

POL	SEATING ARRANGEMENTS FOR COUNCIL MEETINGS	AC2
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POLICY CODE:	AC2
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AC2
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013
OCM:	17 September 2002 12 April 2012

BACKGROUND:

The seating arrangements for Council meetings have previously been left for administration to arrange following the Annual election of Mayor and Deputy Mayor and the appointment of Committees.

PURPOSE:

To enable the elected Mayor of the day to allocate seating in the Council Chamber in a consistent manner, and to ensure some formality to seating arrangements, as proposed in Council's Draft Standing Orders Local Law.

POLICY:

Following the election of a new Council from time to time, the seating arrangements in the Council Chamber will be allocated on the following basis:-

The elected Mayor will be seated at the head of the table, facing the public gallery. The C.E.O. will also be seated at the head of the table, immediately to the left of the Mayor. The elected Deputy Mayor will be seated immediately to the right of the Mayor. Immediately to the right of the Deputy Mayor will be other Councillors, representing the same Ward as the Deputy Mayor. The Mayor will be responsible for the allocation of the remaining Councillors (with Ward members grouped together, wherever possible) and all other persons who are to be seated in the Council Chamber.