

Policy 1.1 Governance

Meetings of Council

Reference/s

Local Government Act 1995 (s5.27)
Local Government (Administration) Regulations 1996 (s12.1, s12.2, s12.3, s14.1)
Shire of Cranbrook Corporate Business Plan 2021-2025
Shire of Cranbrook Strategic Community Plan 2021-2031
Shire of Cranbrook Strategic Resource Plan 2017-2032

Date Adopted

19 February 2014

Motion Number

14022014

Reviewed and Amended	7 April 2022
Reviewed	4 April 2023

This policy supports the delivery of the Shire of Cranbrook Vision

That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

PURPOSE

To ensure that Elected Members, Employees and Members of the Public are aware of the meeting dates for the coming year and the availability of documentation for such meetings.

SCOPE

Elected Members, all Employees and Members of the Public.

OBJECTIVE

- To ensure that there is clear communication on when and where meetings of Council are to be held; and
- To identify the availability of Council meeting documentation.

PRINCIPLES

Electors' Meeting - (s5.27)

The Annual Electors' Meeting will be held within 56 days of receiving the Annual Financial Report. The Annual Electors' Meeting venue will alternate between the Cranbrook and Frankland River town-sites as follows;

2022/2023 Annual Report	Frankland River
2023/2024 Annual Report	Cranbrook
2024/2025 Annual Report	Frankland River
2025/2026 Annual Report	Cranbrook
2026/2027 Annual Report	Frankland River

Electors are required to provide the Chief Executive Officer with their questions in writing no later than one week prior to the Annual Electors Meeting to enable staff to research the matter if required.

Council Meeting - Dates and Venues (s12.1)

- a) The Council meeting shall be held on the third Wednesday of every month, except that no meeting is held in the month of January;
- b) All meetings will be held in the Cranbrook Council Chambers except for the meetings held in April, August and November each year which will be held at the Frankland River Community Centre;
- c) The relevant Council meeting will be held at the same venue as the Annual Electors' Meeting each year to reduce any inconvenience to Elected Members and members of the public that wish to attend;
- d) All ordinary Council meetings commence at 4.00pm;
- e) All Council meeting agendas are to be completed and uploaded by electronic means by the Friday prior to the Council meeting where possible;
- f) Elected Members will be given at least 72 hours' notice of date, time, place of a meeting and be provided with an agenda (s5.5[1]);
- g) The Council may close the meeting or part of the meeting as per s5.23 of the Local Government Act 1995; and
- h) Local Public Notice of meeting dates is required.

Special Council Meetings (s5.5[2])

- a) Elected Members will be advised of date, time, place and purpose of meeting prior to the meeting; and
- b) Local Public Notice of meeting dates is required.

Notice of Change (s12.2)

- a) Any change to meetings requires Local Public Notice.

Documents of Meetings (s14.1)

- a) The documents of meetings are to be made available to the public at the same time they are available to Elected Members. Documents will be made available on the Shire website or by email.

PROCEDURE ASSOCIATED WITH THIS POLICY

Procedure: Advertising AD-4

ROLES AND RESPONSIBILITIES

Elected Members

- To prepare for each meeting and pre-read all documentation;
- To ensure understanding and declaration of possible conflicts of interest;
- To attend each meeting where possible;
- To apply for a leave of absence in writing when not attending; and
- To participate fully and wholly in the meeting process.

Chief Executive Officer

- To ensure that an agenda is prepared for the Council in accordance with this policy;
- To provide information to the Council during meetings; and
- To assist with questions from members of the public during public question time.

Executive Management Team

- To attend each Council meeting where possible;

- To ensure reports for the agenda are accurate and well researched; and
- To provide information on reports when requested to do so.

Employees

- When and where appropriate, employees will produce reports for the Council meeting agenda; and
- Are encouraged to attend at least one Council meeting during their employment.