

A.1 Agenda Items Policy

Policy Objective

To ensure that reports and agendas are able to be prepared and circulated to members in a manner that will enable the Council to give appropriate consideration to the issue.

Policy Statement

- 1) Items for inclusion on the Council Agenda for an ordinary meeting must be in writing and be in the hands of administration staff at the administration office of the Shire no later than 12 noon on the Friday of the first week of the month.
- 2) Any matters which come to the attention of the CEO requiring the Shire to take action prior to the next following Council meeting will be received up to 4pm on the Friday of the first week of the month for inclusion on the agenda, provided that any necessary research can be completed in time for the meeting.
- 3) Where considered urgent, the CEO may prepare a late item for presentation to the Council meeting and at the discretion of the Shire President or a majority of Councillors in accordance with standing orders, the Council may consider the items received.
- 4) Agenda items must include a risk assessment of the proposed council's decision for analysing the potential implications for Shire strategy, finance and policies.

Policy Reviewed October 2020