

COUNCIL AGENDA



The following is an example of a Local Government agenda for a statutory meeting. While there are many versions of an agenda that councils across Queensland utilise, the following provides best practice and is also in line with legislation (including the model standing orders/meeting procedures).

A standard and consistent format should be used for all statutory meetings: Council Ordinary Meetings, Council Special Meetings and Standing Committee meetings

The agenda can act as a 'notice of meeting'. Councils need to ensure they set their meeting calendar each year and publish/display a notice of these days and times (website/public office).

Explanatory Notes of agenda items (by exception)

AGENDA ITEM	COMMENTS/GUIDE
Mayor Motion	This is business which the mayor wishes to have considered at that meeting without notice. Could also be in the form of a Mayoral Minute
Declaration of interest in matters on the agenda	Councillors should have identified their prescribed or declarable interests prior to the meeting and advised the CEO and Mayor. While this is an item on the agenda, good practice is to declare at the time the item is being discussed.
Standing Committee (SC) Minutes or Reports	This item is only relevant if: 1 The council has SC's and the minutes are to be presented to council (where the SC's have delegation to make decisions); 2 The council has SC's and the reports are to be presented to Council for discussion/decision (where SC doesn't have delegation and the reports need to be discussed/resolved at Council's ordinary meeting. If the council does not have standing committees, this item can be deleted from the agenda template
Officers Reports	<ul style="list-style-type: none"> • Chief Executive Officer (CEO) • Officers' reports referred to the meeting by the CEO <p>Recommended order is to have the CEO's reports first, followed by a system based on the organisations structure.</p>

AGENDA ITEM	COMMENTS/GUIDE
Confidential Reports / Closed Session	<p>Item title can be interchangeable with either term.</p> <p>Regardless, the Council must resolve to go into closed session, stating the reasons why as per the LGR.</p> <p>Resolutions cannot be made during closed session. Once all confidential matters have been dealt with in the order of business, the Council must resolve to come out of closed session and formally resolve each agenda item.</p> <p><i>Refer to "Agenda and Minutes Tips and Hints" and Sample Council Minutes" reference documents.</i></p>
General Business	<p>This item is not required on the agenda. If a council determines not to have this item on its standard agenda, ensure it is removed.</p> <p>If it is included, this is a chance for Councillors to raise issues.</p> <p>Councillors should be reminded to refrain from operational matters and the CEO will need to manage these appropriately.</p>

Other matters that may form part of an agenda include:

- Deputations (recommended before mayor motions)
- Consideration of motions (where a notice of a motion has been given by a Councillor, include this item on the agenda; recommended following Mayor motion)

Sample Agenda: The following pages provide a template of a meeting agenda, which includes the notice and agenda item list. [Tip: where possible include the page numbers for each item/report \(table of contents format\).](#)

Live streaming/recording meetings: Should your meetings be live streamed and/or recorded, it is recommended the following statement be placed on your agenda/notice of meeting:

Council's Ordinary Meeting will be live streamed. Attendees in the gallery may be seen on the live stream and audio of them speaking may be recorded. This video and audio of the meeting will be available to the public on Council's website in perpetuity.

FULL AGENDA

An agenda is made of the notice and agenda items, refer to page 3 of this guide.

A full agenda has information as per page 3, but also the detail of the contents and executive summaries of each item. Pages 4 onwards provides an example.



<COUNCIL LOGO/TEMPLATE/IMAGERY>

NOTICE OF MEETING

An ORDINARY MEETING of the <COUNCIL NAME> Council will be held on <DAY, DATE> at <TIME> at the <VENUE, INCLUDING NAME OF BUILDING AND ADDRESS>, and the attendance of each Councillor is requested.

AGENDA

ORDER OF BUSINESS

1. OPENING OF MEETING
 - 1.1 Welcome
 - 1.2 Acknowledgment of Traditional Owners
2. ATTENDANCE AND LEAVE OF ABSENCE/APOLOGIES
3. CONDOLENCES
4. MAYORAL MOTION
5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
6. DECLARATION OF INTEREST IN MATTERS ON THE AGENDA
7. BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETING/S
8. STANDING COMMITTEE MINUTES (OR REPORTS)
9. OFFICER REPORTS
 - 9.1 <Report Title>
 - 9.2 <Report Title>, etc
10. CONFIDENTIAL REPORTS (Closed Session)
 - 10.1 <Report Title>
11. GENERAL BUSINESS
12. CLOSURE OF MEETING

<CEO Name>

Chief Executive Officer

Next meeting date: <date>



CONTENTS

1. OPENING OF MEETING
2. ATTENDANCE AND LEAVE OF ABSENCE/APOLOGIES
3. CONDOLENCES
 - <list out if known>
4. MAYORAL MOTION
5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
 - Minutes of the Ordinary Meeting held in XXXX on <DAY, TIME, DATE>
6. DECLARATION OF INTEREST IN MATTERS ON THE AGENDA
7. BUSINESS ARISING OR OUSTANDING FROM PREVIOUS MEETING/S
 - <list out if known>
8. STANDING COMMITTEE MINUTES (OR REPORTS)
9. OFFICER REPORTS

9.1	<Report Title>	Page
	EXECUTIVE SUMMARY	
	<XXXXXX>	
9.2	<Report Title>	Page
	EXECUTIVE SUMMARY	
	<XXXXXX>	



10. CONFIDENTIAL REPORTS

CONFIDENTIAL REPORT

Closed under 254J(3) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

10.1 <Report Title> Page

EXECUTIVE SUMMARY

<XXXXXX>

CONFIDENTIAL REPORT

Closed under 254J(3) (e) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

10.1 <Report Title> Page

EXECUTIVE SUMMARY

<XXXXXX>

11. GENERAL BUSINESS

12. CLOSURE OF MEETING

SAMPLE ONLY