



AGENDA

Special Council Meeting

11th Council of Litchfield

WEDNESDAY 15/09/2021

Meeting to be held commencing 6:00pm
in Council Chambers at 7 Bees Creek Road, Freds Pass
https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live

Community & Public Question Time
will be held from 5:30pm – 6:00pm

Daniel Fletcher
Chief Executive Officer

COVID-19 Statement of Commitment

The Ordinary Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



SPECIAL COUNCIL AGENDA

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SPECIAL COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 September 2021

1. Acknowledgement of Traditional Ownership

Council would like to acknowledge the traditional custodians of this land on which we meet tonight. We pay our respects to the Elders past, present and future for their continuing custodianship of the land and the children of this land across generations.

2. Opening of Meeting

An audio & visual recording of this meeting is live streamed to Council's YouTube channel and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending this meeting, you confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.

3. Electronic Attendance / Apologies and Leave of Absence

- 3.1 Electronic Attendance
- 3.2 Apologies
- 3.3 Leave of Absence Previously Granted
- 3.4 Leave of Absence Request

4. Disclosures of Interest

Any member of Council who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

- 4.1 Elected Members
- 4.2 Staff

5. General Election Results

Presented by the Chief Executive Officer



SPECIAL COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 September 2021

6. Declaration of Office Mayor Barden
7. Mayor's Address
8. Declaration of Office Cr Andrew Mackay
9. Declaration of Office Cr Kev Harlan
10. Declaration of Office Cr Emma Sharp
11. Declaration of Office Cr Mark Sidey
12. Declaration of Office Cr Rachael Wright
13. Declaration of Office Cr Mathew Salter
14. Presentations

Nil.



SPECIAL COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 September 2021

15. Officers Reports

- 15.1 EM01 Elected Member Policy and Appointment of Deputy Principal Member
- 15.2 EM04 Casting Vote Policy
- 15.3 EM02 Code of Conduct for Elected Members Policy
- 15.4 Nature and Timing of Council Meetings
- 15.5 Order of Business at Council Meetings
- 15.6 EM03 Access to Meetings Policy
- 15.7 Council Office and Opening Times



COUNCIL REPORT

Agenda Item Number:	15.01
Report Title:	EM01 Elected Members Policy and Appointment of Deputy Principal Member
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/09/2021
Attachments:	EM01 Elected Members Policy

Executive Summary

This report presents existing policy EM01 Elected Members for adoption by the Council and the requirement for the Council to appoint a Deputy Mayor.

Recommendation

Option 1: (Deputy Mayor 12-month term)

THAT Council:

1. adopt Council policy EM01 Elected Members; and
2. appoint Councillor _____ as Deputy Mayor for a 12-month period ending at the first ordinary council meeting held in September 2022.

Option 2: (Deputy Mayor 8-month term)

THAT Council:

1. adopt Council policy EM01 Elected Members, replacing clause 4.2.3 as follows:
The Deputy Mayor shall be appointed for a period of eight (8) months, on a rotating basis, with the appointment being conducted at the first meeting of Council to be held after each general election and again at the conclusion of each eight-month period thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.
2. appoint Councillor _____ as Deputy Mayor for an 8-month period ending at the first ordinary council meeting held in April 2022.

Background

Immediately following a general election, it is good governance practice for Council to adopt existing Council policies which directly impact Elected Members at Litchfield Council.

The purpose of policy EM01 Elected Members is to expand and clarify the roles and responsibilities of Elected Members, as per the Local Government Act (Act). In accordance with the policy;

4.3.4 The Deputy Mayor shall be appointed for a period of twelve (12) months, with the appointment being conducted at the first meeting of Council to be held after each general election and again each year thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.

An outcome of the recent electoral review has resulted in the number of elected members being increased from five to seven during this four-year term. Accordingly, it is something for the Council to consider should they wish to amend the policy so that the wording of clause 4.3.4 is replaced to reduce the duration of the Deputy Mayor appointment period from 12 months to eight months to potentially allow for each elected member to be appointed equally, on a rotational basis.

As per the Act, the deputy mayor is to carry out any of the Mayor's functions when the Mayor either delegates the functions to the deputy or is absent from official duties because of illness or for some other reason.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

This decision is consistent with the Local Government Act.

Risks



Community Engagement

N/A



Name	EM01 Elected Members
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	15/09/2021
Review Date	14/09/2025

1. Purpose

Litchfield Council recognises the roles and responsibilities of Elected Members under the Local Government Act. This policy expands and clarifies these roles and responsibilities.

2. Scope

Policies of Litchfield Council are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan and other relevant documents.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Council Members	Elected Members of Council
Act	Local Government Act

4. Policy Statement

4.1 Council as a Body Corporate

- 4.1.1 As per Section 37 of the Act, Council is a body corporate with perpetual succession, that has functions and powers conferred by the Act.
- 4.1.2 As per Section 38 of the Act, Council exercises its authority through Council Committees, officers and other agents to whom authority to act has been delegated pursuant to Section 40 of the Act, or through the use of Council's Common Seal.

4.2 Role of Elected Members

- 4.2.1 Pursuant to Section 44(1) of the Act, the role of all Council Members of Litchfield Council is:
 - To represent the interests of all residents and ratepayers of Litchfield Council;
 - To provide leadership and guidance; and
 - To facilitate communication between the members of the Council's constituency and the Council; and

- To be properly informed to enable participation in the deliberations of the Council and its community activities; and
- To ensure, as far as practicable, that Council acts honestly, efficiently, and appropriately in carrying out its statutory responsibilities; and
- To ensure that Council resources are used prudently and solely in the public interest; and
- To actively monitor the financial affairs of the Council.

4.2.2 Pursuant to Section 44(2) of the Act, Council Members have no power to direct or control staff, or to interfere with the management of staff.

4.2.3 The CEO shall be responsible for maintaining an appropriate historical photographic record of Council.

4.3 Role of the Mayor and Deputy Mayor

4.3.1 The role of the Mayor of the Litchfield Council shall not conflict with 4.2 above.

4.3.2 Pursuant to Section 59 of the Act, the role of the Mayor, or in their absence, the Deputy Mayor, is:

- To chair meetings of Council; and
- To speak on behalf of Council as Council's principal representative; and
- To liaise with the CEO about the performance of the Council's CEO's functions; and
- To promote behaviour among the members of the Council that meets the standards set out in the code of conduct; and
- To lead the Council to undertake regular review of the performance of the CEO.

4.3.3 The Mayor shall not commit material, resources, and finances or otherwise obligate Council to a course of action or policy decision outside of those powers provided for under legislation or Council policy.

OFFICER RECOMMENDATION

4.3.4 The Deputy Mayor shall be appointed for a period of twelve (12) months, with the appointment being conducted at the first meeting of Council to be held after each general election and again each year thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.

4.4 Appointments to Committees and Outside Organisations

4.4.1 Appointments to Committees of Council and outside organisations shall be conducted within 3 months of each general election, and where deemed necessary thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.

4.4.2 The CEO shall be responsible for maintaining a register of committee and outside organisation membership.

- 4.4.3 All Council appointments to committees and outside organisations terminate upon the resignation from Council of the appointee.

5. Associated Documents

EM03 Code of Conduct

6. References and Legislation

Northern Territory Local Government Act and Regulations

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/10/2015	Policy adopted by new Council
13/09/2017	Policy adopted by new Council
15/09/2021	Policy adopted by new Council



COUNCIL REPORT

Agenda Item Number:	15.02
Report Title:	EM04 Casting Vote Policy
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/09/2021
Attachments:	A: EM04 Casting Vote Policy

Executive Summary

This report presents for Council adoption EM04 Casting Vote policy.

Recommendation

THAT Council adopt EM04 Casting Vote Policy, requiring the Chair of Council Meetings to exercise a casting vote during the event of an equality of votes.

Background

As per Section 95 (6) of the Local Government Act (Act), Council is required to adopt a Casting Vote policy at the first meeting of the Council after a general election. The purpose of the casting vote is to allow the chairperson of a Council meeting to exercise a casting vote if there are equal votes. Presented at Attachment A is the EM04 Casting Vote policy, in accordance with the Act.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

This item is consistent with the Local Government Act.

Risks



Community Engagement

N/A



Name	EM04 Casting Vote
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	13/09/2017 15/09/2021
Review Date	12/09/2021 14/09/2025

1. Purpose

This policy establishes the use of a casting vote by the Mayor or Chairperson of Council Meetings.

2. Scope

This policy applies to the Mayor or Chairperson of Council Meetings

3. Definitions

For the purposes of this Policy, the following definitions apply:

Casting vote	Where there is an equal number of votes for and against a motion, the Chair is required to cast a second “casting vote” to break the tie.
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4. Policy Statement

- 4.1. Pursuant to Section ~~61(6)~~95(5) of the Local Government Act, the Chair of a Council Meeting must exercise a casting vote in the event of an equality of votes.
- 4.2. Pursuant to Section ~~61(7)~~95(6) of the Local Government Act, this policy cannot be altered or revoked for the term of the present Council.

5. Associated Documents

Nil

6. References and Legislation

Northern Territory Local Government Act, ~~Section 61~~

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
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14/12/2015	Policy adopted by new Council
13/09/2017	Policy updated to reflect Local Government Act subsections
<u>16/06/2021</u>	<u>Policy updated to reflect new Local Government Act subsections</u>



COUNCIL REPORT

Agenda Item Number:	15.03
Report Title:	Code of Conduct for Council Members
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/09/2021
Attachments:	A: EM02 Code of Conduct for Council Members

Executive Summary

This report presents EM02 Code of Conduct for Council Members for adoption.

Recommendation

THAT Council adopt EM02 Code of Conduct for Council Members, as presented at Attachment A.

Background

The code of conduct for Council Members is set out in Schedule 1 of the Local Government Act (Act) and governs the conduct of members of an Audit Committee, a Council, and a Council Committee.

The EM02 Code of Conduct for Council Members has been developed in accordance with the Act and, through Council adoption, further demonstrates Council Members commitment to the code of conduct. Further to this, the code of conduct will be made available for the newly elected Council to sign and will be displayed in the Council chambers.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Local Government Act

Risks



Community Engagement

N/A



Name	EM02 Code of Conduct for Council Members
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	15/09/2021
Review Date	14/09/2025

1. Purpose

This Code of Conduct is made pursuant to Section 119 of the Local Government Act. Its purpose is to govern the conduct of members of the Council.

2. Scope

This Policy applies to Council Members and members of Council Committees, including the Risk Management Audit Committee.

It is the personal responsibility of Council Members to ensure that they are familiar with, and comply with, the principles in the Code at all times. Litchfield Council will provide training and education opportunities that will assist its members to meet their responsibilities under the Local Government Act.

3. Definitions

Nil

4. Policy Statement

4.1 Code of Conduct (as per Schedule 1, Local Government Act)

1. *Honesty and integrity*

A member must act honestly and with integrity in performing official functions.

2. *Care and diligence*

A member must act with reasonable care and diligence in performing official functions.

3. *Courtesy*

A member must act with courtesy towards other members, council staff, electors and members of the public.

4. *Prohibition on bullying*

A member must not bully another person in the course of performing official functions.

5. *Conduct towards council staff*

A member must not direct, reprimand, or interfere in the management of, council staff.

6. *Respect for cultural diversity and culture*

6.1 A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

7. Conflict of interest

7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

8. Respect for confidences

8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

8.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

9. Gifts

9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

9.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

10. Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11. Interests of municipality, region or shire to be paramount

11.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.

11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgement about what best advances the best interests of the municipality, region or shire.

12. Training

A member must undertake relevant training in good faith.

4.2 The above code of conduct will be signed by all Council members at the beginning of each term of office and displayed in the Council Chambers. It signifies to the community the commitment to abiding by the code of conduct.

5. Associated Documents

Nil

6. References and Legislation

Northern Territory Local Government Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
13/09/2017	Updated policy. Decision 17/0003
19/11/2015	Decision 15/0166/02 – new policy
15/09/2021	Changes made in accordance with the Local Government Act 2019



COUNCIL REPORT

Agenda Item Number:	15.04
Report Title:	Nature and Timing of Council Meetings
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/09/2021
Attachments:	Nil

Executive Summary

This report seeks a decision from Council on meeting date and time of ordinary meetings of Council.

Recommendation

THAT Council

1. pursuant to Section 90(3)(b) of the Local Government Act, commencing in October 2021 will hold its ordinary monthly meeting on the third Wednesday each month, commencing at 6.00pm;
2. approve the ordinary council meeting for the month of September 2021, be held on Wednesday 29th September 2021, commencing at 6:30pm; and
3. brings forward the December 2021 meeting to the second Wednesday, 8 December 2021, to avoid holding a meeting in the week leading up to Christmas.

Background

One of the first decisions a new Council needs to consider is the setting of meeting dates and times for ordinary meetings of Council.

In terms of legislation, this is covered in Section 90 of the Local Government Act which provides:

Section 90 – Nature and timing of Council Meetings

- (1) *A council must hold a meeting of its members (an ordinary meeting) at least once in each successive period of 2 months.*
- (2) *Subject to this Act, a council may deal with business of any kind at an ordinary meeting.*
- (3) *The first ordinary meeting of a council to be held after a general election must:*
 - (a) *be held within 21 days after the conclusion of that general election; and*
 - (b) *set the schedule for the holding of ordinary meetings for the term of the council*
- (4) *The schedule for the holding of ordinary meetings may be altered at a subsequent*

- meeting.
- (5) The council may hold a meeting to deal with a particular item of business (a special meeting) whenever circumstances require.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Local Government Act Section 90(3)(b)
GOV02 Meeting Procedures
EM03 Access to Meetings

Risks



Community Engagement

N/A



COUNCIL REPORT

Agenda Item Number:	15.05
Report Title:	Order of Business at Council Meetings
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/09/2021
Attachments:	A: Current Agenda Formal Council Meetings

Executive Summary

This report seeks adoption by Council of a standard format for Council Meeting agendas.

Recommendation

THAT Council adopts the agenda format, outlined in this report, as the format for all agendas produced for ordinary Council meetings.

Background

The commencement of a new Council term following a general election provides an opportune time to review the ordinary meeting agenda format. The current format has been reviewed and remains unchanged.

Section 94 of the Local Government Act states:

An ordinary meeting may deal with business of any kind but a special meeting may deal only with the business for which the special meeting was convened unless all members are present at the special meeting and unanimously decide, by resolution, to deal with other business.

Section 4.1.5(a) of Council's Policy GOV02 Meeting Procedures states:

Order of Business

Subject to this Policy, the order of business at an ordinary meeting must be as the council or the committee (as the case may be) determines by resolution.

The current agenda format for ordinary Council meetings is as attached.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Local Government Act

Risks



Community Engagement

N/A



ATTACHMENT A

AGENDA

1st Ordinary Council Meeting

11th Council of Litchfield

WEDNESDAY 29/09/2021

Meeting to be held commencing 6:00pm
in Council Chambers at 7 Bees Creek Road, Freds Pass
https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live

Community & Public Question Time
will be held from 5:30pm – 6:00pm

Daniel Fletcher
Chief Executive Officer

COVID-19 Statement of Commitment

The Ordinary Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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3.3	Leave of Absence Request
4	Declaration of Interest
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4.2	Staff
5	Confirmation of Minutes
5.1	Confirmation of Minutes
5.2	Council Action Sheet / Business Arising from Previous Meetings
6	Petitions.....
7	Deputations and Presentations.....
8	Public Questions (Written Submissions)

9	Accepting or Declining Late Items
10	Notices of Motion.....
11	Mayors Report.....
12	Reports from Council Appointed Representatives.....
13	Work Team Presentation
	13.01 {Name}
14	Officers Reports
	14.01 Council Leadership & Community Services
	14.01.01
	14.01.02
	14.01.03
	14.02 Business Excellence
	14.02.01
	14.02.02
	14.02.03
	14.03 Infrastructure & Operations
	14.03.01
	14.03.02
	14.03.03
15	Other Business.....
16	Confidential Items
17	Close of Meeting



COUNCIL REPORT

Agenda Item Number:	15.06
Report Title:	EM03 Access to Meetings Policy
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/09/2021
Attachments:	A : EM03 Access to Meetings Policy

Executive Summary

This report seeks Council's confirmation of the arrangements for providing notice of Council Meetings through endorsing the Litchfield Council EM03 Access to Meetings Policy.

Recommendation

THAT Council adopt Council Policy EM03 Access to Meetings.

Background

The Council is required to confirm arrangements for meetings at the first meeting of the Council after a general election. This is confirmed through the adoption of EM03 Access to Meetings, as at Attachment A.

The purpose of EM03 Access to Meetings is to outline public access to Council agendas, meetings and minutes. The policy has been developed as per the Local Government Act (Act) and demonstrates good governance.

In some instances, Council can choose to go beyond the minimum requirements of the Act. For ease of access, the policy requires an agenda to be made available 5 business days prior to a meeting although the Act only requires 3 business days.

The policy also refers to other Council policies that cover some items in further detail, such as confidential items, public questions and recording of meetings.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Local Government Act

Risks



Community Engagement

N/A



Name	EM03 Access to Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	15/09/2021
Review Date	14/09/2025

1. Purpose

Litchfield Council is committed to being an accountable local government including being transparent with decision making. In accordance with the Local Government Act and Local Government (General) Regulations, this policy outlines public access to meetings.

2. Scope

Policies of the Litchfield Council are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan and other relevant documents.

3. Definitions

Nil.

4. Policy Statement

4.1. Public Notice and Access to Meeting Agendas

- 4.1.1. At least three (5) business days prior to a Council or Committee meeting (unless it is a Special Meeting), the Chief Executive Officer must give written notice of the meeting to all Council and Committee members setting out the date, time and venue. The notice must be accompanied by the agenda.
- 4.1.2. At least three (5) business days prior to a Council or Committee meeting, the notice and agenda must be available to the public on Council's website and at the Litchfield Council office.
- 4.1.3. Items on the agenda are to be described accurately.

4.2. Public Access to Meetings

- 4.2.1. Council encourages public attendance at Council and Committee meetings, and all Council and Committee meetings will be held at venues accessible to the public.
- 4.2.2. The public will be excluded while confidential business is being discussed as per policy GOV18 Confidential Items.
- 4.2.3. An informal opportunity for the public to ask questions of Council Members about any items on the agenda is provided for 30 minutes prior to the commencement of the formal meeting

4.2.4. A formal opportunity for the public to ask questions in writing of Council Members for consideration during a Council meeting is available as per policy GOV17 Public Question Item.

4.2.5. Council meetings are recorded for the purpose of public viewing, as per policy GOV07 Recording of Meetings.

4.3. Access to Meeting Minutes

4.3.1. The CEO must ensure that proper minutes of meetings of a Council or Council Committee are kept.

4.3.2. A copy of the minutes must, within 10 business days after the date of the meeting, be available to the public via the Council's website and the Litchfield Council office.

5. Associated Documents

GOV07 Recording of Meetings

GOV02 Meeting Procedures

GOV17 Public Question Item

GOV18 Confidential Items

6. References and Legislation

Local Government Act 2019, Local Government (General) Regulations 2021.

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
14/12/2015	Decision 15/0186/02 – new policy
20/09/2017	Updated definition of clear days.
15/09/2021	Changes amended in line with new policies adopted: Recording of meetings and Confidential Items



COUNCIL REPORT

Agenda Item Number:	15.07
Report Title:	Council Office and Opening Times
Author and Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/09/2021
Attachments:	Nil

Executive Summary

To present to Council for endorsement, the Litchfield Council office opening hours as the public office and to also deal with the office closure between Christmas and New Year.

Recommendation

THAT Council

1. designates 7 Bees Creek Road, Bees Creek as Litchfield Council's public office, in accordance with section 47 of the Local Government Act;
2. determines that its "public office" be open to the public from 8:30am to 4:30pm from Monday to Friday, public holidays excluded; and
3. close its public office for the three business days between Christmas and New Year, each year.

Background

This report recommends Litchfield Council continues to maintain 7 Bees Creek Road as its public office and that current opening times remain between 8:15am and 4:30pm from Monday to Friday.

Further, the report recommends that the office is closed between Christmas and New Year each year, with staff taking the intervening three working days as annual leave. During this period the Waste Transfer Stations will continue to operate on all days except Christmas Day.

Section 47 of the Local Government Act states:

1. A council must have a public office (and may have 2 or more public offices); and
2. A public office must be open to the public at reasonable times determined by the Council.

The current public office of Litchfield Council is the facility at 7 Bees Creek road. These offices are currently open to the public from 8:15am to 4:30pm between Monday and Friday public holidays excluded. Officers recommend that this remain unchanged.

Links with Strategic Plan

A Well-Run Council - Engaging Our Community

Legislative and Policy Implications

Local Government Act

Risks



Community Engagement

Not applicable



SPECIAL COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 September 2021

15. Close of Meeting