

Council Policy – Council and Committee Meetings - Order of Business

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	Governance

Objective

To outline the Order of Business at Ordinary Council Meetings and committee meetings in accordance with the *Shire of Ashburton Standing Orders Local Law 2012*.

Scope


This policy applies to all Ordinary Council Meetings and committee meetings.

Policy Statement

Ordinary Council Meetings

The order of business at an Ordinary Council Meeting shall be as follows:

1. Declaration of Opening
 - 1.1 Acknowledgement to Country
2. Announcement of Visitors
3. Attendance
 - 3.1 Present
 - 3.2 Apologies
 - 3.3 Approved Leave of Absence
4. Public Question Time
 - 4.1 Response to Previous Public Questions taken on Notice
 - 4.2 Public Question Time
5. Declaration by Members
 - 5.1 Due Consideration by Councillors to the Agenda
 - 5.2 Declarations of Interest

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6. Announcements by the Presiding Member and Councillors without Discussion
 7. Petitions/Deputations/Presentations
 - 7.1 Petitions
 - 7.2 Deputations
 - 7.3 Presentations
 8. Applications for Leave of Absence
 9. Confirmation of Minutes
 - 9.1 Confirmation of Council Minutes
 - 9.2 Receipt of Committee and Other Minutes
 10. En Bloc Resolutions
 - 10.1 Agenda Items Adopted En Bloc
 11. Office of the Chief Executive Officer Reports
 12. Corporate Services Reports
 13. Infrastructure Services Reports
 14. People and Place Reports
 15. Projects and Procurement Reports
 16. Councillor Agenda Items / Notices of Motions
 17. Recommendations from Committee
 18. New Business of an Urgent Nature Introduced by Council Decision
 19. Confidential Matters
 20. Next Meeting
 21. Closure of Meeting.

Committee meetings

The order of business at a committee meeting shall be as follows:

1. Declaration of Opening
 - 1.1 Acknowledgement of Country
2. Announcement of Visitors

3. Attendance

3.1 Present

3.2 Apologies

3.3 Approved Leave of Absence

4. Declaration by Members

4.1 Due Consideration by Councillors to the Agenda

4.2 Declaration of Interest

5. Confirmation of Minutes

5.1 Confirmation of Previous Minutes

6. Public Agenda Items

7. New Business of an Urgent Nature Introduced by Council Decision

8. Confidential Agenda Items

9. Next Meeting

10. Closure of Meeting

Definitions

Nil

Relevant policies/documents

Nil

Relevant legislation/local laws

Clause 5.2 of the *Shire of Ashburton Standing Orders Local Law 2012*

Office use only			
Relevant delegations	Nil		
Council adoption	Date	13 December 2022	Resolution # 171/2022
Reviewed/modified	Date		Resolution #
Next review due	Date	2024	