



# POLICY MANUAL GOVERNANCE

<b>1.05</b>	<b>MEETINGS – SCHEDULED DATES</b>
Distribution:	Elected Members, all Employees
Responsible Officer:	Chief Executive Officer
Date Adopted:	September 2015 – Version 1 – Resolution 092015.SM
Last Review:	November 2025 – Version 4 – Resolution 20251107

## **Purpose**

To ensure that Elected Members, Employees and Members of the Public are aware of the meeting dates for the coming year and the availability of documentation for such meetings.

## **Scope**

Elected Members, all Employees and Members of the Public

## **Objective**

- To ensure that there is clear communication on when and where meetings of Council are to be held; and
- To identify the availability of Council meeting documentation.

## **Standard**

1. The Ordinary Council Meetings shall be held on the third (3<sup>rd</sup>) Wednesday of each month commencing at 5.00pm with the following exception: no meeting in January.
2. All Ordinary Council Meetings commence at 5.00pm.
3. Ordinary Council Meetings are held at Shire of Goomalling Council Chambers, 32 Quinlan Street Goomalling WA 6460.
4. Standing Committees and other meetings to be held at a time specified by Council.

## **Roles and Responsibilities**

### **Elected Members**

- To prepare for each meeting and pre-read all documentation.
- To ensure understanding and declaration of possible conflicts of interest.
- To attend each meeting where possible.
- To apply for a leave of absence in writing when not attending; and
- To participate fully and wholly in the meeting process.

### **Chief Executive Officer**

- To ensure that an agenda is prepared for the Council in accordance with this policy.
- To provide information to the Council during meetings; and
- To assist with questions from members of the public during public question time.

### **Executive Management Team**

- To attend each Council meeting where possible.
- To ensure reports for the agenda are accurate and well researched; and
- To provide information on reports when requested to do so.



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## **Employees**

- When and where appropriate, employees will produce reports for the Council meeting agenda.

## **Legislation**

*Local Government Act 1995*

## **Resource Documents**

Nil

## **Local Law**

Nil

## **Delegation**

Not Applicable