

## 1.10 Council Forum/ Briefing Sessions

Introduction	It is currently Council practice to hold a Forum/ Briefing session before each Ordinary meeting of Council. The Department of Local Government and Communities produced operational guidelines for Council Forums some time ago, these guidelines have been referenced when preparing the policy.	
Objective	To adopt a policy for the holding of Forum/Briefing Sessions.	
History	Adopted	August 2016

### **Policy Statement**

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

The following Forum guidelines apply:

1. There will be no detailed agenda prepared for the session, however, to allow everyone to come somewhat prepared the following headlines will be utilised:
  - Strategic/Concept Items
  - General Business
    - President Report
    - Chief Executive Officer
    - Councillors
    - Works Supervisor
  - Future Council Agenda Items

This does not restrict any matter from being raised by a Councillor or staff member on the day of the session.

2. There will be no discussions allowed on any item, which appears on the agenda for the Ordinary meeting to be held on the same day as the Information Session.
3. All matters discussed are confidential.
4. There are no minutes kept for the Information Session, however briefing notes will be taken.
5. There will be no decision/resolution/voting at these sessions. It is designed to discuss issues and provide guidance and/or clarification.
6. Any item that requires a decision of the Council will be listed on a future agenda within a report with a recommendation/s.
7. Discussions will be conducted in a structured and orderly manner and directed through the Chair.
8. The Code of Conduct applies to all Councillors and Staff in attendance.

*– End of Policy*

### **COMMENT**

Nil