

Council Policy – Elected Member Strategic and Other Briefing Forums

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

To provide forums at which elected members can become fully informed on matters that will be considered by Council and can raise and discuss a broad range of matters of strategic significance.

Scope

Applies to all relevant forums for elected members of the Shire of Ashburton (the Shire).

Policy Statement

This policy provides guidelines governing the conduct of the Elected Member Strategic and Other Briefing Forums (Briefing Forums) to ensure compliance with the intent of the *Local Government Act 1995*, including the principles of open and accountable decision making.

A Briefing Forum shall be held each Ordinary Council Meeting day with sessions held both prior to, and after the Ordinary Council Meeting. A Strategic Briefing Forum is also to be held on the Monday evening, a week prior to the Ordinary Council Meeting, following the issue of the draft agenda, except where the Monday falls on a public holiday or where other operational circumstances require a change of date

Where deemed necessary, a Briefing Forum may be scheduled for a particular matter on another day at the direction of the CEO following consultation with the Shire President.

Briefing Forums may consist of, but are not limited to, workshops, presentations and elected member training and professional development.

Workshop/presentation

Workshops and presentations provide elected members the opportunity to be informed and have input into strategic direction related issues.

Where available, copies of presentations made during Briefing Forums will be provided to elected members following the Briefing Forum via the [Elected Member Teams Channel](#). All presentations are confidential.

Training

Training provides elected members information on matters relevant to their role and systems implemented for their use.

Format

Briefing Forums are not open to the public.

Forums are to be attended by all elected members and relevant officers. Where required, external presenters may attend Briefing Forums for their allocated session.

Decisions or agreement must not be made in respect to any matter raised during any Briefing Forum that requires a Council resolution.

All principles of the *Local Government Act 1995* and Council's [Code of Conduct for Council Members, Committee Members and Candidates](#) (the Code) apply to Briefing Forums.

Subject to complying with the Code, discussion during Briefing Forums should be open, honest, and frank to engender a consultative team approach to problem solving and to enable elected members to become fully informed on matters which may come before them.

Definitions

Elected members includes the Shire President and all Councillors.

Relevant policies/documents

Code of Conduct for Council Members, Committee Members and Candidates

Relevant legislation/local laws

Local Government Act 1995

Office use only				
Relevant delegations	Nil			
Council adoption	Date	14 March 2023	Resolution #	039/2023
Reviewed/modified	Date	12 December 2023	Resolution #	231/2023
	Date	21 July 2026	Resolution #	114/2026
	Date		Resolution #	
	Date		Resolution #	
Next review due	2027			