



Shire of **Ngaanyatjaraku**
ON A JOURNEY

Council Policy

Policy 1.7 – Council Forums

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Council Policy 1.7 – Council Forums

Policy Objective

To set out processes for and to promote accountable and transparent decision making in the facilitation of Council forums.

Policy Statement

Council forums provide a mechanism for elected members and officers to present and discuss information matters relating to the local government's operations outside of formal Council meetings. Examples of common formats of these forums include briefing sessions, workshops, concept forums or agenda forums.

Managing Forums

Any forum of Council outside of official local government meetings shall:

- a) Be open to members of the public, unless business being discussed is considered confidential and would normally be held behind closed doors in an official local government meeting. Forums may also be closed to the public where conceptual information in preliminary stages may be presented through creative processes which may later be assessed as impractical due to expense or other rationale and therefore never adopted or implemented;
- b) Not provide for public question time;
- c) Give local public notice of the forum where they are to be open to the public;
- d) Have a presiding member, being the President of the Shire. If the President is unavailable, the Deputy President shall preside over the forum. If the Deputy President is unavailable, the elected members present shall nominate by simple majority an elected member to preside over the forum;
- e) Maintain notes of proceedings, including attendance lists, summary points of matters discussed, disclosures of interests and requests for further information. Notes of proceedings are informal and not required to be confirmed or adopted;
- f) Require elected members, employees and contractors to disclose any actual or perceived conflict of interest at Council forums. Interests should be submitted prior to the forum in writing to the CEO where the interest is known in advance. Where an interest evolves or becomes apparent during discussions, the interest must be declared and confirmed in writing at the earliest possible opportunity;
- g) Provide written notice and information papers from the CEO at least 72 hours prior to a forum taking place;
- h) Not require a quorum of elected members at a forum, however the CEO in consultation with the presiding member may reschedule a forum where elected member representation is considered insufficient to continue;
- i) Not partake in debate on information presented, but rather utilise the opportunity to attain information to aide debate and decision making at an official meeting; and

- j) Ensure the conduct of elected members, officers and members of the public is in accordance with legislation and the Code of Conduct, with all questions and comments directed through the presiding member.

Policy History

Amendments to this Policy

Amendments to this policy require a simple majority decision of Council.

History

Policy adopted: 24 June 2020

Policy reviewed: 28 June 2023

Previous Policy

N/A

