



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
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. En Bloc Resolutions
 - 9.1 Agenda Items Adopted En Bloc
10. Confirmation of Minutes
 - 10.1 Confirmation of Council Minutes
 - 10.2 Receipt of Committee and Other Minutes
11. Recommendations from Committee
12. Office of the Chief Executive Officer Reports
13. Corporate Services Reports
14. Infrastructure Services Reports
15. Community Development Reports
16. Councillor Agenda Items / Notices of Motions
17. New Business of an Urgent Nature Introduced by Council Decision
18. Confidential Matters
19. Next Meeting
20. 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 Committee 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
	Date	12 December 2023	Resolution #	231/2023
Reviewed/modified	Date		Resolution #	
	Date		Resolution #	
Next review due	Date	2025		