



Responsible Officer Executive Services	Adopted 24 July 2001
Local Government Act 1999 Reference N/A	Reviewed October 2023
	Next Review* October 2027

OBJECTIVE

- To specify the requirements for inclusion of items in the agenda for Council and Committee meetings.
- To set standards of protocol to ensure the smooth operation of meetings.
- To set staff attendance requirements for Council and Committee Meetings.

POLICY

1. Agendas for scheduled council and committee meetings have a closing date of 5.00pm on the Monday in the week preceding the meeting date. The Chief Executive Officer prior to that time must receive any items Members wish to include in the Agenda.
2. If persons wish to leave a meeting, during the course of the meeting, they should seek recognition from the chair of the meeting.
3. Persons attending Council and Committee meetings shall turn off or switch to silent/vibrate mode on their mobile phones during meetings.
4. To maintain the formality of Council meetings, Members and staff are encouraged to dress in a business-like manner.
5.
 - (a) The Chief Executive Officer, Director - Corporate and Community Services and Director – Infrastructure and Environmental Services will attend all Meetings of Council unless precluded pursuant to Section 90 of the Local Government Act, 1999.
 - (b) Staff other than the Chief Executive Officer will attend committee meetings of Council as directed by the Chief Executive Officer.
 - (c) Other staff will attend meetings of Council, in an official capacity if directed to do so by the Chief Executive Officer.



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.

Document Control

Version #	Approval Date	Approved by	Amendment
	17 October 2023	Policy Review Committee	Minor formatting amendments