



COUNCIL MEETING PROCEDURES POLICY

1. SCOPE

1.1 This policy applies to all meetings of Council or its Committees, including Annual General Meetings.

2. PURPOSE

2.1 The objective of this policy is to provide guidance and support for chairpersons, other elected members and Council staff and the public in relation to the conduct of meetings of Council or its Committees.

3. POLICY STATEMENT

3.1 Pursuant to Regulation 37 of the *Local Government (Meeting Procedures) Regulations 2015*, the provisions are to apply to meetings of Council and its Committees.

4. LEGISLATIVE REQUIREMENTS:

Council has used the *Local Government Meeting Procedures Regulations* as the basis for its meeting procedures with variances included to strengthen or clarify a number of clauses.

The *Local Government Act 1993* provides as follows:

18. *Establishment of councils*

- (1) *There is established in each municipal area a council.*
- (2) *The name of each council in a municipal area is specified in column 2 of Schedule 3 next to the name of that municipal area.*
- (3) *A meeting of a council is to be conducted in accordance with prescribed procedures.*

The *Local Government (Meeting Procedures) Regulations 2005* provides as follows:

37. *Other procedures*

*A council may determine any other procedures relating to meetings it considers appropriate.*

5. RELATED PROCEDURES/GUIDELINES:

- The *Local Government (Meeting Procedures) Regulations 2015*