

19 SEPTEMBER 2016

**LATE ITEMS**

**Finance and Governance Committee Meeting No. 8/16  
TUESDAY 20 SEPTEMBER 2016.**

**Committee Room 2, Level 5, Civic Centre,  
1 Devlin Street, Ryde - 6.00pm**

**Meeting Date:** Tuesday 20 September 2016  
**Location:** Committee Room 2, Level 5, Civic Centre, 1 Devlin Street, Ryde  
**Time:** 6.00pm

**NOTICE OF BUSINESS**

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## **LATE ITEMS**

### **9 CODE OF MEETING PRACTICE**

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**Report prepared by:** Governance Coordinator  
**File No.:** CLR/07/8/9/3 - BP16/1204

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#### **REPORT SUMMARY**

The purpose of this report is for Council to consider a revised draft Code of Meeting Practice as a result of the opening of the new Council Chambers at Level 1A, 1 Pope Street, Ryde, 2112.

The only proposed change to the Code is the update of the address details for Council and Committee meetings, from Tuesday 27 September 2016.

It is recommended that Council adopt the **ATTACHED (Under Separate Cover)** draft Code of Meeting Practice, and that, as required by the *Local Government Act 1993*, it is placed on public exhibition for a minimum period of 28 days, from 29 September 2016 to 10 November 2016.

#### **RECOMMENDATION:**

- (a) That Council adopt the draft City of Ryde Code of Meeting Practice as amended and **ATTACHED – CIRCULATED UNDER SEPARATE COVER**.
- (b) That public submissions be invited on the draft Code of Meeting Practice from 29 September 2016 to 10 November 2016.
- (c) That a further report be provided to Council, via the Finance and Governance Committee, to consider submissions and adoption of the draft Code of Meeting Practice.

#### **ATTACHMENTS**

- 1 Draft Code of Meeting Practice - September 2016 - CIRCULATED UNDER SEPARATE COVER

Report Prepared By:  
**Lorie Parkinson**  
**Governance Coordinator**

Report Approved By:  
**Amanda Janvrin**  
**Senior Coordinator - Governance**

**Angela Jones-Blayney**  
**Acting Chief Operating Officer**

## ITEM 9 (continued)

### Discussion

In 2015, Council determined that the Civic Centre at 1 Devlin Street, Ryde, was no longer suitable for occupation. Therefore during 2016, most Council staff were relocated to the North Ryde Office at 3 Richardson Place, North Ryde 2113, with all of Customer Service moved to 1 Pope Street, Ryde 2112 (within the Top Ryde Shopping Centre).

The final stage in the decommissioning of the Devlin Street Civic Centre was to refurbish an existing facility to become a new venue for Council and Committee meetings. This has now occurred, with the new Council Chambers at Level 1A, 1 Pope Street, Ryde, 2112 being complete and ready for Council and committee meetings, from Tuesday 27 September 2016.

As the venues for Council and Committee meetings are detailed in the City of Ryde's Code of Meeting Practice, this minor amendment to the Code is now required.

The draft Code of Meeting Practice is **ATTACHED (Under Separate Cover)** with recommended additions in ***bold italics*** and any deletions in ~~strikethrough~~.

The only proposed change is the update of the address details for Council and Committee meetings to Level 1A, 1 Pope Street, Ryde, 2112.

### Exhibition of the draft Code of Meeting Practice

As prescribed by Section 361 of the *Local Government Act, 1993*, any proposed amendment to Council's Code of Meeting Practice must be placed on public exhibition for a minimum of 28 days, with submissions being received for a minimum of 42 days.

Therefore it is proposed that this draft Code be placed on public exhibition, with submissions to be received between 29 September 2016 to 10 November 2016.

Following consideration of submissions, should Council resolve to make further amendments to the draft Code it may again publicly exhibit the amended draft in accordance with the Act. Alternatively, if the amendments are considered not substantial the amended draft Code may be adopted without public exhibition (*Section 362, Local Government Act 1993*).

Despite these public exhibition requirements, it is appropriate for Council to operate under the draft Code, with the first Council meeting at the new Chambers anticipated to occur on 27 September 2016.

**ITEM 9 (continued)****Financial Implications**

Adoption of these recommendations will have no financial impact.

**10 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

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**Report prepared by:** Senior Coordinator - Governance**File No.:** CLM/16/1/5/2 - BP16/1214

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**REPORT SUMMARY**

The Chairperson and Deputy Chairperson of the Finance and Governance Committee are elected for a one (1) year term and the following procedures are to be followed for the election process:

- (a) Determination of method of voting (ordinary ballot, preferential ballot or open voting).
- (b) Announcement of nominations.
- (c) Conduct of election.

**RECOMMENDATION:**

- (a) That the Committee determine the method of voting for the election of the Chair and Deputy Chair.
- (b) That the Acting General Manager or his delegate, as Returning Officer, undertake the election of the Chair and Deputy Chair for the ensuing twelve (12) months by announcing the nominations and then conducting the election.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Amanda Janvrin**  
**Senior Coordinator - Governance**

Report Approved By:

**John Schanz**  
**Manager - Risk, Audit and Governance**

**Angela Jones-Blayney**  
**Acting Chief Operating Officer**