



Policy Type

Council

Policy Purpose

This policy is to provide direction for Councillors and employees for Council and Committee Meetings.

Policy Statement

This policy applies to Council and Committee Meetings.

All Committee Meetings will be held in accordance with the adopted Terms of Reference of the particular Committee, or as otherwise determined by Council resolution.

(1) Meeting Times

- 1.1 Ordinary Council Meetings will be conducted on the second Tuesday of each month at 7.00pm in the Council Chamber and are open to the public.
- 1.2 The Council meeting will consider matters as listed on the Council Agenda paper.
- 1.3 An Ordinary Council Meeting is not conducted during January of each year and any required business will be conducted as a Special Council Meeting during this specific period.
- 1.4 Any further variation to the date, place and/or time of Council Meetings will be subject to the resolution of Council.

(2) Seating Arrangements

The seating arrangements in the Council Chamber will be allocated on the following basis:

- 2.1 The Mayor will be seated at the head of the table, facing the public gallery.
- 2.2 The CEO be seated at the head of the table, immediately to the left of the Mayor.
- 2.3 The elected Deputy Mayor be seated immediately to the right of the Mayor.
- 2.4 The Mayor will allocate the seating for remaining Councillors (with Ward members grouped together, wherever possible) in the Council Chamber.



(3) Reports

It is critical that reports prepared by staff for Council contain adequate information on which the Council can make an informed decision.

3.1 Principles

Reports prepared by officers for the Council's consideration are to:

- 3.1.1 be according to law;
- 3.1.2 take account of any State or Council Policy;
- 3.1.3 have regard for the Council's Strategic Community Plan;
- 3.1.4 be balanced and objective;
- 3.1.5 be technically correct;
- 3.1.6 be properly researched using relevant information and data;
- 3.1.7 ensure procedural fairness;
- 3.1.8 include options, consequences and associated impacts where appropriate; and
- 3.1.9 include expert opinion or advice where necessary.

3.2 Recommendations

Recommendations prepared by officers for the Council's consideration are to:

- 3.2.1 be clear and unambiguous;
- 3.2.2 be implementable;
- 3.2.3 be professional and ethical;
- 3.2.4 not expose the Council to unreasonable risk or liability;
- 3.2.5 have regard for the interests of the applicant/submitter as well as the wider community; and
- 3.2.6 include the administrative actions to enable implementation of the Council's decision

(4) Alternate motions by Elected Members to recommendations

- 4.1 Any proposed amendments to officer recommendations contained in the Council Agenda Paper are to be made personally by the Elected Member either with or without input from the relevant staff member.
- 4.2 Alternate motions may be forwarded to the Minute Clerk following the distribution of the Agenda Paper to Elected Members, no earlier than 9am on the day following release of the Agenda Papers, and by no later than 10am on the day of the Council Meeting. A copy of the proposed motion will be circulated to all other Elected Members.
- 4.3 Elected Members proposing motions of a similar nature on the same item(s) are encouraged to consult with each other in order to reduce the number of motions on any item, and can agree to withdraw any motion, or part thereof, or to agree to provide an alternative of similar meaning and/or wording.



- 4.4 Officer comments may be attached to alternate motions to identify financial or legal implications of the motions. Officer comments are not to enter into debate on the motion and are to be kept appropriately brief.
- 4.5 An alternate motion received will be included in the Agenda Run Sheet in the order in which received.
- 4.6 At the relevant point of the Council Meeting, the Presiding Member shall invite the Elected Member proposing the alternate motion(s) to move the alternate motion accordingly. In the case where more than one proposal has been received, the Presiding Member shall call for the motion to be put in order of their receipt and thereafter dealt with in accordance with Council's Standing Orders.

(5) Voting at Council and Standing Committees

- 5.1 Once the votes have been cast, the Presiding Member shall ensure that the names of all elected members voting for and against a motion are recorded in the Minutes of the Meeting, unless there is a unanimous decision on a motion, which shall be recorded in the Minutes as such.

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