

POLICY:-	
Policy Title:	Preparation of Meeting Agendas Policy
File Reference:	F10/618-013
Date Policy was adopted by Council initially:	22 December 2005
Resolution Number:	368/05
Other Review Dates:	15 October 2009, 21 June 2012, 16 April 2015 and 17 October 2019
Resolution Number:	438/09, 191/12, 89/15 and 290/19
Current Policy adopted by Council:	20 July 2023
Resolution Number:	135/23
Next Policy Review Date:	2026

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Chief Executive Officer
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVE

The intention of this policy is to clearly define the process for preparing Agendas/Business Papers for meetings of the Council.

For this purpose the following differentiation applies:-

- Type 1 Meeting/Reports are those that apply to Ordinary Meetings of Council;
- Type 2 Meeting/Reports are those that apply to other Committees of Council (Consultative Committee, Work Health and Safety, etc).

1. Agenda Dispatch Deadlines

The Council Code of Meeting Practice states that the Chief Executive Officer must cause the agenda for a meeting of the Council or a Committee of the Council to be prepared as soon as practicable before the meeting date. Council commits to the following deadlines:-

Type 1 Agendas/Business Papers are to be forwarded at least 5 business days prior to Ordinary Meetings of Council.

Type 2 Agendas/Business Papers are to be forwarded at least 5 business days prior to the Committee Meetings date.

2. Preparing Reports

Staff should be aware of scheduled meeting dates for the Type 1 Meetings and also those Meetings from Type 2 with which they are involved.

For Type 1 Meetings draft reports are to be prepared on the following basis:

- i. Reports are to be in the Infocouncil report template (as part of the corporate system) and are to be submitted so that report is available for inclusion in the Business Paper by **4.30 pm on the Friday the week prior to dispatch**. (See Council Yearly Calendar for Report due dates).

For Type 2 Meetings:

- ii. Reports are to be in the Infocouncil report template (as part of the corporate system) and are to be submitted so that report is available for inclusion in Business Paper a minimum of 5 business days prior to meeting date.

The above requirements are achievable if those responsible for preparing reports do so progressively in the lead up to meetings and also by being aware and responsive to the agenda timetable deadlines. It would assist the process if staff preparing reports advise (in advance) the Council Administration Officer and Executive Assistants of any possible late or unusually lengthy reports. In the case of scheduled absences staff should arrange preparation of reports in advance.

There will be instances when correspondence and/or issues arise in the day(s) of Business Paper preparation. A determination will be made by the Chief Executive Officer as to the inclusion or otherwise of those reports in the Agenda. Reports that are not included in the Business Paper, but are required to be submitted to the Council Meeting, may be done as late reports using the Infocouncil Late Report Template (subject to approval by the Chief Executive Officer). The distribution of such reports (whether prior to or at the meeting) will be determined on the basis of the circumstances involved.

3. Authorisation of Reports/Agendas

All reports are to be prepared, reviewed and authorised in Infocouncil by the respective Department Director prior to the agenda being finalised.

When reports are authorised for the agenda at Director level they are then submitted to the Chief Executive Officer for authorisation in Infocouncil (final proof).

4. Report Format

The Infocouncil report template is the standard format that is to be used for Council/Committee meeting reports. The procedure for staff typing their reports is as follows:-

- Staff should follow the Infocouncil Report Writing Manual to create a new report using the report template and then save the report into the current “meeting date” as listed in the Infocouncil system.
- Reports should be allocated to the correct Content Manager folder using the correct month date eg GOVERNANCE - MEETINGS - Council Business Paper February 2023

5. Summary

For Type 1 Meetings the timetable is as follows:-

WEEK PRIOR TO DISPATCH

Ordinary Meeting Reports

Friday: reports to be submitted by 4.30pm*

Monday: Authorisation by Directors and General Manager as per the Infocouncil system.

***NOTE: Reports can be submitted progressively and prior to these times and dates.**

VARIATION

Council reserves the right to vary or revoke this policy.

OTHER RELATED DOCUMENTS

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Regulation 2018;
- State Records Act 1998;
- Privacy and Personal Information Protection Act 1998;
- Work Health and Safety Act 2011;
- Ombudsman Act 1974;
- Independent Commission against Corruption Act 1988;
- Code of Conduct;
- Code of Conduct Procedures;
- Code of Business Practice;
- Code of Meeting Practice
- Section 355 Committee Policy;
- Section 355 Committee Code of Meeting Practice;
- Council Agenda Format and Committee Structure;
- Customer Service Charter;
- Statement of Ethical Principles;
- Delegations of Authority Policy;
- Disclosure of Interests at Meetings Procedure;
- Presentations to Council Policy;
- Government Information (Public Access) Policy;
- Interaction between Councillors and Staff Policy;
- iPad Policy;
- Privacy Policy;
- Privacy Management Plan; and
- Questions With Notice Policy.