

### **COUNCILLOR BRIEFINGS AND WORKSHOPS**

**Intent** The purpose of this Policy is to provide direction for the management of Councillor Briefing Sessions and Workshops.

**Scope** This policy establishes the protocols for the conduct of non-decision making forums, which create an opportunity for Councillors and officers to discuss matters and obtain and exchange information.

**Corporate Plan Reference** Focus Five – (Focused Council): Being a Leader in Local Government

#### **PROVISIONS**

1. The purpose of Councillor Briefing Sessions and Workshops is for Councillors to be briefed, and participate in discussion, in relation to topics such as:
  - Key Council projects and initiatives
  - The ongoing operations of Council, including ordinary business matters such as setting of annual budgets
  - Exploration of ideas and concepts for future plans and strategies
  - Training and information sessions about Councillor roles and responsibilities and other Council matters
  - Information presented by government agencies, community representatives or the like.

The benefit of such a session is that Councillors remain informed about the ongoing operations of Council and allows for the efficient delivery of information to all Councillors collectively.

2. There are no formal decisions made at Councillor Briefing Sessions and Workshops. Any matters requiring a Council decision (i.e. matters not able to be dealt with by delegated authority or administratively) will be considered by Council through the normal Committee and Ordinary Meeting processes.
3. Councillor Briefing Sessions and Workshops will be determined and managed by the CEO in consultation with the Mayor. Councillors may request topics for consideration via the CEO's Office.
4. There will be no formal minutes of actions arising or recommendations as these are not decision-making forums. Recording of Councillor Briefing Sessions and Workshops will be limited to note taking regarding:
  - a) Attendance; and
  - b) Declarations of Interest.
5. Councillor Briefings and Workshops are generally held weekly on a Wednesday.

## **Participation**

6. Councillor Briefings and Workshops are generally attended by all Councillors, the CEO and relevant Executive team members or officers who are the subject area experts on the relevant matter.
7. Councillor Briefings and Workshops are closed to the public, as they are not legislated decision-making forums.
8. External persons may attend Councillor Briefings and Workshops upon invitation.

## **Ethical Standards**

9. No delegated authority from Council exists at the Councillor Briefing Sessions and Workshops.
10. No decisions or implied decisions that bind the Council are to be made. Debate and discussion should typically be saved for formal Council Meetings and Committee Meetings (as applicable) for transparency purposes.
11. Councillors and officers will be respectful of each other.
12. Matters discussed at Councillor Briefing Sessions and Workshops are to be treated as confidential.
13. Despite not being a decision making forum, during a briefing session or workshop Councillors must declare interests on any matters being discussed in accordance with the relevant provisions of the Local Government Act 2009. This requirement recognises that discussions at briefings and workshops may influence Councillors and/or Officers when deciding a matter at a Council meeting.

A Councillor who has a Prescribed or Declarable Conflict of Interest in a matter to be addressed in a briefing or workshop cannot attend the meeting for that agenda item, except where a Councillor who has a Declarable Conflict of Interest in a matter where the local government has previously approved their participation in that matter (under the provisions of the legislation.)

Where known prior, interests are to be declared in writing to the Chief Executive Officer before the briefing or workshop.

## **RELEVANT LEGISLATION**

- Local Government Act 2009
- Local Government Regulation 2012
- Right to Information Act 2009
- Information Privacy Act 2009
- Councillor Code of Conduct
- Employee Code of Conduct

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This policy is to remain in force until otherwise determined by Council.

General Manager responsible for Review:

Human Resources & Organisational Change

ORIGINALLY ADOPTED: 08/12/2021  
CURRENT ADOPTION: 08/12/2021  
DUE FOR REVISION: 08/12/2025  
REVOKED/SUPERSEDED:



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Mica Martin  
CHIEF EXECUTIVE OFFICER