



22 June 2023

Dear Councillor

**NOTICE** is hereby given that a **PRE-MEETING BRIEFING SESSION** of the **COUNCIL OF THE SHIRE OF WEDDIN** will be held in the **Council Committee Room**, Grenfell NSW on **THURSDAY 29 JUNE 2023** commencing at **4.00PM** and your attendance is requested.

The Pre-Meeting Briefing Session will be conducted in accordance with the Council's Code of Meeting Practice. An excerpt from the Code of Meeting Practice is provided below for your reference. Attendance is voluntary and will also include the Council's Directors.

**POLICY: Code of Meeting Practice**

**15.2.3**

**Pre-meeting Briefing Sessions**

- 3.32. Prior to each Ordinary meeting of Council, the General Manager may arrange a Pre-meeting Briefing Session to brief Councillors on business to be considered at the meeting. Pre-meeting Briefing Sessions may also be held for Extraordinary meetings of Council and meetings of committees of Council.
- 3.33. Pre-meeting Briefing Sessions are to be held in the absence of the public.
- 3.34. Pre-meeting Briefing Sessions may be held by audio-visual link.
- 3.35. The General Manager or a member of staff nominated by the General Manager is to preside at Pre-meeting Briefing Sessions.
- 3.36. Councillors must not use Pre-meeting Briefing Sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or committee meeting at which the item of business is to be considered.
- 3.37. Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a Pre-meeting Briefing Session, in the same way that they are required to do so at a Council or committee meeting. Council is to maintain a written record of all conflict of interest declarations made at Pre-meeting Briefing Sessions and how the conflict of interest was managed by the Councillor who made the declaration.

Yours faithfully

Noreen Vu  
**GENERAL MANAGER**

I \_\_\_\_\_ (name) declare that I have attended the Pre-Meeting Briefing Session dated 29 JUNE 2023 and must follow Council's Code of Meeting Practice.

In relation to 3.37 of the Code of Meeting Practice, I declare the following conflict of interests:

Nil (please circle if applicable)

Or

| Item Number | Description of Interest | Pecuniary (tick) | Non-pecuniary (tick) | For Non Pecuniary Interest |                   |                                 |
|-------------|-------------------------|------------------|----------------------|----------------------------|-------------------|---------------------------------|
|             |                         |                  |                      | Significant (yes/no)       | Leaving the room? | Reason for NOT leaving the room |
|             |                         |                  |                      |                            |                   |                                 |
|             |                         |                  |                      |                            |                   |                                 |
|             |                         |                  |                      |                            |                   |                                 |

Signed: \_\_\_\_\_