Publishing Minutes and Agendas Policy

Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.

Purpose:

To establish a framework within which a determination of the level of access to agendas and minutes for major University committees can be made.

To set out, in an attachment to this Policy, the level of access to agendas and minutes for major University committees.

Audience:

Staff and Committee Members

Objectives:

- To ensure that a suitable level of access is given to agendas and minutes of the major University committees.

- To ensure an appropriate balance between confidentiality requirements and transparency is maintained.

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

There are no terms.

Policy Statement:

1. Agendas and minutes of major University committees may be available to the following groups:

    1.1 Group 1 - Members of the Committee

    1.2 Group 2 - Members of the Parent Committee

    1.3 Group 3 - Members of Senate

    1.4 Group 4 - Staff of the University via a MAIS password (MAIS passwords can be supplied to non-staff members of Committee)

    1.5 Group 5 - Publicly available

2. In determining the level of access consideration is given to who needs access and for what purpose.

3. Confidentiality and competitive advantage of the University is taken into account when making a determination as to the level of access to the agendas and minutes for a particular committee.

4. The level of access for a particular committee is approved by the University Secretary in consultation with the Chair and Secretary of the committee.

5. The level of access for the major University committees is set out in the attachment to this Policy.

6. The availability of agendas and minutes via the web is at the discretion of the University Secretary, or as may be directed by Senate. Arrangements may be made with a committee's Secretary for the provision of hard copies.

Performance Indicators:

There are no performance indicators.

Related Documents:

Schedule of Access (Attachment 1)

References:

There are no references.

Approval and Implementation:

Approval Authority:	University Secretary
Responsible Officer(s):	University Secretary
	Chairs of University Committees
	Secretaries to University Committees

Revision History:

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
Approved	14/12/2018		14/12/2021	
Approved	08/04/2015		08/04/2018	
Approved	01/07/2012		01/07/2015	