

# 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:**

Section 72 of the *Local Government Act 1993* (Tas) 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.

This policy requires the Council's Organisational Services Network 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 the City of Launceston's Annual Report for consideration at the AGM.

## **PRINCIPLES:**

Council's organisational values apply to this policy.



**Our people matter**



**We care about our community**



**We bring an open mind**



**We go home safe and well**

## **RELATED POLICIES & PROCEDURES:**

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

## **RELATED LEGISLATION:**

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

## **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.