

1.12.1

COUNCILLOR WORKSHOPS

Policy Number	1.12.1	Date Commenced	01/06/2017
Date Adopted	01/06/2017	Resolution Number	01/06/2017/002
Review Timeframe	4 Years		
Last Review Date		Next Scheduled Review Date	June 2021
Policy Responsibility	Chief Executive Officer		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		01/06/2017002 – Policy Adopted

INTRODUCTION

Open and transparent Council meetings underpin representative democracy and ensure public confidence in Council's decision-making processes. Workshops, where appropriate, provide a valuable opportunity to enhance the decision-making processes by providing opportunities for Elected Members to become better informed on issues and seek further clarification. This policy is an extension to the rules and regulations required by the NT Local Government Act.

OBJECTIVE

The objective of the policy is to clearly outline Council policy in relation to providing opportunities for Elected Members to participate in workshops, to receive informal briefings and educational sessions and convene other workshops without prejudicing the requirements for openness and transparency as required by the Local Government Act.

Workshops allow informal gatherings to be held provided that the discussion does not lead to a decision, or to effectively obtaining a decision, on a matter that would ordinarily be dealt with at a Council Meeting. This policy reflects the intention that workshops are aimed at avoiding any perception that workshops will be used to build consensus for Council agenda items.

Workshops are events organised and conducted by or on behalf of the Council or Chief Executive Officer to which members of the Council, Staff and third parties have been invited and that involves discussions of a matter that is, or is intended to be, part of the agenda for a formal meeting of the Council.

A Coomalie Community Government Council, these are likely to include;

- Planning sessions associated with the development of policies or strategies
- Council workshops / briefings
- Operational briefings

PRINCIPLES

Elected Members should not obtain, or effectively obtain, a decision on a matter which would ordinarily form part of the agenda of a Council Meeting at a workshop. The Council recognises that formal decisions of Council may only occur by way of a resolution at a formal meeting of Council.

POLICY STATEMENT

Workshops will be used for information sharing, discussing of issues, relationship building and not to discharge Council's deliberative and decision making function.

Workshops may be used to discuss that involves strategy or policy or other matters of Council administration and to debrief Elected Members on issues relating to their decision making function.

Council is aware of the need to balance openness and transparency with opportunities for private discussions between Elected Members and between Elected Members and staff.

Workshops will be chaired by the President, Chief Executive Officer, or another Senior Officer, or may be chaired by an Elected Member on occasion.

Designating workshops

- The Chief Executive Officer and the Council are responsible for ensuring workshops are conducted in accordance with this policy.
- The Chair is responsible for ensuring the purpose, intent and outcomes of the workshops are consistent with the principles of this policy.
- Workshops are not subject to meeting procedures.
- Formal minutes will not be recorded from a workshop.
- For workshops, the following information will be published on Council's website:
 - the place, date and time at which the workshop will be held;
 - the matter that is to be discussed;
 - whether or not the workshop is to be held at a place open to the public;
 - when closed to the public (held in confidence), the reason for excluding the public and whether the workshop will be partially or entirely held in confidence.