Council Meeting Agenda and Report Formats

Agenda Format

The following format outlines the standing items and business order for Council Meetings:

- Attendance and Apologies
- Confirmation of Minutes
- Council Workshops
- Declarations of Interests of Councillors
- Tabling of Petitions
- Public Question Time
  - Public Questions on Notice
  - Answers to previous Questions Taken on Notice
  - Questions without Notice
- Councillor Question Time
- Deputations by Members of the Public
- Notice of Motions by Councillors
- Agenda Items and Officer Reports
  - Planning and Development Services items
  - General Manager’s items
  - Governance and Community Services items
  - Infrastructure Services items
  - Works items
  - Corporate Services items
- Closed Meeting
  - Applications for Leave of Absence

Report Format

The following format outlines the content details for agenda items and associated reports listed on Council Meeting Agendas:

- Title
- Introduction
- Background
- Strategic/Annual Plan Conformance
- Policy Implications
- Statutory Requirements
- Rick Management
- Consultation with State Government
- Community Consultation
- Financial Impact
- Alternative Options
- Officers Comments
Recommendation

Confirmation of Minutes:

- The Council or Council committee is to ensure that the minutes of any previous ordinary or special meeting not yet confirmed are submitted for confirmation.
- Council may resolve to amend the minutes of a meeting prior to confirmation.
- In accordance with Regulation 36 of the Local Government (Meeting Procedures) Regulations 2005, debate of any matter referred to in minutes submitted for confirmation is not permissible except to question the accuracy of the minutes as a record of the meeting to which they relate.

Public Question Time:

In accordance with the Local Government (Meeting Procedures) Regulations 2005, a period of thirty minutes for “public question time” will be set aside at ordinary Council Meetings for members of the community to ask questions relating to Council activities.

Public question time provides an opportunity for people to ask questions about Council’s activities, not make statements. Anyone wishing to address Council and make a statement may do so under the Deputation section of the Council Meeting Agenda.

Further information on the procedures for the conduct of public question time at meetings at Meander Valley Council please view the attached Public Question Time Information Sheet.

Councillor Question Time

In recognition of the provisions of Regulation 29 of the Local Government (Meeting Procedures) Regulations 2005, Council places no limitation on the number of questions that Councillors may submit ‘without notice’ or put ‘on notice’ for answer at a forthcoming Council Meeting.

The Chairperson or Councillor asked a question on notice is not to answer it unless the Councillor giving notice, or a Councillor at the request and on behalf of that Councillor, is present at the meeting to ask the question formally.

A question on notice and a question without notice, and the answer, is to be recorded in the minutes of the meeting at which the answer was given.
In accordance with Regulation 30 of the Local Government (Meeting Procedures) Regulations 2005 a Question on Notice is to be submitted in writing by 11am, 10 working days before the Council Meeting.

Managers of each department will endeavour to be present for Councillor question time.

Deputations:

In accordance with the provisions of Regulation 38 of the Local Government (Meeting Procedures) Regulations 2005, Council has established guidelines and conditions that apply to the attendance of deputations at Council Meetings. For further information please view the Deputations Information Sheet.

Notice of Motion by Councillors:

In accordance with Regulation 16(5) of the Local Government (Meeting Procedures) Regulations 2005, a Councillor may give notice of a motion which that Councillor intends to move at a meeting.

- When a Councillor intends to give notice of a motion, that Councillor is to submit to the General Manager, by 11am, 10 working days before the meeting at which it is to be listed, a signed copy of the proposed issue on the prescribed proforma.

- The General Manager is to list the Notice of Motion in the next Council agenda. It must be remembered that in accordance with the Local Government Act, Council must be in receipt of qualified advice from relevant Council officers before resolving a course of action on any matter.

- The General Manager will ensure that the elected member has the opportunity to view the officers report prior to the agenda being finalized.

- For further information please view the Councillor Question Time Information Sheet.
Urgent matters brought forward by Elected Members

In accordance with Regulation 8(6) of the Local Government (Meeting Procedures) Regulations 2005, the General Manager may decide to deal with any notice of motion by a Councillor, if the matter is deemed urgent and it is not possible to follow the above procedure.

Closed Meetings

Council, in accordance with the procedures and intentions of the Local Government (Meeting Procedures) Regulations 2005, will deal with the following matters in Closed Meeting:

- personnel matters including complaints against an employee of the Council;
- industrial matters relating to a person;
- contracts for the supply and purchase of goods and services;
- the security of property of the Council;
- proposals for the acquisition of land or an interest in the land or for the disposal of land;
- information provided to the Council on the condition it is kept confidential;
- trade secrets of private bodies;
- matters relating to actual or possible litigation taken by or involving the Council or an employee of the Council;
- the personal affairs of any person;
- applications for Councillor Leave of Absence.