



CITY OF  
MITCHAM

# Governance Review

Elected Member Designated Informal Gathering

22 June 2021

Presented by the City of Mitcham

# Purpose



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- Provide information on the Governance Review currently underway
- Seek Elected Member feedback on the Council Agenda and Report format / presentation

# Around the Room



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What are your suggestions to improve:

1. Notice of Meeting
2. The Agenda
3. The Order of Business
4. Minutes
5. Reports
6. General Comments

# Governance Review



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- Original Purpose: To develop a roadmap of improvement projects to improve decision making, enhance customer experience and enhance efficiency and effectiveness
- Revised Purpose: + Team Structure

# Improvement Projects



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- Paperless Council
- Agendas and Minutes
- Infocouncil Review
- Confidential Orders Process
- Legislative Compliance
- Policy Hierarchy & Reviews
- Delegations software integration with process
- Complaint Management
- Local Government Reform
- Organisational Decision Making/Governance Framework

# Council Agenda and Report Template



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- Purpose: improved decision making and user experience
- Feedback on:
  - Notice of Meeting
  - The Agenda
  - The Order of Business
  - Minutes
  - Reports

# The Notice of Meeting – First Impressions



## NOTICE OF MEETING COUNCIL AGENDA & REPORTS

for the meeting

commencing at 07:00 PM on Tuesday, 15 June 2021

Council Chambers  
72 Woodville Rd, Woodville SA 5011

PAUL SUTTON  
CHIEF EXECUTIVE OFFICER

Dated 10 June 2021



## COUNCIL AGENDA & REPORTS

for the meeting

Tuesday 8 June 2021  
at 5.30pm

in the Council Chamber,  
Adelaide Town Hall



8 June 2021

### NOTICE OF MEETING

NOTICE is hereby given of the following meeting to be held in the Council Chambers, 131 Belair Road, Torrens Park on Tuesday, 8 June 2021 commencing as follows:

- Council Meeting will commence at 7.00 pm

MATT PEARS  
CHIEF EXECUTIVE OFFICER

MITCHAM

# The Agenda



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- Funky Notice of Meeting at the front
- Consistent font throughout
- Gallery Questions ??
- Move to paperless ??

<b>BUSINESS.....</b>	<b>4</b>
<b>1. ELECTED MEMBERS' DECLARATIONS OF INTERESTS .....</b>	<b>4</b>
<b>2. CONFIRMATION OF MINUTES .....</b>	<b>4</b>
<b>2.1 FULL COUNCIL MEETING - 25 MAY 2021.....</b>	<b>4</b>
<b>3. ADJOURNED MOTIONS.....</b>	<b>5</b>
<b>4. ADJOURNED BUSINESS.....</b>	<b>5</b>
<b>5. DEPUTATIONS.....</b>	<b>5</b>
<b>6. PRESENTATIONS.....</b>	<b>5</b>
<b>6.1 MR TIM MUHLHAUSLER - DRAFT 2021/22 LONG TERM FINANCIAL         PLAN AND THE DRAFT 2021/22 ANNUAL BUSINESS PLAN         SUBMISSION .....</b>	<b>5</b>
<b>7. GALLERY QUESTION TIME.....</b>	<b>5</b>
<b>8. PETITIONS .....</b>	<b>5</b>
<b>9. DECISION REPORTS.....</b>	<b>6</b>



# Order of Business

Pledge & **Kaurna Acknowledgment**

**Administrative Matters – New Header**

Present, Apologies, etc

Declaration of Interest

Confirmation of Minutes

~~3: Adjourned Motions~~

Adjourned Business

**Community Participation in Decision Making –  
New Header**

- Deputations
- Presentations
- **Gallery Question Time ??**
- Petitions

Business

- Decision Reports
- Confidential Reports
- Recommendations from Committees
- Notices of Motion
- Items on Notice for Future Decision
- Motions without Notice

– Questions On Notice

**Information Items – New Header**

- 14: Information ~~Only~~ Reports - **moved**
- **17: Response to Gallery Questions from Previous Meetings ??**
- 18: Response to Questions on Notice from Previous Meetings
- 18: Questions without Notice
- 19: Mayor Business (**potential to include as an Information Report**)
- 20: Written Reports by Elected Members (**potential to include as an Information Report**)

**SUGGESTED ITEMS FOR NEXT AGENDA**

Community Impact Grants	
Review of Policies	
Unley Road Public Realm Guidelines - DRAFT for consultation	
Musical Playspace Feasibility Report	
Representation Review - Outcome of 2nd Community Consultation and Seeking Final Determination	

# Minutes



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## 2. CONFIRMATION OF MINUTES

### 2.1 FULL COUNCIL MEETING - 25 MAY 2021

MOVED Cr Todd

That the Minutes of the Full Council Meeting held on 25 May 2021 be confirmed.

SECONDED Cr Sanderson

CARRIED

# Minutes



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**ITEM 1.4.1**  
**MINUTES OF THE ORDINARY COUNCIL MEETING HELD MONDAY,**  
**22 MARCH 2021**  
MOVED Councillor D. Palmer  
SECONDED Councillor M Broniecki

That:

1. The minutes of the Ordinary Council held on Monday, 22 March 2021 be taken as read and signed as a correct record.

**CARRIED UNANIMOUSLY**

***Resolution No. C0486/21***

# Reports

- Refer to printed template



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## 9.3 REGION 7 - ADELAIDE METRO MURRAY DARLING ASSOCIATION COMMITTEE

*Report Author/Manager: Deborah Horton*

*General Manager: Kate O'Neill*

*(Meeting Date: 8 June 2021)*

*(Location: Council Wide)*

*(Consultant Used: \$Nil)*

### PROPOSAL or PURPOSE – rename??

To seek Council support for the City of Mitcham to continue to Chair and have representation on the Region 7 Murray Darling Association Committee.

### REASON THIS IS BEING PRESENTED TO COUNCIL

*Council Resolution*

### STRATEGIC OBJECTIVES – move position

Usual presentation

### EXECUTIVE SUMMARY – new section

- Bullet points (top 5 things you need to know about this report or
- Paragraphs (no more than 3 paragraphs)

### RECOMMENDATION – ITEM 9.3

### DECISION 1 – CHAIRING ARRANGEMENTS

#### Option 1 (Staff Recommendation)

That Council advises the Chief Executive Officer of the Murray Darling Association of its willingness to continue chairing Region 7 for the 2021/22 financial year.

#### Option 2

# Around the Room



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