

Policy P672 Agenda Briefings, Concept Forums and Workshops

Strategic Direction	Leadership
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 strategic directions, operations 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 the Mayor, Councillors and 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.

NOTICES OF MOTION

In the interests of transparency and accountability, a notice of motion should be considered at an Agenda Briefing accompanied by a full officer's report. This will allow members of the public to make a deputation and allow Council Members the opportunity to ask questions and be fully informed.

In order for a notice of motion to be incorporated into the published Agenda for an Agenda Briefing, sufficient time is to be provided to allow the inclusion of an appropriately considered full officers report. The agenda for Council Agenda Briefings are published prior to 5.00pm six (6) days prior to the briefing. Therefore, notices of motion for Council Agenda Briefings should be submitted at least nine (9) clear working days before the Agenda Briefing at which the motion is presented.

Council Members are encouraged to comply with this policy and submit their notices of motion at least nine (9) clear working days before an Agenda Briefing. Any Notices of Motion not received in accordance with this policy will not appear on the Agenda Briefing agenda.

NOTICE

The CEO shall give Council 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 Council 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

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

AGENDA BRIEFINGS - GENERAL

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

AGENDA BRIEFINGS - PROCEDURE

Council Members may ask questions of relevant officers concerning items on the agenda. Council Members must address their questions through the presiding person and 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 10 minutes without the approval of the Presiding Member. Group deputations are encouraged (no more than five persons, where speaking to the same agenda item). The Presiding 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 Council 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 officers or outside consultants to present information to Council on the concept or project. They allow Council Members to ask questions of relevant officers or consultants and enable Council to discuss aspects of the concept or project.

PROCEDURE

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

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

PUBLIC ATTENDANCE

Concept Forums are generally closed to the public.

WORKSHOPS

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

PROCEDURE

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

Council 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 2021-2031