors at least three (3) days prior to the meeting being held.</i></p> <p>2.8 <i>If the Lord Mayor or Chief Executive Officer receives a referral signed by two (2) or more Councillors of any matter to be considered at a Delegated Authority Meeting, the matter will be referred to a full Ordinary Meeting of the Council.</i></p> <p>2.9 <i>Clause 2.6 does not prevent the calling of an Extraordinary Meeting of Council in accordance with clause 3.2 of this Code of Meeting Practice.</i></p> <p>2.10 <i>Minutes of a Delegated Authority Meeting will be reported to the first Council Meeting of the following year.</i></p> <p>Added new clause 2.7:</p> <p>2.7 <i>The Chief Executive Officer is to provide a report to the first meeting of the Council in the new year, detailing all decisions made under joint delegated authority during the recess period.</i></p>	<p>It is recommended to delete these clauses as they are mostly superfluous. For all intents and purposes, a 'Delegated Authority Meeting' is the same as an Extraordinary Meeting of Council.</p> <p>Clause 2.7 added to ensure the reporting of any/all decisions made in the recess period.</p>
Part 3 – Before the meeting			
3	Update	<p>Clause 3.7: Regarding the option to receive hard copy or electronic format of the Agenda, addition of the words "or both".</p>	<p>By adding the words 'or both' clarifies that Councillors can opt to have both a printed copy and an electronic copy of the agenda and business paper.</p>
3	Update	<p>Clause 3.8: Regarding notice to Councillors or Extraordinary Meetings, deleted sentence, "<i>The Lord Mayor and the Chief Executive Officer will determine the situation of emergency</i>".</p> <p>Replaced with the sentence,</p>	<p>Redrafted to provide clarity of the purpose of this clause.</p>

		<i>"The Lord Mayor and the Chief Executive Officer will determine if the matter/s proposed to be considered are of emergency/urgency which cannot reasonably wait to the next ordinary meeting of Council".</i>	
3	Update	Clause 3.12: Regarding Notices of Motion for the expenditure of funds, applied minor phrasing amendments, and for sub-clause (b), replaced "[which] identifies the funding source to implement [the Motion]" with "[which] will address the availability of funds for implementing".	Recommendation to update wording for clarification. It is important to make the distinction between IDENTIFYING the funding (in essence, confirming that the funds are available) and addressing the AVAILABILITY of funding (is there funding or not).
3	Addition	Clause 3.15: Regarding Questions with Notice, addition of a new requirement, <i>3.15 Each Councillor is limited to submitting one (1) Question With Notice per Council meeting.</i>	With consideration to effective and efficient use of staff time and Council resources, it is recommended by staff to limit the number of Questions With Notice that can be asked by each Councillor at each meeting. It is recommended to limit each Councillor to one (1) Question With Notice.
3	Update	Clause 3.24: Regarding making the Agenda available to the public, change timeframe to make the Agenda available from "by 9:00am on the Tuesday prior to an Ordinary/Extraordinary Meeting of Council" to "seven (7) days prior to the meeting".	It is recommended by staff that Council consider changing the publication of Council meeting business papers, to seven (7) days prior to the meeting (not the Tuesday prior, as currently stipulated for public agenda documents).
Part 4 – Public Forums			
4	Deletion	Clause 4.1: Regarding Public Forum, deletion of the sentence, <i>"Matters relating to the business paper will get preference."</i>	It is recommended by staff to delete this sentence. In doing so, it removes the ability for people to speak on anything. People should only be able to register to speak on matters listed on the agenda. This is best practice. Sentence not part of Model Code, provision was unique to City of Parramatta.
4	Addition	Clause 4.2: Regarding Public Forum, addition of a new clause, <i>4.2 A person may only apply to speak on any item listed on the agenda of the Council meeting.</i>	It is recommended by staff to include a new clause - clarifying that a person can only register to speak on matters listed on the agenda. This is best practice.
4	Addition	Clause 4.3: Regarding Public Forum, addition of a new clause, <i>4.3 A person may apply to speak on no more than one item of business on the agenda of the Council meeting.</i>	It is recommended by staff to include a new clause - clarifying that people can only register to speak on one (1) item on the agenda per Council meeting. This is best practice. Model Code establishes that councils should specify the maximum.
4	Deletion	Clause 4.5: Regarding acceptance of Public Forum submissions, deletion of the words, "and consideration will be given to the urgency of each of the submissions by the Lord Mayor or his delegate".	It is recommended by staff to remove the discretionary power of the Lord Mayor to review the applications for Public Forum. To not remove this could be seen to be having an improper influence on the matters being heard (or likely to be heard) in the Public Forum of the Council Meetings. All other reviews and approvals associated with Public Forum are the responsibility of the CEO. Update will align with the Model Code, which puts this discretionary power with the CEO.
4	Update	Clauses 4.6 and 4.7: Regarding Public Forum submissions, deleted sentences, "a particular comment or statement will be accepted on a single matter and any groups are required to nominate a representative to speak on their behalf" and "If the speakers are not able to agree on whom to nominate to address the Council, the Chief Executive Officer or their delegate is to	The proposed changes are simply separating the information to provide clarity and to align more to the Model Code of Meeting Practice.

		determine who will address the Council at the public forum.	
4	Deletion	Clause 4.9: Deleted the sentence, "A total of up to fifteen (15) minutes will be allocated for the entire consideration of Public Forum".	Change to draft resolved by Council on 27 May 2024.
4	Deletion	Clause 4.10: Regarding consultation with the Lord Mayor to consider increasing the number of Public Forum speakers on an item of business, deleted statement, "or the Lord Mayor's nominated Chairperson".	This statement has the potential to contradict the clause 4.10, if the CEO (in consultation with the LM) increases the number of speakers permitted to speak on an issue.
4	Addition	Clause 4.13: Regarding handling submission of Public Forums previously raised, added "[cannot be raised again] by the same speaker [unless there is new information of it has been 12 months since the matter was first raised]".	'By the same speaker' has been added to clarify that different people can speak to the same item throughout a 12 month period, but the same person is limited to only speaking once on the same matter in any 12 month period.
4	Deletion	Clause 4.13: Regarding handling submission of Public Forums previously raised, deleted statement, "Matter not previously raised will get preference".	It is recommended to delete this sentence. Provision not included in Model Code.
4	Addition	Clause 4.22: Added provision, 4.22 Public Forums may be held by audio-visual link.	It is recommended to allow audio-visual Public Forum participation, to increase the accessibility of Council meetings.
Part 5 – Coming together			
5	Update	Clauses 5.41 and 5.42: For clarification, added reference to "recordings", in addition to webcasts.	Updated slightly to reference 'webcasting/recordings' to cover both offerings. Webcasting refers to the live streaming of the Council meeting, where recordings relates to the ongoing video recording available on the website.
Part 6 – The Chairperson <i>No further changes proposed</i>			
Part 7 – Modes of address <i>No further changes proposed</i>			
Part 8 – Order of business for ordinary Council meetings			
8	Addition	Clause 8.1: Regarding the general order of business for an Ordinary Council Meeting, added standing Agenda sections for: <ul style="list-style-type: none"> • "09 Items by Exception" • "11 Items Raised in Public Forum", and • "18 Questions Taken on Notice at the previous Council meeting" Re-named Item 20 from Public Announcement to "Announcement of Resolutions made in Closed Session".	<p>Model Code establishes that councils are to set an order of business to meet their needs.</p> <p>Addition of standing Agenda section "Items by Exception": While Part 13 of the CoMP already allows for Council to resolve to adopt multiple items of business by way of a single resolution (Items by Exception), it is proposed to include a new standing item to ensure Council is routinely offered an opportunity to deal with items by exception at each meeting. Further, it is proposed to list 'Items by Exception' following the Lord Mayoral Minutes, as the LMM are to take precedence over all other matters on the agenda/business paper.</p> <p>Addition of standing Agenda section "Items Raised in Public Forum": It is proposed to include a new standing item to ensure Council is routinely offered the opportunity to change the order of business, and bring forward the consideration of any item that has been raised/discussed in Public Forum. It is proposed to list this item immediately following the Public Forum.</p> <p>Addition of standing Agenda section "Questions Taken on Notice at the previous</p>

			<p>Council meeting": It is proposed to separate the existing section 'Questions With Notice' from 'Questions Taken on Notice at the previous meeting'.</p> <p>Update of section title "Announcement of Resolutions made in Closed Session": Public Announcement' didn't clarify what the item was. It is proposed to be updated to 'Announcement of Resolutions made in Closed Session'. This is the part of the meeting when the Council returns to open session, and the CEO currently reads the resolutions aloud to the meeting and the webcast/recording. This is further detailed in clause 14.23 and 14.24.</p>
Part 9 – Consideration of business at Council meetings			
9	Update	Clause 9.9: Regarding minuting Lord Mayoral Minutes, added specification that "[the full content] of any Lord Mayoral Minutes not already included in a published agenda or business paper [will be included in the Council minutes]".	Lord Mayoral Minutes are published prior to the Council Meeting. It is not necessary to include in the Minutes. It is good practice however to include any late/emergency Lord Mayoral Minutes that have not yet been included in a published agenda or business paper.
9	Update	Clause 9.15: Replaced operational direction "Petitions tabled at a Council meeting require a summary of the purpose of the petition to be read out by the Councillor tabling the petition", with "Petitions will be handled in accordance with Council's Petitions Policy".	To ensure alignment with Petitions Policy, which has been adopted since the Code of Meeting Practice was last drafted.
Part 10 – Rules of debate			
10	Deletion	Clause 10.18: Regarding circulating proposed amendments to be moved by Councillors, deleted requirement to circulate the proposed amendment "to all Councillors". Retained requirement to circulate to CEO and relevant staff.	This is not practical. When a Councillor has an Amendment, they quite often do not wish to share the Amendment words to the other Councillors. Provision is not required under the Model Code.
Part 11 – Voting <i>No further changes proposed</i>			
Part 12 – Committee of the whole <i>No further changes proposed</i>			
Part 13 – Dealing with items by exception			
13	Addition	<p>Clauses 13.4: Regarding dealing with items by exception, added Model Code provisions,</p> <p><i>13.4 A Motion to adopt multiple items of business under clause 13.1 must identify the items of business to be adopted and state that they are to be adopted as recommended in the business paper.</i></p>	It is recommended to include these two (2) new clauses to clarify how items moved by exception are recorded in the Minutes. This is best practice, as established under the Model Code.
Part 14 – Closure of Council meetings to the public			
14	Addition	Clause 14.24: Added provision that resolutions passed during closed session may be announced by the "Chief Executive Officer or their delegate", as an alternate to the Chairperson.	Operational improvement proposed by staff
Part 15 – Keeping order at meetings <i>No further changes proposed</i>			
Part 16 – Conflicts of interest <i>No further changes proposed</i>			
Part 17 – Decisions of the Council			
17	Addition	<p>Clause 17.5: Regarding rescinding or altering Council decisions, added provision that,</p> <p><i>17.5 A Notice of Motion to rescind a resolution must be in writing and must be submitted by 2.00pm on the</i></p>	The Model Code establishes that councils may establish a deadline to receive. It is recommended to introduce a deadline for the submission of rescission motions.

		<i>business day following the Council meeting or Committee of Council meeting.</i>	
17	Deletion	<p>Former clauses 17.16-17.19: Regarding Rescission Motions, deleted operational directives,</p> <p>17.6 Councillors must use the pro forma Notice of Rescission Motion form, ensure that 3 Councillors have signed it and hand it to the Chief Executive Officer prior to the meeting being closed. If the Chair does not deem it to be urgent, the resolution will not be carried into effect until the Motion is dealt with at the next Council meeting.</p> <p>17.17 If the Notice of Rescission Motion is handed to the Chief Executive Officer after the meeting has closed, then it will not stop the resolution from being carried into effect until such time that it is considered at the next meeting of Council.</p> <p>17.18 Prior to the closure of the meeting, the Chairperson will announce those rescission motions already received by the Chief Executive Officer. Failure of the Chairperson to do this, however, does not invalidate those already received, nor does it prevent a resolution from being carried into effect if the rescission motion is submitted after the close of the meeting.</p> <p>17.19 If a Notice of Rescission Motion is submitted after the meeting, then there is nothing in any legislation or guides that prevent any Councillors, not in attendance at the meeting at which the decision was taken to subsequently sign such a rescission motion.</p>	Recommended operational improvement by the Policy Review Committee (provisions not required under the Model Code).
Part 18 – Time limits on Council meetings			
<i>No further changes proposed</i>			
Part 19 – After the meeting			
19	Deletion	Clause 19.2: Regarding which matters must be recorded in the Minutes, deleted former sub-clause (g), "the addresses to Council by members of the public and any given response".	This is not required as the written submissions of each approved Public Forum speaker is published in the Supplementary B Agenda. Not a requirement under the Model Code.
Part 20 – Council Committees			
<i>No further changes proposed</i>			
Part 21 – Irregularities			
<i>No further changes proposed</i>			