

Responsible Department:	Office of the CEO
Responsible Business Unit:	Governance
Date of Review:	15 April 2026
Council Resolution:	120426

1. OBJECTIVE

The objective of this Policy is to establish a clear, consistent and transparent governance framework for the preparation, submission and consideration of Notices of Motion, ensuring Elected Members are provided with sufficient time and information to make informed decisions and that the community is provided with appropriate visibility of proposed motions.

2. SCOPE

This Policy applies to:

- Elected Members
- Chief Executive Officer
- Employees involved in agenda preparation and reporting

This Policy applies to:

- The preparation and submission of Notices of Motion
- The inclusion of Notices of Motion in Agenda Forum Briefing Papers
- The publication of Notices of Motion in Council agendas

3. DEFINITIONS

Notice of Motion means a formal motion submitted by an Elected Member for consideration at an Ordinary Council Meeting.

Agenda Forum means a briefing session where Elected Members review and discuss agenda items prior to formal consideration at an Ordinary Council Meeting.

Originating Member means the Elected Member submitting the Notice of Motion.

Officer Comment means advice prepared by Shire Officers to inform Council decision-making.

4. POLICY STATEMENT

4.1. Governance Principles

Notices of Motion must be managed in a manner that:

- Supports informed decision-making by Elected Members
- Promotes transparency and accountability
- Ensures the community can understand the intent and rationale of proposed motions

- Aligns with good governance and strategic priorities of the Shire

4.2. Consideration Through Agenda Forums

Where practicable, Notices of Motion should be:

- Submitted in sufficient time to allow inclusion in Agenda Forum Briefing Papers
- Considered at an Agenda Forum prior to formal debate at an Ordinary Council Meeting

This approach supports:

- Early discussion and clarification
- Improved quality of decision-making
- Efficient and effective Council processes

4.3. Submission Requirements

Notices of Motion must:

- Be submitted in writing
- Clearly articulate the intent of the motion
- Provide sufficient supporting information to enable informed consideration

Notices of Motion should include:

- Motion wording
- Background
- Reason or rationale

Elected Members are encouraged to seek advice from the Chief Executive Officer or relevant Officers when preparing Notices of Motion.

4.4. Alignment with Legislative Framework

All Notices of Motion must comply with:

- Standing Orders Local Law requirements
- Applicable legislation

Notices of Motion that may breach legislation may be excluded from inclusion in Council agenda documentation, in consultation with the Shire President and Chief Executive Officer.

4.5. Officer Advice and Information

To support informed decision-making:

- Relevant Officers will provide advice on Notices of Motion
- Advice may address strategic, financial, legal, policy and operational considerations

4.6. Transparency and Publication

Notices of Motion included in agenda documentation must:

- Provide sufficient information for community understanding
- Be published in accordance with Council agenda processes

4.7. Relationship to Standing Orders

This Policy is intended to support and enhance processes under the Standing Orders Local Law. Nothing in this Policy overrides the statutory requirements of the Standing Orders Local Law, including minimum notice periods.

5. ROLES AND RESPONSIBILITIES

Elected Members

- Prepare and submit Notices of Motion in accordance with this Policy
- Ensure motions are clear, informed and appropriate
- Engage with Officers where required to support quality drafting

Chief Executive Officer

- Review Notices of Motion for form and compliance
- Determine appropriate inclusion in agenda documentation
- Facilitate preparation of Officer advice

Employees (Officers)

- Provide professional advice and commentary
- Support agenda preparation and publication processes

6. COMPLIANCE

Legislation	<i>Local Government Act 1995</i> <i>Shire of Chittering Standing Orders Local Law 2023</i>
Industry	Department of Local Government, Sport and Cultural Industries – <i>A Guide to Council and Committee Meetings</i> Operational Guideline No. 7 – Clarity on Council Motions
Organisational Documents	Council Plan
Strategic Alignment	

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	[Month / Year]
Policy Owner	Governance		
Version	Decision Ref	Date	Change
1.0		15/08/2020	Initial adoption
2.0		19/07/2023	Amendment
3.0	120426	15/04/2026	Amendment