

POS	PROVISION OF COMMITTEE BUSINESS PAPERS TO ELECTED MEMBERS	PSES12
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POSITION STATEMENT CODE:	PSES12
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	8 June 2006
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

BACKGROUND:

Council appoints Committees under the Local Government Act, the Business Papers for which are required to be provided to all Elected Members of Council.

PURPOSE:

To ensure all Committee Business Papers are submitted to all Elected Members in advance of committee meetings being conducted.

POSITION:

- (1) Upon a meeting of a committee established by Council being called in accordance with clause 17.10(1) of Council's Standing Orders Local Law, a notice of the meeting will be forwarded to all committee members and Elected Members, who are not a member of the committee.
- (2) The Business Papers for the committee, including the agenda, related attachments and when applicable, the minutes of the previous meeting of the committee, shall be forwarded to all committee members with the notice of meeting, if possible, or otherwise, at least 72 hours prior to the commencement of the meeting.

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- (3) The notice referred to in clause 1. above, will contain an electronic link facility to enable all Elected Members access to the documents forwarded to other members of the committee in accordance with clause 2.
- (4) Notwithstanding anything contained in this position statement, any Elected Member may request a copy of committee documentation to be provided to them in the form in which it is held by Council.