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| POLICY NUMBER | - 1.7 |
| POLICY SUBJECT | - 1.7 Council Meetings |
| DATE ADOPTED | - 17 December 2019 (CMRef 0111) |
| RESPONSIBLE OFFICER | - <u>Manager of Governance and Community Services</u> Governance Coordinator |
| REVIEWED | - 16 July 2024 (CMRef:0985) 27 March 2025 (CMRef:XXX) |

Objective

To ensure that Council and the community are aware in advance of when Ordinary Meetings of Council will take place.

Policy

Ordinary Meetings of Council shall be held on the fourth Tuesday of each month, commencing at 4:00 pm. Where necessary, a workshop will be conducted prior to the Ordinary Council Meeting.

~~Ordinary Meetings of Council shall be held on the third Tuesday of each month commencing at 2:00pm, where necessary Council will facilitate a Workshop following.~~

The agenda for the Ordinary Meetings of Council will be distributed on the second Friday of each month to allow sufficient time for review before the meeting.

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.

~~Council will not hold a meeting for the month of January, due to low level community and agricultural activity.~~

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Governance Coordinator~~ Manager of Governance and Community Services

The Manager of Governance and Community Services~~Governance Coordinator~~ has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Administration) Regulations 1996

Standing Orders Local Law

Related Delegation

Nil

| Document Control | |
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| Policy Number | 1.7 |
| Policy Version | <u>54</u> |
| Policy Owners | Chief Executive Officer |
| Creation Date | 17 December 2019 (CMRef 0111) |
| Last Review Date | 21 April 2020 (CMRef 0178) 15 November 2022 (CMRef 0689) 16 November 2023 (CMRef 0883) 16 July 2024 (CMRef:0985) <u>27 March 2025 (CMRef:XXX)</u> |
| Next Review Due | This policy will be reviewed annually or more often where circumstances require. |