



POLICY – 3.1 – Council Forum/Briefing Sessions

Relevant Delegation

N/A

Policy Statement

That a Council Forum/Briefing Session be held every month, except January, two hours prior to the Ordinary Council Meeting in the Council Chambers.

The following Forum procedure apply:

- Forum to be held each month, two hours prior to the Ordinary Council Meeting.
- Forums to be attended by Council Members and the Chief Executive Officer. Consultants and other senior staff to participate by invitation from the Chief Executive Officer in consultation with the Shire President.
- Forums shall include discussion on items included on the next Ordinary Council Meeting Agenda, issues that may result in Agenda items for future Ordinary Council Meetings and concept items.
- The Chief Executive Officer will ensure timely written notice and the Agenda for each Forum is provided to all Council members.
- Forum papers should be distributed to Council members on the Friday prior to the meeting.
- The Shire President is to be the presiding member at all Forums.
- Council members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed.
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing a financial interest will not participate in that part of a Forum relating to their interest and leave the meeting room.
- There is to be no opportunity for a person with an interest to request that they continue in the Forum.
- A record should be kept of all Forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

– End of Policy

ADOPTED: 30 AUGUST 2018

REVIEWED: 16 JULY 2026