



# Councillor Workshop Policy

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<b>Approved by Council:</b>	October 2021
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<b>Responsible Officer:</b>	Director Governance, Recreation & Property Services
<b>Strategic Plan Reference:</b>	2.4 The organisation has a corporate culture that delivers quality customer service, encourages

### 1. POLICY STATEMENTS

- 1.1 Council is committed to the application of good governance principles throughout the entirety of its decision-making processes. This policy establishes clear guidelines for the conduct of Councillor Workshops which form an important part of the decision-making process.
- 1.2 Councillor workshops are intended to provide a valuable opportunity to enhance the decision-making process by providing a forum for Councillors to ask questions and seek clarification of information prior to formal meetings or be briefed on strategic and other complex matters that are not necessarily the subject of a Council decision.
- 1.3 This policy is consistent with *Sections 20 and 28* of the *Local Government Act 1993*, Council's Code of Conduct for Councillors and the Good Governance Guide for Local Government in Tasmania.

### 2. DEFINITIONS

- 2.1 In this policy:

**"Council"** means Kingborough Council.

**"Councillor Workshop"** is an informal meeting, held for the purpose of providing elected members with information on specific matters to assist in the decision-making process. Councillor Workshops are not governed by the *Local Government Act 1993* or the *Local Government (Meeting Procedures) Regulations 2015*.

**"Interest"** - A Councillor has an interest in a matter if the Councillor or a close associate would, if the matter were decided in a particular manner, receive, have an expectation of receiving or be likely to receive a pecuniary benefit or pecuniary detriment.

**"Councillors Code of Conduct"** refers to the Kingborough Council's Code of Conduct for Councillors as adopted by Council (Minute C169/4-19 refers).

**"Staff Code of Conduct"** refers to the Kingborough Council Employee Code of Conduct Administrative Policy Number 9.14.

### 3. OBJECTIVE

- 3.1 This policy provides a framework for the orderly and proper conduct of Councillor Workshops and aims to increase transparency around Council's decision-making process in line with the principles of good governance.

### 4. SCOPE

- 4.1 This policy applies to all Councillors and Council employees that attend and participate in workshops including staff that contribute towards the decision-making process.

### 5. PROCEDURE (POLICY DETAIL)

#### 5.1 General Principles

- 5.1.1 Councillor Workshops enhance the decision-making process by providing a forum for Council officers to brief Councillors and provide additional background on complex matters coming before Council for decision.
- 5.1.2 In addition, these forums provide a mechanism for Councillors, staff and where required, external parties to collaborate and develop/review proposals such as master plans, strategic priorities, budgets and policies.
- 5.1.3 Where a Council report has been developed, in part, by collaborating in a Councillor Workshop, this is to be noted in the 'Communication and Consultation' section of the report template.
- 5.1.4 No decision making or voting takes place at these meetings.

### 5.2 Councillor Workshop Standards of Conduct

- 5.2.1 To ensure that Councillor Workshops are conducted in a consistent and appropriate manner, the following standards will be applied at all times:
  - 5.2.1.1 No delegated authority from Council exists at Councillor Workshops.
  - 5.2.1.2 No decisions or implied decisions that bind the Council are to be made or inferred.
  - 5.2.1.3 Councillors and staff will conduct themselves in accordance with their respective Codes of Conduct.
  - 5.2.1.4 The Chair of the meeting may ask a Councillor or staff member to leave a meeting if they disrupt the workshop's proceedings or do not behave in accordance with their respective Codes of Conduct.
  - 5.2.1.5 Prior to or during a Councillor Workshop, Councillors must declare an interest on any matters being discussed in accordance with the relevant provisions of the *Local Government Act 1993*. This will ensure that transparency in the overall decision-making process is maintained.
  - 5.2.1.6 Councillors may be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors and Council Officers have a responsibility to ensure that such information remains confidential and not disseminated to any other person unless authorised by the General Manager or by Council resolution.

### 5.3 Workshop Schedule and Timing

- 5.3.1 Councillor workshops shall be held in accordance with the workshop schedule included in the Council Agenda every two months.
- 5.3.2 Workshops will commence at 5:30pm and conclude at 7:00pm unless otherwise scheduled. Workshops may be extended in length with the agreement of the majority of those Councillors present.
- 5.3.3 A separate notice/invite for each workshop will be provided to Councillors one week prior to the workshop.
- 5.3.4 Councillors should confirm their attendance at least two business days prior to the scheduled workshop.
- 5.3.5 The General Manager or Mayor may call an unscheduled workshop session as necessary for the discussion of emergent matters.

### 5.4 Questions and Contributions

- 5.4.1 Questions and contributions from Councillors should be directed through the Chairperson and should not digress from the subject matter under discussion.
- 5.4.2 Questions should be asked at the end of the workshop unless otherwise agreed by the presenter in consultation with the Chairperson.
- 5.4.3 The Chairperson will provide each Councillor with an opportunity to make a contribution to a maximum of 5 minutes, with additional questions to be accommodated at the end, if time permits.
- 5.4.5 All Councillors have the right to be heard without interjections or disruptive sideline conversations.
- 5.4.6 Councillors should avoid making personal comments or being derogatory towards other Councillors holding views not shared by them.

- 5.4.7 Councillors requiring detailed information that goes beyond what can be presented at the workshop, should seek an individual briefing from staff at a later date.

### **5.5 Participants**

- 5.5.1 Councillor Workshops are not formal meetings of Council and are not open to the public unless otherwise invited.
- 5.5.2 External participants may attend Councillor Workshops at the invitation of the Mayor or General Manager. Attendance by external participants such as consultants, contractors or guests are to be recorded and included in the workshop summary section of the Council Agenda.
- 5.5.3 Councillor Workshops are not live streamed.
- 5.5.4 Audio recordings of all Councillor Workshops will be made and accessed on the same basis as the audio recording of closed session meetings of Council (Council Meeting Recording Policy 1.10 refers).

### **5.6 Administration**

- 5.6.1 The General Manager in consultation with the Mayor and Councillors will determine the matters to be presented at a Councillor Workshop.
- 5.6.2 A copy of the supporting documentation (where applicable) is to be provided at least three business days prior to the Councillor Workshop.
- 5.6.3 Supporting documentation or presentations for Councillor Workshops that are confidential in nature are to be clearly marked 'CONFIDENTIAL' by the officer preparing the material.
- 5.6.4 Each Council Agenda will include a summary of the Councillor Workshops held since the previous Council meeting.
- 5.6.5 Councillor attendance at Councillor Workshops will be recorded and summarised on a quarterly basis in the corresponding Council Agenda.

### **5.6 Facilitation**

- 5.7.1 Councillor Workshops will be chaired by the Mayor or delegated Councillor, who shall be responsible for the good governance and order of the meeting.
- 5.7.2 Workshops may be facilitated by Council staff, Councillors or external parties.

## **6 COMMUNICATION**

- 6.1 All staff, Councillors and Customers, members of the public. Available free of charge at the Civic Centre and on Councils Web Site [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

## **7 LEGISLATION**

- 7.1 [\*Local Government Act 1993\*](#)

## **8 RELATED DOCUMENTS**

- 8.1 Policy 9.14: Code of Conduct – Employees
- 8.2 Code of Conduct for Councillors
- 8.3 Policy 1.10: Council Meeting Recording Policy
- 8.4 [Good\\_Governance\\_Guide\\_June\\_2018.pdf \(dpac.tas.gov.au\)](#)

## **9 AUDIENCE**

- 9.1 Public document