



DOCUMENT TYPE	Policy
TITLE	COUNCIL BRIEFING SESSIONS
NUMBER:	POL-1000

PURPOSE

The purpose of this policy is to provide a clear process for the operation of Council Briefing Sessions.

POLICY STATEMENTS

1. Council holds monthly Briefing Sessions between Elected Members and staff, on the second Tuesday of each month.
2. Council Briefing Sessions are closed to the public, so as to facilitate full disclosure and build trust between the Elected Members and between Elected Members and staff.
3. Other parties may attend the meeting to make a presentation if approved by the Chief Executive Officer or Shire President and included on the agenda.
4. The purpose of Council 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.
5. Staff will prepare Agenda's for Council Briefing Sessions. The Agenda is to include significant items Officers intend to bring to Council for a decision at an Ordinary Council Meeting. The Agenda may also include concept discussions which are tabled with the intention of informing Council of progress on Shire actions or obtaining feedback from Council that will guide Officers in directing their effort.
6. Elected Members are encouraged to submit agenda items and details related to those items to the Chief Executive Officer at least 10 working days before the Council Briefing Session for it to be included on the agenda.
7. The Shire President, Deputy Shire President and Chief Executive Officer will jointly review submitted agenda items from Elected Members and will determine if it is to be included or not on the agenda.
8. Council Briefing Session Agenda's will be distributed by close of business on the Friday before the meeting day.
9. No delegated authority from Council exists at the Council Briefing Sessions.
10. Standing Orders of Council do not apply at Briefing Sessions.

11. The Shire President, Deputy President or nominated delegate will chair Council Briefing Sessions. All discussion and questions are to be directed through the Chair.
12. No debate or vigorous discussion between Elected Members that could be interpreted as debate is to be conducted.
13. No decisions or implied decisions that bind the Local Government are to be made.
14. Elected Members and staff will be respectful of each other and not interrupt the speaker.
15. 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 Session and not take part in any discussion relating to the matter.

EXPLANATORY NOTES

This policy ensures that Council meets the requirements of accountability, openness and transparency, probity and integrity, authority for the chair and meeting notification.

RISK

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with the review schedule.

DOCUMENT AND VERSION CONTROL

Responsible Directorate	Governance		
Responsible Officer	Chief Executive Officer		
Statutory References	<i>Local Government Act 1995, Part 5</i>		
Related Documents	Councillor Induction Package		
Amendment History (Adoption and last 3 amendments)			
Version	Date Issued - Resolution Number	Item #	Description of Change
1.0	27/10/2015 - 11150	13.5.1	Council Adoption
2.0	27/07/2021 - 118478	12.2.4	Review Adopted by Council
2.1	01/11/2023 – CEO005	--	Reference Updates as per POL-1014 Policy Management (previously CP-CNC-3140)
Date of Next Review July 2026			