

TITLE

C177 MEETING PROCEDURES

DEPARTMENT

Corporate Services

POLICY DIRECTIVE

To provide a policy position on meeting procedures consistent with the *Local Government (Meeting Procedure) Regulation 2005*.

HISTORY

This Policy was developed following the introduction of the *Local Government (Meeting Procedure) Regulation 2005*.

This Policy was reviewed by Council at its meeting on 15 November 2005 following the ordinary election in October 2005 minute No 333/05.

This Policy was reviewed by Council at its meeting on 24 January 2006 as per minute No 26/06.

This Policy was reviewed by Council at its meeting on 21 February 2006 as per minute No 51/06.

This Policy was reviewed by Council at its meeting on 21 March 2006 as per minute No 86/06.

This Policy was reviewed by Council at its meeting on 16 October 2007 as per minute No 322/07.

This Policy was reviewed by Council at its meeting on 20 May 2008 as per minute No 112/08.

This Policy was reviewed by Council at its meeting on 17 March 2009 as per minute No 45/09.

POLICY

Ordinary meetings of Council are to be held on the third Tuesday of every month unless otherwise determined by the Mayor.

All meetings of the Council are at commence at 3:30pm unless otherwise determined by the Mayor following consultation with Elected Members. Meeting times of Special Meetings to be at the discretion of the Mayor.

The notice of meetings is to be published in the King Island Courier unless it is not possible to do so due to time restrictions when the Advocate Newspaper may be used.

The Agenda of an Ordinary Meeting is to include the following items:

- Opening*
- Attendance and Apologies*
- Confirmation of Minutes*
- Business Arising from Minutes*
- Declarations of Pecuniary Interests by Members*
- Workshops Held
- Applications for Leave of Absence
- Questions without Notice
- Questions on Notice by Members
- Motions of Which Notice has Been Given
- Public Question Time
 - Questions on Notice
 - Questions without Notice
- Operational Business of Council*
- Mayors Communication
- Directors Report – Works and Engineering Services
- Directors Report – Development and Environmental Services
- Planning Authority Reports
- Directors Report – Corporate Services
- General Manager’s Report
- Confidential Matters

Note: Special Meetings will only include items marked with an asterisk.

A copy of the agenda for Ordinary and Special Meetings is to be made available on the Council website as soon as possible after it has been made available to elected members.

A Notice of Motion and Question on Notice for an ordinary meeting is to be provided to the General Manager by 3:00pm on the preceding Tuesday or seven days before the meeting. The notification is to include the supporting information and reasons.

Public Question Time will only be available at Ordinary Meetings and the Annual General Meeting. The following rules will govern public question time:

- (1) Members of the public may ask questions of the Council at Ordinary Meetings where the public can attend.
- (2) Questions from the public must relate to the activities of Council.
- (3) Question time will be for a maximum of 15 minutes.
- (4) An individual member of the public gallery will not be permitted to ask more than two (2) questions of the Chairperson of the meeting.
- (5) Members of the public wishing to ask a question are to stand, state their name, direct their question to the Chairperson and if called upon by the Chairperson submit a written copy of their questions to the Chairperson.
- (6) If the question is not able to be dealt with at the meeting at which it is asked a written reply will be sent within fourteen (14) days to the person who asked the question.
- (7) There is to be no debate on the question or the answer to it.

(8) A member of the public wishing to ask a question is entitled to request the assistance of the General Manager or his/her delegate in drafting the question.

Council is to officially audio record ordinary and special meetings that are open to the public.

The official copy of the recording is to be held in the safe for a period of at least six months.

Upon written request any person may listen to the audio recording at the Council offices.

Officers are not to duplicate or provide electronically the official copy to any person without the explicit permission of the General Manager and/or Council.

An elected member is permitted to audio record any part of an open meeting of Council for their own use.

Meeting minutes are to be provided to elected members within seven days of the meeting and a copy of unconfirmed minutes, of open session meetings, are to be place on Council website as soon as possible after they have been made available to elected members.

A review of this Policy is to take place at the first ordinary meeting after a general election.

Note: Council must by absolute majority ratify this Policy if meetings are to commence before 5:00pm.

ADDITIONAL INFORMATION