

OBJECTIVE

The purpose of this Policy is to set out matters relating to the management of various types of meetings held by the Shire of Manjimup. This Policy is to be read in conjunction with the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and the Shire of Manjimup Standing Orders Local Law 2013.

This Policy does not apply to Advisory Committees.

Agenda Briefing Sessions and Concept Forums are classified as 'briefings, workshops and other informal meetings' for the purposes of the Shire's Standing Orders.

This Policy is based upon a general principle of openness and public accessibility. Agenda Briefing Sessions and Concept Forums, and the information considered at them, are to be accessible to members of the public wherever this can reasonably occur without compromising confidentiality, legal obligations, personal privacy, commercial interests or the effective operation of the Shire.

POLICY MEASURES

Meeting Dates and Times

Council determines the annual schedule of Meetings (Ordinary Council Meetings, Agenda Briefing Sessions and Concept Forums), as follows:

- Ordinary Council meetings will be held on the fourth Wednesday of every month, excluding December (held on the third Wednesday) and January (no meeting will be held). Meetings will commence at 5.30pm.
- Agenda Briefing Sessions and Concept Forums will be held on the third Wednesday of every month, excluding December (held on the second Wednesday) and January (no meetings will be held).
- Agenda Briefing Sessions will commence at 9.00am, unless otherwise advised through the Chief Executive Officer. Concept Forums will commence following the conclusion of the preceding Agenda Briefing Session.

Council Meetings

Additional meetings: The Council may, in addition to the Ordinary Council Meetings specified in its adopted schedule, hold Special Council Meetings from time to time in accordance with the requirements of section 5.4 of the Act. The Chief Executive Officer (in consultation with the Shire President) will determine:

1. The date, commencement time, and location of any Special Meetings.
2. Whether an Agenda Briefing Session is necessary for a Special Council Meeting.

Alternate Motions or Amendments to Officer Recommendation: Although the Standing Orders allow for alternate motions and amendments to be moved during the meeting, Council members are encouraged to contact the Chief Executive Officer before the meeting in order to assist with drafting a proposed alternate recommendation or amendment to an officer recommendation. These should be provided to the CEO in writing where possible. Where time allows the CEO will circulate any alternate motions or amendments to all Council members prior to the meeting.

Catering: The Shire will provide appropriate catering for Council members, guests (by invitation of the Shire President) and attending staff following Council meetings.

Agenda Briefing Sessions

Purpose: The purpose of the Agenda Briefing Session is to enable Council members to be briefed and informed on upcoming Council Meeting agenda items through:

1. Staff providing Council members with a verbal, written and/or visual summary of proposed upcoming agenda items.
2. Enabling Council members to ask questions or seek additional explanation and / or information on proposed upcoming agenda items.

Although the Chief Executive Officer will make every effort to ensure that all items proposed for inclusion on the agenda for an Ordinary Council Meeting have previously been included in an Agenda Briefing Session, there will be circumstances where this is not possible, owing to time and resourcing demands. In this circumstance, matters may be presented directly to a Council Meeting without first having been presented to an Agenda Briefing Session.

Attendance and apologies: Council members are encouraged, but not required, to attend Agenda Briefing Sessions, and to submit apologies to the office of the Chief Executive Officer where unable to attend. Members may attend these meetings remotely and the Chief Executive Officer will make reasonable provision for this to occur.

Agenda: The agenda for the meeting will be the draft agenda for the next Ordinary (or Special) Council Meeting. The agenda will be circulated to Council members at least 72 hours prior to the meeting, however, there may be occasions where agenda circulation at least 72 hours prior to the meeting is not possible, owing to time and resource demands. There may also be occasions where urgent or late items are verbally presented by the staff at the meeting without a written report.

Publication of the Draft Agenda: The Draft Agenda to be considered at an Agenda Briefing Session will be published on the Shire of Manjimup's official website at least 72 hours prior to the meeting, however, there may be occasions where agenda circulation at least 72 hours prior to the meeting is not possible, owing to time and resource demands.

In relation to the published Draft Agenda:

1. The published document will be clearly identified as a Draft Agenda that is subject to amendment, withdrawal or the inclusion of additional information or items before the Agenda for the relevant Ordinary Council Meeting is finalised.

2. The publication of the Draft Agenda does not prevent the Chief Executive Officer from making changes necessary to ensure that the final Ordinary Council Meeting Agenda is complete, accurate and compliant with all applicable legislative requirements.
3. Confidential reports, legally privileged information, personal information and any other information that is not appropriate for public disclosure may be withheld or redacted from the published Draft Agenda.

Chairperson: The Chairperson at Agenda Briefing Sessions will be the Shire President, or in their absence, the Deputy Shire President. When neither the President or Deputy are available, the Chief Executive Officer will seek nominations from Councillors present to chair at the meeting and will determine a Councillor present to preside at the meeting.

Declarations of Interest: Where a Council member has an Interest (as defined in the Act) in a matter under consideration at an Agenda Briefing Session, then:

1. The matter should be declared to the Chief Executive Officer.
2. In the case of financial or proximity interests, the Member should not attend the part of the Agenda Briefing Session when that matter is discussed.

The Chief Executive Officer shall record any declarations of interest but is not required to include the declared interest in the register required under section 5.88 of the Act until the matter is included on the agenda for an Ordinary or Special Meeting of Council.

Staff members with an interest in a matter shall declare these in accordance with the Shire of Manjimup Code of Conduct for Employees.

Conduct of meetings: The following procedures will apply to the conduct of Agenda Briefing Sessions:

1. All comment by Council members and staff should be made through the Chair.
2. No formal or informal voting may occur, and no decisions can be made or implied to be made.
3. Council members may ask questions, to seek further detail, clarity, or request additional information, on agenda items.
4. Council members should refrain from expressing any opinion on any of the decisions to eventually be made on the draft agenda.
5. Council member direction to staff cannot be given or implied (as per the Act).
6. Debate on items is not permitted.

Public and Guest attendance: Agenda Briefing Sessions are open to members of the public as observers, except for any part of a session that the Chief Executive Officer, in consultation with the Shire President, determines should not be open to the public because the matters to

be discussed are confidential, legally privileged, commercially sensitive, relate to employees or individuals, or would otherwise be inappropriate for public consideration. In addition:

1. The Chairperson, or the Chief Executive Officer, may invite members of the public to attend and address any part of the Agenda Briefing Session where that person has an interest in the matter being discussed.
2. The Chief Executive Officer may invite guest attendance by State Government agencies, consultants or other subject matter experts to assist in briefing Council members on agenda items.
3. Public attendance is for observation only, unless a person is specifically invited by the Chairperson or the Chief Executive Officer to address the session.
4. The Chief Executive Officer may require members of the public to leave the session for any item that is determined to be unsuitable for public attendance.
5. Reasonable public notice will be given of the date, time and location of Agenda Briefing Sessions that are to be open to the public.
6. The orderly conduct of the session is to remain under the control of the Chairperson.

Meeting notes: The Chief Executive Officer will keep notes of the Agenda Briefing Sessions. These notes will include:

1. Attendance and apologies.
2. Declarations of Interest.
3. A brief summary of main issues discussed.
4. Where all or part of the session was not open to the public, the general reason for that determination, subject to the protection of confidential information.

The meeting will be audio recorded for the purposes of assisting the Chief Executive Officer with note taking.

Additional meetings: Additional Agenda Briefing Sessions may be called from time to time by the Chief Executive Officer (in consultation with the Shire President), as deemed necessary.

Catering: Catering may be provided for Agenda Briefing Sessions. This will be determined by the Chief Executive Officer depending on the duration and start / finish time of the meeting.

Concept Forums

Purpose: The purpose of Concept Forums is to provide the Chief Executive Officer and the Council members with an opportunity for the informal presentation and discussion of issues and the formulation of various proposals, ideas, strategies and concepts, where these are not sufficiently developed or ready to be presented to Council for a decision.

Attendance and apologies: Council members are encouraged, but not required, to attend Concept Forums, and to submit apologies to the office of the Chief Executive Officer where

unable to attend. Councillors may attend these meetings remotely and the Chief Executive Officer will make reasonable provision for this to occur.

Agenda: The Chief Executive Officer will prepare an agenda for the Concept Forum and this will be circulated to Council members at least 72 hours prior to the meeting. This will include a brief summary of the issues to be discussed and may include relevant background material. However, in cases of urgency there may be occasions where items are verbally presented at the meeting.

Chairperson: The Chairperson at Concept Forums will be the Chief Executive Officer, or in their absence, a nominated Director.

Declarations of Interest: Where a Council member has any Interest (as defined in the Act) in a matter under consideration at a Concept Forum, then:

1. The matter should be declared to the Chief Executive Officer.
2. In the case of financial or proximity interests, the Member should not attend the part of the Concept Forum when that matter is discussed.

The Chief Executive Officer shall record any declarations of interest but is not required to include the declared interest in the register required under section 5.88 of the Act until the matter is included on the agenda for an Ordinary or Special Meeting of Council.

Staff members with an interest in a matter shall declare these in accordance with the Shire of Manjimup Code of Conduct for Employees.

Conduct of the meeting: The following procedures will apply to the conduct of a Concept Forum:

1. The Chairperson is responsible for coordinating discussion and keeping good order of the Concept Forum.
2. Council members and staff may informally discuss and express opinions in the meeting on any of the matters on the agenda.
3. No formal or informal voting may occur, and no decisions can be made or implied to be made.
4. Council member direction to staff cannot be given or implied (as per the Act).
5. The Chief Executive Officer may make decisions about further staff action based on his / her summation of feedback received at the meeting, on the basis that no actions taken as a result of this meeting may exceed the existing authority of the Chief Executive Officer.

Public attendance: Members of the public may attend a Concept Forum as observers where the Chief Executive Officer, in consultation with the Shire President, determines that public attendance is appropriate, having regard to the nature, sensitivity and stage of development of the matters to be discussed. Owing to the conceptual and often preliminary nature of the matters discussed, a Concept Forum, or any part of a Concept Forum, is not open to the

public unless such a determination is made. Where a determination is made that all or part of a Concept Forum is to be open to the public:

1. Public attendance is for observation only, unless a person is specifically invited by the Chairperson to address the Forum.
2. The Chairperson may require members of the public to leave the Concept Forum for any item that is determined to be unsuitable for public attendance.
3. Reasonable public notice will be given of the date, time and location of Concept Forums that are to be open to the public.
4. The orderly conduct of the Concept Forum is to remain under the control of the Chairperson.

The Chief Executive Officer may invite guest/s to attend and address the meeting where they consider this will assist the Concept Forum with discussion of a particular issue. Elected Members who wish to invite specific guests to the meeting shall forward such requests to the Chief Executive Officer, who will determine attendance.

Meeting notes: The Chief Executive Officer will keep notes of the Concept Forums. These notes will include:

1. Attendance and apologies.
2. Declarations of Interest.
3. A brief summary of main issues discussed.
4. Where all or part of the Concept Forum was not open to the public, the general reason for that determination, subject to the protection of confidential information.

The meeting will be audio recorded for the purposes of assisting the Chief Executive Officer with note taking.

Additional meetings: Additional Concept Forums may be called from time to time by the Chief Executive Officer (in consultation with the Shire President) as deemed necessary.

Catering: Catering may be provided for Concept Forums. This will be determined by the Chief Executive Officer depending on the duration and start / finish time of the meeting.

Document Control					
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