



1. COUNCIL POLICIES

1.1 COUNCIL & CHAMBER MEETINGS

1.1.1 Council Meeting System

Policy Purpose

This policy establishes the requirements and standards for Council Meetings and Committee Meetings which apply in accordance with Part 5 of the *Local Government Act 1995* (the Act) and the Shire of Manjimup *Standing Orders Local Law 2013* (the Standing Orders).

Standing Orders

The Standing Orders apply to Council meeting procedures and nothing in this policy overrides those Standing Orders.

Council Meetings Frequency and Start Time

Council Meetings (including outer town Council meetings) will typically be held on a Thursday on a rolling three-week basis with the exception of the period from the middle of December to the middle of January when no meeting will be held. Outer town Council Meetings (Pemberton, Walpole and Northcliffe) will be held in each town at least once per year.

The proposed dates for all Council Meetings in the year will be advertised at the commencement of the calendar year. Any further variation to the date, place and/or time will be subject to the resolution of Council.

Council meetings will normally commence at 5.30pm to afford an opportunity for most members of the public to attend after work.

Special Council Meetings

Where necessary, Special Meetings of Council are to be called in accordance with the provisions of the Act and Standing Orders.

Officers Reports

In the interest of providing prompt decision-making, officer reports from any department may be presented at the next available meeting.

It is critical that reports prepared by officers for Council contain adequate information on which the Council can make an informed decision.

Principles

Reports prepared by officers for Council's consideration are to:

- a) Be according to law;
- b) Take account of any State or Council Policy;
- c) Have regard to the current Strategic Community Plan and Corporate Business Plan, and any other relevant Shire strategic documents;
- d) Have regard to the Shire's Risk Management Framework;
- e) Be balanced and objective;
- f) Be technically correct;
- g) Be properly researched using relevant information and data;
- h) Ensure procedural fairness;

- i) Include options, consequences and associated impacts where appropriate; and
- j) Include expert opinion or advice where necessary.

Recommendations

Recommendations prepared by officers for Council's consideration are to:

- a) Be clear and unambiguous;
- b) Be implementable;
- c) Be professional and ethical;
- d) Not expose Council to unreasonable risk or liability;
- e) Have regard for the interests of the applicant/submitter as well as the wider community; and
- f) Include the administrative actions to enable implementation of Council's decision.

Alternate Motions or Amendments to Officers' Recommendation

Councillors are required to provide the Chief Executive Officer written alternate motions or amendments to officers' recommendations they intend to move either prior to or at the meeting.

Although the Standing Orders allow for alternate motions and amendments to be moved during the meeting, Councillors are encouraged to:

1. Make contact with the Chief Executive Officer in order to draft a proposed alternate recommendation a minimum of 48 hours prior to the Council Meeting at which the matter is to be considered. Once a draft recommendation has been prepared to the satisfaction of the Councillor requesting it, it is to be circulated by Shire Officers to:
 - a) All Councillors and Senior Managers; and
 - b) Any stakeholder with a declared interest in the matter (e.g., Submitter, land owner, applicant, development proponent).
2. Allow for a minimum notice period of 24 hours prior to the Council Meeting for the persons listed at 1. a) and b) to consider the content of the proposed alternate motion or amendment.

The purpose of the above is to ensure that proposed alternate motions and amendments are consistent, implementable, use clear language and are legal.

Deferral of Item

Where the above timeframes at Points 1 and 2 cannot be achieved, it may be appropriate for Council to defer consideration of the item to the next Council Meeting. Prior to deferral, Councillors are encouraged to check with Shire Officers to ensure any statutory timeframe on a matter can be met.

Order of Business

The order of business for Council meetings is prescribed in Clause 5.2 of Standing Orders.

Late Reports

Late reports are generally discouraged as insufficient time is afforded to Councillors and the public to study the item and gauge community response.

The Chief Executive Officer may approve the inclusion of a late report if the matter is considered to be of an urgent nature and satisfactory notification to Councillors and broader consultation (if required) has been achieved.

New Business of an Urgent Nature

New business of an urgent nature is generally discouraged as it fails to provide Council Officers with any opportunity to research and report on the matter. It also fails to allow adequate opportunity for Councillors to consult the community on the matter.

Standing Orders Clause 5.4 provides guidance when it may be appropriate to introduce new business of an urgent nature.

Councillors are encouraged to submit in writing and advise staff of items of new business of an urgent nature they wish to introduce to the meeting, so that Councillors and staff receive notice of any such subject to be discussed.

Guests

The Shire President and Chief Executive Officer may approve guests to meet with Councillors after Council meetings and/or to join Councillors for a meal. It is the responsibility of Ward Councillors to advise the Chief Executive Officer and Shire President of those people who they wish to be invite from time to time.

Briefings, Workshops and Other Informal meetings

Part 18 of the Standing Orders provides guidance for Briefings, Workshops and Other Informal Meetings (“Briefings”).

Briefings are primarily for the purpose of information exchange (not decision making).

Wherever possible, Briefings are to be held on the same day as the formal Council meeting and will normally commence at 2.00pm and are to conclude by 5.00pm however the commencement time may be brought forward or delayed to respond to requirements at the time.

Whilst under Standing Orders the order of business at Briefings is at the President’s discretion, the agenda shall typically include the following:

1. Presentations by others;
2. Councillor discussion;
3. Questions on the agenda;
4. Councillor issues;
5. Information Bulleting issues; and

6. Senior Management Team updates.

The President and/or the Chief Executive Officer may arrange for guests to present at the Briefing on matters relevant to Council. It is not appropriate however for a third-party presentation at a briefing if a matter relating to that third party is to be considered at the formal Council meeting that same day.

ADOPTED 22 MAY 2008

REVIEWED AND ADOPTED 27 JULY 2023

NEXT DUE FOR REVIEW JULY 2027

The Administration of this Policy is by Office of CEO.
