


# Meeting Framework Policy

24 November 2026 - Attachment 9.10a

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# 1 INTRODUCTION

In local government, a policy void can exist between the legislative requirements of the Local Government Act 1995, meeting procedure local laws and contemporary decision-making. To fill this void, meeting framework policies are developed.

# 2 PURPOSE

To provide a transparent, efficient, participatory and statutorily compliant meeting framework in which:

- Councillors are engaged in the development of strategy and policy from initiation to adoption.
- Councillors are provided with accurate, relevant and timely information by the Chief Executive Officer (CEO) to inform quality decision-making.
- Community members have access to information used to inform Council decisions.

# 3 POLICY

## 3.1 Ordinary Council Meetings

Ordinary Council Meetings shall be held in the Council Chamber on the last Tuesday of each month, commencing at 4pm, except in December. To be reviewed each year in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996.

### 3.1.1 Agenda Publication

The agenda shall be made available to the councillors and the public no later than 6pm, 11 calendar days prior to the Council Meeting.

### 3.1.2 Additional Information not included in the Agenda Reports

Where a councillor requests additional information on an item, where possible the CEO will publish a response on the Shire's website.

The process and timing of additional information requests is as follows:

- Requests must be in writing/email to the CEO, by 4pm, 7 days in advance of the meeting.
- Where the additional information can be provided in a timely manner, the CEO will publish a response on the Shire's website by 4pm, 4 days prior to the meeting.
- The additional information will also be recorded in the minutes of the meeting.

### 3.1.3 Officer Recommendations

Officer recommendations can be:

a) adopted as they are
b) not adopted
c) adopted with amendment
d) substantially altered or an alternative motion proposed
e) deferred, stating the reasons for such deferment.

Wherever possible, a councillor should give notice of an intention to move an amended or alternate motion by providing it to the CEO by 4pm on the Thursday prior to the next Ordinary Council meeting.

Reasons for the change to the officer recommendation are also to be provided.

#### 3.1.4 Alternate or Amended Officer Recommendations

Additional information may emerge, or circumstances may change regarding an item contained within the Ordinary Council Meeting Agenda. In such circumstances, the CEO may put forward an alternate or amended officer recommendation.

The CEO must make the revised recommendation and supporting information available to councillors as soon as possible.

#### 3.1.5 Standing Orders Procedure – Questions on Agenda Items

Councillors are permitted to ask questions on particular items at the commencement of the debate on that item, without the need to suspend the Standing Orders Local Law.

This policy does not override clause 18.2 of the Standing Orders Local Law, which permits the Presiding Person to make individual determinations regarding meeting procedure.

#### 3.1.6 Recording of Meeting

The audio for Ordinary Council Meetings will be recorded and published on the website no later than 7 days after an Ordinary Council Meeting.

### 3.2 Special Council Meetings

Special Council Meetings shall be conducted in the Council Chamber.

Agendas for Special Council Meetings shall be made available to councillors and the public at least 24 hours prior to the meeting, unless, in extenuating circumstances the timing between calling the meeting and the meeting date/time does not permit.

## 3.3 Committee Meetings

Statutory committees are established under legislation to provide advice to Council. Their recommendations are advisory and require formal Council endorsement.

The following principles are to be considered when considering the establishment of a Committee of Council:

- Created where required by legislation – Legislative requirement due to risk and importance, eg audit committee.
- Council committees have to be run in accordance with the Standing Orders Local Law. Committees are formal and, therefore, resource-intensive for the administration. In addition, by their nature as advisory to Council, they lengthen the decision-making process.

Where a matter requires strategic direction or conceptual formulation, these should be dealt with in Concept Forums.

## 3.4 Concept forums

Concept Forums shall be conducted in the Council Chambers on the last and third last Tuesday of each month. Meeting length shall be within the following limits unless otherwise agreed by the Shire President.

- Third Last Tuesday – 5hrs
- Last Tuesday – 2hrs

The sessions provide an environment where councillors and the administration can meet to review and measure the performance of policy and strategy matters, and to discuss and consider complex, important and topical issues.

Concept Forums are closed to the public and provide an opportunity to discuss projects that are in the early planning stage and are sometime away from being presented to Council for decision. Information and documentation provided to Councillors for the purpose of these forums should be treated as confidential.

Concept Forums are ordinarily chaired by the Shire President however, the Shire President may nominate or request any other councillor to chair the meeting.

### 3.4.1 Participation Rules

Collective decision-making or revealing one's intention to vote at a future Council meeting is prohibited.

Expressing an opinion on matters under discussion is appropriate and welcome.

The CEO keeps a general record of the forums.

### 3.4.2 Modes of Communication

The two principal modes of communication at Concept Forums shall be information exchange and facilitated discussion.

Information Exchange:

- Shire administration staff, subject matter experts and any relevant stakeholders will inform councillors on complex, important and topical issues both strategic and operational.
- The CEO must ensure that councillors are provided sufficient time to ask questions, seek clarification and provide feedback on the subject matter.
- Generally, complex matters must be supported by briefing papers providing enough detail to orientate and prepare councillors on the subject matter so as to stimulate discussion and information exchange.

Facilitated Discussion:

- This is when councillors can be actively involved and engaged in the development, review and performance measurement of the Shire's policy and strategy framework.
- Discussions will be facilitated by the Shire President, a relevant officer or subject matter expert.
- Generally, complex matters must be informed by a discussion paper containing sufficient information and background material to enable a councillor to actively and effectively participate in discussion and the facilitated distillation of key themes

### 3.4.3 Declarations of interest

Disclosure rules applying to meetings constituted under the Local Government Act 1995 do not apply at Concept Forums however, councillors having an interest should disclose that interest.

## 3.5 Locality Meetings

Council will host meetings of residents and ratepayers at isolated communities across the Shire to provide councillors with insights and feedback from these communities.

Meetings will be held at least once a year in Peaceful Bay and will alternate an additional meeting each year between the localities of Tingledale and Nornalup.

Meetings are to be widely advertised.

## 3.6 Working Groups

Working Groups are informal, purpose specific groups established to support the development or delivery of matters within the Council Plan or other strategic priorities. Working Groups are not decision making bodies, are not committees under the Local

Government Act 1995 (WA) and are not required to comply with the Standing Orders Local Law.

### 3.6.1 Councillor Working Groups

A Councillor Working Group is established by Council to support early stage option development, problem definition, and conceptual input that informs future Council consideration.

The purpose is to provide early collaborative input, identify issues and opportunities, and contribute local knowledge, lived experience, and specialist insight to assist officers in preparing concept plans or strategic options for Council.

Council will determine membership, which may include Councillors, officers, community members, and representatives of relevant agencies or organisations.

Any requirement for community members will be called through a nomination process or targeted invitation and will be appointed by Council.

The Chair will be appointed by Council.

### 3.6.2 Administrative Working Groups

An Administrative Working Group is defined as a regularly scheduled meeting of officers and community stakeholders to progress deliverables contained within the Council Plan.

Working groups are formed at an administrative level under the direction of the CEO due to their operational nature. They are chaired by an officer with a seniority of manager or above.

The CEO is to advise councillors of any working groups and may invite councillors where there is a clear strategic or stakeholder value.

## 3.7 Representation on Regional Committees or Organisations

Regional committees are formed by external organisations seeking councillor representation and typically provide formal voting rights.

Key principles for regional committee representation:

- Represent the Shire's interests in regional decisions, gain insights, and build collaboration across jurisdictions.

## 3.8 Representation on Local Groups or Committees

Councillors are not required to be formally appointed to attend local groups or local group committee meetings and may attend where they have an invitation or have arranged informal attendance with the specific group.

A formal appointment may be justified where it is required by legislation, where the body expects an authorised voting delegate, or where Council has a material funding, asset, or reputational stake that warrants an accountable representative.

| Document Control Box | | | |
|---|---|---|---|
| **Document Responsibilities:** | | | |
| **Owner:** | Governance Coordinator | **Owner Business Unit:** | Governance |
| **Reviewer:** | Chief Executive Officer | **Decision Maker:** | Council |
| **Compliance Requirements:** | | | |
| **Legislation:** | Local Government Act 1995 | | |
| **Document Management:** | | | |
| **Synergy Ref:** | NPP24394 | **Review Frequency**: | As required |

| **Version #** | **Date:** | **Action:** | **Resolution No.** |
|---|---|---|---|
| 1. | 27 February 2024 | ADOPTED by Council | 090224 |
| 2. | 25 November 2025 | AMENDED by Council | 171125 |
| 3. | 31 March 2026 | AMENDED by Council | 140326 |

Shire of Denmark

# Council Meeting Schedule

## 2027

### JANUARY

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

### FEBRUARY

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |

### MARCH

| Mo | Tu | We | Th | Fr | Sa | Su |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

### APRIL

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

### MAY

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

### JUNE

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

### JULY

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

### AUGUST

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

### SEPTEMBER

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

### OCTOBER

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

### NOVEMBER

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |

### DECEMBER

| Mo | Tu | We | Th | Fr | Sa | Su |
|---|---|---|---|---|---|---|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Council Meeting & Concept Forum
Agenda Items to Governance Coordinator
First Concept Forum (if required)
Agenda published

Public Holidays
1 January - New Year's Day
26 January - Australia Day
1 March - Labour Day
26 March - Good Friday
29 March - Easter Monday
26 April - ANZAC Day
7 June - Western Australia Day
27 September - King's Birthday
27 December - Christmas Day
28 December - Boxing Day

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