



# Ordinary Council

## LATE REPORTS

### Business Paper

**date of meeting:** Thursday 14 November 2024

**location:** Council Chambers, 17 Burrawan Street, Port Macquarie

**time:** 10:00am

|                                   |   |
|-----------------------------------|---|
| <b>Community Vision</b>           | A sustainable high quality of life for all  |
| <b>Community Mission</b>          | Building the future together<br>People Place Health Education Technology  |
| <b>Council's Corporate Values</b> | <ul style="list-style-type: none"> <li>★ Sustainability</li> <li>★ Excellence in Service Delivery</li> <li>★ Consultation and Communication</li> <li>★ Openness and Accountability</li> <li>★ Community Advocacy</li> </ul> |
| <b>Community Themes</b>           | <ul style="list-style-type: none"> <li>★ Leadership and Governance</li> <li>★ Your Community Life</li> <li>★ Your Business and Industry</li> <li>★ Your Natural and Built Environment</li> </ul>                            |

Under Clause 3.23 Statement of ethical Obligations in the Code of Meeting Practice as adopted by Council at the Extraordinary Meeting of Council held on 23 June 2022 (Item 6.04), business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Councillors are reminded of the oath or affirmation which was taken by each of them.

#### **Oath Of Councillor**

I swear that I will undertake the duties of the office of Councillor in the best interests of the people of Port Macquarie-Hastings local government area and the Port Macquarie-Hastings Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

#### **Affirmation Of Councillor**

I solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of Port Macquarie-Hastings local government area and the Port Macquarie-Hastings Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Councillors have the opportunity to declare any interests in items on the agenda and inform the Council and public if they will be leaving the Chambers during the debate and voting on the item.

# Ordinary Council Meeting

Thursday, 14 November 2024

## LATE REPORTS

### Items of Business

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# 1 Leadership and Governance

## What we are trying to achieve

A community that works together in decision making that is defined as ethically, socially and environmentally responsible.

## What the result will be

We will have:

- A community that has the opportunity to be involved in decision making
- Open, easy, meaningful, regular and diverse communication between the community and decision makers
- Partnerships and collaborative projects, that meet the community's expectations, needs and challenges
- Knowledgeable, skilled and connected community leaders
- Strong corporate management that is transparent

## How we will get there

- 1.1 Inform and engage with the community about what Council does using varied communication channels
- 1.2 Maintain strong partnerships between all stakeholders - local, state and federal — so that they are affective advocates for the community
- 1.3 Demonstrate leadership
- 1.4 Use innovative, efficient and sustainable practices
- 1.5 Ensure strong corporate and financial management that is transparent and accountable

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**Item: 10.23**

**Subject: REVIEW OF DISCONTINUED COMMITTEES WORKING GROUP**

**Presented by: Business and Performance, Keith Hentschke**

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### **Alignment with Delivery Program**

1.1.1 Use a variety of tools to engage with the community in a manner that is transparent, effective, relevant and inclusive.

### **RECOMMENDATION**

#### **That Council note:**

- 1. The information contained within this report**
- 2. That a further report will be provided to Council in December 2024 regarding the establishment of Working Group, the proposed scope of the review and funding as identified in the October 2024 resolution (Item 10.08).**

### **Executive Summary**

At the October 2024 Ordinary Council meeting, with regard to Item 10.08 Formation of and Councillor Membership to Committees and Groups, Council resolved, in part:

5. *Form a “Review of Discontinued Committees Working Group”, and determine that:*
  - a. *the Working Group be chaired by Councillor Edwards, and membership comprises the Chair, Chief Executive Officer, or her delegate, relevant staff as identified by the Chief Executive Officer, and any interested councillor.*
  - b. *The objectives of the Working Group are to:*
    - i. *establish the scope of a review of those committees, subcommittees and steering groups that were discontinued without review in the previous term, as at February 2022 and*
    - ii. *identify potential funding sources for the review,*
    - iii. *report the outcome of 5(b)(i) and 5(b)(ii) to the November 2024 Ordinary Meeting of Council, through the Chief Executive Officer, with a view to enabling outcomes from a review to be incorporated into the workshop identified in clause 3 above.*
  - c. *The future of the Working Group be determined following consideration of the Working Group’s report to Council.*

This report provides an update on the progress of the working group at this stage as requested in point 5(b)(i) and (ii) above.

**Discussion**

At the October 2024 Ordinary Council meeting, with regard to Item 10.08 Formation of and Councillor Membership to Committees and Groups, Council resolved, to form a Review of Discontinued Committees Working Group.

This report provides an update as per the Council resolution on the progress of the working group at this stage.

As chairperson, Councillor Lauren Edwards invited comment from interested Councillors to contribute to the development of the scope as requested by Council resolution.

We understand Councillor Edwards received comment from 6 Councillors and also approached the Chief Executive Officer and Director Community, Planning and Environment (as the Chief Executive Officer's nominated delegate for this group) for their comments and feedback. The draft scope was circulated to all Councillors on 5 November to enable further feedback and to the Director Community, Planning and Environment.

At the time of this report, the scope has not been finalised and still requires further review, however it is understood that it is proposed that Councillors of the Working Group will request the scope document be tabled in the November 2024 Ordinary Council meeting.

As the final scope has not been provided to or reviewed by Councillors or staff via the Working Group during development of this report, a funding source cannot be identified. Staff are also unaware of whether a funding source has been identified by the Working Group, as the scope of the review and funding requirements are currently unknown. It is also important to note, that based on initial discussions and pending the final scope of works, that it is highly unlikely that staff will be able to undertake this work as business as usual. Therefore there may be external assistance required to complete this review, which would also require funding.

Unfortunately due to the very tight timeframe identified by Council for the establishment of this group and a scope for the review the usual process for establishing working groups has not been followed in this case. A Working Group would normally be formed and then invited by staff to meet as a group to provide all members an equal opportunity to contribute to and agree on the final scope. A Council Working Group would usually be facilitated by staff, have an agenda and minutes or outcomes recorded.

Based on the approach taken to date, additional time is required to facilitate the outcome Council was seeking in its October 2024 resolution. It is recommended accordingly, that a report be provided to Council in December 2024 regarding the establishment of Working Group, the proposed scope of the review and funding as identified in the October 2024 resolution (Item 10.08).



**Options**

Council may note the report or resolve in some other manner.

**Community Engagement and Internal Consultation**

Internal consultation occurred with all Councillors and the Chief Executive Officer, Director Community, Planning and Environment and Group Manager Governance

**Planning and Policy Implications**

There are no planning and policy implications in relation to this report.

**Financial and Economic Implications**

Financial implications are unknown as a result of this report as the scope has not been finalised at the time of this report.

**Attachments**

Nil