

8.10. Code of Meeting Practice and Council Meeting dates

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ENDORSED BY: Shane Sullivan, Executive Manager Governance

ATTACHMENTS:

1. Community Engagement 1 February 2022 to 14 March 2022 - Analysis and Summary of responses [**8.10.1** - 13 pages]
2. Code of Meeting Practice 2022 review post exhibition [**8.10.2** - 46 pages]
3. Submission Summary Code of Meeting Practice for 27 June 2022 [**8.10.3** - 5 pages]
4. Calendar 2022 and 2023 - Council Meetings [**8.10.4** - 1 page]

PURPOSE:

The purpose of this report is for Council to:

1. Consider submissions made in response to community engagement following the Council resolution of 24 January 2022.
2. Consider adoption of the draft Code of Meeting Practice placed on public exhibition following the Council resolution of 26 April 2022 and any additional changes.
3. Determine a schedule of Council Meeting dates.

EXECUTIVE SUMMARY:

In response to the Council resolution of 24 January 2022, a community engagement process was undertaken seeking feedback regarding:

- Regularity of Council Meetings
- Lead time for publication of Council Meeting Business Papers
- Abolition of the Legal and Planning, and Governance and Finance Committees
- Conduct of a pre-meeting briefing
- Webcasting of Councillor Briefings

There was support in response to the engagement process to move to two Council Meetings per month, greater lead time for the publication of Business Papers, abolition of the Committees, the conduct of pre-meeting briefings and webcasting of Councillor briefings.

As a result, this report details how each of these can be implemented with the exception of webcasting Councillor briefings. This is not recommended as it does not align with a non-mandatory provision of the Model Code of Meeting Practice.

In response to the Council resolution of 26 April 2022, a draft Code of Meeting Practice was placed on public exhibition. The draft Code aligned to the Model Code and provided for remote attendance at Council Meetings.

There was limited feedback to this public exhibition period and no significant changes are now recommended in response to the feedback received.

FINANCIAL IMPLICATIONS:

The increase in the number of Council Meetings will have some resource implications. These are difficult to quantify at this time and it is proposed that any budgetary impacts would be reported and managed through Council's quarterly budget review process, and in response to actual impacts and data.

RECOMMENDATION:

1. **THAT** Council adopts the attached Code of Meeting Practice in accordance with section 360 of the *Local Government Act 1993*.
2. **THAT** Council adopts the attached Council Meeting schedule for 2022 and 2023, and that a further report be provided to Council in September 2023 for the purpose of determining Council Meeting dates for 2024.
3. **THAT** Council notes the attached planned Agenda publication dates for Council Meetings in 2022 and 2023.
4. **THAT** Council abolishes the Legal and Planning Committee originally established on 27 November 2012 noting that matters formerly referred to the Committee will be reported directly to a Council Meeting.
5. **THAT** Council abolishes the Governance and Finance Committee originally established on 27 November 2012 noting that matters formerly referred to the Committee will be reported directly to a Council Meeting.

LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

5. Our Civic Leadership

5.2 Council is well governed and customer focused

BACKGROUND

At its meeting held 24 January 2022, Council resolved as follows:

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.

Engagement was undertaken in accordance with this resolution of Council and the feedback received is provided as an attachment.

The Office of Local Government issued a revised Model Code of Meeting Practice for Local Councils in NSW on 29 October 2021. The new Model Meeting Code was prescribed under the Local Government (General) Regulation 2021.

The new Model Meeting Code contains new provisions:

- That allow Councils to permit individual Councillors to attend meetings by audio-visual link
- That allow meetings to be held by audio-visual link in the event of natural disasters or public health emergencies.
- That require that Business Papers include a reminder to Councillors of their oath or affirmation of office, and the obligations to disclose conflicts of interest.

The current provisions that allow individual Councillors to seek Council permission to attend remotely were extended to 30 June 2022. This was to allow Council additional time to exhibit and adopt new codes of meeting practice that include provisions for attendance by audio-

visual link. Councils that have not done so will not be permitted to have Councillors attend by audio-visual link after 30 June 2022.

At its meeting held 26 April 2022, Council resolved to adopt a draft Model Code of Meeting Practice that incorporated the new provisions as follows:

1. **THAT** Council adopt the attached draft Code of Meeting Practice for the purpose of public exhibition of not less than 28 days with a period of not less than 42 days during which submissions may be made.

2. **THAT** a further report be provided to Council prior to 30 June 2022 for the purpose of considering submissions and adopting a Code of Meeting Practice.

A change adopted in the draft was a provision to change the deadline for submission of Notices of Motion to three days prior to the distribution of the Agenda. This was to provide Council with flexibility should it be determined to issue the Agenda in advance of the three days required under the legislation.

A Councillor Briefing was conducted on 6 June 2022 to consider feedback received and options with regard to the Council Meeting structure.

CONSULTATION REQUIREMENTS

Community engagement has occurred in accordance with Council's *Community Engagement Protocol*. The detail of this report provides the outcomes from the engagement for Council to consider prior to adoption.

DETAIL

Draft Code of Meeting Practice – Council resolution of 26 April 2022

The attached summarises the feedback received in response to the draft Code of Meeting Practice placed on exhibition as resolved by Council on 26 April 2022 with proposed actions where appropriate. The public exhibition period was from 25 May to 8 June 2022 and six submissions were received.

The following summary details the methods were used to generate widespread awareness of the proposal and the reach:

- Your Say North Sydney web page - 66 views during the exhibition period, including 15 downloads of the amended Code.
- Council's E-newsletters - including:
 - Council E-news - May issue (1,377 subscribers, 2 link clicks) and June issue (1 link click)
 - Business e-news - April issue (649 subscribers, 2 link clicks), May and June issues (0 link clicks)
 - Precincts E-news - weekly (162 subscribers, 3 link clicks total);

- memorandum to Precinct Committees - 8 Precinct Committees promoted the project (opportunity to have a say) via their meeting invite flyer, distributed to a collective of 16,900 residences

It is noted that the key changes in the Code of Meeting Practice as reviewed by the Office of Local Government were provisions:

- That allow Councils to permit individual Councillors to attend meetings by audio-visual link as well as those participating in public forum.
- That allow meetings to be held by audio-visual link in the event of natural disasters or public health emergencies.
- That Business Papers include a reminder to Councillors of their oath or affirmation of office, and the obligations to disclose conflicts of interest.

No significant changes are proposed in response to this public exhibition period.

One element raised through the submissions related to the conduct of Public Forum. Feedback included:

- That there be no limitations as to the number of speakers
- That the requirement to identify being for or against a matter be removed
- That speakers be permitted to address Council during the meeting; and
- That there be no limitations as to the topic for speakers

The Public Forum provisions are non-mandatory provisions in the Model Code of Meeting Practice, that is, it is not a mandatory requirement that Council conduct a Public Forum. However, the Model Code notes that a Public Forum is for the purpose of hearing oral submissions from members of the public on items to be considered at the meeting. It further provides that Public Forums should not be held as part of a Council Meeting.

No changes are recommended to the conduct of the Public Forum as part of this review.

Response to community feedback – Council resolution of 24 January 2022

A total of 57 submissions were received in response to the public exhibition period from 1 February 2022 to 14 March 2022. Full details of the responses and submissions are attached.

The following provides a summary of the methods were used to generate widespread awareness of the proposal and the level of participation/reach:

- web page - 224 page views during the exhibition period, including:
 - 9 downloads of the Council resolution of 24 January 2022
- posts on Council's social media accounts on 4 February 2022
 - Facebook – 1,961 accounts reached, 86 post clicks, 19 likes, 11 comments and 1 share
 - Instagram – 1,220 accounts reached, 37 likes, 1 comment, 3 Shares, 5 actions taken

- Council's eNewsletters including monthly Council eNews (1358 subscribers), weekly Precincts eNews (153 subscribers) and Business eNews (660 subscribers), a total of 35 link click
- memorandum to Precinct Committees:
- 6 Precinct Committees promoted the project (opportunity to have a say) via their meeting invite flyer distributed to a collective of 8,650 residents

Each of the items resolved by Council for engagement is considered below with recommendations were appropriate.

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

Of the 57 submissions received 86% of respondents supported this proposal.

Council's Code of Meeting Practice provides that Council shall, by resolution, set the frequency, time, date and place of its ordinary meetings (clause 3.1). As a result a change to the Code of Meeting Practice is not required to establish meetings twice a month.

At its meeting held 25 October 2021, Council adopted a meeting schedule for 2022.

Attached is a proposed meeting schedule for the remainder of 2022 and all of 2023 that provides for Council Meetings twice a month commencing from August 2022 with the following exceptions:

- Monday 24 October 2022 – No Council Meeting proposed due to LGNSW Conference resulting in only one Council Meeting in October 2022
- Monday 26 December 2022 – No Council Meeting proposed due to holiday period resulting in only one Council Meeting in December 2022
- Monday 23 January 2023 – Council Meeting proposed to be held on 30 January 2023 instead. This is due to the holiday period and Australia Day public holiday. There are five Mondays in January which still allows for a Council Meeting in January and a two week timeframe before the next Council Meeting.
- Monday 10 April 2023 – No Council Meeting proposed due to Easter Monday Public Holiday and holiday period resulting in only one Council Meeting in April 2023
- Monday 23 October 2023 - No Council Meeting proposed due to likely dates for LGNSW Conference resulting in only one Council Meeting in October 2023

The reason it is recommended to commence from August 2022 is to allow a transitional period to put in place revised timeframes to support (b) below.

It is noted that Councillors continue to have the ability to seek the conduct of an Extraordinary Council Meeting in accordance with the Code of Meeting Practice.

It is recommended that Council adopt the attached schedule and that a further report be provided to Council in September 2023 for the purpose of determining Council Meeting dates for 2024.

- 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.*

Of the 57 submissions received 84% of respondents supported this proposal.

Council's Code of Meeting Practice provides that the General Manager must send to each Councillor, at least three (3) calendar days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting (clause 3.6). Further, clause 3.23 provides that copies of Agendas and Business Papers must be made available to the public at a time that is as close as possible to the time they are available to Councillors.

As a result a change to the Code of Meeting Practice is not required to provide the Business Papers more than three calendar days before each meeting.

The attached schedule sets out the proposed publication date for the Business Papers for each meeting with the aim of providing them two weekends prior to the Council Meeting. To allow time to put in place transitional arrangements to move to the new timeframes, it is proposed that this change will take effect from the Council Meeting to be held Monday, 8 August 2022.

It is recommended that Council note the attached schedule of publication dates. It is proposed that the publications dates will be published on Council's website with the Council Meeting dates.

- 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.*

Of the 57 submissions received 86% of respondents supported this proposal.

The Legal and Planning Committee and the Governance and Finance Committee are made under part 20 of the Code of Meeting Practice. They are the only Council Committees established in this way.

While the Charter for the Committees states that they are established under section 355(b) of the Local Government Act the Committees have no delegation from Council to exercise a function of Council.

It is not necessary to amend the Code of Meeting Practice to abolish the Committees but it is recommended that Council formally resolve to do so.

Council retains the ability to establish a Committee under part 20 of the Code of Meeting Practice should it resolve to do so in the future.

- 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.*

Of the 57 submissions received 80.7% of respondents supported this proposal.

The Code of Meeting Practice currently provides that pre-meeting briefing sessions may be held. As a result, no change to the Code of Meeting Practice is required to facilitate this.

It is recommended that the General Manager arrange for these sessions be conducted commencing from August 2022 and that Councillor feedback be sought as to their efficacy.

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

Of the 57 submissions received 86% of respondents supported this proposal.

The Code of Meeting Practice currently provides that pre-meeting briefing sessions are to be held in the absence of the public (former clause 3.31, new clause 3.32)

The conduct of pre-meeting briefing sessions is a non-mandatory part of the model Code of Meeting Practice. Council must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Code made by the Office of Local Government.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

Given this relates to a non-mandatory provision it is open for Council to determine that pre-meeting briefings are to be webcast and open to the public subject to the provisions of section 10A that apply to the closure of Council Meetings to the public.

However, it is not recommended that Council resolve to remove the requirement that pre-meeting briefing sessions are to be held in the absence of the public. It is considered this does not align with the Model Code of Meeting Practice.

Should Council determine otherwise, the following revised wording for Recommendation 1 is provided to assist:

1. **THAT** Council adopts the attached Code of Meeting Practice in accordance with section 360 of the *Local Government Act 1993* with Clause 3.32 being amended to read as follows:

Pre-meeting briefing sessions will be webcast and made available to the public except for so much of the briefing that the General Manager determines comprises matters and information which would be subject to section 10A of the Local Government Act 1993 (Which parts of a meeting can be closed to the public?)

ATTACHMENT TO REPORT

Changes to Council Meeting Schedule and Practice Submissions Summary (prepared 16 March 2022)

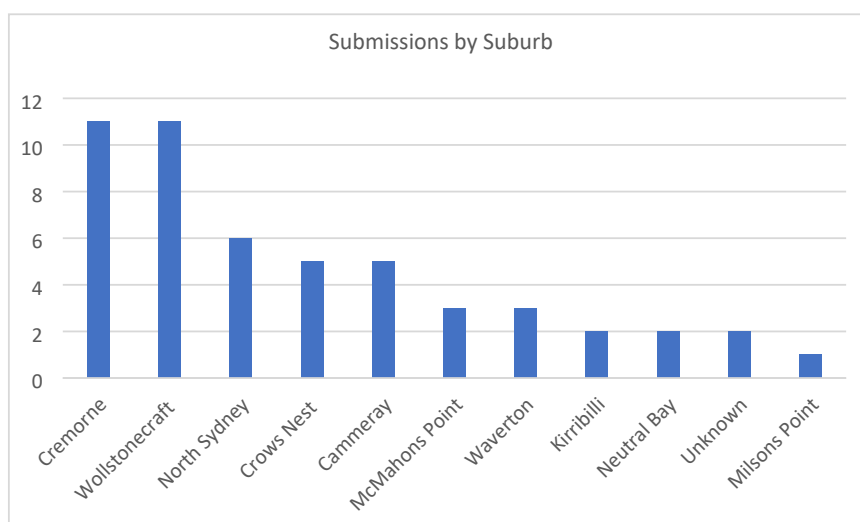
Public exhibition of the proposal took place from 1 February - 14 March 2022 (42 days as per statutory requirement). Feedback was sought via the following formats:

- online submission form (hosted via Your Say North Sydney) (n= 46)
- written submissions (email/letter) - refer to APPENDIX A (n= 5)
- Precinct Committees - Minutes extract refer to APPENDIX B (n= 6)

All feedback received has been collated and analysed. A total of 57 submissions were received. The online submission form asked the respondents whether they supported each aspect of the proposal, and provided the opportunity to comment on each element and/or to provide overall/general comments. Written submissions and feedback by Precinct Committee was free form. All responses have been categorised by the proposal elements. Most respondents favour of all elements of the proposal, as indicated by this summary table:

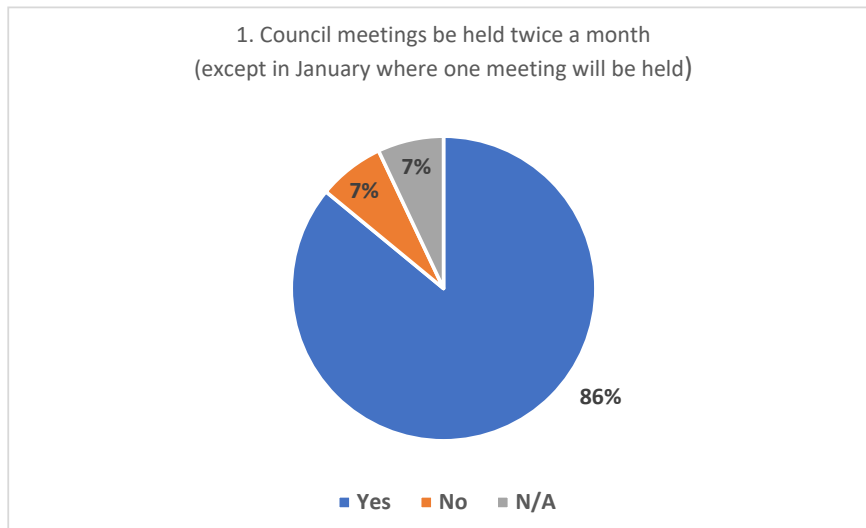
Element of Proposal	Support in percentage			
	Yes	No	Neither /nor	N/A
1. Council meetings be held twice a month except in January where one meeting will be held	86%	10.5%	-	3.5%
2. The business papers that are to be reported to Council will available on Council's website two weekends prior to a Council meeting	84%	5%	4%	7%
3. 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 Meeting	86%	5%	-	9%
4. Where appropriate, Council briefings relating to matters on the agenda will be held in the week prior to the Council meeting	80.7%	3.5%	1.8%	14%
5. Councillor briefings be webcast and open to the public subject to s10A guidelines [of the Local Government Act] and the requirements of the other Acts	86%	9%	-	5%

All submitters (that provided their suburb) were from the North Sydney LGA (2 submissions did not specify their location; Precinct Committees are not included):



The following details the level of support from all sources per proposal element:

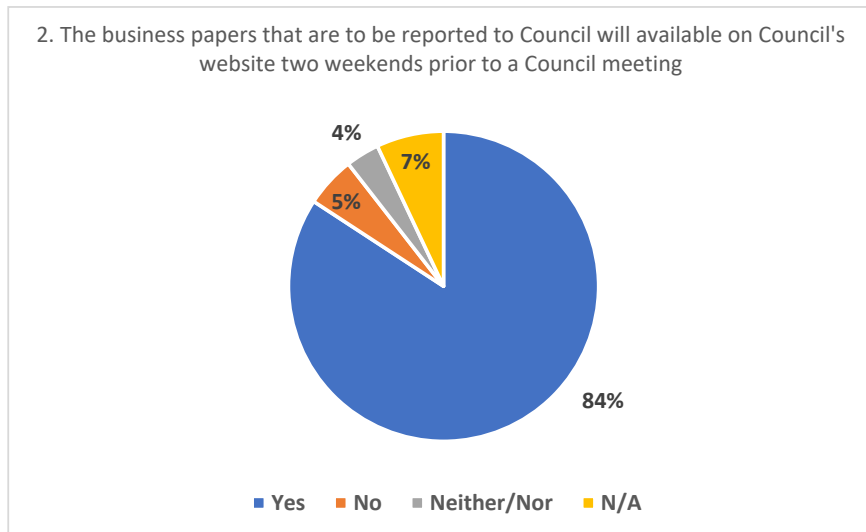
Proposal 1 - Council meetings be held twice a month except in January where one meeting will be held:



Proposal 1 - Verbatim Comments
Some councillors have a poor history of the turning up
Too much talk not enough action
Agree
Can potentially shorten the length of meetings (instead of them going into the middle of the night), ability to react quicker without having to call an extraordinary meeting and any follow up can occur faster and is fresher in peoples minds.
Council Meeting more regularly makes sense for the community as there are lots of areas that need review, approval, focus. Meeting monthly is not enough.
Excellent!
Great idea providing ability for councillors to attend remotely if needed (e.g. when they are on holidays, etc.)
Great re-incarnation of an older policy. More frequent meetings will mean more getting done and greater accountability to the community. Also meetings should be shorter and more manageable to re-introduce the public gallery. An excellent idea
I agree that there needs to be more frequent Council meetings to address the volume of work at hand for the new Council
I presume this is a greater workload for councillors but very helpful for those waiting for issues to be dealt with, and potentially allows better focus on the most important issues due to shorter agendas in general.
I think shorter and more frequent meetings are better and more efficient, especially if available remotely
Items can be dealt with in a timely manner. Meetings would not have too many items on the agenda so participants are not at Council for many hours.
Many of the meetings have exceedingly long Agendas. More regular meetings, with shorter agendas, will lead to better preparation and decision making.
Meeting more frequently allows for matters of urgency to be addressed more readily.
Meeting more frequently will speed up council business and ensure that important matters don't fall between the cracks and result in an unsatisfactory outcome.
Meetings are more often than not, of long duration. Many residents do not have the time to sit through taking note of the issues raised in debate. It is also too much to expect the Councillors to remain alert for such long periods of time.
Meetings very two weeks is a step long overdue. It has been done before and is a no-brainer. Councillors know best what is needed and I am surprised we are even being asked to comment. Get on with it.
More community involvement. More accountability and engagement. More transparency.

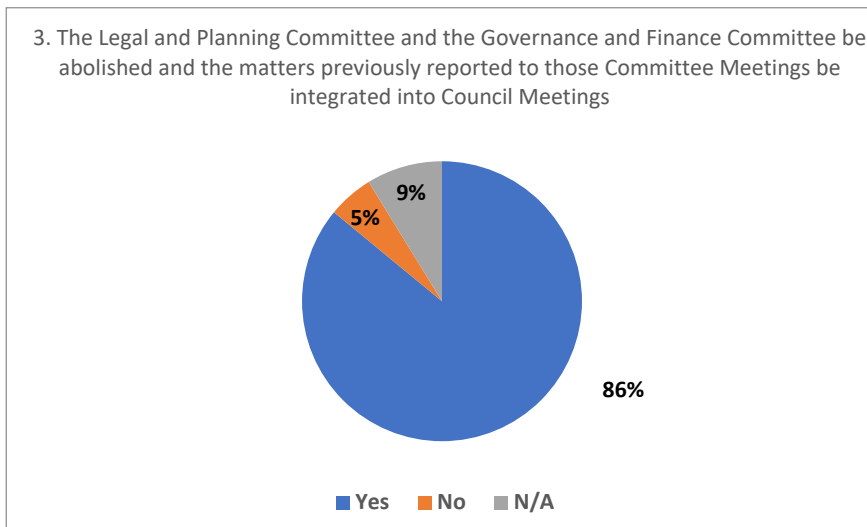
Proposal 1 - Verbatim Comments
More frequent, shorter meeting such as NSC used to have will aid in decision-making. If Councillors are willing to commit to the nights required, good on them.
More timely consideration of matters
The new council will have to deal with a lot of issues that were ignored or incorrectly handled by the previous council, so meeting twice a month will help to clear the backlog. Also the extra time will allow more constituents to address council.
There appears to be a lot of work before Council and if they are willing to make themselves available to do the work am happy to support it.
There are enough matters arising to justify monthly meetings
Wonderful idea
Would seem to allow for greater responsiveness to emerging and urgent matters.

Proposal 2 - The business papers that are to be reported to Council will be available on Council's website two weekends prior to a Council meeting:



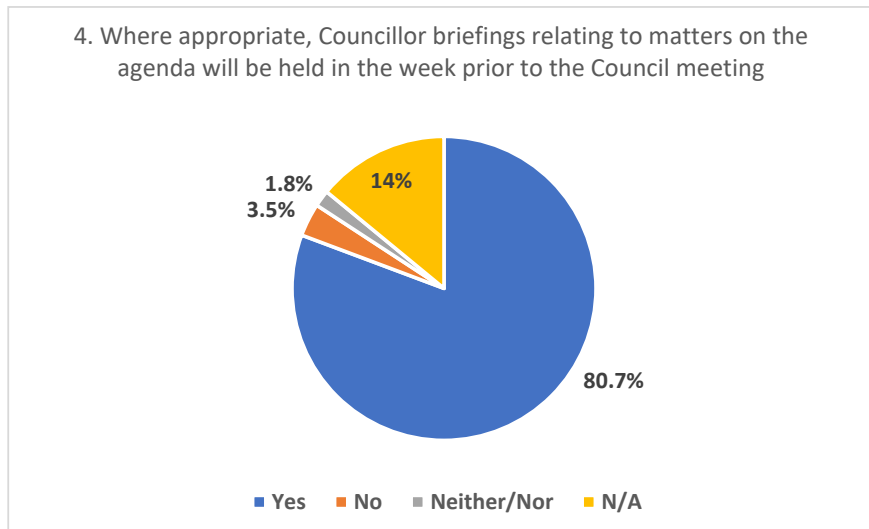
Proposal 2 - Verbatim Comments
Business paper should be available at least 4 weeks before the meeting so that public can have more time to understand and digest.
Access to data is an essential part of being informed and engaged
Agree
Anything that helps increase transparency with the community is very good and to be encouraged.
Council meetings every fortnight is probably not going to work as they papers for the next meeting will be due before minutes/action items won't be resolved from last meeting. You should try it to see if it works, and if not, look at other options
Greater transparency is what I voted for at the last Council elections. Thank you for listening and acting.
Increases transparency - a very welcome development
It's critical that we can read these before the meeting
Some people do not want to join in a remote meeting but are still interested in the business before Council.
Sounds fair
Thinking this should be a guideline/best practice. Ultimately if Council is not able to provide a report that quickly i would think they should request a delay in the motion to properly meet any requirements.
This is an excellent recommendation. The current four days notice to absorb the business paper content is clearly inadequate for both Councillors and the community. I strongly support this part of the recommendation.
This is common sense. It gives all parties plenty of time to review the documentation.
This is more important for Councillors than it is for the community but it does allow more time to prepare submissions.
To enable this to happen you may have to remove some of the red tape behind Councillor officer creation.
Very helpful for members of public to be able to be well informed in advance.
My view is that ultimately the Councillors and the relevant Council officers are best placed to determine their optimal working arrangements with respect to Proposal 2 and 4, taking into consideration the fact that Councillors will require sufficient time to digest the material and Council staff will require sufficient time to prepare papers for the meetings.
Very transparent and should ensure all attendees are fully briefed.

Proposal 3 - 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:



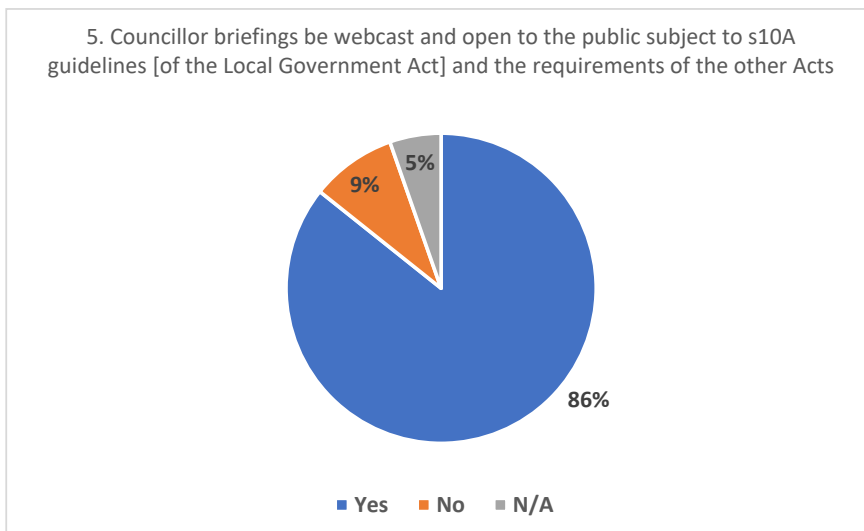
Proposal 3 - Verbatim Comments
These two Committees should not be abolished. Members of these two Committees have their specific knowledge and experience to deal with the relevant experience. They would have time to discuss and share their opinion whilst the Councillors may not have.
A logical sensible thing to do It will significantly improve transparency in line with election promises. Again, promotes transparency and enables all councillors to be well-informed.
Agree
All Councillors should be aware of all these issues. Inclusive and transparent
Closed door activities not part the true democratic process
Great idea, i personally think all councillors should be involved in governance and finance (although this will potentially increase the length of meetings).
I'm very pleased that all Councillors will have a say on such matters instead of a select few
In the interests of transparency of Council processes, this is an excellent suggestion.
I've attended one or two of these before and it would be far better to incorporate them in the general meetings to be more transparent.
Streamlining Council committees makes sense, and removes the possibility that matters are inadvertently hidden from debate.
This is a matter for the whole committee
This makes it more easily possible for public to remain well informed on those issues which might otherwise escape scrutiny.
This would make everyone aware of the Business before Council and as transparency is important I cannot see a negative to this action.
Transparency is paramount to this new council
What about the Sustainable Transport Reference Group
I don't feel I have enough information to understand the question.

Proposal 4 - Where appropriate, Councillor briefings relating to matters on the agenda will be held in the week prior to the Council meeting:



Proposal 4 - Verbatim Comments
It would be better two weeks in advance
It's more important that briefings are meeting the needs of councillors to make decisions. I would prefer briefings be made available and online to public a minimum number of days before the respective general meeting, so the public can digest and lobby.
Agree
Sounds fair
These briefings should be recorded and uploaded for public viewing prior to the meeting in the interests of full and transparent disclosure.
This is another matter that Councillors should decide without the need for community input but since you have asked, go for it.
This should assist the councillors being better informed and prepared
this will allow better use of council meeting time
My view is that ultimately the Councillors and the relevant Council officers are best placed to determine their optimal working arrangements with respect to Proposal 2 and 4, taking into consideration the fact that Councillors will require sufficient time to digest the material and Council staff will require sufficient time to prepare papers for the meetings.
This will give Councillors time to consider items and follow up on any information that they need to clarify prior to the meeting and a possible vote.

Proposal 5 - Councillor briefings be webcast and open to the public subject to s10A guidelines [of the Local Government Act] and the requirements of the other Acts:



Proposal 5 - Verbatim Comments
All briefings should be available to public
I do not think this is a necessity.
"and that the webcast should be recorded and recordings should be made available online for viewing on the website"
About time
Agree
Briefings should also be recorded and uploaded for public to be fully informed. Also if the briefing is to be closed, clearly indicate on why and what grounds under what Clause of the Act this decision is made and why it must be kept confidential.
Definitely should be open to the public
For transparency and good governance reasons I see the recording and online retrieval of these webcasts as essential for informing the community on these matters.
I support this, once again in the interests of transparency.
I think all the meeting should be webcast to be transparent and so residents can watch
It is simply a question of access and equity. Every measure possible should be undertaken to allow citizens to see Council deliberations in real time. It makes for a more transparent and accountable Council.
Most important and strongly welcomed for the sake of transparency and general public being able to be better informed!
Ratepayers and residents need to have access to council meetings. This will also assist in proper code of conduct in meetings
should be available
This would be a fantastic development and assist greatly in informing those members of the community who are keen to understand more about the rationale for Council's decisions.
Transparency and scope for engagement
Very excited by this. If I am to say something at a public forum, much better not to be missing information provided to Councillors.
Very transparent - I like it.
In addition, I request that Item (5) also amended to include that the briefings are recorded and made available for community on-line viewing at any point in time
I have two further recommendations: (a) In addition to making Councillor briefings available by live webcast, briefings should be recorded and the recordings should be made available to the public (similar to Council meetings), to maximise public access to information. Making Councillor briefings available to view online (live and recorded) would help the

Proposal 5 - Verbatim Comments
community to keep informed about important issues that affect them and the broader LGA, and provide the community with a deeper understanding of factors that could influence Councillor voting decisions.
(b) Confidentiality - Where a decision is made to close a briefing to the public, on the basis of the subject being a matter under section 10A(2) of the Local Government Act 1993, the Council should disclose to the public the reasons for its decision, by specifying the specific clause(s) of section 10A(2) that are relevant. In particular, claims that matters are “commercially sensitive” should be justified. This will ensure that only matters that meet the criteria under section 10A(2) of the Act (or any other relevant legislative requirements) are kept confidential, and all other information is made publicly available, in the interest of the public.
(c) My comment in paragraph (b) applies also to Council meetings.
Very transparent.

Appendix A. Written Submissions (emails/letters)

The following table collates the written submissions received, which are proactively released in accordance with Council's *Access to Information Policy*.

No.	Name and Address	Issue/Theme
1	Diane Liebmann	I agree with point 5 of the proposed transparency policy.
2	Tim Phillip 401/61 Parraween St CREMORNE	<p>With respect to the items listed below, I support all the proposals outlined. In addition, I request that Item (5) also amended to include that the briefings are recorded and made available for community on-line viewing at any point in time.</p> <ol style="list-style-type: none"> 1. That Council meetings be held twice a month except in January where one meeting will be held. 2. 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. 3. 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. 4. 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. 5. That Councillor briefings be webcast and open to the public subject to s10A guidelines and the requirements of the other Acts.
3.	Sarah Kok	<p>As a resident and ratepayer of North Sydney LGA, I appreciate the opportunity to provide comments on the proposed changes to Council Meeting Schedule and Practice.</p> <p>Proposal 1 <i>"That Council meetings be held twice a month except in January where one meeting will be held."</i></p> <p>From the perspective of a member of the community, I think that there would be benefits from having meetings twice a month. These include -</p> <ul style="list-style-type: none"> • Encourage more community engagement - more frequent meetings (that are made available by live and recorded webcast) would provide more opportunity for the community to keep abreast of important issues affecting our LGA that are being considered by the Council; and • Promote efficiency, by allowing more opportunities for Council decision making on important issues so workstreams can progress more quickly (rather than having to wait for a whole month for the next Council Meeting, before a decision can be made to progress a workstream to the next stage). <p>Proposal 3 <i>"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."</i></p> <p>I support this. I think consolidating all Council matters into a single forum will promote transparency and simplicity, and enable easier tracking of information.</p> <p>Proposal 2 and 4 <i>"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."</i></p> <p><i>"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."</i></p> <p>My view is that ultimately the Councillors and the relevant Council officers are best placed to determine their optimal working arrangements with respect to Proposal 2 and 4, taking into consideration the fact that Councillors will require sufficient time to digest the material and Council staff will require sufficient time to prepare papers for the meetings.</p> <p>Proposal 5 <i>"That Councillor briefings be webcast and open to the public subject to s10A guidelines and the requirements of the other Acts"</i></p> <p>I strongly support this proposal because it enables transparency. I have two further recommendations –</p> <p>(a) In addition to making Councillor briefings available by live webcast, briefings should be recorded and the recordings should be made available to the public (similar to Council meetings), to maximise public access to information. Making Councillor briefings available to view online (live and recorded)</p>

No.	Name and Address	Issue/Theme
		would help the community to keep informed about important issues that affect them and the broader LGA, and provide the community with a deeper understanding of factors that could influence Councillor voting decisions. (b) Confidentiality - Where a decision is made to close a briefing to the public, on the basis of the subject being a matter under section 10A(2) of the Local Government Act 1993, the Council should disclose to the public the reasons for its decision, by specifying the specific clause(s) of section 10A(2) that are relevant. In particular, claims that matters are “commercially sensitive” should be justified. This will ensure that only matters that meet the criteria under section 10A(2) of the Act (or any other relevant legislative requirements) are kept confidential, and all other information is made publicly available, in the interest of the public. (c) My comment in paragraph (b) applies also to Council meetings.
4.	Pamela Wall 18/81 Gerard St, CREMORNE	I support all of the five suggestions. They will make the machinations of Council available for all to see. Transparency in local government can only be improved by adopting these measures.
5.	Jon Duggan 52 /20 Moodie Street, Cammeray	<ol style="list-style-type: none"> 1) That Council meetings be held twice a month except in January where one meeting will be held – <i>I feel that in most instances the Council’s business should be able to be covered in a single Meeting each month, even if the length of the proceedings needs to be extended;</i> 2) 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 – <i>I feel that all ratepayers should have access to all Business Papers to ensure the “transparency” of Council;</i> 3) 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 – <i>I feel that both the Planning Committee and the Governance & Finance Committee should be retained, however again to ensure the “transparency” of Council the Minutes of both these committees’ meetings should be made available to all ratepayers;</i> 4) 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 - <i>again to ensure the “transparency” of Council, I feel the Councillor Briefings should be made available to all ratepayers;</i> and, 5) That Councillor Briefings be webcast and open to the public subject to s10A guidelines and the requirements of the other Acts – <i>Council should comply with all its published Guidelines in relation to all items, not only Councillor Briefings.</i>

Appendix B. Collated feedback from Precinct Committees

The following are extracts from Precinct Committees minutes/submissions concerning this proposal:

No.	Precinct	Minutes	Feedback
1	Brightmore	February	The current system has a time limit for the meeting, sometimes not allowing adequate debate on an agenda item Matters will be dealt with in a more timely manner and given proper consideration
		March	At its meeting of 9 March 2022, Brightmore Precinct passed the following Motion unanimously: That Brightmore lodge the following Precinct Submission: Brightmore Precinct endorses the Proposed Changes to the Council Meeting Schedule and Practice listed below, with an amendment to Item 5 highlighted.

No.	Precinct	Minutes	Feedback
			<p>1. That Council meetings be held twice a month except in January where one meeting will be held.</p> <p>2. 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.</p> <p>3. 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.</p> <p>4. 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.</p> <p>5. That Councillor briefings be webcast and open to the public subject to s10A guidelines and the requirements of the other Acts, and that the webcast should be recorded and recordings should be made available online for viewing on the website.</p>
2	Harrison	March	<p>Pros and cons for each option: Shorter and more frequent are better than lengthy meetings New councillors are open to new ideas and procedures Cr Spenceley open to trialling new procedure and if it doesn't work out revert to the old system. Any changes however require public consultation of a 42 day period Need to consider how changes will impact on Precinct meetings and precinct ability to engage and interact with Council Individuals encouraged to make their own submissions about the proposed change</p>
3.	Lavender Bay	February	<p>The meeting discussed the proposed changes and noted that when Council met twice a month previously it had worked well, that earlier distribution of business papers would help allow sufficient time to review and prepare, and that Councillor briefings open to the public would help enhance transparency.</p> <p>The meeting supported the two meetings in principle and the proposed changes.</p>
4.	Milson	February	<p>Milson Precinct fully supports NSC's proposal to have fortnightly meetings; to upgrade the technology in the council chambers; as well as the proposal for the live streaming & publishing of the councillor briefings. The Public Forum is currently live-streamed, but not published. Milson Precinct supports the Public Forum being incorporated into the meeting, The community could thereby make their representations, with councillor debate and resolution following immediately</p>
5.	Neutral	February	<p>The Neutral Precinct supports the proposal for more frequent meetings. We ask the Council monitor the impact on Council staff and the impact on Council's budget of holding more regular Council meetings. The Precinct supports the elimination of Committees and the inclusion of issues dealt with by Committees, in Council meetings. The Precinct welcomes the proposal to hold live streaming of Councillor briefings which will underpin the transparency of decision making.</p>
6.	Registry	February	<p>Precinct unanimously supports these new initiatives and applauds them in the interests of open & transparent governance</p>

Appendix C. Collated General Comments from Online Submission Forms

The following table collates general comments i.e. comments not in relation to specific proposal elements:

All seem sensible changes
Can we review reference groups? I haven't found Sustainable Transport to function well, it could also be absorbed into general meetings.
Fantastic that this happened, the Councillors really seem switched on.
Generally very, very pleased to see these types of changes. Congratulations to those who put forward these initiatives.
I am surprised at the length of time given to the community to have our say. There are so many urgent matters to attend to that valuable time is being lost. Good on you for asking. You have my full support and on behalf of Wollstonecraft Precinct, you have unanimous support of the committee and the community generally.
I believe more transparency of discussions and meetings of council is important, and support any initiatives where individuals can better participate in and be informed of what is happening in their community.
I believe this changes will allow more transparency on the issues that impact the community. The fact that they can be webcast will allow residents to be more involved on the matters that are discussed by the council.
I fully support these measures. More frequent Council meetings, increased transparency, more time to review papers. Sounds like a more open, participatory Government.
It is pleasing to see that Council does appear to be allowing any interested residents the opportunity (should they wish) to be fully informed of all Council deliberations on various aspects of our Local Government's actions. I do not think a lot of people will avail themselves of this facility but the fact that it is available gives confidence that we do have an open Council in which we can have full confidence.
Please record the Public Forum again. This is sadly lacking and we have no way of going back in to see what questions and comments our residents brought to the attention of NSC. Speakers at the Public Forum should declare their interest at commencement, i.e. they are being paid by the developer.
Provides much needed transparency
Re Public Forum - I support a change back to pre 2019 when this was introduced. As it stands the Forum compromises risks reduction in transparency and community participation.
Really pleased with this initiative. The council has been closed to the public in its policies (and because of COVID) for too long. These changes are very welcome I support them
Support any changes that encourage transparency and community involvement for instance where community used to be able to address Council immediately prior the decision being voted on. Thank you
Thank you for the opportunity to comment. These are very welcome initiatives.
The speakers who address the public forum should be recorded and uploaded in the same way that the meetings of the Councillors currently are recorded and uploaded. Again in the interest of ensuring people are fully aware of community concerns directly from the community.
These changes would seem to make Council meetings more transparent and I agree with that
This is a welcome improvement in council transparency.
This will help with any backlog and catch-up due to Covid
To be a responsible local government, always put the public first
Very impressed by the new Council's determination to make decision-making more transparent and accountable.
This is a supplementary to an earlier survey submitted and deals with meeting practice and code of conduct. In particular to the Public Forum. In its present form it acts as a deterrent to public participation by way of its restrictions on the number of people who address Councillors on any one agenda item, the number who can vote FOR or AGAINST and where there are more speakers, there be an agreement as to who should represent the group. It also separates the timing of address from debate which I refer to below. The code of conduct also hands wide powers to the General Manager as to who, what and how the meeting will progress. It starts early at 6:30 pm and there is often a long delay until the formal meeting commences at 7:30 pm. It is not inclusive and it is not completely transparent because of the disconnect between the time of the address in the Public Forum and the time of the agenda item being debated. I would like Councillors to reconsider this matter so that public participation is returned to the format that existed prior to the current public forum being introduced. We are too controlled by the Office of Local Govt guidelines in this important way when Council should operate transparently.

The suggested format still requires public registration to speak and to nominate whether FOR or AGAINST or COMMENT but removes restrictions on numbers. It eliminates the Public Forum and instead is Public Participation. Matters that the public register to address Councillors are brought forward during the official meeting and speakers are invited to address Councillors in sequence so that after all speakers have addressed that matter, Councillors debate the motion and arrive at a resolution. I participated in many of these matters in the past. By and large, the addresses were robust and well informed with few exceptions that perhaps led to the change. It was rewarding to see the result of the addresses and the debates and it freed up the public to leave when their concerns had been determined by resolution.

In its present form, it acts as a deterrent to public participation by way of its restrictions on the number of people who address Councillors on any one agenda item, the number who can vote FOR or AGAINST and where there are more speakers, there be an agreement as to who should represent the group. It also separates the timing of address from debate (referred to below). The code of conduct also hands wide powers to the General Manager (an unelected individual and is therefore undemocratic) as to who, what and how the meeting will progress. It starts early at 6:30 pm and there is often a long delay until the formal meeting commences at 7:30 pm. It is not inclusive and it is not completely transparent because of the disconnect between the time of the address in the Public Forum and the time of the agenda item being debated. I ask that Councillors reconsider this format, so that public participation is returned to the format which existed prior to the current public forum being introduced. We are too controlled by the Office of Local Govt guidelines in this important way when Council should and must operate transparently. The suggested format still requires public registration to speak and to nominate whether FOR or AGAINST or COMMENT but, importantly, removes restrictions on numbers. This process eliminates a 'Public Forum' but instead is now 'Public Participation'. Matters that the public register to address to Councillors are brought forward during the official meeting and speakers are invited to address Councillors in sequence, so that after all speakers have addressed that matter, Councillors debate the motion and arrive at a resolution. By and large, the participants who addressed Council were robust and well informed (with few exceptions that may have led to the change). It was rewarding to see the result of the addresses and the debates and it also freed up the public to leave when their concerns had been determined by resolution.



CODE OF MEETING PRACTICE

(Based on the Office of Local Government
Model Code of Conduct **Meeting Practice** for Local
Councils in NSW ~~December 2018~~)

Adopted by Council 24 June 2019
Amended 30 November 2020
Amended DATE TO BE INSERTED



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Policy Owner: General Manager

Direction: 5. Our Civic Leadership

PRELIMINARY

1. Introduction

This Code of Meeting Practice is consistent with the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is ~~made~~ **prescribed** under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* **2021** (the Regulation).

This Code applies to all meetings of Council and Committees of Council of which all the members are Councillors (Committees of Council). Council committees whose members include persons other than Councillors must comply with the Council's *Code of Conduct - Volunteers and Community Representatives* as well as the respective Charters for each Reference Group/Working Group.

This Code incorporates the mandatory provisions of the Model Meeting Code. As well as some of the non-mandatory provisions of the Model Meeting Code and other supplementary provisions.

2. Meeting Principles

2.1 Council and Committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that Councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

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Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3. Before the Meeting

Timing of ordinary Council meetings

- 3.1 The Council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

- 3.2 If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen calendar (14) days after receipt of the request. The Mayor can be one of the two Councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the public of Council meetings

- 3.3 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of Committees of the Council.

Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.4 For the purposes of clause 3.3, notice of a meeting of the Council and of a Committee of Council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

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Notice to councillors of ordinary Council meetings

- 3.6 The General Manager must send to each Councillor, at least three (3) calendar days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to Councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to Councillors of an extraordinary meeting of the Council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving notice of business to be considered at Council meetings

- 3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted ~~five (5)~~ **three (3)** business days before the meeting is to be held. **Agenda and business papers are distributed.**
- 3.10 A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.

Questions with notice

- 3.12 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the General Manager about the performance or operations of the Council.
- 3.13 A Councillor is not permitted to ask a question with notice under clause 3.12 that comprises a complaint against the General Manager or a member of staff of the Council, or a question that implies wrongdoing by the General Manager or a member of staff of the Council.

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- 3.14 The General Manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.15 The General Manager must cause the agenda for a meeting of the Council or a Committee of the Council to be prepared as soon as practicable before the meeting.
- 3.16 The General Manager must ensure that the agenda for an ordinary meeting of the Council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and
 - (b) if the Mayor is the chairperson - any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of Committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.9.
- 3.17 Nothing in clause 3.16 limits the powers of the Mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.18 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public, the General Manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.19 reflects section 9(2A)(a) of the Act.

- 3.20 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

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- 3.21 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.22 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and Committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council.

Note: Clause 3.22~~1~~ reflects section 9(2) and (4) of the Act.

- 3.23 Clause 3.24~~2~~ does not apply to the business papers for items of business that the General Manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.23~~2~~ reflects section 9(2A)(b) of the Act.

- 3.24 For the purposes of clause 3.24~~2~~, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.24~~3~~ reflects section 9(3) of the Act.

- 3.25 A copy of an agenda, or of an associated business paper made available under clause 3.24~~2~~, may in addition be given or made available in electronic form.

Note: Clause 3.25~~4~~ reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.26 The General Manager must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.
- 3.27 Despite clause 3.26~~5~~, business may be considered at an extraordinary meeting of the Council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the Council.
- 3.28 A motion moved under clause 3.27~~6~~(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.29 Despite clauses 10.20-10.30, only the mover of a motion moved under clause 3.27~~6~~(a)

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can speak to the motion before it is put.

- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.276(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.31 Prior to each ordinary meeting of the Council, the General Manager may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the Council and meetings of Committees of the Council.
- 3.32 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.33 **Pre-meeting briefing sessions may be held by audio-visual link**
- 3.34 The Mayor, General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.
- 3.35 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or Committee meeting at which the item of business is to be considered.
- 3.36 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or Committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

4. Public Forums

- 4.1 The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary Council meetings and meetings of Committees of the Council.
- 4.2 **Public forums may be held by audio-visual link**
- 4.3 Public forums are to be chaired by the Mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by 4pm on the day on which the public forum is to be held and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than two (2) items of business on the agenda

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- of the Council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The General Manager or their delegate may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate is to determine who will address the Council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the Mayor or the Mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
- 4.11 The General Manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed three (3) minutes to address the Council. This time is to be strictly enforced by the chairperson.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.13~~4~~.
- 4.16 Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.
- 4.17 Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
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- 4.18 When addressing the Council, speakers at public forums must comply with this Code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.
- 4.19 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.178, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.20 Clause 4.189 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this Code.
- 4.21 Where a speaker engages in conduct of the type referred to in clause 4.178, the General Manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate considers appropriate.
- 4.22 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council or Committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

Note: Public forums should not be held as part of a Council or Committee meeting. Council or Committee meetings should be reserved for decision-making by the Council or Committee of Council. Where a public forum is held as part of a Council or Committee meeting, it must be conducted in accordance with the other requirements of this Code relating to the conduct of Council and Committee meetings.

5. Coming Together

Attendance by Councillors at meetings

- 5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of Committees of the Council of which they are members.

Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A Councillor cannot participate in a meeting of the Council or of a Committee of the Council unless personally present at the meeting **unless permitted to attend the meeting by audio-visual link under this code.**

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- 5.3 Where a Councillor is unable to attend one or more ordinary meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this Code and the Act.
- 5.4 A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.6 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive ordinary meetings of the Council without prior leave of the Council or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

- 5.7 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the General Manager at least two (2) calendar days' notice of their intention to attend.

The quorum for a meeting

- 5.8 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.

Note: Clause 5.9 reflects section 368(2) of the Act.

- 5.10 A meeting of the Council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.

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- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the Councillors present, or
 - (c) failing that, by the General Manager.
- 5.12 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the **health, safety and or** welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster **or a public health emergency**~~(such as, but not limited to flood or bushfire)~~, the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called under clause 3.2.

Meetings held by audio-visual link

- 5.15 **A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.**
- 5.16 **Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:**
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and**
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and**
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.**

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- 5.17** This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.18** Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.19** A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.20** Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.
- 5.21** The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.22** A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.23** A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24** If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25** A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and

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committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

- 5.26** The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.27** This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.28** A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29** A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.30** Everyone is entitled to attend a meeting of the Council and Committees of the Council. The Council must ensure that all meetings of the Council and Committees of the Council are open to the public.

Note: Clause 5.1530 reflects section 10(1) of the Act.

- 5.31** Clause 5.15 30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.32** A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a Committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.17 32 reflects section 10(2) of the Act.

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Webcasting of meetings

- 5.33 **Each meeting of the Council or a Committee of the Council is to be recorded by means of an audio or audio-visual device.** All meetings of the Council and Committees of the Council are to be webcast on the Council's website. The webcast of the meeting may be audio only or audio visual and either live streamed or posted to the website after the meeting; depending on the available equipment in the meeting facility.
- 5.34 At the start of each meeting **of the Council or a Committee of the Council** the chairperson **must inform the persons attending the meeting that:** ~~is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.~~
- (a) **The meeting is being recorded and made publicly available on the Council's website and**
- (b) **Persons attending the meeting should refrain from making any defamatory statements.**
- 5.35 **The recording of a meeting is to be made publicly available on the Council's website:**
- (a) **At the same time as the meeting is taking place; or**
- (b) **As soon as practicable after the meeting.**
- 5.36 ~~The A recording of each a meeting of the Council and Committee of the Council is to be retained~~ **made publicly available** on the Council's website for **at least 12 months after the meeting.** ~~two (2) years. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.~~
- 5.37 Clauses **5.35 and 5.36** ~~do~~ **does not** apply to parts **any part** of a meeting that have been closed to the public under section 10A of the Act.
- Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation**
- 5.38 Recordings of meetings may be disposed of in accordance with the State Records Act 1998.**

Attendance of the General Manager and other staff at meetings

- 5.39 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of the Council of which all of the members are Councillors.
- Note: Clause 5.22 ~~39~~ reflects section 376(1) of the Act.**
- 5.40 The General Manager is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote.
- Note: Clause 5.23 ~~40~~ reflects section 376(2) of the Act.**

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5.41 The General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.

Note: Clause 5.24 41 reflects section 376(3) of the Act.

5.42 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.

5.43 **The General Manager and other Council staff may attend meetings of the Council and Committees of the Council by audio-visual link. Attendance by Council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the General Manager**

6. The Chairperson

The chairperson at meetings

6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the Mayor and Deputy Mayor

6.3 If no chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

- (a) by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the meeting, or if there is no General Manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

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- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the Council:

- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every Councillor present must be silent to enable the chairperson to be heard without interruption.

7. Modes of Address

7.1 If the chairperson is the Mayor, they are to be addressed as ‘Mr Mayor’ or ‘Madam Mayor’.

7.2 Where the chairperson is not the mayor, they are to be addressed as either ‘Mr Chairperson’ or ‘Madam Chairperson’.

7.3 A Councillor is to be addressed as ‘Councillor [surname]’.

7.4 A Council officer is to be addressed by their official designation or as Mr/Ms [surname].

8. Order of Business for Ordinary Council Meetings

8.1 The general order of business for an ordinary meeting of the Council shall be:

- 01 Opening meeting
- 02 Acknowledgement of country
- 03 Apologies and applications for leaves of absence **or attendance by audio-visual link** by councillors
- 04 04 Confirmation of minutes
- 05 Disclosures of interests
- 06 Determination of Items to be considered by exception
- 07 Mayoral Minute(s)
- 08 Reports of Committees
- 09 Reports to Council
- 10 Notices of motions/Rescission Motions/questions with notice/
- 11 Confidential matters
- 12 Conclusion of the meeting

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- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: Part 13 allows council to deal with items of business by exception.

- 8.3 Despite clauses 10.20 to 10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9. Consideration of Business at Council Meetings

Business that can be dealt with at a Council meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by clause 3.9, and
 - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a Mayoral Minute, or
 - (d) is a motion for the adoption of recommendations of a Committee, including, but not limited to, a Committee of the Council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the Councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20 to 10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral Minutes

- 9.6 Subject to clause 9.9, if the Mayor is the chairperson at a meeting of the Council, the

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Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.

- 9.7 A Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a Mayoral Minute without the motion being seconded.
- 9.8 A recommendation made in a Mayoral Minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.
- 9.9 A Mayoral Minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 9.10 Where a Mayoral Minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Mayoral Minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of Committees of Council

- 9.12 The recommendations of a Committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.13 If in a report of a Committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.12.
- 9.15 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.
- 9.16 A Councillor may, through the General Manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.

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- 9.17 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents **information**. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

10. Rules of DebateMotions to be seconded

- 10.1 Unless otherwise specified in this Code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A Councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before the Council.
- 10.4 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:
- (a) any other Councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the Council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
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- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

Foreshadowed motions

- 10.17 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

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- 10.18 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a Councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
 - (b) if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the

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vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this Code, remain silent while another Councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11. Voting

Voting entitlements of Councillors

- 11.1 Each Councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes. (Note: At North Sydney all voting is recorded as though a division has been called)

11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division

11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting

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11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

11.10 All voting at Council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

11.11 The General Manager must keep a register containing, for each planning decision made at a meeting of the Council or a Council Committee (including, but not limited to a Committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.13 Clauses 11.4~~11~~ to 11.6~~13~~ apply also to meetings that are closed to the public.

Note: Clauses 11.7~~11~~ to 11.9~~13~~ reflect section 375A of the Act.

Note: The requirements of clause 11.8# may be satisfied by maintaining a register of the minutes of each planning decision.

12. Committee of the Whole

12.1 The Council may resolve itself into a committee to consider any matter before the Council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20 to 10.30 limit the number and duration of speeches.

12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council

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the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

13. Dealing with Items by Exception

- 13.1 The Council or a Committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the Council or Committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The Council or Committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the Council or Committee must resolve to alter the order of business in accordance with clause 8.1.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's Code of Conduct.

14. Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

- 14.1 The Council or a Committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than Councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,

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- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the Council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the Council, Councillors, Council staff or Council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the Council's Code of Conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The Council or a Committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the Council or Committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

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- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council, or
 - (ii) cause a loss of confidence in the Council or Committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the Council or Committee concerned must consider any relevant guidelines issued by the **Departmental** Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the Council, or of a Committee of the Council, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the Council or Committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The Council, or a Committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an

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application to the Council in the approved form. Applications must be received by 3pm one (1) business day before the meeting at which the matter is to be considered.

- 14.12 The General Manager (or their delegate) may refuse an application made under clause 14.11. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than three (3) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the General Manager or their delegate is to determine who will make representations to the Council.
- 14.15 The General Manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the Council or a Committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than three (3) speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-Councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the Council or a Committee of the Council is closed to the public in accordance with section 10A of the Act and this Code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of Councillors attending meetings by audio-visual link

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14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act

Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20 1 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.22 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

15. Keeping Order at Meetings

Points of order

15.1 A Councillor may draw the attention of the chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this Code they believe has been breached. The chairperson must then rule on the point of order - either by upholding it or by overruling it.

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Questions of order

- 15.4 The chairperson, without the intervention of any other Councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A Councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this Code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of the Council:
- (a) contravenes the Act ~~or any r~~ **the Regulation in force under the Act or this Code**, or
 - (b) assaults or threatens to assault another Councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the Committee, or addresses or attempts to address the Council or the Committee on such a motion, amendment or matter, or
 - (d) insults, ~~or makes personal reflections~~ **unfavourable personal remarks about** ~~on~~ or imputes improper motives to any other council official, or alleges a breach of the Council's Code of Conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the Committee into disrepute.

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Note: clause 15.11 reflects section 182 of the Regulation

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) ~~or~~ (b) **or (e)**, or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for **any statement that constitutes** an act of disorder referred to in clauses 15.11(d) and (e).

Note: clause 15.12 reflects section 233 of the Regulation

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the Council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the Council and Committees of the Council are authorised under this Code to expel any person other than a Councillor, from a Council or Committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the Council or the Committee of the council.
- 15.15 Clause 15.14 does not limit the ability of the Council or a Committee of the Council to resolve to expel a person, including a councillor, from a Council or Committee meeting, under section 10(2)(a) of the Act.
- 15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Note: clause 15.16 reflects section 233(2) of the Regulation

- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

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- 15.19 If a Councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by Councillors attending meetings by audio-visual link may be dealt with

- 15.20 Where a Councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this code.**
- 15.21 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Councillor's audio-visual link to the meeting.**

Use of mobile phones and the unauthorised recording of meetings

- 15.22 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and Committees of the Council. Councillors who need to use their phone to text, talk or engage in social media activity must leave the Chamber to do so.
- 15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a Committee of the Council without the prior authorisation of the Council or the Committee.
- 15.24 Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17.** Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16. Conflicts of Interest

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and Committees of the Council in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was

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managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.**

17. Decisions of the Council

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

Note: Clause 17.1 reflects section 371 of the Act.

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering Council decisions

- 17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

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17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager no later than 3pm on the first business day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the Council may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three (3) Councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20 to 10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a Councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or

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(b) to confirm the voting on the resolution.

- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the Councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20 to 10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18. Time Limits on Council Meetings

- 18.1 Meetings of the Council and Committees of the Council are to conclude no later than 11pm.
- 18.2 If the business of the meeting is unfinished at 11pm, the Council or the Committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 11pm, and the Council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the Council or a Committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the General Manager must:
- (a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19. After the Meeting

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Minutes of meetings

19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the Council's minutes:

- (a) **The names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,**
- (b) details of each motion moved at a Council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this Code.

19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The Council and Committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the

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meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the Council or the Committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20. Council Committees

Application of this Part

20.1 This Part only applies to Committees of the Council whose members are all Councillors.

Council committees whose members are all Councillors

20.2 The Council may, by resolution, establish such committees as it considers necessary.

20.3 A Committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.4 The quorum for a meeting of a Committee of the Council is to be:

- (a) such number of members as the Council decides, or
- (b) if the Council has not decided a number - a majority of the members of the Committee.

Functions of committees

20.5 The Council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The General Manager must send to each Councillor, regardless of whether they are a

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Committee member, at least three (3) calendar days before each meeting of the Committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a Committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the Mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A Councillor who is not a member of a Committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the Councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each Committee of the Council must be:

- (a) the Mayor, or
- (b) if the Mayor does not wish to be the chairperson of a committee, a member of the committee elected by the Council, or
- (c) if the Council does not elect such a member, a member of the committee elected by the committee.

20.12 The Council may elect a member of a Committee of the Council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a Committee of the Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

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20.14 The chairperson is to preside at a meeting of a Committee of the Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each Committee of the Council may regulate its own procedure. The provisions of this Code are to be taken to apply to all Committees of the Council unless the Council or the Committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the Committee is equal, the chairperson of the Committee is to have a casting vote as well as an original vote unless the Council or the Committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a Council Committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this Code apply to the closure of meetings of Committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.

20.19 If a Committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 The provisions of the Act and this Code relating to the maintenance of order in Council meetings apply to meetings of Committees of the Council in the same way as they apply to meetings of the Council.

Minutes of council committee meetings

20.22 Each Committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

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-
- (a) **The names of Councillors attending a meeting and whether they attended the meeting in person or by audio visual link,**
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this Code.
- 20.23 All voting in public sessions at meetings of Committees of the Council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each Committee of the Council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a Committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of Committees of the Council on its website prior to their confirmation.

21. Irregularities

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any Councillor or committee member, or
- (c) any defect in the election or appointment of a Councillor or committee member, or
- (d) a failure of a Councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with the Council's Code of Conduct, or
- (e) a failure to comply with this Code.

Note: Clause 21.1 reflects section 374 of the Act.

Version	Date Approved	Approved by	Resolution No.	Review Date
1	2 August 2004	Council	794	2008/09

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Version	Date Approved	Approved by	Resolution No.	Review Date
2	22 August 2005	Council	743	2008/09
3	3 July 2006	Council	490	2008/09
4	24 September 2007	Council	662	2008/09
5	30 June 2008	Council	422	2008/09
6	24 November 2008	Council	757	2012/13
7	16 February 2009	Council	61	2012/13
8	24 May 2010	Council	295	2012/13
9	29 November 2010	Council	775	2012/13
10	28 November 2011	Council	859	2012/13
11	28 May 2012	Council	295	2012/13
12	19 November 2012	Council	49	2012/13
13	18 February 2013	Council	61	2016/17
14	17 June 2013	Council	355	2016/17
15	17 February 2014	Council	37	2016/17
16	21 July 2014	Council	267	2016/17
17	15 September 2014	Council	394	2016/17
18	20 July 2015	Council	236	2016/17
19	29 April 2019	Council (for exhibition)	113	2020/21
20	24 June 2019	Council	159	2020/21
21	23 September 2019	Council	255	2020/21
22	30 November 2020	Council		2024/25

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APPENDIX 1 - Definitions

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places.
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means

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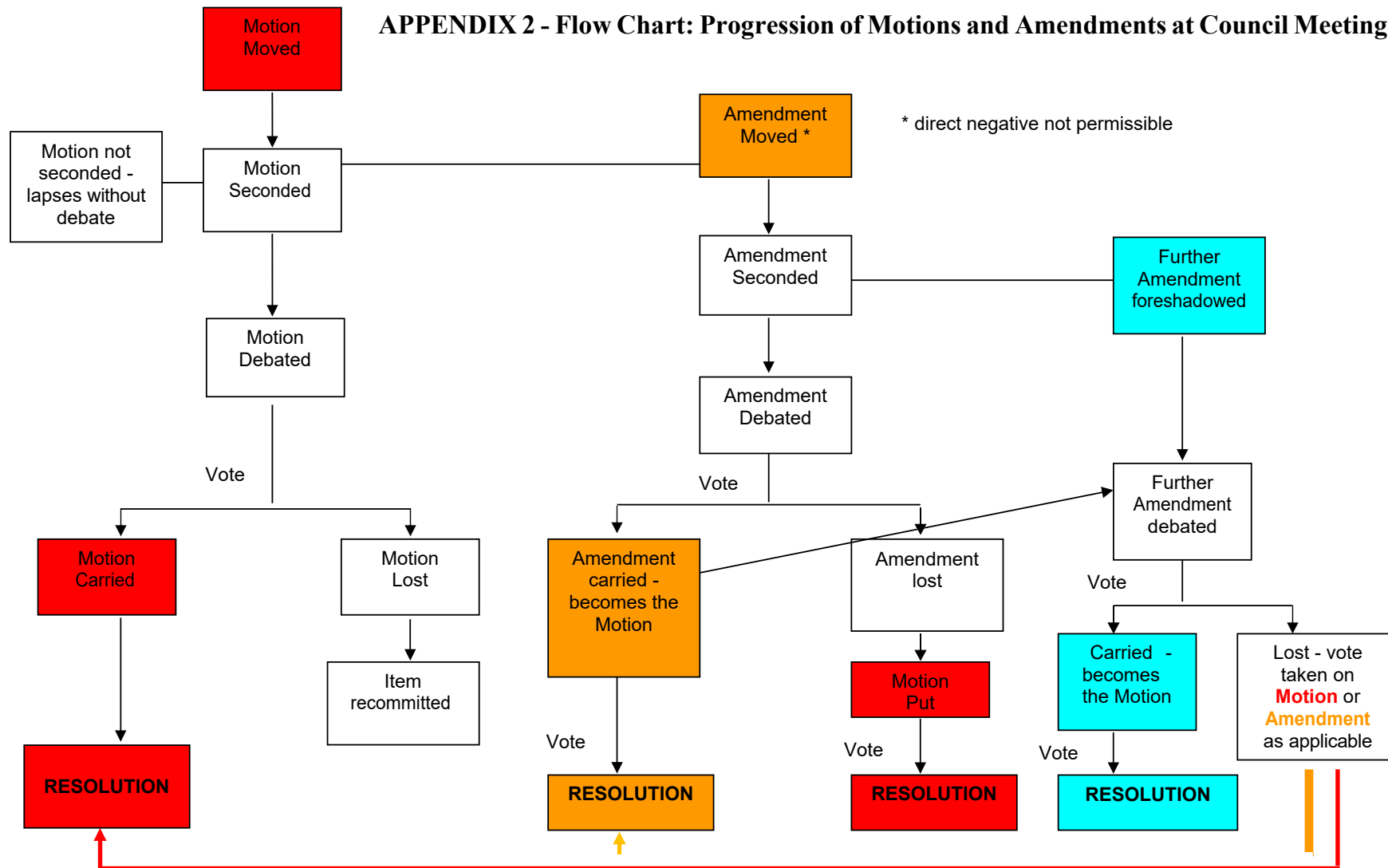
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planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning
	instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005-2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

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APPENDIX 2 - Flow Chart: Progression of Motions and Amendments at Council Meetings



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Amended Code of Meeting Practice Summary of submissions received during public exhibition period (25 May to 8 June 2022)

The following criteria are used to analyse all submissions received, and to determine whether or not the plan would be amended:

1. The Amended Code of Meeting Practice **would be** amended if issues raised in the submission:
 - a provided additional information of relevance
 - b indicated or clarified a change in government legislation, Council's commitment or management policy
 - c proposed strategies that would better achieve or assist with Council's objectives
 - d was an alternate viewpoint received on the topic and is considered a better option than that proposed; or
 - e indicated omissions, inaccuracies or a lack of clarity

2. The Amended Code of Meeting Practice **would not be** amended if the issues raised in the submission:
 - a addressed issues beyond the scope of the proposal
 - b was already in the proposal or will be considered during the development of a subordinate plan (prepared by Council)
 - c offered an open statement, or no change was sought
 - d clearly supported the proposal
 - e was an alternate viewpoint received on the topic but the recommendation was still considered the best option
 - f was based on incorrect information
 - g contributed options that are not possible (generally due to some aspect of existing legislation or government policy); or involved details that are not appropriate or necessary for inclusion in a document aimed at providing a strategic community direction over the long term.

AMENDED CODE OF MEETING PRACTICE SUBMISSIONS SUMMARY (25 May to 8 June 2022)				
No.	Name and Address	Verbatim Feedback	Council Response	Criteria
1	Jon Cook 11 Lord St North Sydney	All changes to the Code of Meeting Practice are considered reasonable	Supports the exhibited Code. No action proposed.	D
2	Mary Curran 5/17 Munro St McMahons Point	Public Forum should form part of the recording, so that community members who cannot view live, can see on the recording along with Council meeting at a later date. In the main, council meetings should be not closed to the public and any confidential matters should be released when it is no longer commercially detrimental.	Public Forum is currently webcast.	D
		If various reports in a DA are lodged via the portal, there should be some sort of index, rather than 800 unindexed pages. Community should be able to find a particular report such as EIS or Visual. The 'alert me' system should always be operating.	This comment relates to Planning Panel matters and has been forwarded to the relevant area.	A
3.	Matthew Lange 1 Milner Cres Wollstonecraft	The proposal to increase meetings shall greatly improve the efficiency of the meetings in general. Also, to abolish the two committees to be added to the bimonthly meetings would also be beneficial.	Feedback provided is in context of related engagement: Proposed changes to Council Meeting Schedule and Practice (closed 14 March 2022) More meetings are recommended with abolition of the two Committees.	A
4.	Name and address withheld	<p>1. Specific comments</p> <ul style="list-style-type: none"> • Clause 3.9, notices of motion: It appears that Council intends to define the due date for notices of motion relative to the intended distribution date for the agenda and business papers. If so, this clause should refer to a number of days before the agenda and business papers are due to be distributed. • Clause 3.34, presider at pre-meeting briefing sessions: The mandatory wording is 'Mayor, General Manager or a member of staff ...'. • Clause 5.36, meeting recordings: The existing Code requires Council to make recordings publicly available for two years. It is extremely disappointing that Council proposes to reduce the minimum requirement to 12 months. • Clause 20.23, minutes of Committee meetings: In the Model Code, the requirements for recording votes are the same for Council meetings and 	<p>3.9 Supported and the Code as exhibited provides for this: three (3) business days before the meeting is to be held. Agenda and business papers are distributed.</p> <p>3.34 Supported. The clause reflects this.</p> <p>5.36 Noted. This change is a mandatory provision from the Model Code. Council can continue to retain recordings beyond 12 months.</p> <p>20.23 Noted. Provision aligns to the Model Code.</p>	B

AMENDED CODE OF MEETING PRACTICE SUBMISSIONS SUMMARY (25 May to 8 June 2022)				
No.	Name and Address	Verbatim Feedback	Council Response	Criteria
		Committee meetings. For Committee meetings, the draft Code only requires recording of votes that occurs in public sessions, whereas clause 11.10 of the draft Code requires recording of all votes at Council meetings.		
		<p>2. Typographical errors</p> <ul style="list-style-type: none"> • Clause 3.9: 'Agenda' should probably not be capitalised. The word 'ares' should be 'are'. • Clause 5.37: This clause should probably cross-reference clauses 5.35 and 5.36. • Clause 8.1, order of business: Agenda items 12 and 13 should be numbered 11 and 12. • Clause 11.8: The cross-reference should probably be to clause 11.4. • Clause 18.3, unfinished business: No time has been included. • Notes: The Model Code includes various notes that have generally been include in Council's Code, with the exception of clauses 5.32 (second note), 15.11 and 15.12. • Version history: The version of the Code discussed by Council on 29 April 2019 was for exhibition, not adoption. The September 2019 version was approved on 23 September 2019. 	<p>Corrected with the exception of note to 5.32 which is a note on use of the Model and not for publication.</p> <p>Version control. Corrected and updated</p>	E
		<p>3. General comments</p> <p>Council must adopt a Code of Meeting Practice based on the Model Code within 12 months of the local government elections. This timeframe allows incoming Councillors to review and debate the non-mandatory provisions in the Model Code.</p> <p>Adopting the current draft makes Council compliant with the 12-month requirement, but does not necessarily satisfy the 'review and debate' intention behind the requirement.</p> <p>There are many areas of the Code where Councillors and the community would benefit from a broader review. These areas include the non-mandatory provisions relating to public forums (including attendance by audio-visual link) and clarification of responsibilities and delegations in various parts of the Code. A fuller review would help align the Code with community expectations.</p>	Noted. There was engagement with regard to broader aspects of the Code including meeting cycle and publication of agendas.	A
5.	Name and address withheld	It is critical that Council revert to the process for community consultation within the Council meeting structure, as was the case prior to 2016. That	Noted.	E

AMENDED CODE OF MEETING PRACTICE SUBMISSIONS SUMMARY (25 May to 8 June 2022)				
No.	Name and Address	Verbatim Feedback	Council Response	Criteria
		<p>is: to allow any member of the public to speak on any number of items on the agenda; as well as not restricting it to a maximum of a three people to speak for and/or three people to speak against an item. Everyone should be allowed to have their say, if they are engaged enough to come to a Council meeting.</p> <p>People should be able to address the elected representatives during the council meeting, prior to the discussion on the agenda topic by the councillors and their voting. This will allow councillors to retain the relevant information and concerns of the public prior to voting. Having been a councillor, this is critical, that the information is fresh in everyone's mind, and that the councillors can ask questions of the members of the public, prior to discussion and voting on any matter. This process is far better than the public addressing only those councillors who are present, at a 'public forum' prior to the meeting, and each councillor then needs to retain all the different critical information on each topic for several hours, until the voting on that topic takes place within the Council Meeting.</p>	<p>The Model Code was made by the OLG in 2018 and provided mandatory provisions for the conduct of meetings.</p> <p>The Model Code non-mandatory provisions are that Public Forum should not be held as part of a council or committee meeting and that they should be reserved for decision making. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.</p>	
		<p>There should be free access to Council via 'in-person' or 'electronically', as we move out of pandemic mode while others still feel 'unsafe' or are unable to attend, for whatever reason, in person.</p> <p>Again, if someone of the community is engaged with the local government process, they should not be discounted or discouraged to make suggestions, submissions, or presentations to their elected officials. If you allow more diversity of opinions, with people of diverse ability to address council, you will get better outcomes for all.</p>	<p>Agreed.</p> <p>These provisions for remote attendance were included in the Code as placed on public exhibition.</p>	D
		<p>Councillors should also be allowed to join meeting electronically, Via audio-visual means, on any grounds, not just due to illness, disability, or caring responsibilities. They should not be refused, nor the link to the meeting terminated. (Cl. 5.24 & 5.24)</p> <p>If you need to see how a council manages the hybrid or electronic systems of meetings and committees, could I suggest you view or partake in City of Sydney meetings.</p>	<p>Clause 5.24 is a mandatory provision of the Code and is unable to be changed.</p>	G

AMENDED CODE OF MEETING PRACTICE SUBMISSIONS SUMMARY (25 May to 8 June 2022)				
No.	Name and Address	Verbatim Feedback	Council Response	Criteria
		<p>All meetings and committees or reference groups meetings should be recorded, and be available for live streaming, or o be able to be watched immediately afterwards.</p> <p>Better audio sound and camera equipment needs to be employed by Council into the future, to ensure better access by all people, especially those with a disability.</p>	This is outside the scope of this engagement	A
		<p>Better audio sound and camera equipment needs to be employed by Council into the future, to ensure better access by all people, especially those with a disability.</p>	Noted. While this is outside the scope of this engagement there is a resolved Council project to improve the audio/visual accessibility of Council Meetings.	A
6.	Milson Precinct Committee	<p>Motion: Milson Precinct encourages Council to incorporate community representation to the elected representatives as part of the agenda items within the meeting, just prior to discussion and voting, without limiting the number of people to be able to speak on any matter.</p> <p>Motion: Milson precinct to reinforce our motion of May meeting, concerning code of meeting practices, MP wishes to ensure that NSC will NOT limit the number of speakers on any one topic, both for or against; nor limit the number of topics that anyone can address NSC on; as well as having these items discussed just prior to the discussion and voting on that matter during the council meeting.</p>	<p>Noted. The Model Code non-mandatory provisions are that Public Forum should not be held as part of a council or committee meeting and that they should be reserved for decision making.</p> <p>The number of speakers is a matter for Council to determine and it is a non-mandatory provision that there be some limitation. This has been set in the Code of Meeting Practice. However, there is discretion for the Chair to extend the number of speakers.</p> <p>The Model Code also provides that the public forum is for the purpose of hearing submissions from members of the public on items to be considered at the meeting rather than any topic.</p>	E

Year	Council Meeting Date	Agenda publication	Notice of Motion deadline
2022	Monday, 25 July	Thursday, 21 July	Sunday, 17 July
2022	Monday, 8 August	Friday, 29 July	Tuesday, 26 July
2022	Monday, 22 August	Friday, 12 August	Tuesday, 9 August
2022	Monday, 12 September	Friday, 2 September	Tuesday, 30 August
2022	Monday, 26 September	Friday, 16 September	Tuesday, 13 September
2022	Monday, 10 October	Friday, 30 September	Tuesday, 27 September
2022	Monday, 14 November	Friday, 4 November	Tuesday, 1 November
2022	Monday, 28 November	Friday, 18 November	Tuesday, 15 November
2022	Monday, 12 December	Friday, 2 December	Tuesday, 29 November
2023	Monday, 30 January	Friday, 20 January	Tuesday, 17 January
2023	Monday, 13 February	Friday, 27 January	Tuesday, 24 January
2023	Monday, 27 February	Friday, 17 February	Tuesday, 14 February
2023	Monday, 13 March	Friday, 3 March	Tuesday, 29 February
2023	Monday, 27 March	Friday, 17 March	Tuesday, 14 March
2023	Monday, 24 April	Friday, 14 April	Tuesday, 11 April
2023	Monday, 8 May	Friday, 28 April	Tuesday, 25 April
2023	Monday, 22 May	Friday, 12 May	Tuesday, 9 May
2023	Tuesday, 13 June	Friday, 2 June	Tuesday, 30 May
2023	Monday, 26 June	Friday, 16 June	Tuesday, 13 June
2023	Monday, 10 July	Friday, 30 June	Tuesday, 27 June
2023	Monday, 24 July	Friday, 14 July	Tuesday, 11 July
2023	Monday, 14 August	Friday, 4 August	Tuesday, 1 August
2023	Monday, 28 August	Friday, 18 August	Tuesday, 15 August
2023	Monday, 11 September	Friday, 1 September	Tuesday, 29 August
2023	Monday, 25 September	Friday, 15 September	Tuesday, 12 September
2023	Monday, 9 October	Friday, 29 September	Tuesday, 26 September
2023	Monday, 13 November	Friday, 3 November	Tuesday, 31 October
2023	Monday, 27 November	Friday, 17 November	Tuesday, 14 November
2023	Monday, 11 December	Friday, 1 December	Tuesday, 28 November