

## MEETINGS – COUNCIL AND COMMITTEES

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Previous policy number: 4.2.3

### **Policy Statement**

The Ordinary Meeting of Council is to be held on the fourth Tuesday of each month under normal circumstances, except for January, where no Ordinary Meeting of Council will be held.

Committee Meeting dates and regularity are to be determined by the Committee or its Presiding Member. Adequate advance notice of the agenda of Committees shall be provided.

### **Policy Details**

To predetermine the date and regularity of Ordinary Council meetings and Committee meetings and the manner in which changes to those dates may occur.

Policy principles include:

- the establishment of regular meetings dates;
- How meeting date exceptions are to be dealt with; and
- Ensuring compliance with the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

### **Council Meetings**

Ordinary meetings of Council shall be conducted on the fourth Tuesday of each month, with the exception of the month of January, when no Ordinary meeting of Council will be held.

Where due to special circumstances it is impracticable for the Ordinary Council meeting to be held on its regular day, it shall be held on some other day determined by the Chief Executive Officer or by the Council.

### **Committee Meetings**

Committee meetings are to be conducted on a date and regularity determined by the Committee or by the Presiding Member in consultation with the responsible local government officer.

### **Circulation of Committee Agendas**

Audit and any other Committee agendas shall be circulated to Committee Members on the Friday preceding the meeting or 72 hours prior to the commencement of the meeting.

### **Definitions**

**Ordinary meeting** of Council has the same meaning as the ordinary meeting of Council referred to in the Local Government Act 1995, section 5.3 (1).

**Committee** has the same meaning as the committee referred to in the Local Government Act 1995, section 5.1.

### Governance References

Statutory Compliance	<i>Local Government Act 1995, Sections 5.1 to 5.8.</i> Local Government (Administration) Regulations 1996, Regulation 12.
Organisational Compliance	Policy No. 4.2.14 Agenda Forums, provides separate policy direction specifically related to Agenda Forums.

### Policy Administration

Directorate:		Officer title:
Executive Services		Chief Executive Chief
Next Review		Review Cycle
2021		
Version	Date	Ref
1	23 March 2010	OCM- 072-2010
2	17 October 2017	OCM-175-2017
3		