



Fixing of Date and Time of Ordinary Council Meetings Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		GENERAL MANAGER			
REVIEWED BY:		MANEX			
REVIEW DUE DATE:		September 2023			
VERSION NUMBER:		12			
DOCUMENT NUMBER:		NA			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
12	22/09/2023	8.09/22	No amendments. Policy reviewed in line with Clause 3.1 of the Code of Meeting Practice.	General Manager	Council
11	24/02/2022	6.02/22	Policy updated to reflect the new commencement time of meetings.	General Manager	Council
10	23/09/2021	9.09/21	Policy updated to be in line with the new policy template.	General Manager	Council
9	24/09/2020	6.09/20		General Manager	Council
8	27/09/2018	7.09/18		General Manager	Council

Note: Document Control continued at Appendix A



 Interim General Manager

29.9.22

 Date

PURPOSE

The purpose of this policy is to provide for 11 Ordinary Council Meetings to be held annually from January to December.

Clause 3.1 of Council's Code of Meeting Practice states: "The Council shall, by annual resolution in September, set the frequency, time, date and place of its Ordinary Meetings."

APPLICABILITY

This policy applies to:

- Councillors; and
- Staff who attend Ordinary Council Meetings.

OUTCOMES

It is important for Council to set the dates and times for the Ordinary Council Meetings well in advance, to assist with the booking of venues, organising of refreshments and advertising of meetings for the public.

ROLES AND RESPONSIBILITIES

The Executive Assistant (Mayor and General Manager) will inform Councillors and staff of this Policy and arrange for the dates and times of the Ordinary Council Meetings to be advertised on Council's website and in the *Our Council* column in the Glen Innes Examiner.

POLICY STATEMENT

Council sets the dates for Ordinary Council Meetings as the fourth (4th) Thursday of each month, excluding the month of December. During this month, the Ordinary Council Meeting is to be held on the third (3rd) Thursday of the month, due to timing of the Christmas break (which normally falls within the fourth (4th) week in December). The starting time of the Ordinary Council Meetings is 9.00am, with provision for a 15-minute Community Consultation Session to be held immediately before the commencement of the Meeting.

Council does not usually conduct any Ordinary Council Meetings in the month of January, due to the festive season and holidays being taken by Councillors and staff at this time.

In the event of ANZAC Day falling on the fourth (4th) Thursday of April in any year, Council sets the date for the Ordinary Council Meeting for that particular month as the Wednesday prior to the fourth (4th) Thursday.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Local Government Act 1993.*

Relevant Council Policies and Procedures include:

- Council's Code of Meeting Practice.

VARIATION AND REVIEW

The Fixing of Date and Time of Ordinary Council Meetings Policy will be reviewed every September, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A**Document Control Continued**

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
7	22/09/2016	7.09/16		General Manager	Council
6	24/09/2015	6.09/15		General Manager	Council
5	25/09/2014	6.09/14		General Manager	Council
4	26/09/2013	7.09/13		General Manager	Council
3	25/10/2012	2.10/12		General Manager	Council
2	21/09/2006	6.09/06		General Manager	Council
1	15/12/2005	9.12/05		General Manager	Council