

# AGENDA AND MINUTES TIPS AND HINTS



The following provides tips, hints and examples of agendas and minutes to support good decision making, smooth meetings and recording of minutes.

Reference is made to the Department of Local Government's "Indigenous Council Meeting Guide".

## AGENDA DEVELOPMENT

- Sample Agenda (refer LGMA Sample Council Agenda template).
- Agenda (notice and agenda) to be distributed at least two days prior to the meeting, refer to LGR s254C(1). (NB Indigenous Regional Council's to refer to LGR s254C(1)(b))
- Reports for closed session must be clearly identified as per the provisions under 254J of the LGR, this includes on the agenda on the reason why the session will be closed.
- The agenda has to be publicly available, including all reports except confidential reports and papers, by 5pm on the next business day after the notice of the meeting is given under s254C.

## PRE-MEETING

### Councillors:

- read agendas
- identify and declare conflicts with CEO/Mayor (form or email)
- ask questions for further clarification through formal process
- if requiring to be absence from the meeting place, apply to participate by TC/VC at least three days prior the meeting

### CEO/Staff

- prepare draft minutes
- CEO to respond to further information request from Council's
- Officers to prepare to speak to reports

## MINUTES (DURING MEETING)

- Sample Minutes (refer LGMA Sample Council Minutes template)
  - Minutes should be labelled/watermarked "Unconfirmed" until such time they have been 'Confirmed' at the next meeting
- Business not on the agenda will not be considered (unless permission by the local government at the meeting)
- Note: General Meeting and Ordinary meeting are used interchangeably across Queensland local governments. The legislative term is Ordinary Meeting
- Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

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## TIPS & HINTS

Refer to "Governance Advisory Service - Agenda and Minute tips" which provides further tips on the following:

- Writing For Decisions (resolutions)
- Treating confidential items
- Meeting etiquette
- Conflicts of interest, wording examples

## Definitions

<b>Term</b>	<b>Meaning</b>
CEO	Chief Executive Officer
LGA	<i>Local Government Act 2009</i>
LGR	<i>Local Government Regulations 2012</i>
TC	Teleconference
VC	Videoconference