

Council Policy – Elected Member Briefing Forums

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

To provide a forum at which elected members can become fully informed on matters that will be considered by Council and can raise and discuss a broad range of matters of strategic significance.

Scope

Applies to all relevant forums for elected members of the Shire of Ashburton (the Shire).

Policy Statement

This policy provides guidelines governing the conduct of the Elected Member Briefing Forums (Briefing Forums) to ensure compliance with the intent of the *Local Government Act 1995* including the principles of open and accountable decision making.

Briefing Forums shall be held each Ordinary Council Meeting day with sessions held both prior to, and after the Ordinary Council Meeting.

Where deemed necessary, a Briefing Forum may be scheduled for a particular matter on a day other than Ordinary Council Meeting day, with the approval of the CEO in consultation with the Shire President.

Briefing Forums may consist of, but are not limited to, workshops, presentations and elected member training.

Workshop/presentation

Workshops and presentations provide elected members the opportunity to be informed and have input into strategic direction related issues.

Where available, copies of presentations made during Briefing Forums will be provided to elected members following the Briefing Forum via the Elected Member Teams Channel. All presentations are confidential.

Training

Training provides elected members information on matters relevant to their role and systems implemented for their use.

Format

Briefing Forums are not open to the public.

Forums are to be attended by all elected members and relevant officers. Where required, external presenters may attend Briefing Forums for their allocated session.

Decisions or agreement must not be made in respect to any matter raised during the Briefing Forum that requires a Council resolution.

All principles of the *Local Government Act 1995* and Council's Code of Conduct for Council Members, Committee Members and Candidates (the Code) apply to Briefing Forums. Subject to complying with the Code, discussion during Briefing Forums should be open, honest, and frank to engender a team approach to problem solving and to enable elected members to become fully informed on matters which may come before them.

Definitions

Elected members includes the Shire President and all Councillors.

Relevant policies/documents

Code of Conduct for Council Members, Committee Members and Candidates

Relevant legislation/local laws

Local Government Act 1995

Office use only				
Relevant delegations	Nil			
Council adoption	Date	14 March 2023	Resolution #	039/2023
Reviewed/modified	Date	12 December 2023	Resolution #	231/2023
	Date		Resolution #	
Next review due	Date	2025		