



Councillor Forum

Tuesday 28 May 2024, 6pm

Council Chamber

- 1 Nomination of Chairperson**

- 2 Attendance**
 - Councillors
 - Public
 - Media

- 3 Apologies**

- 4 Declarations of Interest**

- 5 Items of Business**
 - 5.1 Visitor Centre – 2024/25 funding request, presentation by Tracey Clarke and Chris Martin
 - 5.2 2024/25 Budget – Operational budget, Fees and charges
 - 5.3 Climate Justice Union – proposed workshop

- 6 Confidential Business**
 - 6.1 Legal matter

- 7 Other Business from Councillors**

- 8 Meeting Closure**

Refer attached policy CS1.11 Councillor Forum Meeting Procedures

CS1.11 Councillor Forum Meeting Procedures

Policy Objective

To ensure Council Forums are held in a way that is consistent with the principles of transparency and accountability. The policy also provides procedural guidance on the conduct and administration of forums.

Scope

This policy applies to all Councillor Forums.

Policy Statement

1 Purpose

The purpose of a Councillor Forum is to:

- Provide an opportunity for elected members and staff to present ideas and concepts for future consideration;
- Provide an opportunity for staff to gain input from elected members as they research matters and draft reports for presentation to Council; and
- Provide a forum for two-way communication between elected members and key staff members on important Council and public interest related matters.

More specifically, the forums will allow:

Concept Consideration

This involves Councillors and Shire staff meeting to discuss and explore ideas, strategies and concepts relating to the business of local government. Examples of the types of matters that might be canvassed are:

- Current matters of a local or regional significance
- Matters relating to the future development of the Shire
- Emerging changes to the local government sector and implications for the Shire
- Cross-agency matters

Agenda Considerations

These are opportunities for the Chief Executive Officer and Shire staff to brief Councillors on upcoming agenda items for formal meetings.

Public Interest Considerations

The Council may address matters whereby members of the public can hear information about a particular issue.

2 Principles

Councillor Forums operate under the following principles:

1. Debate does not occur at a Councillor Forum.
2. Decisions will not be made at a Councillor Forum.
3. Councillors and officers will be required to adhere to the same Codes of Conduct that apply to Elected Members and officers.

3 Forum Conduct and Administration

The objectives of this policy will be met through the observance of the following arrangements:

1. The forum may be chaired by any Councillor on consensus agreement of Elected Members in attendance.
2. All questions from Councillors are directed through the Chair.
3. The Chair may, at his or her discretion, allow questions from the public.
4. Members of the public do not have the right to speak unless invited to do so by the Chair.
5. Presentations may be received from any party on a matter relevant to Council as determined by the Chair.

The Shire President or Deputy Shire President, in collaboration with the Chief Executive Officer will/may:

1. determine the meeting agenda;
2. vacate the meeting where there are insufficient matters to warrant a meeting; and/or
6. call an urgent meeting when matters warrant such.

Public notice of a quarterly Councillor Forum will be given on the Shire's website with the same notice period as required for Ordinary Meetings of Council. The Councillor Forum is to be advertised in the preceding edition of the local newspaper. Urgent meetings do not require prior notice.

Attendees include all Elected Members and staff as determined appropriate by the Chief Executive Officer. Members of the public may attend except where the Chair determines it necessary or appropriate to discuss a matter behind closed doors. This may include matters affecting an employee, personal affairs of any person, contracts, legal advice or other.

If, at a forum, the Chair is of the opinion that by reason of disorder or otherwise the business of the forum cannot effectively continue, the Chair may adjourn the forum to a time and date to be set.

As no decisions are made at forums, only a general record of items are documented, along with attendance and any interests declared. Records of meetings will be published on the Shire website.

4 Declaration of Interest

All Elected Members and officers in attendance are to disclose any financial and conflicts of interest in relation to matters to be discussed. Those who have a financial interest will not participate in that part of the forum. There is no opportunity for a person with a financial interest to remain in the meeting room when the relevant matter is discussed.

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| Policy adoption and review | |
| Council meeting held: | Tuesday 12 March 2024 |
| Adopted by Minute Number: | 9376 |
| Date for review: | March 2027 |