



Mildura Rural City Council

Council Agenda Policy

Policy - CP018

Prepared	Reviewed	Approved	Date	Council Minute No.
Manager Governance & Performance	Executive Leadership Team	Council	January 2022	2022/0012
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Document Owner: General Manager Corporate			Review Frequency: Three years	

1. The purpose of this policy is:

To establish the guidelines for the compilation, distribution and access to Council agendas.

2. Policy Statement

The purpose of this policy is:

- to ensure Councillors have adequate time to familiarise themselves with the matters to be considered at a Council Meeting and Delegated Committee Meeting;
- to ensure the media are kept informed of issues to be considered by Council;
- to ensure the media and members of the public who attend Council Meetings and Delegated Committee Meetings can follow the proceedings;
- to enable interested parties to stay informed of Council's deliberations;
- to minimise the financial expense and environmental impact of conducting Council business;
- to maintain openness and transparency in Council's decision making process; and
- to ensure compliance with the requirements of the *Local Government Act 2020* and Council's Governance Rules.

3. Principles

- Council holds an Ordinary Meeting on the fourth Thursday of each month, unless otherwise published. Special Meetings are held at the written authorisation of the Chief Executive Officer, following consultation with the Mayor.
- Council also holds a Planning Delegated Committee Meeting on the second Thursday of each month, unless otherwise published.

- Council will utilise information technology wherever possible to prepare and distribute Council agendas, and will keep the provision of hardcopy documents to a minimum. Council will actively promote the use of its website as the preferred source of access to these documents.
- The agenda will be made electronically available to Councillors no later than 5:00pm Thursday prior to the scheduled Council Meeting or Delegated Committee Meeting.
- The agenda will be made available to the public and media on Council's website at 9:00am on the Monday prior to the meeting.
- Copies of the agenda will be made available to the public and the media (upon request). A link to the agenda published to Council's website will be forwarded by email to the media (upon request).
- Council will provide five hard copies of a reduced agenda for the public gallery. Council will use its discretion to remove certain attachments from the public gallery hard copies in an effort to reduce print wastage. The reduced agenda will display the following notation "Due to the size of this agenda, certain attachments have been removed. To view these documents, please visit www.mildura.vic.gov.au".
- Where matters of public interest are being considered, additional hard copies of the agenda may be supplied to the public gallery at the discretion of the General Manager Corporate.
- Agendas and ratified minutes will be posted on Council's website as soon as practicable.
- Details of Council Meetings and Delegated Committee Meetings will be advertised in the local media.
- Submission and approval of reports within published timeframes for inclusion in the agenda will be the responsibility of the relevant General Manager.
- Late reports, i.e. those received after the published deadline, will only be admitted with the authorisation of the Chief Executive Officer.
- A meeting will be held to discuss and approve all Council reports by the Executive Leadership Team the week before the Council Meeting or Delegated Committee Meeting.
- The Manager Governance & Performance has responsibility for ensuring:
 - that preparation of the agenda can commence by 12:00pm Thursday the week prior to the scheduled meeting; and
 - the timely preparation of the agenda and minute papers for distribution.
- The Manager Information Systems has the responsibility of retaining agendas and minutes as permanent records.

4. Who is responsible for implementing this policy?

General Manager Corporate

5. Definitions

Agenda	Means the business papers prepared for an official Mildura Rural City Council Meeting or Delegated Committee Meeting which is open to the public in accordance with section 66 of the <i>Local Government Act 2020</i> .
Minutes	Minutes are the official record of Council Meetings and Delegated Committee Meetings in accordance with Council's Governance Rules and the <i>Local Government Act 2020</i> .

6. Legislation and other references

6.1 Legislation

- *Local Government Act 2020*

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Mildura Rural City Council Governance Rules

7. Risk Assessment Reference

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	✓
Committees		Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance	✓	Project Management	
Environmental Sustainability	✓	Public Image and Reputation	✓