



# LITHGOW CITY COUNCIL

## 9. GOVERNANCE

Policy 9.16

COUNCIL WORKSHOPS AND BRIEFING SESSIONS

Version 1

## **9. GOVERNANCE**

### **9.16: DRAFT COUNCIL WORKSHOPS AND BRIEFING SESSIONS**

***OBJECTIVE:***

To allow the mayor, elected councillors and senior management staff to:

- Exchange information (sometimes confidential) on proposals that are being worked on by staff or proposals that councillors would like to see investigated.
- Provide a forum for discussion on proposed staff initiatives and discuss options for engaging the community in determining Council's strategic corporate direction.
- Assist councillors/executive staff in team building.
- Help develop trust and understanding between those who attend the workshops.

***POLICY:***

The Council has resolved to hold regular workshops and briefing sessions to ensure effective communications and information flow between staff and councillors.

Under the Local Government Act 1993, a council can hold a workshop (or sometimes called a briefing session) under its general powers as a body corporate. Workshops are informal gatherings and can provide useful background information to councillors on the business of council. Workshops may involve councillors, council staff and invited participants.

**DECISIONS**

Under the terms of the NSW Local Government Act 1993 and the Meetings Practice Guidelines issued by the Department of Local Government workshops or briefing sessions CANNOT make a decision or issue a direction to staff or councillors.

**FORMAT**

- The workshops are to be chaired in rotation and in alphabetical order by councillors.
- There will be no standing orders or formal meeting procedures.
- Those attending the workshop should be respectful and show courtesy for the person that is talking.

**AGENDA**

Councillors and staff are encouraged to have issues and information reports put onto an agenda that will be prepared in preparation for the meeting. These may consist of notes, memorandums and draft reports, but not including recommendations. Such information is to be provided to the General Manager, or their delegate, five days prior to the session.

The General Manager, Group Managers and other staff will provide a brief update on their responsibility area(s).

## REPORT

A report shall be kept of matters discussed.

<b>Maintained by Department:</b>	Executive	<b>Approved by:</b>	Council	<b>Exhibition Date:</b>	
<b>Reference:</b>	Policy Register	<b>Council Policy No:</b>	9.16	<b>Effective Date:</b>	27 January 2009
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