

# Notice Period for Annual General Meeting Submissions Policy

## **PURPOSE:**

To set out the minimum number of days for the giving of Notice and the receiving of submissions in relation to Council's Annual General Meeting (AGM).

## **SCOPE:**

This policy applies to Councillors, Council employees and the community.

## **POLICY:**

This policy requires Council's Corporate Services Directorate to advertise the particulars relating to Council's Annual General Meeting in sufficient time so that the public has a minimum of fourteen (14) days in which to make a submission on Council's Annual Report for consideration at the AGM.

## **PRINCIPLES:**

Council's organisational values apply to this policy.

To promote good governance by ensuring the public is provided with sufficient time to prepare a submission on Council's Annual Report.

## **RELATED POLICIES & PROCEDURES:**

14-PI-001 Council Meetings Policy (Frequency and Commencement Time)

## **RELATED LEGISLATION:**

*Local Government Act 1993* (Tas) - sections 72 and 72B

The Act provides a statutory obligation to advertise a Council's AGM and to call for submissions on its Annual Report, but the Act is silent as to a time period in which to receive such submissions.

## **REFERENCES:**

N/A

## **DEFINITIONS:**

N/A

## **REVIEW:**

This policy will be reviewed no more than 5 years after the date of approval (version) or more frequently, if dictated by operational demands and with Council's approval.