



9. GOVERNANCE

Policy 9.10

**COUNCIL BRIEFINGS AND INFORMATION
SESSIONS**

Version 5

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9.10 COUNCIL BRIEFINGS AND INFORMATION SESSIONS

OBJECTIVE:

To assist the Mayor, Councillors and Executive Leadership Team (ELT) to:

- Exchange information (sometimes confidential) on proposals that are being worked on by staff or proposals that Councillors would like to be investigated.
- Provide a forum for discussion on proposed initiatives and discuss options for engaging the community in determining Council's strategic corporate direction.
- Assist Councillors / ELT to take an agreed approach towards proposed initiatives.
- Help develop better communication and understanding between those who attend the workshops.

LEGISLATION

The following legislation is applicable to this policy:

- Local Government Act 1993
- Government Information (Public Access) Act 2009
- Lithgow City Council Code of Conduct
- Code of Meeting Practice
- State Records Act 1998

COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.10 Community Engagement and Communications

COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL3 We are all valued citizens
 - GL3.1 we provide prompt, knowledgeable, friendly and helpful advice.

POLICY:

The Council will hold regular briefings and information sessions to ensure effective communications and information flow between staff and councillors.

Under the Local Government Act 1993, a Council can hold a briefing / information session under its general powers as a body corporate. Information sessions are informal gatherings and can provide useful background information to councillors on the business of council. Information sessions may involve councillors, council staff and invited participants.

DECISIONS

Under the terms of the NSW Local Government Act 1993 and the Meetings Practice Guidelines issued by the Department of Local Government, briefing / information sessions CANNOT make a decision or issue a direction to staff or councillors.

FORMAT

- The workshops are to be chaired by the Mayor.
- There will be no standing orders or formal meeting procedures.
- Those attending the workshop should be respectful and show courtesy for the person who is talking.
- Audio or audio-visual recording of workshops and information sessions is strictly not permitted.
- Staff will prepare a written report for each topic of discussion.
- Minute taking is not required, however, an Executive Assistant may attend workshops / sessions to record notes and questions.

The General Manager, Directors and other staff may provide a brief update on their responsibility area(s).

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