



Shire of Wyndham East Kimberley
Council Policy Number: CPMC15
Councillor Briefing Sessions/Forums

OBJECTIVE:

To establish a process for the operation of elected member Briefing Sessions/Forums to ensure the requirements of accountability, openness and transparency are satisfied.

POLICY:

1. Council holds monthly Briefing Sessions between elected members and staff, on the first Tuesday of each month.
2. Briefing Session are closed to the public, so to as to facilitate full disclosure, and build trust between the elected members and between elected members and staff.
3. The purpose of Briefing Sessions are to:
 - a. Provide an informal exchange of information between elected members and staff on issues.
 - b. enable elected members to receive information in advance of the Council meetings, and thereby to assist elected members make informed decisions related to that information at subsequent Council meetings.
 - c. To enable elected members to inform themselves before having to make decisions on issues.
 - d. To facilitate strategic considerations of issue in advance.
4. Staff will prepare Agenda's for Briefing Sessions and where required produce relevant items for consideration by Council on matters discussed at Briefing Sessions.
5. Elected Members are encouraged to submit agenda items and details related to those items by the agenda submission deadline.
6. The Shire President, Deputy and Chief Executive Officer will jointly review draft Briefing Session Agendas before they are circulated to Councillors and Managers.
7. Where practical, Briefing Session Agendas will be distributed by close of business on the Thursday preceding the meeting day.
8. No delegated authority from Council exits at the Briefing Sessions.
9. Standing Orders of Council do not apply at Briefing Sessions.

10. The Shire President, Deputy President or nominated delegate will chair Briefing Sessions. All discussion and questions are to be directed through the chair.
11. No debate style discussion is to be conducted at Briefing Sessions.
12. No decisions that bind the Local Government, or decisions requiring a decision of Council or, are to be made at Briefing Sessions.
13. Elected members and staff will be respectful of each other and not interrupt the speaker.
14. Elected members and staff will make written declarations of interest in any matters being discussed and the Chief Executive Officer will keep records of these declarations. Where a financial interest is declared, the elected member will depart the forum and not take part in any discussion relating to the matter.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995
Industry Compliance	Nil.
Organisational Compliance	Delegations Manual
Process Links	Department of Local Government Operational Guidelines Number 5, January 2005, Council Forums

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Governance		Chief Executive Officer		Ext: 109	
Date Effective	16/03/2010				
Date Adopted	20/05/2008	Last Reviewed	16/03/2010		
Risk Rating	Low	Review Cycle	Tri-Annual	Next Due	03/2013