

9.5.3 LATE ITEM: Proposed Cancellation of Council Briefing to be held on 13 January 2015

Ward:	-	Date:	9 December 2014
Precinct:	-	File Ref:	ADM0016 & ADM0066
Attachments:	001 – Amended Council Meeting and Forum Schedule 2015		
Tabled Items:	-		
Reporting Officer:	Len Kosova, Chief Executive Officer		
Responsible Officer:	Len Kosova, Chief Executive Officer		

OFFICER RECOMMENDATION:

That Council **AMENDS** the Council Meeting and Forum Schedule for 2015 previously adopted by Council on 4 November 2014, by deleting the Council Briefing scheduled for 13 January 2015 and correcting the October Council Briefing date to 13 October 2015 instead of 15 October 2015 as shown in Attachment 001.

PURPOSE OF REPORT:

To consider and adopt an amended Council Meeting and Forum Schedule for 2015.

BACKGROUND:

At the Ordinary Meeting of Council held on 4 November 2014 (Item 9.5.2), Council resolved:

“That Council:

1. *ADOPTS a four weekly meeting cycle in 2015, consisting of:*
 - 1.1 *Thirteen (13) Council Briefing Sessions, commencing Tuesday 13 January 2015;*
 - 1.2 *Thirteen (13) Council Meetings, commencing Tuesday 20 January 2015;*
 - 1.3 *Thirteen (13) Council Forums, commencing Tuesday 27 January 2015;*
2. *ADOPTS the Council Briefing, Meeting and Forum Schedule for 2015, as detailed in Attachment 001, subject to the inclusion of the January 2015 meeting dates referred to in 1 above; and*
3. *REVIEWS the effectiveness of the four weekly meeting cycle in November 2015;*
4. *REQUIRES the Audit Committee to meet on a bi-monthly basis commencing in March 2015, with the dates to be determined at the next available Audit Committee Meeting.*
5. *REQUIRES a report to be submitted to Council by January 2015 to amend Policy No. 4.2.3 – Council Meetings and Forums – Format, Procedures and Maximum Duration, to reflect the above.”*

DETAILS:

A number of Elected Members have advised of their unavailability to attend the Council Briefing scheduled for 13 January 2015 and it is therefore proposed to delete that Council Briefing from the Council Meeting Schedule adopted by Council on 4 November 2014. Doing so would result in matters being reported directly to Council in January 2015 without prior reporting to a Council Briefing. This is not considered problematic given that items are already reported directly to Council without consideration at any prior Council Briefing.

In considering the deletion of the January 2015 Council Briefing, Administration also noted an error in the Meeting Schedule presented to Council on 4 November 2014, insofar as the October 2015 Council Briefing date was incorrectly prescribed as 15 October (being a Thursday) rather than Tuesday 13 October 2015. This correction and deletion of the January 2015 Council Briefing are reflected in the amended Meeting Schedule included as Attachment 001.

CONSULTATION/ADVERTISING:

The Council Meeting dates will be advertised in a local newspaper. Information will also be placed on the City's website. Administration has not yet publicly advertised Council's adopted Meeting Schedule for 2015 and, as such, it is opportune to make the proposed changes to that Schedule now, so that the 2015 meeting dates can be formally publicised before the end of 2014.

LEGAL/POLICY:

Section 5.3 of the Local Government Act 1995 states:

"Ordinary and Special Council meetings:

- (1) *A Council is to hold ordinary meetings and may hold special meetings;*
- (2) *Ordinary meetings are to be held not more than three months apart; and*
- (3) *If a Council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure. "*

Regulation 12 of the Local Government (Administration) Regulations 1996 states:

- "12 (1) *At least once a year a local government is to give local public notice of the dates on which and the time and place at which –*
- (a) *The ordinary Council meetings; and*
 - (b) *The Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public;*
- Are to be held in the next 12 months;*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1);"*

RISK MANAGEMENT IMPLICATIONS:

Low: There is considered to be little to no risk associated with cancelling the January 2015 Council Briefing and correcting the October 2015 Council Briefing to fall on a Tuesday, as originally intended.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Plan – Plan for the Future 2013-2017, Objective 4.1 – *"Provide Good Strategic Decision Making, Governance, Leadership and Professional Management"* and, in particular, Objective 4.1.2 – *"Manage the organisation in a responsible, efficient and accountable manner"*.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

It is recommended that Council amends the Meeting Schedule for 2015 as shown in Attachment 001.
