



POLICY			
<b>TITLE:</b>	<b>MEMBERS' BRIEFING FRAMEWORK</b>	<b>CODE:</b>	<b>CM105</b>
<b>PURPOSE or OBJECTIVE:</b>	To define the purpose, procedures and conduct of briefings involving members, other than Ordinary and Special Council meetings, and meetings of standing or occasional committees established under s.5.9 of the Local Government Act 1995.		
<b>REFERENCE DOCUMENTS:</b>	Department of Local Government Operational Guidelines - Number 5 - Council Forums (January 2004) City of Canning Code of Conduct		

POLICY STATEMENT
<p><b>The City will hold Agenda Briefings and Strategic Issues Briefings to inform and consult with members to enable informed decision-making by Council. In accordance with the <i>Local Government Act 1995</i>, briefings will not result in decisions and will not be opportunities for debate.</b></p> <p><b>Members of the public will have access to non-confidential items at Agenda Briefings.</b></p>

### 1. Scope

This policy applies to members, employees and members of the public attending forums convened by the City.

### 2. Definitions

<i>member</i>	a person elected and holding valid office under the <i>Local Government Act 1995</i> as a member of the council of the City of Canning
<i>Agenda Briefing</i>	a monthly briefing to discuss the agenda for the following Council Meeting
<i>Strategic Issues Briefing</i>	a monthly briefing updating members on strategically significant issues and projects
<i>members of the public</i>	persons other than members or employees of the City
<i>decision</i>	as distinct from an instruction, request, suggestion or a general consensus, means a decision – whether recorded or not - binding on or affecting a third party.
<i>third party</i>	means a person or an organisation other than members and employees
<i>Regulations</i>	means the <i>Local Government (Administration) Regulations 1996</i>

### 3. Agenda Briefings

#### **Scheduling Agenda Briefings**

- (1) Annual local public notice of Agenda Briefings will be provided in the same way and at the same time as notice is given for Ordinary Council meetings, as prescribed in the *Regulations*.

#### **Attendance of Public**

- (2) In general Agenda Briefings are open to members of the public who will be afforded the opportunity to ask questions or make submissions:
  - (a) exclusively on items listed on the Ordinary Council Meeting Agenda; and
  - (b) in the same manner and under the same rules that apply to question time for public at Ordinary Council Meetings.
- (3) Agenda Briefings will be closed to members of the public when a briefing relates to matters set out under s.5.23(2) of the *Local Government Act 1995*.

#### 4. Strategic Issues Briefings

##### Scheduling Strategic Issues Briefings

- (1) Strategic Issues Briefings will take place in the week preceding an Ordinary Council Meeting.

##### Attendance of Public

- (2) Strategic Issues Briefings are a mechanism by which City employees confidentially update members on developments related to significant projects, strategic matters and issues with political connotations.
- (3) Strategic Issues Briefings will be closed to members of the public.

#### 5. General Provisions

##### Chair

- (1) The Mayor, or in his or her absence the Deputy Mayor, will preside at Agenda and Strategic Issues briefings. If neither the Mayor nor Deputy Mayor is available or present, a member chosen by the members will preside.

##### Minutes

- (2) No formal minutes are required to be taken of Agenda or Strategic Issues Briefings.

##### Decisions

- (3) Decisions will only be made at Council Meetings.

##### Disclosures

- (4) Briefings are opportunities for members to familiarise themselves with business items due on the next Council meeting's agenda, to discuss strategic items or to develop concepts and strategies, therefore:
  - (a) Members and employees must disclose any financial, proximity or partiality interest they have in an item to be discussed and declare the nature of that interest at the commencement of the briefing or, at the latest, when the item is about to be discussed. If a member or employee has a financial, proximity or partiality interest in a matter arising during discussion, the nature of that interest must be disclosed as soon as possible after the matter is raised.
  - (b) Interests are to be disclosed in accordance with the provisions of the *local Government Act 1995* as they apply to Ordinary Council Meetings.
  - (c) Individuals disclosing an interest, other than a partiality interest, must not participate in that part of a briefing relating to their interest and leave the meeting room.

##### Debate Prohibited

- (5) Issues discussed at Briefings do not require discussions or debate.

#### GOVERNANCE REFERENCES

<b>Statutory Compliance</b>	Department of Local Government Operational Guidelines - Number 5 Council Forums(January 2004) City of Canning Code of Conduct
<b>Process Links</b>	N/A

#### POLICY ADMINISTRATION

<b>Directorate</b>	<b>Officer Title</b>	<b>Authority to Approve</b>	
Corporate Services	Director Corporate Services	Council	
<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>	<b>Delegation No: 596</b>
1	October 2009	Policy reviewed	
2	25/2/2014	Policy redrafted and reformatted to new template	
2	OCM 15/4/2014 (CR-016-14)	Adopted	
3	24/9/2015	Corrections (minor) made administratively under delegation 61	
4	OCM 17/11/2015 (CR-058-15)	Renaming and revision adopted	