



the bushland shire

creating a living environment

**LATE ITEM
BUSINESS PAPER**

ORDINARY MEETING

**Wednesday, 21 March, 2012
at 6:30 pm**

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ITEM 3 **CC9/12** - Code of Meeting Practice - Proposed Amendment to Schedule of Council Meetings - April 2012 to October 2012

Additional information with CHANGE to Recommendation

Since the preparation of Executive Manager's Report No. CC9/12, there has been discussion about the potential for providing Councillors access to the Business Paper earlier than indicated in the timetable document titled "Administration of Council Meetings – from April 2012" attached to that Report.

After examining the timetable mentioned above, there appears to be an opportunity to publish the Business Paper to the website on the Monday evening nine days before the General Meeting. The hard copy Business Paper would, however, still only be made available seven days before the meeting, in line with the proposal in Executive Manager's Report No. CC9/12.

Although this would result in the on-line version of the Business Paper being released earlier than the printed version, which is different to Council's current practice, it does provide an opportunity for Councillors and members of the public to have an additional two days in which to peruse the business papers prior to the meeting.

In order to achieve this, the timetable document titled "Administration of Council Meetings – from April 2012" would need to be amended to require the final sign off of reports by Executive Managers to be 10am (rather than 2pm) on the Monday nine days prior to the General Meeting.

It is noted that this will require minor consequential amendments to the relevant areas of the Code of Meeting Practice.

RECOMMENDATION

THAT:

1. The contents of Executive Manager's Report No. CC9/12 be received and noted.
2. Subject to the amendment proposed in Late Items Information Memo to Report No. CC9/12 in respect of the deadline for finalised reports to Council's business paper coordinator and the release of the Business Paper to the website, the documents titled "Schedule of ordinary Council Meetings April 2012 – October 2012"; "Order of Business at ordinary Council Meetings April 2012 – October 2012"; and "Administration of Council Meetings – From April 2012", as attached to Executive Manager's Report No. CC9/12 be adopted.
3. Subject to amendments to the draft Code of Meeting Practice being included to reflect the amendments in point 2. above, the draft Code of Meeting Practice attached to Executive Manager's Report No. CC9/12, which was publicly exhibited during the

period 24 January 2012 to 20 February 2012 and about which no submissions were received in the period ending 5 March 2012, be adopted.

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