

## Council Policy – Council and Committee Meetings - Order of Business

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

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- 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				
<b>Relevant delegations</b>	Nil			
<b>Council adoption</b>	<b>Date</b>	13 December 2022	<b>Resolution #</b>	171/2022
	<b>Date</b>	12 December 2023	<b>Resolution #</b>	231/2023
<b>Reviewed/modified</b>	<b>Date</b>		<b>Resolution #</b>	
	<b>Date</b>		<b>Resolution #</b>	
<b>Next review due</b>	<b>Date</b>	2025		