



## Council Policy

### Council Meeting Schedule Policy

#### Objective

The objective of this Policy is to establish the timing for Town of Bassendean Council meetings.

#### Strategy

To provide efficiency and timely effectiveness of the decision making process.

Agenda Briefings Sessions one week prior to the monthly Ordinary Council Meeting, generally on the third Tuesday of the month, commencing at 7.00pm, effective from the commencement of 2018.

Agenda Briefings Sessions will:

- i) be open to the public (with the exception of “confidential items”);
- ii) include addresses by members of the public, deputations on agenda items, reports, notices of motion and confidential items;

Requests the agendas for Briefings Sessions & Ordinary Council Meetings be made available:

- i) by the Friday prior to the scheduled meeting date; and
- ii) electronically to Councillors and staff by default with hard copies only available upon request.

#### Application

Responsibility for the implementation of this policy rest with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer</p> <p><b>Last Review Date:</b> 24 May 2016  <i>Amended December 2016</i>  <i>Amended 28 November 2017</i></p>
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**Version 5**

**Next Review due by: May 2020**