



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

PURPOSE

To provide a structured framework for Council Briefing Sessions that promotes accountable, transparent and ethical governance consistent with the principles of openness, probity and integrity.

DEFINITIONS

Shire means the Shire of Wyndham East Kimberley

Council Briefing Sessions means a non-decision-making forum convened under the authority of the CEO and Shire President for the exchange of information

The **Administration** means employees of the Shire of Wyndham East Kimberley

Committee means a formal committee of Council

POLICY STATEMENTS

PURPOSE

The purpose of Council Briefing Sessions are to:

- provide an informal exchange of information between Elected members and staff on issues.
- 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.
- enable Elected Members to inform themselves before having to make decisions on issues.
- facilitate strategic considerations of issue in advance.

FREQUENCY

Council holds monthly Briefing Sessions between Elected Members and staff, on the second Tuesday of each month.

ATTENDANCE

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.

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.

AGENDA

The Administration will prepare Agenda's for Council Briefing Sessions. The agenda is to include:

1. **Reports for Council Decision** - These reports contain items the Administration intend to bring to Council for a decision at an Ordinary Council Meeting.
2. **Reports - For Information / Discussion Only** - these include matters such as:
 - a. Concept discussions to obtain feedback from Council to guide the Administration in directing their effort.
 - b. Updates informing Council of progress on actions of the Administration; or

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.

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.

Council Briefing Session Agenda's will be distributed by close of business on the Friday before the meeting day.

CONDUCT AT MEETINGS

1. No delegated authority from Council exists at the Council Briefing Sessions.
2. Standing Orders of Council do not apply at Briefing Sessions.
3. The Shire President, Deputy President or nominated delegate will chair Council Briefing Sessions.
4. All discussion and questions are to be directed through the Chair.
5. Elected Members and staff will be respectful of each other and not interrupt the speaker.
6. Discussion at briefing sessions is to remain exploratory in nature, with no debate or implied decisions that could bind the Local Government.
7. All participants must adhere to the relevant Code of Conduct, ensuring respect, integrity, and appropriate use of information shared during sessions.
8. Elected Members and staff will make written declarations of interest in any matters being discussed:
9. Where a proximity or financial interest is declared, the Elected Member will leave the room and not participate in any discussion relating to the matter.
10. Records of declarations and any briefing materials will be retained in accordance with the Shire's Recordkeeping Plan.

DOCUMENT AND VERSION CONTROL

Responsible Directorate	Governance
Responsible Officer	Chief Executive Officer
Statutory References	<i>Local Government Act 1995, Part 5</i> <i>Local Government (Administration) Regulations 1996, Reg. 12-14A</i>
Related Documents	POL-1005 Code of Conduct for Council Members Committee Members and Candidates for Local Government Elections

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)
3.0	25/11/2025 - 119328	12.2.3	Review Adopted by Council
Date of Next Review		November 2027	