

	LG519 Council Member Agenda Briefing Forums, Workshops and Briefing Sessions
Key Focus Area Leadership and Governance	Relevant Council Delegation Nil

Purpose

The purpose of this Policy is to provide guidelines for the scheduling of and conduct during Agenda Briefing Forums and any Council Member workshops or briefing sessions.

Policy

The following principles apply:

1. All Council Members will have access to the same information when making decisions.
2. All Council Members will be given a fair and equal opportunity to participate.

Agenda Briefing Forums

1. Agenda Briefing Forums will be held prior to every Ordinary Council Meeting unless determined otherwise by the Mayor and CEO.
2. Agenda Briefing Forums are utilised to discuss matters that appear on the agenda for an Ordinary Council Meeting and a Special Council Meeting.
3. Agenda Briefing Forums are not decision-making forums and items on the agenda are not to be debated at the Forum.
4. No Council Members will indicate their voting intentions at an Agenda Briefing Forum.
5. Council Members will only ask questions through the Mayor, who is the chair of the Forum. In the absence of the Mayor, the Deputy Mayor will chair the Forum.
6. During Agenda Briefing Forums, all Council Members and employees of the Town are to abide by the standards set out in the Town's Meeting Procedures Local Law, all applicable legislation and act at all times in accordance with their respective Codes of Conduct.
7. Agenda Briefing Forums will be closed to the public.
8. External parties may attend as permitted by the Mayor and CEO.

Workshops and Briefing Sessions

1. Council Members may request a workshop or briefing session.
2. Workshops and briefing sessions will be convened at the discretion of the CEO to provide information to enable Council Members to:
 - a. explore options and discuss ideas;
 - b. discuss and contribute to strategic direction;
 - c. to be briefed on key ongoing projects and have input prior to the allocation of significant resources in taking forward reports to the Council.
3. External parties and employees of the Town may attend as permitted by the Mayor and CEO.

Document Control Box			
Business Unit:	Chief Executive Officer and Governance		
Legislation:	<i>Local Government Act 1995</i> <i>Local Government Administration Regulations 1996</i> <i>Town of Claremont Meeting Procedure Local Law 2018</i>		
Organisational:	Code of Conduct for Council Members, Committee Members and Candidates Employee Code of Conduct		
Review Frequency:	Annual	Next Due:	2024
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	19 March 2013	47/13
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
5.	Reviewed	13 December 2016	206/16
6.	Reviewed	18 December 2018	228/16
7.	Reviewed	20 April 2021	043/21
8.	Modified	25 July 2023	094/23