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**MM5/24 AMENDMENT TO PART 4 OF COUNCIL'S CODE OF MEETING PRACTICE - WRITTEN SUBMISSIONS FROM THE PUBLIC - Mayor, Councillor Sarkis Yedelian OAM**

**File Number: MYR/07/10/20 - BP24/132**

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I have recently been advised of an anomaly with regard to Council's Code of Meeting Practice in relation to the receipt of written submissions from the public and Council's handling of such matters.

Currently, Council's Code of Meeting Practice states submissions must be received by midday on the Friday before the Council meeting, but in practice submissions are accepted up to midday on the Tuesday of the Council meeting.

To amend Council's Code of Meeting Practice and have it reflect Council practice, a resolution of Council is required.

I therefore making the following recommendation.

**RECOMMENDATION:**

- (a) That Council amend Part 4 of the Code of Meeting Practice – Written Submissions from the Public to alter the date for written submissions to be received from midday on the Friday prior to the meeting date to midday on the day of the meeting.
- (b) That Council amend Clause 4.2 of the Code of Meeting Practice to read as follows:-  
  
*4.2 Written submissions can be completed and submitted online via Council's website and must be received by midday on the day of the meeting and must identify the item of business on the meeting Agenda, the subject of the written submission.*
- (c) That Council considers the above amendment to Council's Code of Meeting Practice as set out in parts (a) and (b) above to not be a substantial amendment and accordingly public exhibition is not required.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Councillor Sarkis Yedelian OAM  
Mayor**

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Council, submitted on 27 February 2024.