
COUNCILLOR BRIEFING SESSIONS AND WORKSHOPS POLICY

INTENT

This policy is to provide direction for the managing and facilitation of Councillor Briefing Sessions and Workshops and to establish protocols for the conduct of these non-decision making forums.

SCOPE

This policy is to apply to all Councillors, Council staff and any external parties who participate in any Councillor Briefing Sessions or Workshops.

DEFINITIONS

TERM	DEFINITION
Applicable Local Government Legislation	The <i>Local Government Act 2009</i> and <i>Local Government Regulation 2012</i> .
Declarable Conflicts of Interest	Refer to the <i>Local Government Act 2009</i> , Chapter 5b, Part 3.
Prescribed Conflicts of Interest	Refer to the <i>Local Government Act 2009</i> , Chapter 5b, Part 2.

POLICY STATEMENT

Councillor Briefing Sessions and Workshops are designed to be forums which allow an exchange of information and provide an opportunity for Councillors to be informed on matters which include, but are not limited to:

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Authorised By:	Council Resolution		
Original Issue Date:	February 2021		
Last Modified:	April 2024		
Review Date:	April 2027		
Current Version:	V3		

- Key Council projects and initiatives
- Key aspects of Council operations
- Exploration of ideas and concepts for future plans and strategies
- Training and information sessions concerning Councillor roles and responsibilities and other Council matters
- Receipt of information from government agencies, community representatives and other third parties

Councillor Briefing Sessions and Workshops are not decision-making forums and any matters that require a Council decision (i.e. matters not able to be dealt with under delegated authority or administratively) will be considered by Council through its standard Council meeting process and in accordance with applicable local government legislation.

Ethical Standards

To ensure that Councillor Briefing Sessions and Workshops are conducted with the highest integrity and accountability, the following ethical standards will be applied at all times:

- There is no delegated authority from Council that exists at the Councillor Briefing Sessions and Workshops.
- No decisions or implied decisions that bind the Council are made or to be inferred.
- Councillors and staff will conduct themselves in accordance with their respective Codes of Conduct.
- All matters discussed at Councillor Briefing Sessions and Workshops are to be treated as confidential unless resolved otherwise by Council decision.
- Debate or discussion between Councillors which, directly or indirectly, results in consensus building must not be conducted at a Councillor Briefing Session or Workshop.
- During a Councillor Briefing Session or Workshop, Councillors must declare interests on any matters being discussed in accordance with the relevant provisions of the *Local Government Act 2009*. This will ensure that a transparent and effective process is maintained and the ethical and legal behaviour of Councillors and Council staff is upheld.

Administrative Matters

The Chief Executive Officer (CEO) will manage Councillor Briefing Sessions and Workshops in consultation with the Mayor.

An agenda will be prepared and distributed to Councillors at least two business days prior to each Workshop. While most agenda items will be received from Council staff, Councillors may request a briefing on a particular topic and should make those requests through the CEO.

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Authorised By:	Council Resolution		
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The CEO shall chair the Councillor Briefing Sessions and Workshops. In the event the CEO is not present, another member of Council’s Executive Leadership Team shall chair the briefing session or workshop. The chairperson shall assume responsibility for the good governance and order of the briefing session or workshop.

Councillor Briefing Sessions and Workshops are generally held on a fortnightly basis however, additional forums can be held as and when required. These Councillor Briefing Sessions and Workshops are closed to the public as they are not legislated decision-making forums.

Councillor Briefing Sessions and Workshops are generally attended by all Councillors, the Chief Executive Officer, Directors, and relevant managers and staff who are subject matter experts on items identified for discussion. External persons may attend upon invitation.

There will be no formal minutes, recommendations or actions as these are not decision-making forums. Recording of Councillor Briefing Sessions and Workshops will be limited to note taking regarding:

- Attendance
- Declarations of interest
- Councillor questions taken on notice

Matters discussed, questions taken on notice and follow up actions are to be noted by the relevant staff and/or Councillors. Notes will be retained for reference only and will not be distributed to Councillors, staff or the public.

REFERENCES, LEGISLATION AND GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Sector Ethics Act 1994*

RELATED DOCUMENTS

Code of Conduct for Councillors in Queensland
 Code of Conduct (Staff)
 Corporate Plan –2022 - 2027

IMPLEMENTATION/COMMUNICATION

Upon adoption by Council, this policy will be communicated to all staff who have an involvement with Councillor Briefing Sessions and Workshops, including a copy of the relevant administrative instruction.

Document Number:	D24/10770	CONTROLLED DOCUMENT This electronic document is guaranteed as the most current. DO NOT COPY. Unauthorised hard copies of this document are prohibited.	Page 3 of 4
Authorised By:	Council Resolution		
Original Issue Date:	February 2021		
Last Modified:	April 2024		
Review Date:	April 2027		
Current Version:	V3		

APPROVED BY

Council Resolution 2024/54

REVIEW

SPONSOR:	Chief Executive Officer
OFFICER RESPONSIBLE FOR REVIEW:	Governance Coordinator
ADOPTION DATE:	April 2024
REVIEW DATE:	April 2027

THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL

AMENDMENT HISTORY

VERSION	AMENDMENT DETAILS	AMENDMENT DATE	APPROVAL
V1	New Policy	9 February 2021	Council Resolution 2021/34
V2	Amendments, review period changed from 2 to 4 years	28 February 2023	Council Resolution 2023/29
V3	Review	23 April 2024	Council Resolution 2024/54

Document Number:	D24/10770	<p style="text-align: center;">CONTROLLED DOCUMENT</p> <p style="text-align: center;">This electronic document is guaranteed as the most current. DO NOT COPY.</p> <p style="text-align: center;">Unauthorised hard copies of this document are prohibited.</p>	Page 4 of 4
Authorised By:	Council Resolution		
Original Issue Date:	February 2021		
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