

Terms of Reference

Ordinary Council

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Terms of Reference

1. Name of the Meeting

The name of the local government meeting is the Ordinary Council meeting.

2. Purpose, Objectives and Responsibilities

2.1 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.

2.2 Scope and Limitations

The Ordinary Council meeting is responsible for:

- (a) receiving reports or recommendations from Council's Standing Committees
- (b) considering the reports and recommendations of the Standing Committees
- (c) formulation and adoption of Council resolutions
- (d) where appropriate, reception of other matters as reported by the Chief Executive Officer or Directors.

2.3 Membership

Membership shall consist of:

- (a) the Mayor, who is the Chairperson
- (b) the Deputy Mayor
- (c) all Councillors.

2.4 Spokesperson

The Chairperson for the Ordinary Council meeting is the appointed Spokesperson for the meeting related matters.

2.5 Prefix

The Ordinary Council prefix is 'CN'.

3. Place and Frequency of Meetings

3.1 Ordinary Council meetings are held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

3.2 Ordinary Council must meet at least once each month as required under section 257 of the *Local Government Regulation 2012* and Council's Local Government and Committee Meetings Code.

3.3 The Calendar of Meetings, as endorsed by Council from time to time, determines the time and date of meetings of Ordinary Council.

4. Timeframes and Distribution of the Notice and Agenda

- 4.1 The Notice of Meeting and Agenda for Ordinary Council will be distributed in accordance with section 258 of the *Local Government Regulation 2012* and Council's Local Government and Committee Meeting Code.
- 4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, shall be responsible for the preparation of the Ordinary Council meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Mayor in relation to relevant matters.

5. Supporting Documents

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

- (a) *Local Government Act 2009*
- (b) *Local Government Regulation 2012*
- (c) Logan City Council's Local Government and Committee Meeting Code
- (d) Council's policies, delegations and management directives relevant to meeting procedures.

6. Document Control

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Version Number	Description of Change	Author/Branch	Date
1.0	Creation	Corporate Governance	4 December 2019
2.0	Post-Election Meeting	Corporate Governance	29 April 2020
3.0	Removal of certain I&CT Directorate branches	Director of Innovation & City Transformation	17 June 2020
4.0	Appointment of new Chairperson and Deputy Chairperson	Corporate Governance	29 January 2021
5.0	Removal of exemption from minutes	Corporate Governance	28 January 2022
6.0	Corporate Brand administrative change	Corporate Governance	24 May 2022
7.0	Updated to reflect changes in structure of organisation.	Corporate Governance	13 September 2023

