

Strategic Outcome Supported: 11 - Strong Visionary Leadership.

OBJECTIVE

1. To ensure proper and informed decision-making by the Council, Elected Members must have the opportunity to gain comprehensive knowledge and understanding of matters listed on the agenda for upcoming Ordinary Council Meetings.
2. The objectives of Agenda Briefing sessions are:
 - a. To allow Executive staff to brief Elected Members on agenda items, and to allow Elected Members to raise relevant items where appropriate; and
 - b. To provide Elected Members with the opportunity to ask questions of Executive staff, thereby better informing themselves on matters requiring a Council decision.

SCOPE

3. This policy applies to all Elected Members, Executive staff, and any other participants involved in Agenda Briefing sessions.
4. The policy governs the conduct, participation, and administration of these sessions, which are held to enhance understanding of matters to be formally considered at Ordinary Council Meetings.

DEFINITIONS

5. **Agenda Briefing Session** means a scheduled meeting for the purpose of informing Elected Members about matters listed on the agenda of an upcoming Ordinary Council Meeting.

POLICY STATEMENTS

Purpose and Principles

6. Agenda Briefing sessions are fact-finding opportunities, not decision-making forums. Their purpose is to provide additional context, clarity, or technical detail to assist Elected Members in making informed decisions at Council meetings.
7. These sessions must operate in accordance with the following principles:
 - a. Accountability;
 - b. Openness and Transparency;
 - c. Probity and Integrity;
 - d. Respect for the Authority of the Presiding Member; and
 - e. Timely Notification.

Session Conduct

8. The following rules apply to the conduct of Agenda Briefing sessions:
 - a. No decisions are to be made during briefing sessions.
 - b. No debate style discussion is permitted.
 - c. All questions must be directed through the Presiding Member.
 - d. Elected Members must avoid expressing positions for or against any item, particularly those involving planning or regulatory decisions.
 - e. The Presiding member must manage proceedings to ensure orderly conduct and compliance with these expectations.

Presiding and Attendance

9. The Shire President shall preside over the Agenda Briefing Sessions. If unavailable, the Deputy Shire President shall act as Presiding Member. If neither is available, a Presiding Member shall be selected from attending Elected Members.
10. Relevant Managers, Executive staff, and consultants (as required by the CEO) will attend sessions to provide information.
11. All Elected Members are expected to attend and participate.

Transparency and Access

12. Sessions will be held in the Council Chambers (or other nominated venues) and are open to the public unless confidential items are being discussed.
13. Agenda Briefing Papers:
 - a. To be distributed to Elected Members at least 72 hours prior to the session.
 - b. To be uploaded to the Shire's website no later than 48 hours prior to the session.

Disclosure of Interests

14. All participants must disclose interests in accordance with the *Local Government Act 1995*, prior to discussing the matter:
 - a. **Financial Interests** – Participants must leave the room and not be present for any discussions, including deputations.
 - b. **Impartiality Interests** – Participants may remain and participate in discussion.

Deputations and Elected Member Motions

15. Deputations on matters listed on the upcoming agenda may be permitted, subject to approval by the Chief Executive Officer.
16. Elected Members presenting Notices of Motion are required to:
 - a. Introduce the item, and
 - b. Provide sufficient supporting information to inform other Elected Members.

Agenda Briefing Sessions

Shire of Donnybrook Balingup Council Policy EM/CP-7



Topics for Briefing

17. Briefing sessions will cover:
 - a. Items listed on the forthcoming Ordinary Council Meeting agenda, and
 - b. Items completed and scheduled to be listed within the next two Council meetings.
18. Briefings will only be provided by staff or consultants for the purpose of ensuring that Elected Members are adequately informed.

Record Keeping

19. As no decisions are made at these sessions, formal minutes are not required.

DELEGATION AND AUTHORISATION

20. Nil.

LEGISLATION

- Local Government Act 1995
- Local Government Operational Guidelines Number 05 - Council Forums

APPENDIX

21. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):		CEO's		
Review to be conducted by:		Manager Corporate Services		
Revision Frequency:		<input type="checkbox"/> Annual (1yr)	<input type="checkbox"/> Biennial (2yr)	<input checked="" type="checkbox"/> Triennial (3yr)
Current Version Date:		25/09/2025	Next Due:	09/2028
Policy Version Details and Information:				
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1	Initial adoption of Council Policy	25/09/2025	184/09-25	NPP15954