



Council and Committee Meetings Policy

Policy Statement

Formal decisions of Council are made at Ordinary Council Meetings.

The Audit Committee is constituted under s.5.8 of the *Local Government Act 1995*. Its authority is limited to making recommendations to Council about financial and risk-related matters. The Audit Committee's duties and responsibilities are detailed in its Terms of Reference.

Informal Council Meetings are held to enable elected members the opportunity to consider information or advice that assists them to make fully informed decisions at Ordinary Council Meetings.

Policy Details

1.1 Ordinary Council Meetings

Ordinary Council Meetings are held on the fourth Tuesday of each month under normal circumstances. No Ordinary Council Meetings are held in January.

Where special circumstances mean an Ordinary Council Meeting can't be held on a scheduled date, it will be held on a date determined by the Mayor or by one of the other methods provided in s.5.4 of the *Local Government Act 1995*.

1.2 Audit Committee Meetings

The Audit Committee meets at least four times a year. The Presiding Member has discretion to convene additional meetings.

1.3 Agenda Forums/Informal Councillor Workshops

Agenda Forums are held on the Tuesday of the month in the week preceding an Ordinary Council Meeting. If there is no Ordinary Council Meeting scheduled for a month, there will be no Agenda Forum held on that month.

Strategic Councillor workshops are held on the first two Tuesdays of each month. If there is no Ordinary Council Meeting scheduled for a month, there will be no Strategic Councillor Workshops for that month.





1.4 Meeting agendas

Ordinary Council Meeting, Audit Committee meeting, Agenda Forum and Strategic Councillor Workshop agendas are provided to elected members at least seventy-two hours prior to a meeting.

Policy Objectives

Determining the dates and frequency of Ordinary Council Meetings, Audit Committee and informal Council meetings allows the community to be aware of the schedule for upcoming meetings. It also assists with setting timelines for the Administration to prepare Council reports and information to assist elected members with decision making.

Definitions

Ordinary Council Meeting means ordinary meetings of Council referred to in the *Local Government Act 1995, s.5.3(1)*.

Committee means a committee referred to in the *Local Government Act 1995 s.5.1*.

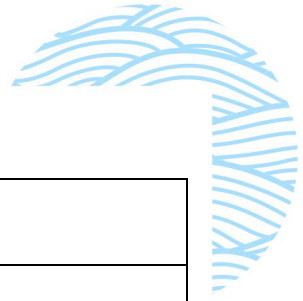
Informal Council Meetings means Agenda Forums, Strategic Council Workshops and workshops.

Governance References

Statutory Compliance	<i>Local Government Act 1995, ss.5.1-8</i> Local Government (Administration) Regulations 1996, r.12
Organisational Compliance	Town of Mosman Park Audit Committee Terms of Reference Informal Council Meetings Policy

Policy Administration

Directorate:		Officer title:
Executive Services		Manager Governance and Risk
Next Review		Review Cycle
Minor review:		2 years
Major review		4 years
Version	Date	Ref
1.	23 March 2010	OCM- 072-2010



2.	17 October 2017	OCM-175-2017
3.	27 June 2023	OCM-061-2023