



POLICY – 3.6 – Order of Business and Agenda Format

Relevant Delegation
N/A

Policy Statement

At the Shire of Menzies, our commitment to efficiency, productivity, and clarity in our operations extends to Council Meetings. To achieve these objectives, we are instituting a standardised order of business and agenda format for all Council Meetings.

The Order of Business for Council Meetings is as follows:

1. Declaration of Opening
2. Announcement of Visitors
3. Record of Attendance
4. Response to Previous Public Questions Taken on Notice
5. Public Question Time
6. Approved Leave of Absence
7. Disclosures of Interest
8. Notice of Items to be Discussed Behind Closed Doors
9. Confirmation/Receival of Minutes
10. Petitions/Deputations/Presentations
11. Announcement by Presiding Member without Discussion
12. Report of Committees
13. Reports of Officers
14. Motions of Which Previous Notice Has Been Given
15. New Business of an Urgent Nature
16. Behind Closed Doors- Confidential Reports
17. Next Meeting
18. Closure of Meeting

The agenda format for Council Meetings is as follows:

Item number	Agenda Title
LOCATION	
APPLICANT	
DOCUMENT REF	
DATE OF REPORT	
AUTHOR	
RESPONSIBLE OFFICER	
OFFICER DISCLOSURE OF INTEREST	
ATTACHMENT	

SUMMARY:

(Purpose: To provide a brief overview of the main points, decisions, or outcomes related to the agenda item.)

BACKGROUND:

(Purpose: To provide context and background information on the agenda item.)

COMMENT:

(Purpose: To provide additional information that can help the Council make an informed decision.)

CONSULTATION:

(Purpose: To outline any consultations or discussions that have taken place with relevant stakeholders regarding the agenda item.)

STATUTORY AUTHORITY:

(Purpose: To specify the legal or regulatory authority under which the agenda item is being addressed.)

POLICY IMPLICATIONS:

(Purpose: To assess the alignment of proposed actions with organisational policies.)

FINANCIAL IMPLICATIONS:

(Purpose: To outline the financial impact of the issue being discussed. This section provides clarity on the costs involved and helps the Council assess budgetary considerations.)

RISK ASSESSMENT:

(Purpose: To identify and assess potential risks associated with the agenda item. This section helps the Council understand the potential consequences and uncertainties involved in various courses of action.)

Risk Statement	Level of Risk	Risk Mitigation Strategy

STRATEGIC IMPLICATIONS:

(Purpose: To discuss how the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

(Purpose: To outline the specific voting procedures that must be followed during the voting process to ensure that the resulting council decision is valid and legally binding.)

OFFICER RECOMMENDATION:

(Purpose: To outline the proposed course of action based on the assessment of all available information. Note that this section should stand alone, that is, the reader will be able to understand the full intent)

COUNCIL DECISION:

(Note: This section should stand alone, that is, the reader will be able to understand the full intent of the decision.)'

– End of Policy

ADOPTED: 29 FEBRUARY 2024
REVIEWED: 27 FEBRUARY 2025