Renmark Paringa Council

COUNCIL MEETINGS – ELECTED MEMBER REPORTS

Responsible Officer	Adopted
Executive Services	26 July 2007
	Reviewed
	July 2019
Local Government Act 1999 Reference	Next Review*
	July 2023

OBJECTIVE

- To specify the requirements for inclusion of "Elected Member's Reports" and "Elected Members significant meetings" in the agenda and minutes for Council and Committee meetings.
- To set standards of protocol too ensure the smooth operation of meetings.

POLICY

Member Reports

1. Elected Members are encouraged to provide a report to Council meetings on their official activities for the previous month. The reports are a list of activities attended as an Elected Member.

2. Elected Members attending meetings on behalf of council that discuss significant issues that may have impact on Council activities are encouraged to provide a more detailed written report at the next Council meeting.

3. Elected Member reports must be in writing and submitted to the Chief Executive Officer prior to the closure of the Agenda being 5pm the Monday of the week prior to the ordinary meeting. (Refer "Council Meeting – Protocols" policy)

4. Written reports will be included in the Agenda for the next subsequent meeting of Council.

5. All written reports formally received by Council will be summarised in the Minutes for that meeting.

DELEGATION

That pursuant to section 44 of the Local Government Act 1999, Council delegates to the Chief Executive Officer authority to administer Council's Policies. Refer Delegations Register for sub delegation if granted.