



G2 Meetings of Council

Policy Objective

To determine the schedule of Council Meetings and ensure appropriate accessibility to all members of the community.

Policy

The Council shall meet on a monthly basis (other than January), unless otherwise determined.

Formal Council meetings will be held at 6.00pm on the third Tuesday of each month.

Standing Orders will apply to Council Meetings.

Ordinary Council Meeting Location / Venue

The Corporate Discussion Forum, Agenda Briefing Forum and Ordinary Council Meetings will be either held in Hopetoun, Munglinup or Ravensthorpe with the frequency and venue to be set on an annual basis.

The Chief Executive Officer shall in consultation with Council Members set the date, location and time for Ordinary Council Meetings.

Annual Electors' Meetings

The Chief Executive Officer shall in consultation with Council Members set the date, location and time for the Annual Electors' Meeting.

The process for Electors' Meetings shall be as follows:

- A formal agenda will be prepared by the Chief Executive Officer and made available to ratepayers two weeks prior to the meeting. Electors' are to be invited to submit questions of a technical nature to the Chief Executive Officer prior to the meeting so that the necessary research can be undertaken.
- Questions from the floor are to be via the Chair, the Chair may refer the question(s) to the Chief Executive Officer or relevant senior officer if it is of a technical nature.

DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer	Decision Maker: Council	
Compliance Requirements: DA 1.2.34 – Ordinary Council Meeting Dates and Location Delegated Authority		
Legislation: s5.3 and 5.4 [Calling Ordinary Council Meetings] of the Local Government Act 1995 s5.27 [Electors' General Meetings] of the Local Government Act 1995 Regulation 12 [Public Notice of Meetings] of the Local Government (Administration) Regulations 1996		
Industry:	Local Government Operational Guidelines Number 5 January 2004 Council Forums	
Organisational:		
Document Management:		
Risk Rating: Low	Review Frequency: 4 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 21/07/2020 Item 13.2	Comprehensive Policy Register Review
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments