



Ordinary Meeting of Council

SUPPLEMENTARY

AGENDA

27 September 2017

Commencing at 5.30pm

**Council Chambers
10 Majara Street, Bungendore**

****On-site Inspections****

List any inspections or indicate “Nil”

S SUPPLEMENTARY REPORTS

S.1 Council Meeting Schedule - deferred from 20 September 2017 meeting3

LIST OF ATTACHMENTS –

(Copies available from General Manager’s Office on request)

Open Attachments

Nil

Closed Attachments

Nil

S.1 Council Meeting Schedule - deferred from 20 September 2017 meeting (Ref: C17122736; Author: Tegart/Ferguson)

Summary

Council has an opportunity to set the schedule for its Ordinary and Committee meetings and workshops. In doing so, Council should ensure that the safety and wellbeing of Councillors and staff are addressed in terms of the duration of meetings and adjournments for meal breaks.

Recommendation

That Council determine the following meeting schedule:

- 1. Planning and Strategy Committee meetings be held on the second Wednesday of each month except January, in the Council Chambers, Queanbeyan, commencing at 5.30pm and concluding by 9.30pm.**
 - 2. Ordinary Council meetings be held on the fourth Wednesday of each month except December, in the Council Chambers, Bungendore, commencing at 5.30pm and concluding by 9.30pm.**
 - 3. Council workshops of no more than two hours' duration be held on the first and third Wednesdays of each month except January at Queanbeyan, or other locations to be determined prior to each workshop.**
 - 4. At all meetings, an adjournment of 30 minutes be scheduled after two hours for a meal break.**
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Background

Council is required to meet formally at least ten times per annum, each time in a different month (s.365 of the *Local Government Act 1993*). Extraordinary meetings may be held at any time, subject to the appropriate statutory notice being given.

The meeting schedule listed in the recommendation reflects the dates, times and locations that were implemented during the period of administration of the new Council.

Council may choose to retain the existing schedule or set a different schedule.

Workshops play an important role in Council's decision-making. They provide an opportunity for Councillors to be informed about plans, projects and issues facing Council. Workshops are chaired by the CEO/General Manager who arranges for written or verbal presentations from relevant staff, government departmental officers or other persons about matters that are currently before Council or likely to be the subject of upcoming reports to Council. Site inspections may be arranged during workshops.

No decisions are made at workshops: they are information/briefing sessions only. All Councillors are strongly encouraged to attend the workshops to assist in their decision-making at formal meetings.

In the interests of safety and welfare for Councillors and staff who may need to travel more than an hour from a meeting to their place of residence, it is recommended that:

- all Council and Committee meetings conclude four hours after commencement;
- all workshops conclude two hours after commencement.

4.7 Council Meeting Schedule - deferred from 20 September 2017 meeting (Ref: C17122736; Author: Tegart/Ferguson) (Continued)

Further, in the interests of the welfare of Councillors and staff, it is recommended that an adjournment of 30 minutes be scheduled for a meal or supper break every two hours at all meetings. Similarly, by request to the CEO/General Manger, an option to provide overnight accommodation for members attending meetings or forums that conclude after the 9pm threshold and have an hour or more to travel to their place of residence, may be available.

Implications***Legal***

The NSW *Local Government Act 1993* and the QPRC Code of Meeting Practice inform the setting of the schedule of meetings and workshops.

Policy

Council's Code of Meeting Practice will be reviewed following the release of the Office of Local Government's Model Code of Meeting Practice, expected in 2018. Subject to Council's approval, the four-hour time limit on meetings, the two-hour time limit on workshops and the 30-minute meal break adjournments during all meetings will be included in the new QPRC Code.

Social / Cultural

The issues of safety and wellbeing of Councillors and staff are important factors to take into consideration when setting the schedule for meetings and workshops. Adjournments for meal breaks and limits on the duration of meetings and workshops will contribute to ensuring sound decision-making and an appropriate work/life balance.

Conclusion

Council is asked to set its schedule for Ordinary and Committee meetings and workshops, ensuring that the issues of safety and wellbeing of Councillors and staff are addressed when determining the duration of meetings and adjournments.

Attachments

Nil