



Policy

WORKSHOPS AND COUNCILLOR BRIEFINGS

Responsible Officer: GENERAL MANAGER

Date Commenced: 16 April 2024

Review Date: 16 April 2028

1. Purpose

This Policy provides direction to Councillors and Council officers on the purpose, conduct and value of Councillor briefing sessions and workshops. Council has an obligation to report, explain and be answerable for decisions it makes on behalf of the community it represents.

2. Objectives

The objective of this Policy is to provide a framework for the orderly and proper conduct of Councillor briefings and workshops and aims to provide transparency around Council decision-making.

3. Scope

This Policy applies to all Councillors and Council employees that attend and participate in Councillor briefing sessions and workshops, including staff that contribute towards the decision-making process.

4. Policy

4.1 Introduction

Councillor Briefing Sessions and Workshops provide a valuable opportunity to enhance the decision-making process and are a forum for the General Manager (GM) and senior Council Officers to address Councillor questions and ensure effective communications and information flow between staff and Councillors.

4.2 Councillor Briefing Sessions and Workshops

At Councillor briefing sessions and workshops: -

- i. No decision-making or voting takes place at these meetings;
- ii. Councillors are encouraged, but not obliged, to attend; and
- iii. The requirements for local government meetings prescribed in the LG Act and Local Government (Meeting Procedures) Regulations 2015 do not apply, including that Councillor briefing sessions and workshops be open to the public and the recording of minutes.

Specifically, Councillor briefing sessions and workshops provide a forum for: -



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- i. Councillors to be fully informed on complex matters that will allow for more effective discussion and debate during subsequent formal meetings;
- ii. Councillors to share their views with each other;
- iii. Councillors to seek further information, clarification and background details from council officers or any guest presenters;
- iv. Officers to advise Councillors of their professional opinions and reasoning behind their intended recommendations;
- v. Presentations by external parties; and
- vi. Collaboration to develop or advance proposals, such as masterplans on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing.

Feedback obtained from Councillors at workshops and briefing sessions will help guide council officers in preparing reports or other documents seeking a decision by Council and ensure that all issues and views are properly canvassed in the report. Where a subsequent report is presented to Council that has been in part developed by collaborating in a councillor workshop, it is a requirement to note this in the report.

4.3 Administration

Councillor briefing sessions and workshops shall be scheduled by the GM on the first Tuesday of each month and at other dates scheduled in conjunction with the Mayor. A Councillor may request a briefing session/workshop through the GM and if not agreed may formally request a Councillor briefing session/workshop be held about a specific matter by a notice of motion at a Council meeting.

Councillor briefing sessions and workshops are not formal meetings of Council and are not open to interested constituents or the general public.

4.4 Roles and Responsibilities

Councillors are obliged to comply with the Code of Conduct for Councillors in Tasmania and should refrain from making formal or implied decisions during Councillor briefing sessions and workshops.

Officers are obliged to provide sound and impartial advice during Councillor briefing sessions and workshops consistent with their responsibilities outlined in the LG Act.

4.5 Confidentiality

Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public trust and confidence in the integrity of the local government. The release of confidential information is prohibited by the LG Act.

4.6 Conflicts of Interest

Councillors and staff must declare conflicts of interest on any matters being discussed at Councillor briefing sessions and workshops in accordance with the relevant provisions of the LG Act. This requirement recognises that discussions at Councillor briefing sessions or workshops may influence Councillors when deciding a matter at a



Council meeting. These declarations will be recorded to ensure that a transparent and effective process is maintained.

4.7 Chair

The General Manager or Deputy General Manager shall chair workshops and briefing sessions.

4.8 Quorum

Councillor briefing sessions and workshops are open for attendance by all Councillors. To make the best use of time and resources, the GM shall determine which council officers are required to attend.

Whilst no quorum is required, for the purposes of productivity and determining whether a workshop/briefing session will proceed at least four Councillors should be present.

Remote attendance at workshops and briefing sessions is to remain flexible, with provisions being made for in-person and remote attendance.

4.9 RELATED KING ISLAND COUNCIL POLICIES/PROCEDURES

4.10 AMENDMENT

Council retains the sole discretion to vary, terminate or replace this Policy from time to time, based on the required legislative requirements. Council will consult before amendments are made and will notify and train those the amendments apply to.

POLICY VERSION AND REVISION INFORMATION

Title: Workshops and Councillor Briefings Policy

Policy Maintained by: General Manager

Policy Commencement: 16 April 2024

Policy Review: 16 April 2028

Version No	Date	Resolution No	Responsible Officer
1.0	16.4.2024	100/24	General Manager



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