



Council Policy Name: Meeting, Information Sessions and Decision Making Processes

Responsible Directorate: Finance and Corporate Services

Version: Approved

1. PURPOSE

- 1.1. A key role of a Local Government Councillor is to participate in the Local Government’s decision-making processes at Council and Committee meetings. A key function of the organisation’s CEO is to ensure that advice and information is available to the Council so that informed decisions can be made.
- 1.2. It is not always possible for all information that a Councillor may need to be able to fully and confidently participate in formal decision-making processes to be provided in the course of a formal meeting process. Therefore, the City utilises a range of mechanisms to ensure informed decisions can be made including workshops, briefing sessions, community access sessions and various electors’ meetings in addition to its formal Council and committee meetings.
- 1.3. The purpose of this Policy is to set out the guidelines for the provision of information to Councillors and the Council and other matters relating to the various forums utilised.

2. SCOPE

- 2.1. This Policy is applicable to all convened information sessions and formally-constituted meetings involving Councillors of the City of Busselton held in the course of carrying out the business of the local government.

3. DEFINITIONS

Term	Meaning
Policy	This City of Busselton Council policy entitled “Meetings, Information Sessions and Decision Making Processes”

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6: Leadership of the City’s Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. 6:1 Governance systems, process and practices are responsible, ethical and transparent.
 - b. 6:3 Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

Information Provision

- 5.1. All Councillors should have access to the same information when making decisions.

- 5.2. Councillors' written questions of officers regarding agenda reports shall be circulated to all Councillors for information and the officer's response shall be circulated to all Councillors.
- 5.3. Where a question cannot be sufficiently answered at any information session or meeting and further information is required to be provided by an officer, it shall be circulated to all Councillors.
- 5.4. Councillors however can ask for personal information of a private nature to be provided on a "Private and Confidential" basis.

Council and Committee Meetings

- 5.5. Council and Committee Meetings are conducted in accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the City of Busselton Standing Orders Local Law.
- 5.6. Formal decisions of the Council are made utilising the Council and Committee meeting process.

Reports to Council or a Committee

- 5.7. All reports shall include the details of the reporting officer/s and the options that may be available to the Council should it not agree with the officer's recommendation.
- 5.8. All reports listed for consideration at a meeting are to be provided at the time of agenda distribution, unless they meet the criteria for a late item of urgent business for consideration by the Council or Committee.
- 5.9. Any officers' report shall not duplicate the subject of a motion of which a Councillor has given notice, and where this is unavoidable, the Councillor's notice of motion will take precedence in the order of business of the meeting.

Briefing Sessions and Workshops

- 5.10. It is usual for workshops and briefing sessions on a range of matters to be convened by the CEO to provide information to Councillors to enable informed decisions to be made.
- 5.11. The Council currently has a meeting cycle of formal Council meetings, preceded by various briefing sessions and workshops in the week before the meeting and on the day of the meeting.
- 5.12. Agenda briefing sessions are utilised to discuss matters:
 - a. that appear on the Council agenda; and
 - b. in relation to a matter of consideration or information at the time.
- 5.13. Agenda briefing sessions shall be conducted in an open, accountable manner and held in accordance with the Code of Conduct, subject to the confidentiality provisions relating to agenda reports.
- 5.14. Other briefing sessions and workshops are convened to offer the Councillors the opportunity to:
 - a. explore options and discuss ideas;
 - b. discuss future agenda items and strategic direction;
 - c. to be briefed on key ongoing projects and have input prior to the allocation of significant resources in taking forward reports to the Council;
 - d. provide feedback and input in relation to decisions being made, or which may be made, by officers (under delegation, authorisation or similar, or 'acting through');*

e. discuss grievances and concerns to be resolved where possible.

* The CEO will often refer particular matters to a briefing, information session or workshop for discussion and officers may then make decisions having regard for the nature of the discussion.

They may be relatively informal and not open to the general public unless invited to attend due to the preliminary and exploratory nature of the discussions.

5.15. Formal decisions of the Council are only made during a formal Council meeting and therefore collective or implied agreement on any issue cannot bind the Local Government during any briefing, information session or workshop.

5.16. In addition to disclosure requirements that apply at formal meetings, the Department of Local Government guidelines promote disclosure of interests at agenda forums, as participation without disclosing an interest is ethically unacceptable. Interests shall therefore be disclosed at agenda briefing sessions (informal and formal), information sessions and workshops etc.

Community Access Sessions

5.17. Community members are offered the opportunity to address the Councillors on items that are listed on an agenda or any other matter of local government business during specially convened Community Access Sessions. The CEO and Directors, or their representatives, are to attend Community Access Sessions if items pertaining to their directorate are listed on the Agenda.

Electors' and Special Electors' Meetings

5.18. Matters discussed at electors' meetings provide important input into Council decision-making processes. All annual meetings of electors and special meetings of electors shall be convened in City-owned buildings to ensure that the venue is appropriate for the conduct of such a meeting.

5.19. The CEO, or his representative, shall attend all meetings of electors and is requested to have Directors in attendance, such that wherever possible, electors can be provided with the information that they are seeking at the meeting.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995

6.2. Local Government (Administration) Regulations 1996

6.3. Department of Local Government Council Forums Guideline

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	10 May 2017	Resolution #	C1705/101
Previous Adoption	DATE	13 May 2015	Resolution #	C1505/112