

Councillor Workshops Policy

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1. Scope

- 1.1 This Policy applies to all City of Parramatta Council (**Council**) Councillor Workshops; to Councillors and Council Staff; and any invited external presenters and/or consultants of a Councillor Workshop. Workshops are to be held in the absence of the public.
- 1.2 This Policy does not apply to Pre-Meeting Briefings that are arranged by the Chief Executive Officer (CEO) to brief Councillors on business to be considered at Ordinary or Extraordinary Meetings of Council (refer to Council's Code of Meeting Practice).

2. Purpose

- 2.1 This Policy establishes the management of Council Workshops.

3. Policy

- 3.1 Workshops provide an avenue for Council Staff outside of the formal Council meetings (i.e. Ordinary or Committee Meetings) to provide to Councillors background information or context to any proposed item by the CEO and/or Lord Mayor. These may include, but are not limited to:

- (a) clarifying issues, exchanging information (including confidential) and to seek feedback/ general direction on proposals;
- (b) providing a forum for discussion on initiatives and discuss options in

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- determining Council's strategic corporate direction;
- (c) ensuring effective communication and information flow between Staff and Councillors; or
- (d) providing a team building forum in which to develop trust and understanding between those attending the Workshops.

3.2 Where a meeting is organised between a Councillor and an Authorised or otherwise approved Staff member, and the Staff member is in a role below an Executive Team position, a minimum of two Staff must be in attendance.

4. Delegations

4.1 There are no Administrative and/or Legislative Delegations applicable to this Policy.

5. Procedure

5.1 Workshops may be organised:

- (a) as a result of a resolution of Council; or
- (b) as approved by the CEO, Executive Team, or in consultation with the Lord Mayor.

5.2 Councillor Workshops may be attended by external participants and Council Staff, including a range of Staff who are not listed under Council's Councillor and Staff Interaction Policy.

5.2.1 Workshops are held generally on weekdays, or as advised by the CEO and/or Lord Mayor.

5.2.2 Remote attendance is permitted for Workshops for all attendees.

5.3 Feedback obtained from Councillors at a Workshop will help guide and inform actions and outcomes for matters discussed.

5.4 Action items and outcomes are to be made available to Councillors within 28 days.

Chairperson

5.5 The CEO or a member of Staff nominated by the CEO is to preside at Councillor

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Workshops.

Quorum

5.6 A quorum for the purposes of whether a Workshop will proceed will be at least four Councillors.

Conduct obligations

5.7 Councillors and Staff are to observe their general conduct obligations as set out by Council's Code of Conduct, and are to remain courteous, professional, and respectful of all attendees.

5.7.1 The Chairperson is to call to order any attendee who behaves in a manner contrary to the general conduct obligations of Council's Code of Conduct, including, but not limited to, the use of offensive behaviour or language.

Confidentiality

5.8 Participants must maintain the integrity and security of confidential information provided during Workshops.

5.9 Confidential information has the same meaning outlined in the *Local Government Act 1993 (NSW) (LG Act)*.

5.9.1 The recording of Workshops by attendees using any device, audio or video, is not permitted.

5.9.2 Confidential information distributed to an external party or media would be considered a breach of section 664 of the LG Act (Disclosure and Misuse of Information) in that, Councillors must not, at any time, disclose materials classified as confidential in reports presented to our discussions held at Council.

Conflicts of Interest declarations

5.10 Conflicts of interests at Workshops are to be managed in accordance with Council's Code of Conduct. Councillors and Staff are responsible for the identification, declaration and management of any conflicts of interests. Forms will be provided at Workshops to assist in declaring interests.

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Record Management

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

- (a) the date, subject and purpose of the Workshop;
- (b) attendance by Councillors and presenters or facilitators;
- (c) any documents distributed or presentation slides presented;
- (d) any conflicts of interests declared at the Workshop, including a record of how the conflict of interest was managed;
- (e) register of action items and outcomes; and
- (f) audio and/or video recording of the Workshop (for access only per the outlined legal definition/reasons).

5.12 The following table outlines the steps and responsibilities for organising Workshops:

Detail	Responsibility
Request sent to Governance for a Workshop	Staff / Facilitator
Date tentatively booked in the Workshop schedule	Governance
Confirmation of Workshop	Executive Team
Presentation material provided to Councillors within 48 hours prior to the Workshop (if possible)	Facilitator
Coordinate Councillor RSVPs for confirmed Workshop	Governance
If confirmed number of Councillors is less than quorum, cancel session	Lord Mayor / CEO
Complete Outcomes Summary and send to Governance	Facilitator
Upload Outcomes Summary and any presentations / handouts to Councillor Portal	Governance
Register Workshops briefing note, presentation / handouts and Outcomes Summary in record management system	Facilitator

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6. Definitions

Councillor	A person elected or appointed to civic office as a member of the governing body of Council, including the Lord Mayor.
Staff	A person who is directly employed by Council on a full time, part time, temporary, or casual basis.
Workshop	Sessions at which Councillors and Staff meet to discuss and/or have input into Council strategies.

References	<i>Local Government Act 1993 (NSW)</i> <i>Local Government (General) Regulation 2021 (NSW)</i>
Associated Policies	Code of Conduct Code of Meeting Practice Councillor and Staff Interaction Policy Councillor Expenses and Facilities Policy
Attachments	Nil

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