

# ATTACHMENT 1

## APPENDIX 10

### Briefing Sessions - Comparison Schedule

Procedure	Current	Department Procedure	Governance Review
Public access	√	√	√
No public access for confidential items	√	√	√
Public questions permitted	√	--	X
Public may address briefing on request 24 hours before. (Deputations)	√	√	√
Elected members to advise 24 hours before requiring staff presentation	Not necessary as Briefing on all items	--	√
Items to be on agenda	√	√	--
No debate between members	√	√	√
More liberal time for sessions	--	--	√
Provide notes to members not attending	√	√	√
Date and time set well in advance	√	√	--
Written notice of agenda items provided	√	√	--
Papers issued three days before meeting	√	√	--
Mayor to be presiding member/chair	√	√	--
Questions through the chair	√	√	--
Interests to be disclosed	√	√	--
Leave meeting room when interest Declared (Financial)	√	√	--
No opportunity to stay when Financial interest declared	√	√	--

#### Key

√ Yes      X No      -- Silent