

Council Meetings Policy (Frequency and Commencement Time)

PURPOSE

The purpose of this policy is to set the:

- commencement times of Council and Council Committee Meetings;
- frequency of Council Meetings; and
- the start time and day of Council's Annual General Meeting.

SCOPE

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

POLICY

1. Council Meetings

- 1.1 The first meeting of the calendar year will be a Council Meeting held on the fourth Thursday in January.
- 1.2 Subsequent Council Meetings will be held on alternate Thursdays.
- 1.3 If the Council Meeting falls on a Thursday that is a public holiday, the Council Meeting will be held on the Wednesday of the same week as the public holiday.
- 1.4 The final scheduled Council Meeting will be on either the second or third Thursday in December.
- 1.5 Council Meetings commence at 1.00pm.

2. Council Committee Meetings

- 2.1 The first meeting of a Council Committee will be convened on a day and time to be determined by Council by an absolute majority.
- 2.2 The day and time of subsequent Council Committee Meetings will be determined by the Council Committee by simple majority.

3. Annual General Meeting

- 3.1 The Annual General Meeting will be held on the first Thursday in December commencing at 5.30pm.

PRINCIPLES

The Council's organisational values apply to all activities.

RELATED POLICIES & PROCEDURES

Council Meeting and Workshop Schedule (14-Rfx-009)

RELATED LEGISLATION

Local Government Act 1993 (Tas)

Local Government (Meeting Procedures) Regulations 2015

REFERENCES

Not applicable.

DEFINITIONS

Not applicable.

REVIEW

This policy will be reviewed after each ordinary Council election, as required by the *Local Government (Meeting Procedures) Regulations 2015*.

DOCUMENT INFORMATION

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To be communicated to <i>(To be identified by Approver)</i> (Insert ✓ in relevant row)		Department/Area only
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		Specific Areas: •
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	✓	Website
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