

MEETING PROCEDURES POLICY



Legislation / local law requirements	Section 5.25 of the <i>Local Government Act 1995</i> Regulation 14 of the <i>Local Government (Administration) Regulations 1996</i> . Meeting Procedures Local Law 2008
Relevant delegations	Nil
Related policy procedures and supporting documentation	Council Proceedings Guidelines

PURPOSE

To guide staff, Elected Members and the community on the format and procedure of the City's Council Proceedings, which includes Ordinary and Special Council Meetings, Council Briefings, Committee Meetings and the Annual General Meeting of Electors, where the *Local Government Act 1995*, the associated Regulations and/or the City of Vincent *Meeting Procedures Local Law 2008* do not provide direction.

OBJECTIVE

To facilitate transparent and accountable Council decision making.

SCOPE

This policy applies to Elected Members and employees of the City of Vincent.

POLICY

1. Electronic Council Proceedings

All electronic meetings are to be conducted in accordance with the City's Council Proceedings Guidelines.

2. Publication of Agendas

2.1 The Agenda of each Council Proceeding will comprise of:

- notification of the date, time and place of the meeting;
- a contents page setting out the order of business;
- recommendations that clearly define each action that Administration is proposing; and
- a comprehensive report for each recommendation, that provides sufficient and relevant information to support each recommendation.

2.2 Council and Committee Meeting Agendas will be issued to Elected Members on or before the Friday of the week before the meeting and published on the City's Website at the same time.

2.3 Council Briefing Agendas will be issued to Elected Members on or before the Wednesday of the week before the Council Briefing and published on the City's Website at the same time;

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- 2.4 Agendas for Special Council Meetings will be made available as soon as practicable after the meeting has been called;
- 2.5 Late reports are discouraged but may supplement an Agenda in the following circumstances:
 - the urgency of the business is such that the business cannot await inclusion at a subsequent meeting; or
 - the delay in referring the business to a subsequent meeting could have adverse legal or financial implications for the City; and
- 2.6 Late reports included in the Agenda in accordance with clause 2.5 above are to include justification for inclusion, which considers the impact that late publication may have on community engagement.

3. Council Briefings

- 3.1 Council Briefings will be held for the purpose of and in accordance with the City of Vincent *Meeting Procedures Local Law 2008* and Council Proceedings Guidelines.
- 3.2 Council Briefings shall be open to the public except for confidential items.

4. Approval of Guidelines

Amendments to the guidelines supporting this Policy are to be approved by Council.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance.
Initial Council adoption	DATE: 15/09/2020, REF# D20/165439
Reviewed / Amended	MINOR AMENDMENT: 17/08/2021, REF#: D21/144739
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