



**Item No:** 1.4  
**Title:** Administrator's Minute Council Meetings and Conduct of Public and Open Forum prior to Council Meetings  
**Department:** Administrator

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9 November 2020 Ordinary Council Meeting

Reference: F2020/00039 - D14280331

Author: Dick Persson, AM, Interim Administrator

The Central Coast Council Code of Meeting Practice provides that a Public Forum may be held prior to each Ordinary Meeting of Council. I am proposing that in addition to the Public Forum, an Open Forum also be conducted to allow members of the public to address Council on any matter.

I am also proposing that the timing of the Forums be changed so that members of the public attending do not need to wait as long until the commencement of the Council Meeting at 6.30pm.

In addition, I am proposing the conduct of an additional Ordinary Council Meeting on 25 January 2021.

### **Public Forum**

The Public Forum under the Code of Meeting Practice provides that no more than two speakers may speak for an item, and no more than two speakers may speak against an item.

I propose that the Public Forum be conducted from 6pm to 6.30pm, immediately prior to the conduct of the Council Meeting. The Public Forum will continue to be webcast and all other provisions under the Code of Meeting Practice will apply.

### **Open Forum**

I propose that an Open Forum be conducted prior to the Public Forum from 5.30pm to 6pm.

Speakers in Open Forum will be able to speak on any matter for up to three minutes. Up to ten speakers can register for Open Forum and the registration process will be the same as for the Public Forum, with an appropriate registration form seeking information about the topic to be covered.

Open Forum will not be webcast.

## **0.0 Administrator's Minute Council Meetings and Conduct of Public and Open Forum prior to Council Meetings (contd)**

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### **Council Meetings**

I note that at the Ordinary Meeting held 26 October 2020, Council resolved in part as follows:

- 7 *From this point onwards, until otherwise determined, Council will conduct a Council meeting (either Ordinary or Extraordinary as required) which is open to the public on a fortnightly basis.*
- 8 *Each (fortnightly) Council meeting during the next 12 months will receive a report that details;*
  - i. *the financial position of council at that time*
  - ii. *progress against the 100 day action plan*
  - iii. *progress of the Forensic Audit, until completed*
  - iv. *an outline of any other relevant strategy in response to the Financial Crisis and progress against those strategies*
  - v. *progress against any Performance Improvement Order that is in place.*

Two meetings are planned per month with the exception of December 2020 and January 2021. Staff have reviewed the meeting schedule in light of the above resolution and due to a number of factors (five Mondays in a month, December/January shut down) it is not practicable to conduct fortnightly meetings.

To facilitate additional meetings in accordance with Part 7 of the resolution, it is proposed that an additional Ordinary Meeting be conducted on Monday, 23 November 2020 and Monday, 25 January 2021. No other additional meetings are proposed for the remainder of the next twelve months, but it is noted that an Extraordinary Meeting can be called with appropriate notice.

I note that in accordance with Part 8 of the resolution a report is being provided to the meeting on 9 November 2020 on the progress against the 100 day action plan.

I formally move:

1. That a Public Forum be conducted prior to every Ordinary Council Meeting from 6pm
2. That an Open Forum be conducted prior to every Ordinary Council Meeting from 5.30pm to 6pm with an appropriate registration form to be created.
3. That an Ordinary Council Meeting be conducted on Monday, 23 November 2020 at 6.30pm

**0.0 Administrator's Minute Council Meetings and Conduct of Public and Open Forum prior to Council Meetings (contd)**

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4. That an Ordinary Council Meeting be conducted on Monday, 25 January 2021 at 6.30pm.

**Attachments**

*Nil.*