

## Assistance with Agendas and Minutes – Shoalhaven City Council

The following information is designed to assist you in understanding the process Council uses to make decisions.

### Councils Committee Structure

#### Council's Core Committees (with Delegated Authority)

Membership of Council Committees consists of Councillors and the General Manager.

These committees have delegated authority to make some decisions without referring them to Council. The agendas consist of reports and recommendations from Council Officers. The Committee will consider the items and either make a decision that becomes a resolution of Council or make a recommendation to the Council (Ordinary Meeting). In the minutes items that become a resolution will begin with 'RESOLVED' and items to be forwarded to Council will begin with "RECOMMENDED".

#### Advisory (Special Interest) Committees (with Delegated Authority)

These committees are also similar to Advisory Committees, except that they have delegated authority to make some decisions without referring them to Council. These are reflected in the minutes with the word 'resolved' instead of 'recommended'.

#### Advisory (Special Interest) Committees (without Delegated Authority)

Advisory Committees form part of Council's community consultation process. Their membership consists of a variety of representatives eg.

Councillors, community members, community groups, business groups and government agencies.

Agendas for advisory committees consist of reports and recommendations from Council Officers. The Committee will consider the items then make recommendations to the Council (Ordinary Meeting).

#### Natural Resource and Floodplain Management Committees

These are the same as advisory committees with one difference, prior to June 2013 recommendations were submitted to Council Meetings via a report from Council.

#### Council (Ordinary) Meetings

Ordinary Meeting membership consists of Councillors only. Final decisions are made at the Ordinary meeting, except in the instance of a rescission motion. If a rescission motion is submitted the item will be discussed again at the next Ordinary Meeting.

Agendas for the Ordinary Meeting consist of Mayoral Minutes (sometimes), recommendations from the Council committees and Advisory Committees, reports & recommendations from Council Officers and Notices of Motions (from Councillors).

At the Ordinary Meeting Councillors will decide to accept or amend the recommendations and they will become Resolutions of Council and form the Minutes. During the Ordinary Meeting Councillors will deal with the recommendations from each committee as a group, withdrawing the items they

wish to discuss and adopting the remaining recommendations. As a result prior to December 2008 some resolutions will read 'RECOMMENDED that'. These are official resolutions of Council.

#### Addendum Reports

Addendum (late) reports are sometimes presented to Advisory Committees, Core Committees or Ordinary Meetings. Addendum reports will be included in the agenda after the Councillors/Committee members have received them.

#### When will the information be available?

Advisory Committee agendas will be available 2 days before the date of the meeting.

Regular Committees and Ordinary Meeting agendas will be available at least 3 days before the meeting.

#### How to look at the documents

The documents are presented in a format that is called PDF and requires a reader called Adobe Acrobat Reader. This format has become an industry standard and the software is freely available at the Adobe web site [www.adobe.com](http://www.adobe.com).

Once reading a document it is possible to search for a particular word or phrase by clicking on the binocular icon.

Another useful tool is the Navigation Pane which acts like a Table of Contents to assist you in locating material of particular interest. This Navigation Pane is toggled on or off by clicking the appropriate icon.