

8.2. 2022 Meeting Schedule

AUTHOR: Ian Curry, Manager Council & Committee Services

ENDORSED BY: Shane Sullivan, Executive Manager Governance

ATTACHMENTS: Nil

PURPOSE:

To propose a revised meeting schedule for 2022 to include Reference Groups and Streetscape Committees, subject to the outcome of a review of the Council meeting schedule, which is currently on exhibition. The report also seeks to nominate chairpersons or representatives to these Committees, as well as the Audit, Risk and Improvement Committee (ARIC) and Performance and Remuneration Panel.

EXECUTIVE SUMMARY:

At its meeting on 25 October 2021, Council adopted a meeting schedule for 2022, without any Council Committee meetings or Reference Group meetings included to allow the newly elected Council to determine its preferred schedule.

The resolution of Council on 24 January 2022 to place on public exhibition a proposed Council Meeting schedule and practice for 2022 included the potential abolition of the two Committees of Council being the:

- Governance and Finance Committee; and
- Legal and Planning Committee

Currently no dates have been scheduled by Council for the conduct of these Committees of Council. Given to date no determination has been made regarding the conduct of these Committees dates are recommended for them to be held allowing the status quo to continue until Council determines otherwise.

A proposed schedule has been prepared for Reference Groups meetings and Streetscape Meetings to allow for planning for these meetings, should Council determine to continue with their operation.

It is also proposed that Council determine the Councillor representation on the Audit, Risk and Improvement Committee and the Performance and Remuneration Panel.

FINANCIAL IMPLICATIONS:

There are no financial implications arising from this report.

RECOMMENDATION:

1.THAT Council resolve to conduct meetings of the Environment, Sport and Recreation and Sustainable Transport Reference Groups in accordance with the dates set out in this report noting that a further report will be provided in September 2022 as required under the Terms of Reference.

2. THAT the following Councillors be appointed as Chairpersons to the nominated Reference Groups for the term to September 2022:

- Environment Reference Group – Councillor _____,
- Sport and Recreation Reference Group – Councillor _____, and
- Sustainable Transport Reference Group – Councillor _____,

3.THAT Council confirm the Deputy Mayor as a Councillor representative to the Audit, Risk and Improvement Committee and appoint one further Councillor representative for the term of this Council.

4. THAT Council adopt the following meeting dates for the committees of Council:

Date	Time	Council Committee
Monday, 14 March 2022	6.00pm	Legal and Planning
Monday, 9 May 2022	6.00pm	Governance and Finance
Tuesday 14 June 2022	6.00pm	Legal and Planning

5. THAT the Mayor, Deputy Mayor and Councillor Mutton be appointed to the the Performance and Remuneration Panel, together with a Councillor to be nominated by the General Manager, for the term of Council.

6. THAT Matthew McArthur of McArthurs Recruitment and HR Consulting be reappointed to the Performance Review Panel as the independent HR Specialist/facilitator.

7.THAT Council resolve to conduct meetings of the Streetscape Committees in accordance with the dates set out in this report noting that a further report will be provided prior to October 2022 for the purpose of determining meeting dates for 2023.

LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

5. Our Civic Leadership

5.3 Community is informed and consulted

BACKGROUND

At its meeting on 25 October 2021, Council adopted a meeting schedule for 2022, without any Committee meetings or Reference Group meetings included to allow the newly elected Council to determine its preferred schedule.

At its meeting on 24 January 2022, Council resolved:

1. THAT Council resolve to place on public exhibition for 42 days the following proposed Council Meeting schedule and practice for 2022:

a) That Council meetings be held twice a month except in January where one meeting will be held.

b) That the Business Papers are made available to the governing body and placed on the Council's website in such a way as to ensure the Business Paper is available two weekends prior to the Council Meeting.

c) That the Legal and Planning Committee and the Governance and Finance Committee be abolished and the matters previously reported to those Committee Meetings be integrated into Council Meetings.

d) That in the week prior to a Council meeting where appropriate Councillor Briefings in relation to the items on the Business Paper can be held.

e) That Councillor briefings be webcast and open to the public subject to s10A guidelines and the requirements of the other Acts.

2. THAT following the exhibition period a report be prepared to Council in relation to the adoption of the meeting schedule for 2022 and the Code of Meeting Practice.

This resolution is currently on exhibition.

CONSULTATION REQUIREMENTS

Community engagement is not required.

DETAIL

Reference Groups

In 2021, Council had three active Reference Groups:

- Environment - deals with a range of environmental sustainability issues
- Sport and Recreation - assists Council to provide sporting and recreational facilities.
- Sustainable Transport - aims to improve sustainable transport options, and pedestrian and cyclist safety

Reference Groups are an important part of Council’s community engagement framework and have been established to assist in the conduct of Council business.

Citizen members may join Reference Groups. Membership is comprised of individuals and representatives of community groups and organisations operating in North Sydney. All Councillors are members of all Reference Groups. Each Reference Group is chaired by a Councillor appointed by Council.

It is recommended that Reference Group Meetings be held as follows and based on a similar cycle as for 2021:

Date	Time	Reference Group
Monday, 11 April 2022	6pm	Sustainable Transport Reference Group
Monday, 11 April 2022	7.15pm	Environment Reference Group
Monday, 16 May 2022	6pm	Sport and Recreation Reference Group
Monday, 15 August 2022	6pm	Sport and Recreation Reference Group
Tuesday, 15 November 2022	6pm	Sport and Recreation Reference Group
Monday, 21 November 2022	6pm	Sustainable Transport Reference Group
Monday, 21 November 2022	7.15pm	Environment Reference Group

The Reference Groups are to be reviewed in September each year. A report will be provided to Council in September 2022 for this purpose including consideration of any changes to the Terms of Reference.

Other Committees

Audit, Risk and Improvement Committee (ARIC)

A more detailed report on the operation of the ARIC will be submitted to an upcoming Council meeting taking into consideration the draft guidelines issued recently by the Office of Local Government.

However as the first meeting is on 25 March it is necessary to appoint the Councillor representatives. The current ARIC Charter provides for the Deputy Mayor/councillor and one other councillor to act as Council’s voting representatives on the Committee.

The current ARIC Charter is silent on the term for councillors. It is recommended that the Councillor representative be appointed for the remainder of the Council term noting that the Deputy Mayor is the other Councillor representative.

Performance and Remuneration Panel

At its meeting on 30 April 2018 Council resolved:

THAT a Performance and Remuneration Committee (now Panel) be established to improve transparency and governance of employment arrangements.

THAT membership of the Performance and Remuneration Committee (now Panel) consists of the Mayor, Deputy Mayor, another Councillor appointed by Council and a Councillor appointed by the General Manager.

THAT the Performance and Remuneration Committee be authorised to:

- I. Provide a consultation forum between Council and the General Manager on the establishment and application of terms and conditions for staff.
- II. Facilitate consultation between the General Manager and Council on the appointment or dismissal of Senior Staff in accordance with s337 of the LGA.
- III. Establish and implement a robust performance management system for Senior Staff.
- IV. Undertake the annual performance review process of the General Manager under the leadership of the Mayor.
- V. Recommend performance salary adjustments (if any) following performance reviews of Senior Staff

This Committee is established to, in part, facilitate Council's compliance with the Guidelines issued under section 23A of the Local Government Act 1993 relating to the Appointment and Oversight of General Managers. These guidelines set out the process to be undertaken with regard to the framework for performance management of the General Manager.

Membership of the Performance and Remuneration Committee consists of the Mayor, Deputy Mayor, another Councillor appointed by Council and a Councillor appointed by the General Manager. This is in accordance with the section 23A of the OLG Guidelines and Council policy. Councillor Mutton was formerly appointed by Council.

The current performance year is halfway progressed and there is a new Mayor and Deputy Mayor. To seek to provide some consistency in the process, it is recommended that Councillor Mutton be reappointed as the Council appointee.

It is noted that for the purpose of the General Manager's performance process that under the Guidelines an external facilitator/independent is recommended to be in place. This role has formerly been performed by Matthew McArthur of McArthurs Recruitment and HR Consulting and it is recommended that he continue to perform this function.

Streetscape Committees

These committees have existed since the mid-90's and are a community consultation forum to enable Council to consider the input of the local business community and residents on streetscape amenity. There are currently three operational committees being:

- Cremorne Shopping Area
- Crows Nest Shopping Area
- Neutral Bay Shopping Area

The meeting agendas are set by the Director Engineering and Property Services.

It is recommended that Streetscape Committees be held as follows and based on a similar cycle to 2021:

Date	Time	Streetscape Committee
Tuesday, 15 February 2022	5.30pm	Neutral Bay
Tuesday, 22 February 2022	5.30pm	Crows Nest
Tuesday, 8 March 2022	5.30pm	Neutral Bay
Tuesday, 22 March 2022	5.30pm	Crows Nest
Tuesday, 12 April 2022	5.30pm	Cremorne
Tuesday, 30 August 2022	5.30pm	Neutral Bay
Tuesday, 27 September 2022	5.30pm	Crows Nest
Tuesday, 18 October 2022	5.30pm	Cremorne

Meeting dates for the Streetscape Committees are to be determined by October each year in accordance with the Terms of Reference. A report will be provided to Council in September this year for this purpose and for the purpose of considering any changes to the Terms of Reference.

Committees of Council

There are currently two Committees of Council (also known as standing committees), that is Committees of which all members are Councillors, being the:

- Governance and Finance Committee; and
- Legal and Planning Committee

Under the current Charter the Governance and Finance Committee is to have five meetings per year with meetings held on Monday evenings at 6.00pm.

The Legal and Planning Committee allows Council to monitor and inform legal matters in progress in the presentation of Council's Solicitor. It also provides an opportunity for Councillors to interact with senior Planning staff in a more iterative manner, particularly in respect to Strategic Planning and Master plans.

The meetings of the Governance and Finance Committee are scheduled to coincide with the Integrated Planning and Reporting (IPR) quarterly reports and Annual Report. This provides the opportunity for Councillors to monitor and review the financial and Operating Plan reports in detail and to interact with senior staff in a more iterative environment than Council meetings.

Under the current Charter the Legal and Planning Committee is to have four meetings per year with meetings held on Monday evenings at 6.00pm

Currently no dates have been scheduled by Council for the conduct of these Committees of Council. It is a matter for Council whether it wishes to schedule Committee meetings prior to formally determining the future of these two Committees of Council.

Should Council determine to schedule dates for the conduct of these Committees of Council prior to the completion of public exhibition regarding the future conduct of meetings the following dates are proposed:

Date	Time	Council Committee
Monday, 14 March 2022	6.00pm	Legal and Planning
Monday, 9 May 2022	6.00pm	Governance and Finance
Tuesday 14 June 2022	6.00pm	Legal and Planning