



1. **COUNCIL POLICIES**
- 1.1 **COUNCIL CHAMBER & MEETINGS**
- 1.1.1 **Council Meeting System**

Standing Orders

Standing orders local laws apply to Council meeting procedures and nothing in this policy overrides those Standing Orders.

Council Meetings

Council will hold a full Council meeting commencing at 5.30pm on a rolling three week basis with the exception of the period from Christmas eve to the middle of January when no meeting will be held.

The proposed dates for Council meetings in the year will be advertised at the commencement of the calendar year.

At least one meeting each year will be scheduled to be held in Northcliffe, Pemberton and Walpole.

Agendas for Council Meetings

In the interest of providing prompt decision making, agenda items from any department may be presented at the next available meeting.

The format for the agenda is to reflect the following:

1. Declaration of opening / Announcement of Visitors / Presentations (by Council)
2. Record of Attendance / Apologies / Leave of Absence
3. Public Question Time / Public Forum
4. Petitions / Deputations / Presentations (by others)
5. Applications for Leave of Absence
6. Confirmation of Previous Minutes
7. Disclosure of Financial Interest
8. Announcements by the President without Discussion
9. Notice of Intention to move Suspension of Standing Orders at close of meeting
10. Motions of which Previous Notice has been given
11. Replies to Questions to which Due Notice has been given
12. Council officers reports (by Division and Department)
13. Notice of Motion for Consideration at Following meeting if given during meeting
14. Late items
15. New business of an Urgent nature introduced by Decision of the meeting
16. Closure

Late Items

Late items by Council Officers are generally discouraged as insufficient time is afforded to Councillors to study the item and gauge community response.

The Chief Executive Officer may only approve the inclusion of a late item on the agenda if considered of an urgent nature and satisfactory notification to Councillors and broader consultation (if required) has been achieved.

New Business of an Urgent Nature

New business of an urgent nature is generally discouraged as it fails to provide Council Officers an opportunity to research and report on the matter and it fails to allow adequate Councillor and Community consultation on the matter.

Motions for which prior Notice has not been given will only be considered under the following circumstances.

- (a) With the approval of the Council by resolution (not as an individual Councillor's right).
- (b) The Motions must be of such an urgent nature that they cannot wait to be dealt with at the next Council meeting.

Councillors are encouraged to submit in writing or advise staff of items that they wish to have listed on the agenda or addendum, so that Councillors and staff receive due notice of a subject to be discussed.

Guests

The President and Chief Executive Officer may arrange for guests to meet with Councillors after Council Meetings and to join Councillors for a meal.

It is the responsibility of Ward Councillors to advise the Chief Executive Officer of people who should be invited from time to time.

Definitive Meeting Procedure Guide

Council has adopted the following publication as its definitive guide on meeting procedure for this Council.

"Take the Chair (eighth edition 1990)" by David Price, Bill Smith and Harold Luxton."

Published by Rostrum WA Inc, printed by Mercury Press, Osborne Park WA.

Information Briefings

Information briefings for the purpose of information exchange (not decision making) are to be held on the day of the formal Council meeting.

The briefing is to be chaired by the President, Deputy President or Chief Executive Officer in that order.

The Chief Executive Officer is to give due notice of the time and agenda for each information briefing. The briefings will normally commence at 2.00pm and are to conclude by 5.00pm however the commencement time may be

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brought forward to allow sufficient time for the budget development or other detailed matters.

The agenda shall set aside adequate time for the following standing items:

1. Presentation by others
2. Questions on the agenda
3. Councillor issues
4. Corporate discussion

The President and or the Chief Executive Officer may arrange for guests to present at the briefing on matters relevant to Council. It is not appropriate however for a presentation at the information briefing by a third party (i.e. applicant) if a matter relating to that third party is to be considered at the formal Council meeting that same day.

Members of the public may attend and observe Information Briefings however no opportunity for discussion or comment exists. If the matter is considered to be confidential in nature (ie commercially sensitive, involving a staff matter or involving discussion of legal advice), members of the public will be required to vacate the premise until the conclusion of discussion in respect of that matter.

Financial, proximity and impartiality interest provisions are applicable to such Information Briefings.

LAST REVIEWED AND ADOPTED 22 MAY 2008
REVIEWED 26 JUNE 2008
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NEXT DUE FOR REVIEW JUNE 2013

The Administration of this Policy is by Corporate Division.