

**1.7: ADMINISTERING ORDINARY MEETINGS OF COUNCIL**

**Attachments** : Nil  
**Responsible Officer** : Chief Executive Officer (Faileen James)

**IN BRIEF**

- Continue with the current process for administering ordinary meetings of Council for a further period of one year and Council to reassess in October 2012.

**RECOMMENDATION****ITEM 1.7: RESPONSIBLE OFFICER RECOMMENDATION**  
**VOTING REQUIREMENT: SIMPLE MAJORITY**

**THAT Council continue with the provision of the finalised agenda one week (7 days) prior to the conduct of Ordinary meetings of Council for another 12 months.**

**BACKGROUND**

1. A recommendation was made to Council to implement a new Agenda Briefing time frame, and provision of finalised OCM papers, holding the Agenda Briefing 14 days prior to the monthly Ordinary Meeting of Council.
2. On 10 May 2011 the CEO requested of the Audit Committee the opportunity to trial a new process, which Council endorsed on 21 June 2011, with the new process to be trialled over a six month period.
3. On 21 June 2011, Council resolved:  
*THAT Council:*
  - (i) *Gives the opportunity to the Chief Executive Officer to fully implement the new process adopted by Council at the 15 February 2011 Ordinary Meeting of Council, being:*  
*“Agenda Briefing session be held two weeks (14 days) prior to Ordinary meetings of Council”;*
  - (ii) *Reviews the new process at the 11 October 2011 Ordinary Meeting of Council.*
4. The Draft Briefing Agenda was introduced to give Council and members of the public greater notice of proposed Officer recommendations being presented to Council, and provide time to make amendments to Reports based on Councillor and public feedback at the Agenda Briefing Session.

**CEO:**

**DISCUSSION**

5. The need for improvement within Council meeting processes and timelines was identified by Council and the Chief Executive Officer.
6. This new process, although taking some to transition and “bed down”, has allowed Elected Members more time to scrutinise the Officer Reports and Officers greater time to prepare reports and conduct appropriate additional research into the cause and effect of an Officer recommendation or an Elected Member’s motion.
7. The new proposed *City of Albany Meeting Procedures Local Law 2011* detailed at Report item 1.5 will compliment this arrangement with the Ordinary Council Meeting agenda being distributed one week in advance of Ordinary Meetings of Council.

**GOVERNMENT CONSULTATION**

Nil

**PUBLIC CONSULTATION / ENGAGEMENT**

8. Council, City staff and the public have trialled this new process since April 2011, but only fully implemented it in June 2011.

**STATUTORY IMPLICATIONS**

9. The meeting process procedure is compliant with the *Local Government Act 1995* (the Act), section 5.5, being: “*The CEO is to convene an ordinary meeting by giving each council member at least 72 hours’ notice of the date, time and place of the meeting and an agenda for the meeting.*”
10. If Council chose to change the meeting dates, in accordance with section 5.25(1)(g) of the Act, the local government is to give local public notice of any change to the date, time or place of a ordinary meeting.

**STRATEGIC IMPLICATIONS**

11. The introduction and trial of this new process directly links to the City’s Vision and Values (2011-2021), being: Results: Strive for business excellence and continuous improvement.

**Key Focus Areas**

- **Community Priorities:** Policy and procedures
- **Proposed Strategies:** Regularly review all policies in consultation with community and key stakeholders.

**POLICY IMPLICATIONS**

12. The continued trial of the meeting process has not policy implications.

**RISK IDENTIFICATION & MITIGATION**

13. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Council does not support the continued trial of the Council meeting process.</i>	<i>Unlikely</i>	<i>Medium</i>	<i>Medium</i>	<i>Process will be further reviewed and resubmitted to a future Council meeting.</i>

**FINANCIAL IMPLICATIONS**

14. The current meeting calendar is valid until March 2012.
15. If Council chose to change the times the cost of preparing local public notices will be undertaken by the Office of the CEO using staff resources within existing budget lines.

**LEGAL IMPLICATIONS**

16. There are no legal implications related to this item.

**ALTERNATE OPTIONS**

17. Council can continue to trial the new Council meeting process, trial a new process or revert to the previous timelines.
18. It is recommended that if Council chose a process other than the current process that an Elected Member Workshop is conducted to ensure appropriate time is allocated to discuss the pros and cons and allow staff input. The current HR effort that goes into preparing for an OCM is significant so consideration of that would be needed.

<b>Consulted References</b>	<a href="#">Local Government Act 1995</a>
<b>File Number (Name of Ward)</b>	<a href="#">All Wards</a>
<b>Previous Reference</b>	<a href="#">OCM 21/06/11 Item 1.5 (2)</a> <a href="#">OCM 15/02/11 Item 4.1</a>