

# Council Meetings Policy (Frequency & Commencement Time)

At a Special Council Meeting on 2 April 2020, Council determined, for the duration of the public health emergency in Tasmania, to:

1. Suspend the requirement for fortnightly Council Meetings to be held in compliance with the Council Meetings Policy (Frequency and Commencement Times) - 14-Plx-001 and
2. Meet at least once per calendar month as proposed by regulation 4(4) of the Local Government (Meeting Procedures) Regulations 2015; and
3. Meet on an as needs basis as provided for by regulation 4(1) and 4(5) respectively of the Local Government (Meeting Procedures) Regulations 2015; and
4. Note that further changes to the Council Meeting schedule may occur as a consequence of legislation that may progress through Parliament in response to local government business continuity during this public health emergency.

This policy will revert to the version approved by Council on 22 November 2018 (as it appears below) at the conclusion of the public health emergency.

## **PURPOSE**

To set the commencement times of ordinary Council Meetings to comply with regulation 6(1) of the *Local Government (Meeting Procedures) Regulations 2015*, which states:

*A meeting is not to start before 5:00pm unless otherwise determined by the council by absolute majority.*

To set the frequency of the ordinary Council Meetings.

To set the start time and day of Council's Annual General Meeting, to comply with section 72B(1)(a) of the *Local Government Act 1993 (Tas)* which states:

*A council must hold an Annual General Meeting on a date that is not later than 15 December in each year.*

## **SCOPE**

This policy applies to ordinary Council Meetings and the Annual General Meeting.

## **POLICY**

1. The first meeting of the calendar year will be a Council Meeting which will be held on the fourth Thursday in January.
2. Subsequent Council Meetings will be held on alternate Thursdays. If the Council Meeting falls on a Thursday that is a public holiday, the Council Meeting is held on the following Thursday and alternate Thursdays after that.
3. The final scheduled Council Meeting will be on either the second or third Thursday in December.
4. Council Meetings will commence at 1.00pm.

6. The Annual General Meeting is held on the first Thursday in December commencing at 5.30pm.

### **PRINCIPLES**

The Council's organisational values apply to all activities.

### **RELATED POLICIES & PROCEDURES**

[14-Rfx-009 Council Meeting Schedule 2020](#)

### **RELATED LEGISLATION**

*Local Government Act 1993*

*Local Government (Meeting Procedures) Regulations 2015*

### **REFERENCES**

N/A

### **DEFINITIONS**

N/A

### **REVIEW**

This policy will be reviewed after each Council election.