



# Council Policy Manual

## Annual Schedule of Council and Committee Meetings

### Policy Objective

The City takes seriously its responsibilities under legislation to provide notice of, and conduct, regular public meetings of its Council and Committees. The City provides an advance schedule of meetings for each calendar year, set out in accordance with this policy.

### Policy Scope

This policy applies when determining the annual schedule of Council and Committee meetings.

This policy applies to all elected members, committee members and City employees with responsibility for preparing the meeting schedules, preparing reports for meeting(s), attending meetings and publishing public notice of meetings. It also applies in any instance where the community and other stakeholders must be notified of meetings taking place and any changes to a scheduled meeting.

### Policy Statement

The City adheres to stringent meeting cycle principles, recognising that these uphold its commitment to transparency and maximising community engagement where possible.

As such, the City will:

- Hold an Ordinary Council Meeting on the final Tuesday of each month, except for January and December.
- Observe a meeting recess in January however, a Special Council Meeting can be called should there be a requirement.
- Hold its December Ordinary Council Meeting on the third Tuesday of the month.
- At times require Special Council and Committees meetings. The City will schedule and notify of such meetings as soon as is practicable and in accordance with this policy and any legislative requirement.
- Hold a Design Advisory Committee meeting every four weeks in a continuous cycle, commencing on the third Thursday of February.
- Hold an Audit and Risk Committee meetings at least quarterly and when otherwise required.
- Hold a CEO Performance Review Committee Meeting as and when required.
- Move meetings to the next business day should a scheduled meeting fall on a public holiday.

Prior to an Ordinary Council Meeting taking place, relevant City employees may be required to prepare report(s) and participate in an Agenda Briefing Session. Agenda Briefing Sessions are held on the Tuesday preceding each Ordinary Council Meeting. The Chief Executive Officer is responsible for ensuring all required reports, documents and presentations are prepared with sufficient notice.

<b>Document Control Box</b>			
<b>Document Responsibilities:</b>			
<b>Custodian:</b>	Manager Governance	<b>Custodian Unit:</b>	Governance
<b>Decision Maker:</b>	Council		

Compliance Requirements:							
<b>Legislation:</b>	Section 5.3 and 5.4 of the <i>Local Government Act 1995</i> Regulation 12 of the <i>Local Government (Administration) Regulations 1996</i>						
<b>Industry:</b>	Nil						
<b>Organisational:</b>	PR0350, PR0514						
Document Management:							
<b>Risk Rating:</b>	Low	<b>Review Frequency:</b>	Four- years	<b>Next Due:</b>	2022	<b>CM Ref:</b>	75522/04
Version #	Decision Reference:	Synopsis:					
1.	OCM 26/08/14 367/14	New Council Policy 3.6					
2.	OCM 11/10/16 384/16	Amendment to Policy – Significant changes – Four weekly meeting cycle					
3.	SCM 12/03/18	Policy REVOKED					
4.	OCM 27/11/18	New policy reinstated 'Annual Schedule of Council and Committee Meetings'					