



LG519

Council Agenda Briefing Forums, Workshops and Briefing Sessions

Key Focus Area
Leadership and Governance

Responsible Directorate
Governance and People

Relevant Council Delegation
Nil

Purpose

The purpose of this Policy is to provide guidelines for the holding of and conduct during Agenda Briefing Forums, workshops and briefing sessions.

Policy

The following principles apply:

- All Elected Members will have access to the same information when making decisions.
- All Elected Members will be given a fair and equal opportunity to participate.
- Agenda Briefing Forums are utilised to discuss matters that appear on the Council agenda for a council meeting.
- Agenda Briefing Forums are not decision-making forums and items on the agenda are not to be debated at the Forum. No Elected Members will indicate their voting intentions at an Agenda Briefing Forum.
- Elected Members will only ask questions through the Mayor, who is to chair of the Forum. In the absence of the Mayor, the Deputy Mayor will chair the Forum.
- Agenda Briefing Forums will be held prior to every ordinary council meeting unless determined otherwise by the Mayor and CEO.
- Agenda Briefing Forums will be closed to the public. External parties may attend as authorised by the Mayor and CEO.
- During Agenda Briefing Forums, all Elected Members and employees of the Town are required to abide by the standards set out in the Meeting Procedures Local Law, the Westminster system and act at all times in accordance with the Code of Conduct.

- Provisions in the *Local government Act*, Regulations and/or the Code of Conduct dealing with Conflict of Interests shall apply to and during Agenda Briefing Forums.
- Workshops and briefing sessions will be convened at the discretion of the CEO to provide information to Elected Members to enable informed decisions to be made. Further, to enable Elected Members to:
 - explore options and discuss ideas;
 - discuss and contribute to strategic direction;
 - to be briefed on key ongoing projects and have input prior to the allocation of significant resources in taking forward reports to the Council.

Document Control Box			
Business Unit:	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		
Review Frequency:	Annual	Next Due:	2022
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