

Enabling Priorities

Code of Practice - Meeting Procedures

Corporate Services

Alana Martin, Manager Governance

Kathryn Goldy, Team Leader Council Governance



Key Question

Would Members like to see any further discretionary changes to the Code of Practice - Meeting Procedures?

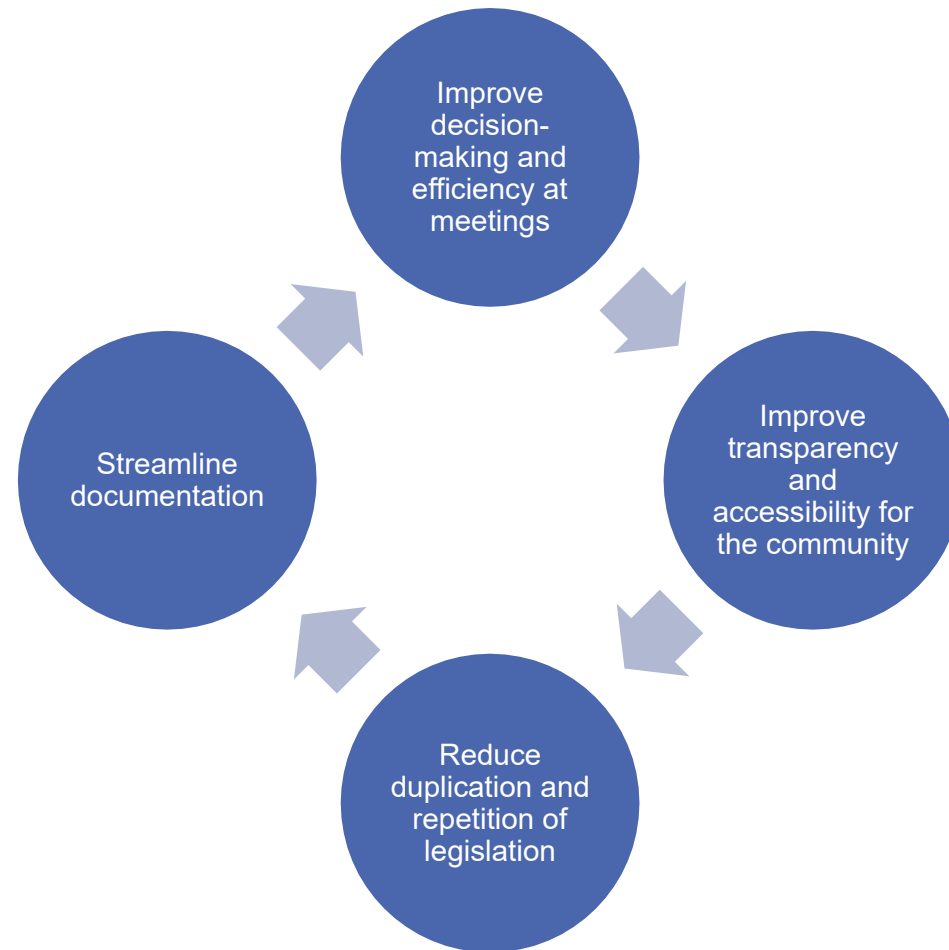


A UNIQUE TEAM CREATING AN EXTRAORDINARY CITY

Background

- The *Local Government (Procedures at Meetings) Regulations 2013* allows Council to adopt a Code of Practice that establishes procedures for Council and Committee meetings.
- Currently, these procedures are included in Chapter Seven of the City of Adelaide Standing Orders.
- A workshop was held with Council Members on 24 January 2023, at which feedback was sought on the structure and content of the Standing Orders.
- A draft Code of Practice was then developed with consideration given to reviewing meeting procedure documentation from other Councils.
- At the City Finance and Governance Committee Meeting on 21 March 2023, the decision was to defer the Item to a further workshop.
- Feedback outlined a preference for separating the document into prescribed codes and policies.

Aim/Objectives



Feedback so far.....

- Feedback has been gathered from the Workshop, Leadership Sessions as well as the March meetings. This feedback includes:
 - The inclusion of all legislation makes it difficult to follow.
 - Format of the current Standing Orders makes it difficult to read.
 - Questions and Motions with Notice should only be dealt with at one Council per month.
 - Councillors are provided an opportunity to ask questions following a Deputation.
 - Consideration be given to the receipt of online Petitions.

Proposed Changes



Proposed Changes



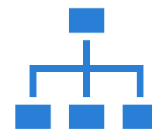
A table of contents has been included for ease of navigation.



A statement of commitment of the CoA to the Guiding Principles of the *LGA (Procedures at Meetings) Regulations 2013* and a scope statement is included.



Any reproduction of legislation is removed.



The structure follows the order of meetings: (i.e. Before the meeting, During the meeting, After the meeting and other matters).



Formatting and presentation has been changed for readability and understanding.



A UNIQUE TEAM CREATING AN EXTRAORDINARY CITY

Proposed Content Changes - Motions

Motion on Notice

- Motions were discussed at the Council Member Leadership sessions.
- It is proposed that the Code notes Council's preference for
 - Motions on Notice be dealt with at the first meeting of the month.
 - That the appropriate Director is contacted before a Motion on Notice is submitted.
 - That budget and strategic implications are considered by the member

Proposed Content Changes - Motions

Motions Without Notice

- Only motions relating to urgent matters will be considered without notice by the Lord Mayor.
- A motion without notice that has a significant budget impact will only be dealt with via a written motion.
- All such motions are to be put in writing and given to the presiding member at the beginning of the meeting; in addition, the proposer of the motion shall include a rationale as to the urgency of the motion.

Proposed Content Changes - Motions

Motions Without Notice cont..

- The Lord Mayor will then determine whether the motion will be accepted for consideration at that meeting.
- If the Lord Mayor accepts the motion, the rationale for the decision will be included as a notation in the minutes of the Council or Council Committee meeting.

Proposed Content Changes - Questions

Questions on Notice

- It is noted that Council prefers a Council Member first raise the question with the administration, before a Question on Notice is submitted.

Proposed Content Changes- Petitions

- The guidelines for accepting petitions have been simplified.
- Petitions must be received by 5.00 pm Monday before the publication of the agenda (consistent with Motions on Notice and Questions on Notice) to allow publication in the Council Agenda.
- This allows members of the community to be aware that the matter will be discussed at the meeting
- Online petitions can be accepted, provided the criteria have been met.

Proposed Content Changes- Deputations

- More than three deputees at one meeting require leave of the meeting..
- For a matter that has been listed on the agenda, a deputation request must be received 12:00 pm on the business day prior to the Council Meeting.
- For a matter **not on** the agenda, the request for a deputation must be received by 5.00 pm Monday prior to the publication of the agenda to allow for publication in the Council Agenda. This allows members of the community to be aware that the matter will be discussed at the meeting

Proposed Content Changes- Deputations

- Council members can ask questions of the deputation provided they observe the guiding principles contained in the code.
- Material distributed to a meeting and referenced as part of the address may be attached to the Minutes for reference if the speaker agrees; this must be done through a resolution of Council.
- The CEO has a delegation not to allow material to be published if it is defamatory, offensive or insulting in content.

Proposed Changes cont.

Nominations To Positions

- A simple process for 'Nomination to Positions' has been included in the meeting procedures.
- As a result, the recommendation calls for Chapter Six, Part Three of the Standing Orders to be deleted.
- Voting to be carried out electronically

Conflict of Interest

- Reflect Council Members to fill in a declaration of interest form prior to Council and Committee Meetings. This is consistent with other South Australian Councils and in accurately recording the conflict and how the member intends to deal with it.
- Recognised that the administration will provide Conflict of Interest advice prior to a meeting but not during

Proposed Changes cont

Council Meeting Finish Time

- Council Meeting finish time of 8.30 pm.
- Where the business has not been concluded by this time, the Lord Mayor will request a leave of the meeting to extend the meeting time

Interruptions

- Updated to reflect the changes to the *Local Government Act 1999 (SA)*. Presiding Member has the authority to expel members from the meeting for a period of time.

Use of Mobile Phones During Meetings

- Ban the use of mobile phones in the chamber during the meeting

Proposed Changes- Committees

- Details which meeting procedures can be applied to Council Committees (where the Terms of References do not cover this). This allows for consistency across Council Committees without unnecessary duplication in each Term of References.
- Note that deputations are allowed in Committees but the preference would be at a Council meeting, where the decision is being made.

Next Steps

- Draft Code of Practice for Meeting Procedures – July 2023
- Draft Behavioural Support Policy – July 2023 (to then go out to consultation)
- Draft Policies- Workshop July 2023
 - Allowances and Benefits
 - Provision of Facilities and Support
 - Private Use of Council Facilities
 - Training and Development

Key Question

Would Members like to see any further discretionary changes to the Code of Practice - Meeting Procedures?



A UNIQUE TEAM CREATING AN EXTRAORDINARY CITY