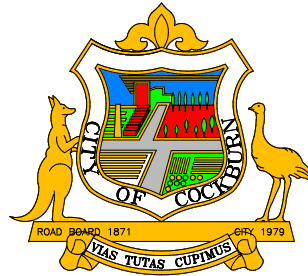


CITY OF COCKBURN



ORDINARY COUNCIL

AGENDA PAPER

**FOR
TUESDAY 15 DECEMBER 1998**

CITY OF COCKBURN

SUMMARY OF AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON TUESDAY, 15 DECEMBER 1998 AT 7:30 P.M.

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CITY OF COCKBURN

AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON TUESDAY, 15 DECEMBER 1998 AT 7:30 P.M.

1. APPOINTMENT OF PRESIDING MEMBER [IF REQUIRED]

Nil

2. PUBLIC ADDRESS SESSION

Nil

3. WRITTEN REQUEST FOR LEAVE OF ABSENCE

Nil

4. CONFIRMATION OF MINUTES

4.1 (OCM12/98) - ORDINARY MEETING OF COUNCIL - 17/11/98

5. APOLOGIES AND LEAVE OF ABSENCE

Nil

6. ADDITIONS TO THE AGENDA

Nil

7. DEPUTATIONS

Nil

8. COUNCIL MATTERS

**8.1 (OCM12/98) - COUNCIL MEETING STRUCTURE (DMG)
(1054) (Attach)**

RECOMMENDATION

That Council consider whether it is willing to eliminate the Committee Meeting process and conduct all future business of Council on the basis of holding two Full Council Meetings each month.

COUNCIL DECISION

That Council:

Background

At the November meeting of Council, it was resolved that the matter dealing with Council's Register of Delegated Authority and Policy Manual, be re-submitted to the December Council Meeting "with the view that first and foremost, that Council consider if it is willing to go to two Full Council Meetings and to eliminate the Committee Meeting process as a priority".

An example of how meetings would operate under a two meetings per month system, was provided to Councillors in May 1998, within the document circularised to advise of the meeting of the Working Group reviewing the Council Meeting Structure. A copy of the example given, is enclosed.

Submission

N/A

Report

The item dealing with the adoption of Council's Delegated Authority Register and Policy Manual, was presented to the Council Meeting held on 17 November 1998.

A motion to adopt these documents was lost, due to the lack of the required Absolute Majority of Council.

In accordance with Council's Standing Orders (Clause 99), "a motion to the same effect as any motion which has been negated by the Council, shall not again be entertained within a period of three(3) months except with the consent of an absolute majority of the Council".

Therefore, it will be necessary for that item to be the subject of a separate resolution (by absolute majority) prior to being reconsidered.

Hence, the remaining part of the Council decision, that of determining the future meeting structure of Council, will need to be considered independently, which is why the items have been presented in this manner.

Strategic Plan/Policy Implications

N/A

Budget/Financial Implications

N/A

ATTACHMENT TO ITEM 8.1

Example of Meeting Schedules

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21	22	23	24	25	26	27
28	29	30				

-  Denotes Council Meeting and close of Agenda for following meeting
-  Denotes Draft Agenda Finished
-  Denotes Agenda Sent to Councillors
-  Denotes Directors Settlement of Agenda

8.2 (OCM12/98) - PROPOSED NEW REGISTER OF DELEGATIONS TO OFFICERS AND POLICY MANUAL (DMG) (1054)

RECOMMENDATION

That Council resolve to reconsider this matter at this Meeting, pursuant to Clause 99 of Council's Standing Orders.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

That Council:

Background

See report at Item 8.1.

Submission

N/A

Report

See report at Item 8.1

Strategic Plan/Policy Implications

N/A

Budget/Financial Implications

N/A

8.3 (OCM12/98) - PROPOSED NEW REGISTER OF DELEGATIONS TO OFFICERS AND POLICY MANUAL (1054) (DMG)

RECOMMENDATION

That Council, subject to the outcome of Item 8.2;

- (1) adopt the Register of Delegated Authority to officers of Council, as contained in the attachments to the Agenda and previously circulated; and
- (2) adopt the Council Policies as contained in the attachments to the Agenda and previously circulated.

TO BE CARRIED BY ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

That Council:

Background

This explanation also applies to Item 8.4.

At the Council Meeting held in March 1998, Council resolved that the Council Meeting structure be part of an ongoing review process and that a Working Party be formed consisting of the Mayor, Deputy Mayor and Councillor Pecotic with Councillor Humphreys as Deputy, together with three staff appointed by the Chief Executive Officer to oversee this process.

Subsequently, the Working Party has met on three occasions to discuss mechanisms which, if implemented, would positively contribute to the streamlining of Council business. A variety of issues were raised and discussed by the Working Party and are

contained in the notes taken from the Meetings, a copy of which was previously circulated.

This item was previously listed for discussion at the lapsed Special Meeting of Council held on 22 October 1998.

Submission

N/A

Report

The primary emphasis of the Working Party was to investigate the following matters:

1. Mechanisms by which procedural matters could be dealt with at administrative level, thus alleviating the need to burden the Council and Committee Agendas with such items; and
2. Meeting procedures to identify ways in which the business of Council be streamlined, thus eliminating the need for lengthy and unruly meetings.

Accordingly, the Working Party has concentrated on these matters and developed the following documents:

- (i) Updated Delegated Authority Register containing the delegation of Council Policy statements to officers. In addition, the latest document contains additional information relative to guidelines, conditions, extent of authority and legislative and/or Council Policy controls which must be considered by Officers when using delegated authority;
- (ii) Updated Policy Manual containing a cross-reference to the Delegated Authority Register, where applicable, thereby acting as a ready reference source to assist staff in the decision-making process;
- (iii) Amend Draft Standing Orders containing a number of new mechanisms which are aimed to guiding the Presiding Member and Councillors towards conducting the business of Council in a more orderly and streamlined manner in the future;
- (iv) Minor amendments to the Codes of Conduct (for Councillors and Staff).

It is anticipated that the following issues, specific to the Draft Standing Orders, will wish to be considered by Council:

1. Part 21 - Declaration of Conflict of Interest (Non-Financial)
2. Clause 4.13 - Closure of Meeting
3. Clause 4.10 - Urgent Business
4. Clause 4.12 - Matters to be investigated
5. Parts 9, 10 and 15 - Debating Procedures

For the purpose of (5) above, a Draft *prompt* sheet will be prepared and presented to the meeting.

While there are no other matters the administration wishes to specifically raise, it will obviously be competent for Councillors to bring any matter to the attention of the meeting for discussion in relation to these items.

Strategic Plan/Policy Implications

N/A

Budget/Financial Implications

N/A

8.4 (OCM12/98) - PROPOSED NEW CODES OF CONDUCT AND STANDING ORDERS LOCAL LAW (DMG) (1054)

RECOMMENDATION

That Council:

- (1) adopt the Codes of Conduct for Councillors and Staff as contained in the attachments previously circulated;
- (2) submit for public comment the proposed Draft Local Law Relating to the Conduct of Proceedings and the Business of Council, known as *Standing Orders*, as contained in the attachments previously circulated; and
- (3) subject to the outcome of Item 8.1, reconsider the issue of the Council Meeting format in March 1999, following final consideration of the Draft Standing Orders Local Law in February 1999, as the result of any public submissions received.

COUNCIL DECISION

That Council:

Background

Refer to information provided at Item 8.3.

Submission

N/A

Report

Refer to information provided at Item 8.3.

Strategic Plan/Policy Implications

N/A

Budget/Financial Implications

N/A

8.5 (OCM12/98) - STRATEGIC & POLICY COMMITTEE REPORT - 1/12/98 (1055)

8.6 (OCM12/98) - COMMUNITY DEVELOPMENT COMMITTEE REPORT - 8/12/98 (1052)

9. ADMINISTRATION

9.1 (OCM12/98) - CITY OF SPLIT - 1700th ANNIVERSARY (RS) (1021)

RECOMMENDATION

That Council approve the additional expenditure of \$125 for the purchase of a gift for the City of Split to mark their 1700th Anniversary.

COUNCIL DECISION

That Council:

Background

Council, at its Special Meeting of the 30th September 1998, resolved *"that a gift up to the value of \$500 be purchased by the Mayor and forwarded to the Mayor of Split, Mr Ivan Skaric, to mark the 1700th Anniversary of the City of Split"*.

Submission

N/A

Report

The Mayor selected a didgeridoo as an appropriate gift. The cost was \$550 and a stand to display the didgeridoo cost an additional \$75 - total \$625 which is \$125 more than the maximum set.

Mayor Grljusich acknowledged that the gift was above the value set by Council and has offered to pay the difference should Council determine not to increase the value of its contribution.

Strategic Plan/Policy Implications

N/A

Budget/Financial Implications

Sufficient funds are available in the Sister City Expenses Account 110462.

9.2 (OCM12/98) - APPOINTMENT OF SOUTH WARD COUNCILLORS TO STANDING COMMITTEES (1701) (DMG)

RECOMMENDATION

That in the event Council continues to operate with Standing Committees, Clr be nominated to represent South Ward on the Strategic and Policy Committee with Clr as Deputy and Clr be nominated to represent South Ward on the Community Development Committee with Clr as Deputy.

TO BE CARRIED BY ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

That Council:

Background

With the election of a new South Ward Councillor at the Extra Ordinary Election on the 12th December 1998, it is now appropriate for Council to appoint South Ward representatives to the Standing Committees of Council, should Council resolve to continue with the operation of a Committee system.

Submission

N/A

Report

If the elected Ward representatives agree to be delegates to one of the Standing Committees, with the other being automatically the Deputy, then there is no need for a ballot to be held to determine Committee representation, if necessary.

If however, both Councillors wish to represent South Ward on the same Standing Committee, it will then be necessary for an election to be held to determine this representation.

Strategic Plan/Policy Implications

Budget/Financial Implications

10. PETITIONS

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING IF GIVEN DURING THE MEETING

Nil

13. CONFIDENTIAL MATTERS

Nil

14. CLOSING

Nil