



ORDINARY COUNCIL MEETING – ORDER OF BUSINESS POLICY

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1. OBJECTIVE

To outline the Order of Business at Ordinary Meetings of Council and Council Committees.

2. PRINCIPLES

The Order of Business at an Ordinary Meeting of Council shall be as follows:

1. Declaration of Opening/ Announcement of Visitors
2. Attendance
 - 2.1 Present
 - 2.2 Apologies
 - 2.3 Approved Leave of Absence
3. Public Question Time
 - 4.1 Response to Previous Public Questions taken on Notice
 - 4.2 Public Question Time
4. Applications for Leave of Absence
5. Declaration by members
 - 5.1 Due Consideration by Councillors to the Agenda
 - 5.2 Declarations of Interest
7. Announcements by the Presiding Person without Discussion
8. Petitions/Deputations/Presentations
 - 8.1. Petitions
 - 8.2. Deputations
 - 8.3. Presentations
9. Confirmation of Minutes of Previous Meeting
10. Council Reports/ Reports of Committees
 - 10.1 CEO Reports (Strategic, Corporate, Committees)
 - 10.2 Community Services Reports
 - 10.3. Corporate Services Reports
11. Councillor Agenda Items / Notices of Motions
12. New Business of an Urgent Nature Introduced by Decision of Meeting
13. Confidential Items



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- 14.. Time and Date of Next Meeting
15. Closure of Meeting

3. REFERENCES TO RELATED DOCUMENTS

Part 5, Division 2 - Council meetings, committees and their meetings and electors' meetings:
Local Government Act 1995

Policy Number:	CP011
Previous Policy Number:	N/A
Resolution Numbers:	
Last Reviewed:	November 2017
Next Reviewed:	October 2019
Responsible Officer:	Shire President & CEO

[Signature]
Signed

[Print Name]
Shire President

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.