



## Memo

Corporate & Legal

**To:** Mayor and Councillors  
**From:** Chief Executive Officer  
**Cc:** Chief Executive Team and Governance  
**Date:** 20 March 2020  
**Subject:** **Late Report: Item 8.2 - COVID-19 Business Support Plan and Community Care Package**

**Record Number:** 2020/108093

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In accordance with Clauses 10.6, 10.7 and 10.8 of Council's current Code of Meeting Practice, the CEO is submitting a late report to the Council Meeting of 24 March 2020, entitled "*COVID-19 Business Support Plan and Community Care Package*"

These clauses state:

### Late items

- 10.6 In exceptional circumstances reports not listed for consideration on the business paper may be tabled at an ordinary meeting. The chief executive officer is authorised to submit late agenda items.
- 10.7 Late reports should only be brought forward in the case of necessity and urgency, on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the Council, and are to be forwarded to councillors via email no later than 12 noon on the day prior to the meeting at which the item is to be considered.
- 10.8 For matters not listed on the agenda of meetings and where less than three days' notice has been provided in accordance with clause 4.8, a motion of urgency will need to be passed by the council prior to the matter being considered. The motion of urgency is to include the reason why the matter is considered to be urgent.

Therefore I request that you move the below procedural motion to transact this item at the Council Meeting.

*That as a matter of urgency, Council considers the staff report "COVID-19 Business Support Plan and Community Care Package", at this meeting due to the recommended actions contained within this report requiring immediate implementation.*

This report will then become Item 9.5 on the agenda. This report is attached for your information.

Jeff Smith  
Director, Corporate & Legal