



1.4 Elected Members – Briefing Sessions

Responsible Areas	Governance
Responsible Officer	Chief Executive Officer
Affected Staff	NI

Objective

The purpose of Briefing Sessions is to:

- provide an opportunity for elected members to request information, ask questions or make comment on specific issues, or on issues in general,
- discuss conceptual issues as considered appropriate by elected members or staff,
- disseminate information from staff to elected members ,
- coordinate questions from elected members to staff.

Scope

The policy is to be applied as per the Briefing Session Guidelines.

Policy

- Briefing Sessions will be held to exchange information between elected members, senior staff, management staff and committees –
 - prior to the Ordinary Council meeting of the month, or
 - when called by the President or CEO, as necessary.
- The CEO is to prepare an Information Paper for each briefing session.
- Briefing Sessions are closed to the general public.

Definitions

Specific Issues: Can include strategic matters, policy matters, draft agenda items, stakeholder reports, planning matters and so on.

Relevant management practices/documents

Policy 1.1 - Shire's Code of Conduct.

Policy 1.4 – Elected Member - Briefing Sessions.

Legislation/local law requirements

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

Local Government (Rules of Conduct) Regulations 2007

Shire of Victoria Plains Meeting Procedures Local Law 2018

Local Government Operational Guideline Number 05

Office Use Only			
Relevant delegations	NI		
Initial Council adoption	Date	16 May 2018	Resolution #
Last reviewed	Date	26 June 2019	Resolution #
Next review due	Date	July 2022	