



This policy has been recently adopted by Council and is published here for information and transparency purposes. It will be incorporated into the Shire of Gnowangerup Policy Manual as part of the next consolidated update, together with other policies currently under review. Until the updated Policy Manual is issued, this document should be read as an adopted policy of the Shire.

POLICY MANUAL UPDATE NOTICE

07 SEPTEMBER 2026

COUNCIL BRIEFING SESSION / WORKSHOP PROTOCOL POLICY

Objectives

To provide a functional, transparent and legally compliant meeting framework that engages elected members in policy and strategy development, and to facilitate the opportunity for elected members to explore concepts and ideas with the assistance and collaboration of Council Officers.

1. Scope

This policy applies to:

- Council Agenda Briefings
- Information Briefings
- Councillor and Executive Workshops

2. Purpose and Schedule of meetings under this policy

2.1 Council Agenda Briefings

Purpose:

Council Agenda Briefings are informal sessions held to brief Councillors on matters listed for consideration at an upcoming Ordinary Council Meeting. Agenda Briefings provide an opportunity for Councillors to seek clarification and obtain additional information prior to formal consideration of agenda items. Agenda Briefings do not constitute a formal meeting of Council and no decisions, resolutions, motions or votes may be made.

Schedule:

Council Agenda Briefings are generally held on the second Wednesday of each month, unless otherwise determined.

2.2 Information Briefing Session

Purpose:

Information Briefing Sessions are informal sessions designed to keep Councillors informed about Shire operations, projects, service delivery and other matters relevant to the functions of the local government. Sessions include reports from Shire Officers and may include presentations from internal and external stakeholders. Information Briefing Sessions are for information and discussion purposes only and do not constitute a formal decision-making forum.

Schedule:

Information Briefing Sessions are generally held on the fourth Wednesday of each month, unless otherwise determined.

2.3 Councillor and Executive Workshop

Purpose:

Councillor and Executive Workshops are informal forums that provide an opportunity for Councillors and the Shire Officers to discuss emerging matters. Workshops may include presentations from internal or external stakeholders. Workshops are intended to facilitate information sharing, discussion and feedback. No decisions, resolutions, motions or votes may be made at a workshop.

Schedule:

Councillor and Executive Workshops are generally held on the second Wednesday of each month, unless otherwise determined.

3. Meeting Protocols

- 3.1** Meetings conducted under this policy intended to provide all Councillors with the opportunity to have detailed discussion on ideas and concepts for the betterment of the Shire. These meetings allow Councillors the opportunity to provide direction to the CEO on how best to progress Council initiatives.
- 3.2** Where a particular Council idea or concept is considered worthy of detailed Council discussion and/or deliberation, a Council Briefing Session / Workshop may be established at the discretion of the Council.
- 3.3** The Shire President shall preside at all Council meetings conducted under this policy.
- 3.4** In the Shire President's absence, the Deputy Shire President shall preside at all Council meetings conducted under this policy.
- 3.5** In the absence of both the Shire President and the Deputy Shire President, Councillors in attendance at the meetings conducted under this policy shall elect a Councillor to preside.
- 3.6** Shire staff will, if requested to do so, prepare a discussion paper which addresses all salient matters pertaining to the idea or concept to assist a meeting conducted under this policy in its deliberations.

- 3.7** Meetings conducted under this policy are generally not open to the public unless the Presiding Member determines otherwise.
- 3.8** No formal decisions will be made at meetings conducted under this policy.
- 3.9** Attendees shall disclose their financial interests and other prescribed interests in matters to be discussed at meetings conducted under this policy.

COMPLIANCE REQUIREMENTS

Legislation / Documents	- Local Government Act 1995 - Local Government (Administration) Regulation 1996
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DOCUMENT CONTROL

STRATEGY AND GOVERNANCE

Category	Strategy and Governance
Policy Number	2.14
Responsible Officer	Chief Executive Officer
Initial Council Adoption	28 August 2019
Review Dates	31 August 2023 (approved by Council 27 September 2023) 15 July 2026
Next Review Due	31 August 2028 This policy will be reviewed every two (2) years or more often where circumstances require.

AMENDMENT HISTORY

Date	Council Resolution	Author	Description of Amendment
26 August 2026	0826.03	Anita Finn David Nicholson	Policy restructured to add Scope and Meeting Schedule clauses, incorporate the Council Briefing Agenda Session, and update Meeting Protocols to reflect current practice.