



GLAMORGAN
SPRING BAY
COUNCIL

Glamorgan Spring Bay Council

Council Workshop Policy

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1 Introduction

1.1 Purpose

This policy outlines the framework of informal gatherings of Councillors to:

- keep Councillors informed of upcoming Council business
- provide an opportunity for Councillor input into the development of Council plans and strategies
- support Councillors to acquire the knowledge needed to discharge their role as public officials.

1.2 Scope

This Policy applies to all Councillors, as well as those Council officers and external parties who are involved in the Workshop activities.

The information discussed at Workshops may be specific to a particular matter submitted to Council or may relate to a matter that impacts on codes, policies or major strategic change.

Council Workshops may also be used solely for Councillor professional development.

1.3 Definitions

Workshop A session at which information is presented to Councillors:

- a) to inform them of specific matters that are, or may, come before Council for consideration, or
- b) to inform and assist them in discharging their role as a public official (for example, informing Councillors of a legislative change that may impact the business of Council in the future).

A session at which Councillors and other Council officials meet to discuss and have input into Council strategies, policies or plans that are under development.

Depending on its nature, a Workshop may also form part of a Councillors professional development program.

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 within the first 12 months of the term of each incoming Council, or as required.

2 Policy

2.1 Not a decision-making forum

Workshops are not to be used for detailed or advanced discussion where agreement is reached or where a de-facto decision is made.

Decision-making and debate on a resolution is to be left to the open forum of a formal Council or Committee Meeting.

Workshops are a means to enable councillors to bring an informed mind to the appropriate decision-making forum by:

- receiving information
- asking questions
- sharing ideas
- giving information
- developing understanding
- exploring issues and concerns
- identifying the need for more information

Accordingly, Councillors will be reminded of the following in the invitation to each session and at the commencement of each session:

At this session:

- a) Council will not formally consider any specific reports containing recommendations, and*
- b) Council will not make a binding decision in relation to any matters discussed during the Workshop, and*
- c) 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 or Workshop, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at any Workshop and how the conflict of interest was managed by the Councillor who made the declaration.*

2.2 Who attends these sessions?

All Councillors are to be invited to attend each Workshop. All Councillors are encouraged, but not compelled, to attend. Whilst it is preferable for Councillors to attend Workshops in person, remote attendance arrangements can be made.

Members of the Executive Team and other Council officials are invited to attend to assist.

Members of the public and other parties may be invited to attend a Workshop to present as a subject-matter expert or to assist with facilitation.

2.3 Who chairs the session?

All Workshops are chaired by the General Manager or another Council officer nominated by the General Manager.

2.4 Timing of Workshops

Workshops will usually be held on the second Tuesday of each month in the Council Chamber, 9 Melbourne Street, Triabunna.

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.

The Mayor or General Manager may call Workshops as necessary so that Councillors may be informed about emergent matters.

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.

2.5 Record Keeping

Formal minutes and recordings of the meeting are not required. However, the following records must be created:

- the date, subject and purpose of the briefing or workshop
- attendance by Councillors and presenters or facilitators
- any documents distributed or presentation slides presented
- any conflicts of interests declared at the Workshop, including a record of how the conflict of interest was managed

3 Implementation

Implementation of this Policy rests with the General Manager.

4 Attachments

- Council Workshop Protocol

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 Chair 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 Chair) and protocols are enforced when deemed necessary.
3. Councillors and staff are to be addressed by their first 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.