



Glamorgan Spring Bay Council

Council Workshop Policy

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1 Introduction

1.1 Purpose

The purpose of this policy is to establish guidelines for the conduct of Council Workshop forums, which creates an opportunity for:

1. Councillors and officers to discuss matters, obtain and exchange information; and
2. Councillors to otherwise better inform themselves about:
 - a) the implementation of decisions of Council;
 - b) the ongoing operations of Council;
 - c) matters raised which may be the subject of consideration at a Council meeting
 - d) Upcoming Planning Authority reports

1.2 Scope

The Council Workshop Policy applies to all Councillors and employees of Council and is to be applied during Workshops.

Workshops are intended to provide a valuable opportunity to enhance the decision-making process by providing an opportunity for Councillors to ask questions and seek clarification of information prior to formal meetings.

This policy provides guidance to Councillors and Council officers on the conduct and value of Council Workshops.

1.3 Definitions

Council Workshops are a non-decision making forum convened by the General Manager or Mayor that creates an opportunity for Councillors and officers to be informed about, and canvass, matters of proposed policy or other strategic issues, as well as providing a forum for Councillors to be made aware of, and informed about, issues of significance. Each Workshop must be used solely for the purpose of information sharing, building consensus positions or otherwise discharging Council's deliberative and decision-making functions.

1.4 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- *Local Government Act 1993*
- *Local Government (meeting Procedures) Regulations 2015*
- Code of Conduct

1.5 Policy Review and Update Cycle

This policy is to be reviewed initially in January 2023 and thereafter, every four years.

2. Principles

2.1 The principle functions of Workshops are to:

- 2.1.1 Share information (rather than for the purpose of debating issues or otherwise discharging Council's deliberative and decision-making functions);
- 2.1.2 Provide officers with the opportunity to advise Councillors of their professional opinion on matters, including available options and recommendations;
- 2.1.3 Provide Councillors with the opportunity to seek clarification on matters;
- 2.1.4 Provide updates prior to a formal Council meeting;
- 2.1.5 Provide an opportunity for the General Manager and Council officers to address any Councillor questions and provide additional background;
- 2.1.6 Receive deputations from members of the community if the deputation is for an information session or to brief Councillors on a matter that does not require a decision to be made; and
- 2.1.7 Receive presentations from external parties assisting Council.

2.2 A formal decision, or implied decision, must not be made at a Workshop.

2.3 Debate or discussion between Councillors which, directly or indirectly, results in consensus building must not be conducted at a Workshop.

2.4 Councillors need to be aware of their responsibilities with regard to the *Local Government Act 1993* and its associated regulations and must refrain from consensus building or participating in the formation of decisions at Workshops.

2.5 Workshops are not formal meetings of Council and are not open to the public unless otherwise invited.

2.6 Paragraph 2.7 applies if:

- 2.6.1 a matter is to be considered or discussed at a Workshop; and
- 2.6.2 the matter is not an ordinary business matter; and
- 2.6.3 a Councillor at the Workshop:
 - a) has a conflict of interest in the matter; or
 - b) has a material personal interest in the matter.

2.7 The Councillor must inform the Workshop:

- 2.7.1 if the Councillor has a conflict of interest in the matter—about the Councillor's conflict of interest in the matter; and
- 2.7.2 if the Councillor has a material personal interest in the matter—about the Councillor's material personal interest in the matter.

2.8 Paragraphs 2.8.1 and 2.8.2 apply to a Councillor who has a material personal interest, real conflict of interest or perceived conflict of interest in a matter, other than an ordinary business matter.

- 2.8.1 the Councillor must not influence, or attempt to influence, another Councillor to vote on the matter in a particular way at a meeting of Council or any of its committees.

- 2.8.2 the Councillor must not influence, or attempt to influence, a Council employee or a contractor of Council who is authorised to decide or otherwise deal with the matter to do so in a particular way.

3. Schedule

- 3.1** Workshops will usually be held on the second Tuesday of each month in the Council Chamber, 9 Melbourne Street, Triabunna.
- 3.2** In the event of there being no business formally listed, the Workshop will not convene, and the Office of the General Manager shall advise Councillors of the cancellation as soon as practicable.
- 3.3** The Mayor or General Manager may call Workshops as necessary so that Councillors may be informed about emergent matters.
- 3.4** If a General Manager believes it is necessary to schedule a Workshop with Councillors outside of the scheduled Workshops, the General Manager shall inform the Mayor, to establish whether to call a Workshop.

4. Participants

- 4.1** Workshops are generally attended by all Councillors, the General Manager (or a delegate), the Executive Leadership Team, any managers or other officers who have an interest in an item on the agenda.
- 4.2** While no quorum is required for a Workshop, consideration should be given to the usefulness of holding the Workshop given the matters to be canvassed at the Workshop.
- 4.3** External persons may attend Workshops upon invitation from the Mayor or General Manager. If an external person (for example a consultant, contractor or guest) is to be present at the Workshop, the person's name, title and company shall be included on the agenda.
- 4.4** An external person who will be attending a Workshop shall only be present at the Workshop during discussion of the agenda item for which their name appears.

5. Facilitator

- 5.1** The General Manager shall facilitate the Workshop. In the event that the General Manager is not present, one of the Directors shall facilitate the Workshop.
- 5.2** The Facilitator shall assume responsibility for the good governance and order of the meeting. The General Manager is responsible for determining the order of business of the agenda in consultation with the Mayor.

6. Administration

- 6.1** A Councillor wishing to place an item on the agenda for a future Workshop may do so through;
- 6.1.1 raising a matter at a Workshop for a future Workshop, or

- 6.1.2 applying in writing to the General Manager outside the Workshop forum
- 6.2** Any reports relating to the requested agenda item (if determined to be included), will include the following:
- 6.2.1 The Councillor who has requested the report;
 - 6.2.2 Request from Councillor;
 - 6.2.3 Recommendation from Officer (if applicable);
 - 6.2.4 Supporting documentation for recommendations (if applicable);
- 6.3** The General Manager will ensure that all Councillor requests to place an item on the agenda for a Workshop are noted at an ordinary Council meeting, regardless of whether a Council resolution is required about the item or not. The report will note the Councillor who raised the matter, and the manner in which the request is being managed. This will be a standalone report that will identify, since the last meeting, matters Councillors have raised for inclusion in upcoming agendas and for each matter it will state whether it is on the current agenda, will come to a future agenda, has already been actioned or is being dealt with operationally.
- 6.4** For each Workshop agenda item, the agenda shall state the title of the item, the name of the officer who will lead the discussion, the time allotted to each agenda item and whether a presentation is attached, as per the Workshop Brief template.
- 6.5** Generally the agenda for a Workshops will be distributed at least two (2) days prior to the Workshop.
- 6.6** Workshop reports or papers must have a clear statement identifying the aims of the briefing. Such as:
- *This report is for the briefing of Councillors on an operational matter.*
 - *This report is for the briefing of Councillors prior to consideration of the matter at a future Council meeting.*
 - *This report is seeking to identify any further clarification Council may require with regard to [_____] agenda item.*
- 6.7** Other matters raised during Workshops may be appropriately identified as confidential, however it is unnecessary and not best practice to have a 'blanket' policy which identifies all canvassed issues as confidential.

7. Implementation

Implementation of this Policy rests with the General Manager.

8. Attachments

Council Workshop Protocols



COUNCIL WORKSHOP PROTOCOL

Approved By: Council
Approved Date: 25 January 2022

Responsible Officer: General Manager
Next Review Date: January 2023

The protocols are a set of guiding principles that aim to achieving enhanced, meaningful engagement of members and to facilitate an equal and equitable participation of all members.

The individual Members commitment to active listening and disciplined talking, displaying both courtesy and respect to other members is paramount.

1. The Facilitator ensures that every Councillors’ input is heard and not overlooked or lost, and will enforce a limit on speakers' time when it is best required.
2. No rank and/or officer position of administrative or governance authority is recognised within the Workshop (except for the Facilitator) and protocols are enforced when deemed necessary.
3. Councillors and staff are to be addressed by their given name and not by their title of office they hold.
4. Discussion must be focussed on the issues and matters being the subject of discussion.
5. One Councillor speaking at a time is a right, and must be enjoyed by all Councillors.
6. Interrupting another Councillor speaking is not desired and Councillors are encouraged to exercise restraint for the benefit of all concerned. Equally, there should be no dialogue between Councillors and staff that interrupts the Workshop discussion.
7. No ridicule, blame or shame to be expressed and/or exchanged during the Workshop and care should always be taken with the words used in debate.
8. Problems and solution expressed by Councillors are a healthy part of the discussion and may lead to positive outcomes and should not be frowned upon but rather encouraged.
9. Although Workshops are not a decision-making forum, they are an important part of ensuring a well-informed and enhanced decision-making process for Council.
10. The imperatives for a successful conduct of these Workshops are that all Councillors need to work together, displaying courtesy and respect to each other.
11. Councillors must not disseminate materials or information obtained in relation to a confidential Workshop item. To do so may result in a breach of the Local Government Act 1993 and Code of Conduct.

It is important that all Councillors recognise the above list of protocols is not about rules; protocols are a set of guiding principles that are agreed on and committed to by all participating Councillors.

REVISION HISTORY:

Revision	Date	Changes	Approved By

