



## **POLICY – 3.11 – Council Forum/Briefing Sessions**

### **Relevant Delegation**

N/A

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### **Policy Statement**

That a Council Forum/Briefing Session be held every month, except January, one week prior to the Ordinary Council Meeting on a Wednesday, commencing 1.00 pm in the Council Chamber.

The following Forum procedure apply:

- Forum to be held each month, one week prior to the Ordinary Council Meeting.
- Forums to be attended by Councillors 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 members.
- Forum papers should be distributed to members at least three days prior to the meeting.
- The President is to be the presiding member at all Forums.
- Elected 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*

COMMENT

Formerly		
New Policy	25 February 2016	
Last Reviewed	30 August 2018	
Next Review Date	February 2021	
Amended		
Adopted	30 August 2018	
Version		