

Policy P672 Agenda Briefings, Concept Forums and Workshops

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	All business units

Policy Objectives

There is a need for Council to meet and discuss matters relating to the operation and affairs of the City outside the formal council meeting framework prescribed by the *Local Government Act 1995* which sets out the formal procedures that apply to such meetings. Council may from time to time wish to conduct Agenda Briefings, Concept Forums or Workshops to which the provisions of the *Local Government Act 1995* do not apply.

This policy sets out the procedure which is intended to apply to the conduct of these informal (i.e. non-statutory) meetings of Council.

Policy Scope

This Policy applies to all officers involved in Agenda Briefings, Concept Forums and Workshops.

Policy Statement

Procedural Guidelines

The following Procedural Guidelines shall apply to the conduct of Agenda Briefings, Concept Forums and Workshops.

Calling Agenda Briefings, Concept Forums and Workshops

The Mayor or Chief Executive Officer may call an Agenda Briefing, Concept Forum or Workshop.

Presentations

In consultation with the Mayor, the CEO may approve a request for a presentation to an Agenda Briefing, Concept Forum or Workshop on issues considered of special significance to the City.

Agenda

The CEO shall prepare an agenda for each Agenda Briefing, Concept Forum or Workshop.

Notice

The CEO shall give Elected Members at least one week written notice of an Agenda Briefing, Concept Forum or Workshop unless the CEO in consultation with the Mayor agrees to provide a lesser period of notice in urgent or exceptional circumstances. Notice may be given to Elected Members by phone or in writing.

Public notice of the dates on which Agenda Briefings are to be held shall be given by the CEO on the City's website.

Presiding Person

The Mayor shall preside at Agenda Briefings, Concept Forums or Workshops. The Mayor may nominate another person to be the presiding person.

Disclosure of Interests

Those provisions in the Code of Conduct dealing with Conflict of Interests shall apply to Agenda Briefings, Concept Forums and Workshops.

Notes of Meetings

The CEO will cause notes to be kept of each Agenda Briefing, Concept Forum and Workshop. These notes will include the date, attendance and title of the subjects addressed. These notes will be included on the agenda of the next council meeting.

Decisions

As these meetings are outside the statutory framework of the *Local Government Act 1995* and are not intended to replace ordinary council meetings, Council cannot make decisions at Agenda Briefings, Concept Forums or Workshops.

Voting Intentions

Elected Members must not indicate their voting intentions at an Agenda Briefing, Concept Forum or Workshop.

Agenda Briefings - General

Agenda Briefings provide an opportunity for Elected Members to be briefed on items that are on the agenda of the immediately following Ordinary Council Meeting. They provide information to Elected Members on agenda items and provide the opportunity for Elected Members to ask questions of relevant staff

Agenda Briefings - Procedure

Elected Members may ask questions of relevant staff concerning items on the agenda. Elected Members must address their questions through the presiding person. Elected Members must not express an opinion or enter into debate on an agenda item.

Agenda Briefings - Public Attendance and Deputations

Agenda briefings are generally open to the public unless an item is one to which section 5.23 of the *Local Government Act 1995* may apply.

Deputations are permitted to be heard, only in relation to items on the Agenda for that Briefing. Deputations may be heard prior to the commencement of an item or at the commencement of an Agenda Briefing session. If an item is of interest to a significant portion of members of the public present, the presiding member may bring it forward for earlier discussion than otherwise listed on the agenda.

Any person or group who completes and submits, with at least 24 hours' notice, a 'Request for Deputation' application form (available on the City's website) may be received as a deputation at an Agenda Briefing session.

Deputations shall not exceed ten (10) minutes without the approval of the Presiding Member. Group deputations are encouraged (no more than five (5) persons, where speaking to the same agenda item. The President Member reserves the right to reduce the time for each deputation in the case where deputations are covering similar points.

Debate is not permitted during deputations.

Electronic presentations are required to be submitted to the City prior to 12.00pm on the day of the Council Agenda Briefing.

Concept Forums

Concept Forums provide an opportunity for Elected Members to discuss ideas, strategies and concepts for the development of the City or projects that are in the early planning stage and are some time away from being presented to Council for decision. They provide an opportunity for relevant staff or outside consultants to present information to Elected Members on the concept or project. They allow Elected Members to ask questions of relevant staff or consultants and enable Elected Members to discuss aspects of the concept or project.

Procedure

Elected Members may ask questions of relevant staff or consultants and must address their questions and all discussion through the presiding person.

Elected Members must limit their discussion about issues arising in the Concept Forum to brief statements on relevant matters. Elected Members must not enter into debate.

Public Attendance

Concept Forums are generally closed to the public.

Workshops

Workshops provide an opportunity for Elected Members to have input into the development of a concept. They allow Elected Members to explore different options with relevant staff and to participate more fully in the development of a concept.

Procedure

Elected Members may ask questions of relevant staff and may address their questions through the presiding person or directly to the person concerned.

Elected Members must not debate their voting intentions at a Workshop.

Public Attendance

Workshops are generally closed to the public.

Legislation / Local Law Requirements

City of South Perth Standing Orders Local Law 2007

Local Government Act 1995

Other Relevant Policies / Key Documents

City of South Perth Code of Conduct

City of South Perth Strategic Plan 2017-2027