

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 128728-1  
**Minute number:** 148/2017

**Policy title:** **ORDER OF BUSINESS FOR LOCAL GOVERNMENT COMMITTEE MEETINGS AND ADVISORY COMMITTEE MEETINGS**

**Directorate:** ORGANISATIONAL SERVICES

**Branch:** CORPORATE GOVERNANCE

**Policy objective:** To assist in the implementation of Local Law No. 1 (Meetings) 1997 by providing the order of business for local government committee meetings.

**Policy scope:**

This policy should be read in conjunction with section 16 (order of business) and section 22 (order of business) of Local Law No. 1 (Meetings) 1997.

**Definitions:**

Not applicable.

**Policy statement:**

The following procedure is to be undertaken for this policy:

1. Order of business for a local government committee meeting
  - (a) The agenda for a local government committee meeting and advisory committee meeting must include a schedule of itemised reports, which have been approved by the Chief Executive Officer and/or directors, and indicate where they appear in the business papers.
  - (b) The chairperson of a local government committee and advisory committee shall determine the order of business for a local government committee from the agenda.
  - (c) No late business will be accepted for referral to local government committees and advisory committee after the close of the agenda (as determined by the Director of Organisational Services) save for a chairperson's report or general business.
2. Chairperson's report

A chairperson's report is a report that would normally be included on the local government committee agenda but is of an urgent nature and falls within the following criteria:

  - (a) The matter the subject of the proposed chairperson's report has been previously discussed with the relevant local government committee chairperson or advisory committee chairperson, the relevant director/or the Chief Executive Officer and the Mayor if relevant, and the failure to deal with the business at the ensuing meeting of the Council will be detrimental to or prejudice:
    - (i) the legal rights of the Council or some individual; or

- (ii) the ability of the Council to achieve a financial gain or avoid a financial loss; or
  - (iii) the ability of the Council to take advantage of some favourable circumstances for the purpose of improving the wellbeing of the city's inhabitants; or
  - (iv) the Council's statutory responsibilities in relation to the good rule and government of the area; or
  - (b) a delay in dealing with the matter will cause some formal deadline required for the Council's decision to be exceeded; or
  - (c) the new business is ancillary to or in amplification of matters already contained in the agenda; or
  - (d) the matter does not fall within section 2(a), (b) or (c) (chairperson's report) of this policy but is of an emergent nature of which the Mayor in consultation with the Chief Executive Officer shall be the decision maker.
3. General business
- (a) A councillor may make mention of any matter relevant to the responsibilities of the respective local government committee or advisory committee and the local government committee or advisory committee may recommend an action during the course of general business, provided it does not:
    - (i) initiate immediate expenditure of the Council funds; or
    - (ii) initiate an unnecessary diversion of the Council resources; or
    - (iii) initiate the creation of a new Council policy other than in the form of a request for a report evaluating the policy proposal; or
    - (iv) initiate an amendment or repeal of the Council's policies; or
    - (v) involve a matter which would normally be the subject of a report to that local government committee.
  - (b) Where a matter cannot be considered by a local government committee or advisory committee, by virtue of section 3(1) (general business) of this policy, the local government committee may recommend a report be prepared for the consideration of an appropriate local government committee or advisory committee meeting.

**Related policies/legislation/other documents:**

<b>DOC ID</b>	<b>DOCUMENT TYPE</b>	<b>DOCUMENT NAME</b>
Refer to DM "Local Laws" quick search	Legislation	Local Law No. 1 (Meetings) 1997