

Authority                      Local Government Act 1995 (WA) (CI) Part 5 – Administration,  
Division 2  
Local Government (Administration) Regulations 1996  
Local Government (Financial Management) Regulations 1996

## **AD 1 –            AGENDAS AND MINUTES OF COUNCIL MEETINGS**

### **Objective**

- To ensure that there are clear processes for administering the local government in accordance with the Local Government Act
- To ensure statutory requirements regarding the preparation of agendas and minutes of council meetings are met as a minimum
- To ensure statutory requirements regarding public notice and access to information about council meetings are met as a minimum
- To provide for the timely preparation of agendas and minutes and their circulation to councillors

### **Policy**

#### Preparation and Circulation of Agendas

1. The CEO will prepare agendas for Ordinary, Special and Committee meetings of Council.
2. “Agenda” means the formal notice of items to be dealt with by the meeting including any reports or documents produced by the local government for presentation at the meeting
3. Agendas will be prepared in accordance with the Act and Regulations, having regard to the type of council or committee meeting convened.
4. The CEO will create and maintain procedures setting out the manner in which agendas will be prepared, noting all relevant sections of the Act and Regulations applicable to the type of council meeting the agenda has been produced for.
5. Papers and documents that accompany an agenda item that deals with any of the matters listed in section 5.23 (2) of the Act will be distributed to councillors or committee members in a separate bundle and clearly marked “private and confidential – local government information not available to the public”.
6. In the case of Council meetings, agendas will be circulated to councillors and committee members no later than 3 days before a meeting.
7. In the case of Special meetings, the CEO will circulate the agenda to councillors with the maximum notice possible.
8. The CEO will ensure that agendas of meetings and reports and other documents that are to be tabled at the meeting are available for public inspection at the same time as the agenda and documents have been made available to councillors; provided that reports and documents do not have to be made available to the public where in the

CEO's view the reports or documents relate to matters listed at section 5.23 (2) of the Act or are otherwise considered private.

9. The CEO will ensure that the public are notified of the agenda of each Ordinary meeting of council.
10. Where practicable, the CEO will ensure that Special meetings of council are notified to the public via a public notice in accordance with the Regulations unless urgent and extraordinary circumstances exist.
11. An urgent or emergency meeting can be initiated under the following circumstances:
  - (a) A natural disaster occurred within Christmas Island;
  - (b) The death, serious injury or the like of any Councillor or Senior Officer or other significant person, which would affect the normal operation of the Council or the organisation as a whole; or
  - (c) Any other reason which may have a major impact on the Council, the organisation or the community and cannot wait until the next scheduled meeting of the Council.
12. In the case of an emergency, the Chief Executive Officer or, in their absence, a Senior Officer, may call or postpone a meeting of the Council, without the necessity to comply with the above clauses provided reasonable attempts are made to notify every Councillor.
13. The Chief Executive Officer or Senior Officer must submit a full written report of the circumstances requiring their action to the next Ordinary Meeting of the Council.

#### Preparation & Circulation of Minutes of meetings

1. The CEO will prepare minutes of Ordinary, Special and Committee meetings of Council.
2. These minutes will be prepared in compliance with the Act and Regulations and best practice guidelines promulgated by the WA Local Government Association from time to time.
3. The CEO will create and maintain procedures setting out the manner in which unconfirmed minutes will be prepared, noting all relevant sections of the Act and Regulations applicable to the type of council meeting the minutes have been produced for.
4. Unconfirmed minutes of Council meetings will be circulated to councillors within 10 business days following the meeting or sooner if practicable.
5. Unconfirmed minutes of committee meetings will be circulated to committee members within 5 business days following the meeting or sooner if practicable.
6. In accordance with the Regulations, unconfirmed minutes of Council meetings will be made available for public inspection within 10 days of the meeting, or sooner if practicable.

7. Unconfirmed minutes of committee meetings will be confirmed prior to presentation at Council meetings for consideration of any recommendations made by the committee meeting.
8. Unconfirmed minutes of council meetings will be presented to the next Council meeting for confirmation.

**Key Performance Indicators**

The extent to which adherence to the timeframes for the production and distribution of agendas and minutes is met  
 Councillor and committee member satisfaction with the quality and timeliness of agenda and minute preparation  
 Any public comment about access to information about council and committee meetings and documents and papers associated with those meetings

**Keywords**

Council, committee, meetings, agendas, minutes

**Related Policies**

**Related Procedures/  
Documents**

Agenda & Minutes Procedures

Version	Approved, Amended, Rescinded	Date	Officer	Resolution number	Key changes/ notes	Next Review date	File Ref No.
1	Approved	12/11/2002	CEO	09/02			2.11.25
2	Approved	26/9/2017	GRPG	88/17		Sept 2019	2.11.25
3	Approved	26/7/2022	GRPG	67/22		July 2024	2.11.25