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**COUNCIL POLICIES**  
**COUNCIL & CHAMBER MEETINGS**  
**Council Meetings, Agenda Briefing**  
**Sessions and Concept Forums Policy**

**PURPOSE**

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.

**POLICY**

**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 4<sup>th</sup> Tuesday of every month, excluding December (held on the 3<sup>rd</sup> Tuesday) and January (no meeting will be held). Meetings will commence at 5.30pm.
- Agenda Briefing Sessions and Concept Forums will be held on the 3<sup>rd</sup> Tuesday of every month, excluding December (held on the 2<sup>nd</sup> Tuesday) and January (no meetings will be held).
- Agenda Briefing Sessions will commence at 9.30am, 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 (adopted 7 November 2024), 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 with 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 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. The agenda for Agenda Briefing is an internal document for Shire use at the meeting only.

**Chair:** The Chair 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 can not be given or implied (as per the Act).
6. Debate on items is not permitted.

**Public and Guest attendance:** Agenda Briefing Sessions will be attended by Council members and relevant staff only. Notwithstanding this:

1. The Shire President 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.

**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.

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 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.

**Chair:** The Chair 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. All comment by Elected Members and staff should be made through the Chair.
2. Council members and staff may informally discuss and express opinions in the meeting on any of the matters on the agenda.

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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 can not 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:** Owing to the conceptual and often preliminary nature of matters discussed, Concept Forums are not open to the public. However, the Chief Executive Officer may invite guest/s to attend and address the meeting where they consider this will assist the 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.

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.

### **Adoption and Date Due for Revision**

**ADOPTED 12 DECEMBER 2025**  
**NEXT DUE FOR REVIEW DECEMBER 2029**

**The Administration of this Policy is by Office of the CEO.**