

Relevant Information for Council

FILE: S051923 **DATE:** 12 December 2025

TO: Lord Mayor and Councillors

FROM: Kirsten Morrin, Executive Director Legal and Governance

THROUGH: Emma Rigney, A/Chief Executive Officer

SUBJECT: Information Relevant To Item 6.5 – Post Exhibition - Code of Meeting Practice

Alternative Recommendation

It is resolved that:

- (A) Council note the submissions received from the community on the draft Code of Meeting Practice as outlined in the engagement report shown at Attachment A to the subject report ***and at Attachment A to the subject Information Relevant To memorandum (for submissions received between 27 November 2025 to 10 December 2025);***
- (B) Council adopt the revised City of Sydney Code of Meeting Practice as shown at Attachment B to the subject report, subject to any amendment of section 422 of the Local Government (General) Regulation 2021 to defer the time of commencement of the new Model Code of Meeting Practice for Local Councils;
- (C) Council endorse that if section 422 of the Local Government (General) Regulation 2021 is amended to defer the mandating of the new Model Code of Meeting Practice for Local Council, Council's current Code of Meeting Practice remain in force until further resolution of Council;
- (D) Council fix the order of business of meetings of council as the following:
 - (i) opening of the meeting;
 - (ii) acknowledgement of country;
 - (iii) prayer at the discretion of the Chair;
 - (iv) apologies and applications for a leave of absence by councillors;
 - (v) confirmation of minutes;

- (vi) statement of ethical obligations and disclosures of interest;
 - (vii) minutes by the Lord Mayor;
 - (viii) memoranda by the Chief Executive Officer;
 - (ix) matters for tabling;
 - (x) reports of committees;
 - (xi) reports to council;
 - (xii) questions on notice;
 - (xiii) supplementary answers to previous questions;
 - (xiv) notices of motion; and
 - (xv) conclusion of the meeting;
- (E) authority be delegated to the Chief Executive Officer to make amendments to the Code of Meeting Practice in order to correct any minor drafting errors and finalise design, artwork and accessible formats for publication;
- (F) Council endorse the City of Sydney Public Forum Guidelines as shown at Attachment C to the subject report ***subject to the following amendment:***
- Guidelines for City of Sydney Public Forums
- Public forums will be held from ~~1pm~~ **2pm** for up to one hour, with meetings of committees of the council to commence at ~~2pm~~ **3pm**.
- (G) Council note that the Public Forum Guidelines can be amended from time to time by Council;
- (H) ***Council endorse and adopt the revised Functions, Delegations, Policies and Procedures of Council Committees, as shown at Attachment B to the subject Information Relevant To memorandum***
- (I) Council note that public notification and communications will be undertaken in early 2026 (unless deferred) to advise members of the public of the Public Forum Guidelines and how they can address Council going forward.

Purpose

To provide an Alternative Recommendation which notes the additional submissions received on the draft Code of Meeting Practice and adjusts the commencement time of public forums (and consequently Council Committees)

Background

At the meeting of the Corporate, Finance, Properties and Tenders Committee on 8 December 2025, further information was sought on the following:

Councillor attendance at public forums

It is noted that the Office of Local Government (OLG) has previously advised that there are no quorum requirements for public forums.

Council could consider including rules in the public forum guidelines regarding expectations/requirements for Councillor attendance at public forums.

Timing of public forums / Committee and Council meetings

In accordance with section 9(1) of the Local Government Act 1993, a council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are councillors.

As per clause 20.2 of the Code of Meeting Practice, the council may, by resolution, establish such committees as it considers necessary.

On 16 December 2024, Council resolved to adopt meeting times, functions, policies and procedures of the following Committees:

- Corporate, Finance, Properties and Tenders Committee
- Environment and Climate Change Committee
- Cultural, Creative and Nightlife Committee
- Equity and Housing Committee
- Community Services and Facilities Committee
- Innovation, Business and Economy Committee
- Transport, Heritage and Planning Committee

Given the proposed introduction of public forums, it is recommended that the functions of Council Committees be revised to a 3pm commencement time.

The requirements of section 9(1) of the Local Government Act 1993 do not allow for committees to start earlier than the stated time (i.e. if a public forum is not required due to no registered speakers or does not take up the full allocated hour).

How members of the public can address public forums

The City's public forum guidelines:

- (a) Where possible and practicable, enable similar practice to how members of the public currently address meetings of committees of the council.
- (b) Are intended to be flexible and enable the chairperson to conduct the public forum in the most appropriate way given the particular matters for consideration and Council to vary the rules as required from time to time to ensure the efficient and effective conduct of the public forums.

For members of the public that cannot attend public forums, submissions (including video messages) can be made to Secretariat who will then provide to Councillors for consideration.

It is recommended that the public forum guidelines be reviewed throughout 2026 and adjusted as required to ensure best practice and that members of the community are able to address Council appropriately. This could include how members of the public can address forums.

The OLG has confirmed that further public exhibition is not required of the public forum guidelines which will enable Council to adopt new guidelines by way of resolution if required.

Memo from Kirsten Morrin, Executive Director Legal and Governance

Prepared by: Erin Cashman, Manager OCEO

Attachments

Attachment A. Engagement Report - Code of Meeting Practice (Additional Submissions received between 27 November 2025 to 10 December 2025)

Attachment B. Revised Functions, Delegations, Policies and Procedures of Council Committees

Approved



EMMA RIGNEY

A/Chief Executive Officer

Attachment A

**Engagement Report –
Code of Meeting Practice
(Additional Submissions received between
27 November 2025 to 10 December 2025)**

Engagement summary for the additional submissions received between 27 November and 10 December 2025

Please see below the information for the additional submissions received between 27 November and 10 December 2025:

- An additional 5 submissions were received during this period (4 via email and one via the SurveyMonkey survey).
- Of the submissions received in this period, 2 opposed the changes, 2 supported them, and one was neutral. Three of these submissions were from community groups, comprising:
 - Chippendale Residents Interest Group – 2 submissions (3 December 2025)
 - Ultimo Village Voice – 1 submission (8 December 2025)
- During the 42-day consultation period (29 October – 10 December 2025), a total of 12 submissions were received, and the Sydney Your Say webpage recorded 327 page views and 41 document downloads.

Concerns raised in the additional submissions:

- Lack of provision for online representation opportunities.
- Reduced opportunity for the public to attend Council proceedings.
- Grouping all public comments together rather than aligning them with individual agenda items is considered a backward step.
- Requests for clarification on how the new process will operate.
- Desire for greater transparency and effective implementation of the new format.

Support expressed in the additional submissions:

- Support for public forums and appreciation for the opportunity for public engagement.
- Support for a separate public forum prior to Committee meetings as an effective mechanism for managing public representations.

Attachment B

**Revised Functions, Delegations, Policies
and Procedures of Council Committees**

CORPORATE, FINANCE, PROPERTIES AND TENDERS COMMITTEE

- Meeting Time: Monday ~~2.00pm~~ **3.00pm**
- Venue: Council Chamber
- Chairperson: The Rt Hon Clover Moore AO – Lord Mayor of Sydney
- Deputy Chairperson: Councillor Robert Kok
- Members: Councillor Olly Arkins
Councillor Sylvie Ellsmore
Councillor Lyndon Gannon
Councillor Zann Maxwell
Councillor Jess Miller
Councillor Matthew Thompson
Councillor Yvonne Weldon AM
Councillor Adam Worling
- Quorum: A majority of the members of the Committee
- Functions: To deal with all matters relating to:
- (a) Finance
 - (b) Consideration of budgets and quarterly budget performance
 - (c) Information technology policy
 - (d) Asset management
 - (e) Internal and external audit
 - (f) Fees and charges
 - (g) Rating matters
 - (h) City operational and property investment facilities
 - (i) Industrial relations
 - (j) Organisational policy
 - (k) City property management, including management, maintenance, leasing, licensing and sale of Council property
 - (l) Tenders valued at over \$5 million

ENVIRONMENT AND CLIMATE CHANGE COMMITTEE

- Meeting Time: At the conclusion of the meeting of the Corporate, Finance, Properties and Tenders Committee
- Venue: Council Chamber
- Chairperson: The Rt Hon Clover Moore AO – Lord Mayor of Sydney
- Deputy Chairperson: Councillor Adam Worling
- Members: Councillor Olly Arkins
Councillor Sylvie Ellsmore
Councillor Lyndon Gannon
Councillor Robert Kok
Councillor Zann Maxwell
Councillor Jess Miller
Councillor Matthew Thompson
Councillor Yvonne Weldon AM
- Quorum: A majority of the members of the Committee
- Functions: To deal with all matters relating to:
- (a) Environmental management
 - (b) Parks, playgrounds and open spaces
 - (c) City greening
 - (d) Cleansing, waste recycling, and the circular economy
 - (e) Urban infrastructure, including roads, footpaths, lighting, stormwater and drainage
 - (f) Cycleways
 - (g) Sustainability
 - (h) Resilience
 - (i) Grants and sponsorships related to the above

CULTURAL, CREATIVE AND NIGHTLIFE COMMITTEE

- Meeting Time: At the conclusion of the Environment and Climate Change Committee
- Venue: Council Chamber
- Chairperson: The Rt Hon Clover Moore AO – Lord Mayor of Sydney
- Deputy Chairperson: Councillor Olly Arkins
- Members: Councillor Sylvie Ellsmore
Councillor Lyndon Gannon
Councillor Robert Kok
Councillor Zann Maxwell
Councillor Jess Miller
Councillor Matthew Thompson
Councillor Yvonne Weldon AM
Councillor Adam Worling
- Quorum: A majority of the members of the Committee
- Functions: To deal with all matters relating to:
- (a) Arts, culture, film, creative industries and creative practice
 - (b) Cultural events, programs and activities
 - (c) Cultural and creative spaces and venue management
 - (d) Nightlife activities, programs, and events
 - (e) Night time management and safety
 - (f) Nightlife industries and the night time economy
 - (g) Assistance to cultural organisations
 - (h) Grants and sponsorships related to the above

EQUITY AND HOUSING COMMITTEE

- Meeting Time: At the conclusion of the meeting of the Cultural, Creative and Nightlife Economy Committee
- Venue: Council Chamber
- Chairperson: The Rt Hon Clover Moore AO – Lord Mayor of Sydney
- Deputy Chairperson: Councillor Zann Maxwell
- Members: Councillor Olly Arkins
Councillor Sylvie Ellsmore
Councillor Lyndon Gannon
Councillor Robert Kok
Councillor Jess Miller
Councillor Matthew Thompson
Councillor Yvonne Weldon AM
Councillor Adam Worling
- Quorum: A majority of the members of the Committee
- Functions: To deal with all matters relating to:
- (a) Affordable and diverse housing
 - (b) Social housing
 - (c) Community housing
 - (d) Homelessness
 - (e) Social, cultural and economic disadvantage
 - (f) Diversity and inclusion
 - (g) Grants and sponsorships related to the above

COMMUNITY SERVICES AND FACILITIES COMMITTEE

Meeting Time: At the conclusion of the Equity and Housing Committee

Venue: Council Chamber

Chairperson: The Rt Hon Clover Moore AO – Lord Mayor of Sydney

Deputy Chairperson: Councillor Sylvie Ellsmore

Members: Councillor Olly Arkins
Councillor Lyndon Gannon
Councillor Robert Kok
Councillor Zann Maxwell
Councillor Jess Miller
Councillor Matthew Thompson
Councillor Yvonne Weldon AM
Councillor Adam Worling

Quorum: A majority of the members of the Committee

Functions: To deal with all matters relating to:

- (a) Community facilities
- (b) Community services and safety
- (c) Aquatic and Recreation services
- (d) Child care services
- (e) Library services
- (f) Assistance to community organisations
- (g) Grants and sponsorships related to the above

INNOVATION, BUSINESS AND ECONOMY COMMITTEE

- Meeting Time: At the conclusion of the Community Services and Facilities Committee
- Venue: Council Chamber
- Chairperson: The Rt Hon Clover Moore AO – Lord Mayor of Sydney
- Deputy Chairperson: Councillor Lyndon Gannon
- Members: Councillor Olly Arkins
Councillor Sylvie Ellsmore
Councillor Robert Kok
Councillor Zann Maxwell
Councillor Jess Miller
Councillor Matthew Thompson
Councillor Yvonne Weldon AM
Councillor Adam Worling
- Quorum: A majority of the members of the Committee
- Functions: To deal with all matters relating to:
- (a) Innovation
 - (b) Economic development and strategy
 - (c) Global city relationships, trade and marketing
 - (d) Local economies
 - (e) Small business
 - (f) Visitor economy
 - (g) Grants and sponsorships related to the above

TRANSPORT, HERITAGE AND PLANNING COMMITTEE

- Meeting Times: At the conclusion of the Innovation, Business and Economy Committee
- Venue: Council Chamber
- Chairperson: The Rt Hon Clover Moore AO – Lord Mayor of Sydney
- Deputy Chairperson: Councillor Jess Miller
- Members: Councillor Olly Arkins
Councillor Sylvie Ellsmore
Councillor Lyndon Gannon
Councillor Robert Kok
Councillor Zann Maxwell
Councillor Matthew Thompson
Councillor Yvonne Weldon AM
Councillor Adam Worling
- Quorum: A majority of the members of the Committee
- Functions: To deal with all matters relating to:
- (a) Planning instruments (i.e. LEPs, DCPs, Policies)
 - (b) Transport, access and walkability initiatives and issues
 - (c) Parking policy
 - (d) Traffic and the Local Pedestrian, Cycling and Traffic Calming Committee
 - (e) Referrals from other authorities for comment on any of the above matters
 - (f) Outdoor dining
 - (g) Grants and sponsorships related to the above

POLICIES AND PROCEDURES OF COMMITTEES

- (a) The structure and functions of Committees is standing policy of Council.
- (b) All correspondence from, or to, all Committees, shall be handled through normal Council processes.
- (c) All Committees shall be advisory to Council and have no independent role, except where specific authorities are delegated to them by Council.
- (d) Matters dealt with in Committees shall be submitted to Council without recommendation only when the chairperson so determines.
- (e) The chairperson of Committees shall have a casting vote in the event of an equality of voting.