
CGP032 – Councillor Briefing Sessions

1. Intention

To establish guidelines for the conduct and scheduling of councillor briefing sessions.

2. Scope

This policy applies to councillor briefing sessions and the councillors, staff and invited external guests and presenters that attend those briefing sessions.

3. Statement

A briefing session is a non-decision-making forum that involves councillors, officers of the Shire and if required and invited, external advisors and/or presenters.

These sessions provide councillors with the opportunity to:

- obtain and exchange information on Shire related issues, programmes and projects;
- discuss strategic direction;
- discuss the budget; and
- provide reflections.

Information available for council members at briefings sessions is in accordance with section 5.92 of the *Local Government Act 1995*.

Councillor briefing sessions help councillors to better:

- represent the interests of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district; and
- facilitate communication between the community and the council.

4. Policy Principles

- 4.1 Councillor briefing sessions are relatively informal and not open to the general public (unless invited) due to the preliminary and exploratory nature of discussions.
- 4.2 The discussing at a briefing session may be confidential in nature and as such a councillor wishing to divulge the discussion should seek the view of the Chief Executive Officer (CEO) prior to revealing the discussion outside of the meeting, if in doubt.
- 4.3 Councillors and employees should not state or imply that any outcomes of a briefing session are a Council position until the matter in question has been considered and determined by Council.
- 4.4 Briefing sessions will typically be held in Council Chambers twice per month –
 - (i) on the second Tuesday of the month, two weeks prior to the ordinary Council meeting; and
 - (ii) immediately following an ordinary Council meeting.
- 4.5 The CEO, by agreement with the Shire President may amend briefing session dates, times, and locations from time to time to suit the needs of councillors.

- 4.6 Agenda items are added to the Monday.com briefing session board and are available for viewing by councillors ahead of the meeting.
- 4.7 Councillors may contact the Executive Assistant to request the addition of an item for discussion. The item will then be listed on the Monday.com briefing session board.
- 4.8 The Shire President will be the presiding member at the briefing session. If the Shire President is unable or unwilling to assume the role of presiding member, the Deputy Shire President may preside, followed by a councillor chosen by the councillors present.
- 4.9 Officers at the Shire may be available to make a presentation or respond to questions on matters on the agenda at the briefing session.
- 4.10 All councillors will be given a fair and equal opportunity to participate in the briefing session.
- 4.11 Councillors, employees, consultants and other participants shall disclose* their conflicts of interest in matters to be discussed.
- * Interests are to be disclosed in accordance with the provisions of the *Local Government Act 1995* as they apply to ordinary Council meetings.
- 4.12 Persons disclosing a financial interest in an item on the briefing session agenda will not participate in that item relating to their interest and will leave the meeting room.

5. Legislative and Strategic Context

- *Local Government Act 1995*
 - Section 2.10 Role of councillors
 - section 5.92 Access to information by council, committee members
- Department of Local Government, Sport and Cultural Industries – Operational Guideline No. 5 - Council Forums

6. Review

This policy is to be reviewed triennially.

7. Associated Documents

Nil

Division		Corporate & Governance			
Policy Number		CGP032			
Contact Officer		Chief Executive Officer			
Related Legislation		Local Government Act 1995			
Related Shire Documents		Councillor Induction Manual			
Risk Rating	Low	Review Frequency	Triennially	Next Review	October 2027
Date Adopted	22/10/2024			OCM24/10/165	

Amendments

Date	Details of Amendment	Reference
		<resolution number>
Previous Policies		
Nil		