

LOGAN CITY COUNCIL

TERMS OF REFERENCE ORDINARY COUNCIL

PURPOSE

The Ordinary Council meeting is the formal decision making authority for Logan City Council, it provides overall direction and leadership on all matters referred to it by Council's Standing Committees and other responsibilities whether they be statutory, civic or ceremonial as listed below.

SCOPE AND LIMITATIONS

The Ordinary Council meeting is responsible for:

- (a) Receiving reports or recommendations from Council's six (6) standing committees;
- (b) Considering the reports and recommendations of the standing committees;
- (c) Formulation and adoption of Council resolutions; and
- (d) Where appropriate, reception of other matters as reported by the Chief Executive Officer or appropriately delegated officer.

RESPONSIBILITIES

The following is a list of those matters, both statutory and ceremonial that may be presented to an Ordinary Council meeting:

- (a) prayers;
- (b) leave of absence;
- (c) condolences/congratulations;
- (d) confirmation of minutes;
- (e) business arising from minutes;
- (f) matters resolved by the Council to be placed on the agenda;
- (g) reception of the reports of the Committees' recommendations;
- (h) mayor's reports;
- (i) delegates' reports;
- (j) petitions;
- (k) consideration of notified motions;
- (l) reception of notices of motion for the next meeting;

- (m) general business;
- (n) questions on notice; and
- (o) personal explanations.

MEMBERSHIP

The membership of the Ordinary Council is as follows:-

Chairperson:	Cr P L Parker
Deputy Mayor:	Cr R B Lutton
Members:	Cr L C Bradley Cr S D Black Cr G J Able Cr T L Smith Cr L J Clarke Cr C M Dalley Cr P W Pidgeon Cr D R Power Cr H D Ban Cr R W Hackwood

QUORUM

Section 446 of the *Local Government Act 1993* states that:

- (1) A quorum of a local government is a majority of its Councillors.
- (2) However, if the number of councilors is an even number, one-half of the number is a quorum.

FREQUENCY

Section 444 (Other meetings) of the *Local Government Act 1993* states:

- (1) Other meetings of a local government are to be held at the times and places it decides.
- (2) However, it must meet –
 - (a) for a region, city or town – at least once in each month; or
 - (b) for a shire – at least once in each period of 3 months.

Council at its Special Council meeting of 3 April 2008, Minute No 73/2008, resolved as follows:

'That the days and time for Council's Ordinary meeting remain as 10.00am on the Tuesday following the round of Standing Committee meetings in accordance with Council's existing policy entitled 'Days and Times for Local Government Meetings'.

A 'Calendar of Meetings' is forwarded to Council biannually for adoption detailing dates and times for these meetings.

PLACE OF MEETINGS

In accordance with Section 445 of the *Local Government Act 1993* the Ordinary Council meeting is held in the Council Chambers, 3rd Floor, Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

NOTE: Please refer to Section 12 (Time of meetings) of Local Law No 1 (Meetings) 1997, and s447 (Procedure at meetings) of the *Local Government Act 1993*.

AGENDA DISTRIBUTION TIME

The agenda for this committee will be distributed in accordance with s450 (Notice of meetings) of the *Local Government Act 1993*.

CONDUCT OF MEETINGS

The Ordinary Council meeting operates in accordance with s447 (Procedure at meetings) of the *Local Government Act 1993* and Part 3 of *Local Law No. 1 (Meetings) 1997*.

RECORDING OF MINUTES

Section 448 of the *Local Government Act 1993* states that:

- 448 (1) A local government must keep minutes of its proceedings.
- (2) The minutes must be taken and confirmed under section 461 (Minutes).

CONFLICT OF INTEREST

In accordance with s229(3)(Councillor's role), s244 (Exclusion from meeting of councillor with material personal interest) and 246A (Recording a conflict of interest) of the *Local Government Act 1993*, Councillors must declare their interest, whether Material or Personal.

SUPPORTING LEGISLATION

This document should be read in conjunction with the following::

- Chapter 6 Part 1 of the Local Government Act 1993; and
- Local Law No. 1 (Meetings) 1997.

This document should be read in conjunction with the following Council policies:

- Appointment of Local Government Committees at Post-Election Meetings;
- Days and Times for Local Government Meetings;
- Open Local Government Meetings; and
- Order of Business for Local Government Meetings.

Adopted by Council on 1 June 2004.

Reviewed and adopted by Council on 2 August 2005.

Reviewed and adopted by Council on 3 April 2007.

Reviewed and adopted by Council on 13 May 2008.

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