



Shire of **Ngaanyatjaraku**  
ON A JOURNEY

# Council Policy

Policy 1.5 – Approvals at Short Notice

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# Council Policy 1.5 – Approvals at Short Notice

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## Policy Objective

This policy provides the Shire the ability to act on matters requiring a simple majority council decision in between meetings, where it is not in the interest of the Shire to defer consideration of the decision.

## Policy Statement

To provide the CEO the ability to seek council endorsement, out of session, on minor matters. The policy cannot be enacted for any matter or action requiring an absolute majority decision of Council.

## Matter Arising – Short Notice

The CEO will prepare an agenda item for council to consider, relating to the matter to be considered, detailing the following information:

- a) Details to support the timing / necessity for consideration in accordance with this policy;
- b) Information pertinent to provide sufficient information to allow elected members to make an informed decision;
- c) The benefit / disadvantage to the district if the matter was not considered at short notice;
- d) Risk information; and
- e) Financial implications.

## Approvals – Short Notice

Where the timing of a matter being brought before the Shire requiring a decision does not provide an opportunity for council to consider the matter at a scheduled meeting (such as when received at short notice), the CEO shall:

- a) Prepare an agenda item in accordance with regular processes / procedures and circulate to the council via email;
- b) Email correspondence is to set a reasonable period of notice for elected members to respond (not less than 24 hours);
- c) If no objections are raised within the set notice period by an elected member to the CEO, it will be taken by the CEO the elected member agrees with the recommendation;
- d) Decisions on matters at short notice will be made once agreement has been received from a simple majority of all elected members; and
- e) Decision is to be presented for ratification at the next ordinary meeting of council with a copy of the agenda item included in the minutes.

## Exclusions

Matters which may not be considered by this policy include:

- a) any decision requiring an absolute majority decision of council; and
- b) tenders.

## Policy History

### Amendments to this Policy

Amendments to this policy require a simple majority decision of Council.

### History

Policy adopted: 24 June 2020

Policy reviewed: 28 June 2023

### Previous Policy

N/A